

YAMHILL COUNTY
Official Policy

Courthouse Security and Access Policy

Board Order

PURPOSE

The purpose of this policy is to establish guidelines for the protection of the public, employees of Yamhill County, Oregon Judicial Department staff and volunteers in their daily business as it pertains to the Yamhill County courthouse. All Yamhill County employees who are issued an Electronic ID Card shall be required to complete and sign the "Yamhill County Employee Electronic ID Card Use Agreement", attached hereto and incorporated herein by this reference.

DEFINITIONS

Screeners – Uniformed private security officers or sheriff deputies posted at the security screening station

Electronic ID Cards – Photo I.D. cards issued by Yamhill County that allow county employees access to certain courthouse doors during certain hours. Depending on business need, the ID card will also allow employees to bypass the security screening station when entering through the main public entrance.

RESPONSIBILITIES

All county employees and volunteers are responsible for becoming familiar with the Yamhill County Courthouse Security and Access Policy. Department heads and elected officials are responsible for ensuring that employees and volunteers comply with the policy and procedures.

Electronic ID Cards are the exclusive property of Yamhill County. No Electronic ID Card shall be duplicated by anyone other than Yamhill County information technology or facilities maintenance personnel unless prior written permission to do so is provided by county administration. Yamhill County information technology or facilities maintenance will be responsible for maintaining countywide records for issuance and use of all Electronic ID Cards – except those issued by the Yamhill County Sheriff's office to Oregon State Bar association members.

Yamhill County reserves the right to deactivate Electronic ID Cards at any time without notice. The holder of a deactivated Electronic ID Card shall promptly return it to his or her supervisor. Departments will return all Electronic ID Cards to information technology as soon as they are no longer needed. Yamhill County Administration may delegate to departments with specialized needs the authority and responsibility to collect and maintain all unused Electronic ID Cards for their respective areas.

Electronic ID card holders shall immediately notify their supervisor or information technology if a Electronic ID Card is misplaced, lost or stolen. Failure to immediately report a lost or stolen Electronic ID Card may result in disciplinary action.

Individuals may only use or hold Electronic ID Cards that are officially assigned to them. No person shall allow the use of an Electronic ID Card to give access to a person who does not have authority to be in the controlled space. Electronic ID Cards may not be loaned or re-assigned except through Yamhill County facilities maintenance or information technology. Misuse of Electronic ID Cards may result in disciplinary action.

COURTHOUSE ACCESS

Public entry into the Yamhill County courthouse will be limited to one entry point - the main courthouse entrance on Fifth Street. Visitors to the Sheriff's office may not pass through the courthouse to reach the Sheriff's office, but must enter by one of two ways – up the stairs on the Evans Street side of the block and through the double glass doors, or via the parking lot next to the Jail and through the double glass doors.

Yamhill County employees working in the courthouse must display their employee ID at all times while on duty. Employees with offices in the courthouse may access the building through designated external access doors or through the main courthouse entrance on Fifth Street without going through the security screening station. The employee's Electronic ID Card will activate the designated external access door or the door to the left of the security screening station.

Yamhill County employees may not allow other Yamhill County employees who do not have their employee ID displayed or other non-county personnel to enter the courthouse with them while accessing an entry point using an Electronic ID Card.

Yamhill County employees entering the courthouse on a personal matter while not on duty may not bypass the security screening station.

Yamhill County employees with offices outside of the courthouse may enter the courthouse at the main entrance and may bypass the security screening station by using their Electronic ID Card to access the doors to the left of the security screening station.

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YAMHILL COUNTY EMPLOYEE ELECTRONIC ID CARD USE AGREEMENT
(Courthouse Access)

Employee Name

Phone Number

Department

Use of an Electronic ID Card, as defined in the Yamhill County Courthouse Security and Access Policy, is a privilege and as such, as an employee of Yamhill County I agree to the following (initial each):

_____ All courthouse entrances except the Fifth Street entrance are secure entrances and are only for county employees and other authorized personnel with Electronic ID Card access to the courthouse. These are not public entrances or exits for the public or other non-authorized personnel.

_____ My Electronic ID Card is assigned to me only. I will not loan or allow others the use of my Electronic ID Card for any reason.

_____ I will not allow any individuals entry through the secure entrances and understand that anyone without an Electronic ID Card must use the public entrance on Fifth Street.

_____ If I come to work without my Electronic ID Card, I must use the public entrance on Fifth Street and go through the security station and scanner. I cannot ask someone to let me in through the secure employee entrances.

_____ If another person is approaching the secure employee entrances at the same time as me, I will request they identify themselves by showing their Electronic ID Card.

_____ If my Electronic ID Card is misplaced or stolen, I will immediately report this information to my supervisor.

_____ I may be required to pay a fee set by Yamhill County for replacement of a lost Electronic ID Card.

_____ By not following the above procedures, my Electronic ID Card privileges may be cancelled. I understand this could mean that I would be required to enter through the public entrance on Fifth Street and pass through the security screening station each day.

Employee Signature

Date