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Policy 405**

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## **FACILITY SECURITY, ACCESS, AND USE**

### **.1 PURPOSE**

The purpose of this policy is to govern conditions of use and access to county facilities both during and after normal business hours in order to maintain the integrity and security of the Courthouse and other County facilities, to protect the public who use County facilities, and to protect employees who work within Clallam County facilities.

### **.2 POLICY**

#### **2.1 Security Policy**

Clallam County considers the security of its facilities, the public using those facilities, and security of its employees to be a priority. Clallam County will implement measures to protect critical infrastructure. While the County Courthouse and some other County facilities are for public access to government services, security must be maintained at all times. The County will use physical security enhancement equipment including physical barriers, electronic systems, access control, video surveillance, security personnel (when available), and other means to provide security and safety. Violations of laws, ordinances, or these policies are considered serious.

#### **2.2 Access Policy**

It is the policy of Clallam County to enhance facility security through the use of access control systems and access policies. Permissions for entry will be strictly controlled to provide for only that amount of access necessary to carry out the functions of government.

#### **2.3 Policy on Use of Facilities during Non-Business Hours**

Clallam County makes certain facilities or portions of facilities available for appropriate activities that do not infringe upon nor interfere with the primary purpose for which its buildings and grounds are intended and which do not compromise security policies or the safety of employees and the public. This policy contains conditions for such use. Fees intended to recover costs are charged for non-County business use.

### **.4 COURTHOUSE SECURITY**

Clallam County may utilize various measures to provide increased security to the Courthouse. These include but are not limited to: access control systems, video surveillance, security personnel, security screening, searches, and policies for access to and use of the facility. The County considers violation of security policies to be a serious matter.

#### 4.1 Security Committee

Clallam County, by this policy, establishes and maintains a Security Committee to address security and access issues in County facilities. Members of the Security Committee include the Director of Parks, Fair, and Facilities, the Sheriff, and the Director of Human Resources. The committee is responsible to recommend modifications to security equipment, technology, and/or policy that is necessary to reasonably enhance security, to make decisions on requests for exceptions to policy and special access requests, and to consider other security matters. Decisions made by the Security Committee may be appealed in writing to the Administrator, then to the Board.

#### 4.2 Weapons Restricted Areas

Pursuant to Superior Court Order 94-1-1-1, the upper floor and stairwells of the Clallam County Courthouse are designated as weapons restricted areas. It is the intent of the County to strictly enforce violations. Any person seeking to enter areas designated as weapons restricted is subject to search and to seizure of any firearms or other weapons.

##### (1) Restricted Weapons

Unauthorized weapons in Weapons Restricted Areas include but are not limited to:

- a. Firearm, whether loaded or unloaded, including a BB, pellet, or paintball gun
- b. Knife, including a switchblade or other knife having a spring loaded release device
- c. Stiletto
- d. Police type baton or nightstick
- e. Any martial arts weapon
- f. Electronic defense weapon such as a stun gun or electronic dart gun
- g. Pepper spray or mace carried by the public
- h. Any explosive device
- i. Any other device that, in the opinion of law enforcement or authorized security personnel, is, under the immediate circumstances, capable of causing physical injury or death

##### (2) Specific Exceptions

The following are specific exceptions:

- a. Small (blade less than 2") pocketknife or penknife
- b. Weapons carried by general commission law enforcement officers
- c. Weapons carried on duty by corrections officers and Courthouse security personnel

- d. Equipment or tools used by County personnel for janitorial services and maintenance
  - e. Knives in employee break rooms if such room is restricted from the public
  - f. Knives, scissors, and letter openers used by staff or first responders
  - g. Pepper spray carried by employees
- (3) Lockboxes available

Any person in possession of a prohibited weapon or a firearm seeking to enter a Weapons Restricted Area shall, in advance, report to the Clallam County Sheriff's Department or to Courthouse security personnel (when available) and arrange to have such weapon or firearm secured.

#### 4.3 Emergencies and Suspicious Circumstances

Employees should report emergencies and suspicious circumstances first to law enforcement and second, to their supervisor or department management. If suspicious circumstances or an emergency exists, employees should not delay summoning law enforcement by dialing 911.

Suspicious circumstances include but are not limited to times when the employee has cause to suspect or observes:

- a. A person that has, is, or is about to, commit a crime or who poses a threat of danger to themselves or others
- b. Unattended and unaccounted for containers such as boxes, backpacks, or briefcases

Emergencies include circumstances when a situation poses an immediate threat to life or property.

#### 4.4 Emergency Procedures

Suspicious circumstances or emergencies may require that the County's Emergency Procedures be initiated. The County maintains Emergency Procedures that address threats to life and property including fire, bomb threats, and threats to safety. Emergency Procedures are contained in Policy 250 and are available on the County's Intranet site. Employees are required to have a working knowledge of the County's Emergency Procedures.

#### 4.5 Security Screening and Searches

The County maintains various levels of security depending on the activity within the facility, trials, or other court proceedings that may be occurring, specific threats to the facility and/or employees, or national security alerts and increased security levels. All persons and their belongings entering the Courthouse are subject to search. Searches may be conducted randomly, upon reasonable suspicion, or, in the case of increased

security level, applied to everyone entering the Courthouse. Persons refusing to submit to search will be denied entry or removed from the facility. Employees refusing to submit to search are subject to discipline up to and including termination. Any person attempting to avoid security screening or search by using other entries, etc. will be prosecuted and/or disciplined accordingly.

#### 4.6 Video Surveillance

The County utilizes a video surveillance and recording system to monitor entrances and public areas of the Courthouse. All persons entering the facility are subject to surveillance. This system is active 24 hours a day.

#### 4.7 Prohibited Video Surveillance

Video surveillance (silent or audio) by unauthorized employees and all third parties shall be prohibited in County facilities and on County property. The County reserves the right to seize and take possession of any and all recording equipment, including but not limited to cameras, computers, lap tops, memory sticks, CD's, printed pictures, paper records and other equipment and documentation related to the subject surveillance. The County will strictly enforce this provision. Violations shall be subject to prosecution to the fullest extent of the law and discipline, up to and including discharge from County employment.

#### 4.8 Security Personnel

The County may employ security personnel and/or law enforcement to provide increased security in and around courtrooms and throughout the Courthouse. The public and employees are required to follow the directives of security personnel and/or law enforcement, including submitting to searches of person and belongings upon request.

### .5 SECURITY VIOLATIONS

Individuals found to be in violation of the Facility Security, Access and Use Policy shall be subject to loss of privileges, reimbursement of actual damage costs, penalties, fines, discipline up to and including discharge and may be subject to prosecution.

### .6 COURTHOUSE ACCESS CONTROL

The County utilizes an access control system that employs electronic locking systems and video surveillance. Entrances are designed and programmed to control and restrict access to persons with proper permissions.

Recorded video surveillance exists in several areas of the Courthouse. Live video may be monitored and video is recorded and can be retrieved as necessary. All persons, both employees and public, are subject to video surveillance in the Courthouse.

## 6.1 Access – General Provisions for Employees and Volunteers

The following are general rules regarding access to the Courthouse and other County Facilities. Violations may result in seizure of the access card and/or discipline.

- a. Access cards and keys to County facilities will not be given or loaned to other persons, including employees.
- b. County keys will not be duplicated except by authorized Parks, Fair, and Facilities maintenance staff.
- c. Access cards and County keys are the property of the County and will be immediately returned upon request; or, termination of employment with the County.
- d. Lost or stolen access cards or County keys will be immediately reported to the employee's immediate supervisor and to the Human Resources Department. The County may charge a fee of \$10 for replacement of lost access cards or keys.
- e. Outside locked doors that allow certain employee's access to the Courthouse are for use by those employees only. Employees shall not allow unknown persons to enter the facilities with them. If persons unknown are at the door waiting for entry, employees shall advise them that the door is for employee admission only; advise them of the open public hours; and, direct the individual(s) to the public access entrances of the Courthouse.
- f. Electronic access control doors shall not be left propped open or unattended at any time. They shall not be tampered with in any manner to bypass security. (Exception: Parks, Fair, and Facilities maintenance staff may prop door open in special conditions.) Employees who sponsor or who staff meetings during non-business hours shall ensure that access to the building is monitored and restricted to those attending the meeting.
- g. The Commissioners Meeting Room exterior doors may be unlocked and/or remain open during non-business hour meetings to allow public access. They are to remain locked and not propped open during regular business hours.
- h. The doors between the Board meeting room and the interior hallway will remain locked during non-business hours. They are only to be unlocked for staff access to their offices.

## 6.2 Access System Security

Only authorized personnel shall access or attempt to enter the County's Computerized Access/Security System. Unauthorized access or attempts shall be grounds for disciplinary action. The Security Committee designates system administrators and other permissions to the computerized system.

## 6.3 Courthouse Doors Designated as Public Entries

The main Courthouse front door on 4<sup>th</sup> Street, the Historic Courthouse front entry on Lincoln Street, the main floor east entry adjacent to the main parking lot including the interior door between the Sheriff's Offices and the main Courthouse (commonly known as the Sheriff's Entry), and the lower floor entry adjacent to the main parking lot on the

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east side are designated as public entries and are open during normal business hours as designated by the Board of Commissioners.

#### 6.4 Employee Permissions for Non-Public Entries

The County uses standardized access permissions to allow limited entry through non-public entries or during non-business hours. The security committee shall establish the initial assignment of access level for each employee or user or defer to the Director of Parks, Fair, and Facilities. Floor plans with door identifications are available on the Reference Documents page of the County's intranet site. The standardized permissions are as listed in Addendum A.

#### 6.5 Issuing Access Cards and/or Keys

Access Cards and keys will be requested, on forms located on the Forms page of the County's Intranet site and on the Parks, Fair, and Facilities Intranet site. Prior to submission the County Official or his/her designee (designated in writing) shall authorize the request. Requests shall be directed to the Director of Parks, Fair and Facilities. Requests for non-standard access (a higher level or addition of individual doors) either by access card or key will be requested using the same process. The Director of Parks, Fair and Facilities, or their designee, may approve the request or refer it to the security committee for review and decision. Requests for replacement of damaged cards shall be made through Human Resources.

#### 6.6 All Employees Issued County Identification

County identification and access will be issued to all employees and certain volunteers to be kept on the person while at work.

### .10 USE OF THE COURTHOUSE, JUVENILE CENTER, AND VETERANS CENTER DURING NON-BUSINESS HOURS

The County allows public use of certain meeting rooms and facilities in accordance with this policy. Use of available County facilities is subject to security considerations as well as applicable fees. Fees for facility use are contained in Clallam County Code (CCC) Chapter 5.100.

#### 10.1 Declarations

- a. It is the intent of the County to comply with the requirements of state and federal regulations that prohibit discrimination based on sex, race, national origin, age, and/or disabling conditions.
- b. County is not liable for any failure in performance of any provision of these policies.
- c. Violations of this policy may result in removal of User privileges for use of County facilities. The Security Committee has the authority to investigate and make recommendations to the County Administrator for removal of user privileges.

- d. The County reserves the right to cancel any reservation without notice for any reason.
- e. The County is not responsible for lost or stolen items.

## 10.2 Categories of Activities/Users

**Category A** – *(County Employee must be present and responsible for security)* - Includes official meetings of County Commissioners, meetings of County Boards and Committees, and other County meetings subject to the open public meetings act. In order to qualify as a category A activity, a County employee must be present and responsible for facility use/security.

**Category B** – *(County Employee must be present and responsible for security)* - Includes official meetings of County Departments and County Board and Committee workgroups that are not subject to the open meetings act. Also includes meetings of emergency services, victims panel and traffic school groups. In order to qualify as a category B activity, a County employee must be present and responsible for facility use/security.

**Category C** – *(County Employee must be present and responsible for security)* - Includes non-profit organizations that can produce proof of their 501(c) status, youth sponsored activities such as 4-H clubs, Boys and Girls Club, Scouts, and school activities. Also includes Hunter’s Education activities. This category includes all community service and civic groups such as Rotary, Kiwanis, Lions, Granges, etc.

**Category D** – Includes non-profit organizations who can produce proof of their 501(c) status, youth sponsored activities such as 4-H clubs, Boys and Girls Club, Scouts, and school activities. Also includes Hunter’s Education activities. This category includes all community service and civic groups such as Rotary, Kiwanis, Lions, Granges, etc. Activities otherwise eligible for category B where no County employee is present are included in this category. Use by this category may require a special occasion permit per CCC 15.08.

**Category E** – Includes for-profit, commercial, political, union (non-county employee), religious, and private groups or activities (i.e. weddings, receptions, meetings, photo-shoots, filming, etc.). Use by this category requires a special occasion permit per CCC 15.08.

## 10.3 Available Facilities

For purposes of this section, the following term “After Hours” is defined as:

**“After Hours Public Access”** means that the facility has outside access that may be left open during the meeting or activity without County employees being present. Meetings and activities subject to the open public meetings act (Category A) must be held in facilities with public access.

The entrance to the facility during "**After Hours Restricted Access**" shall at all times be inside the County's secure perimeter. Secure entries to County facilities may not be left open after hours without a special occasion permit and appropriate fees. Without exception, for meetings held in County facilities with afterhour's restricted access a County employee shall be in attendance. Such employee shall be responsible for attendee access and assure that secure doors are manned when open.

The following facilities are available for use for meetings and activities.

- a. **Commissioners' Meeting Room** – Can be divided into two rooms under certain conditions.
  - Business Hours: Categories A through D – Public Access
  - Non-Business Hours: Categories A through E – Public Access
  - Occupancy: 110
  - Reservations: Commissioners Office, 417.2233
  - Equipment: Recording, PA system, Screen, Projector, Easel, Video Conferencing, and TV with VCR and DVD
- b. **Commissioners' Conference Room**
  - Business Hours: Categories A, B, and certain C – Public Access
  - Non-Business Hours: Category B and C – Restricted Access
  - Occupancy: 20
  - Reservations: Commissioners Office, 417.2233
  - Equipment: Conference Table, White Board, Screen, PowerPoint Projector, Video Conferencing, TV with VCR and DVD
- c. **Emergency Operations Center (EOC) East/Training Room** – (subject to cancellation with no notice)
  - Business Hours: Categories A and B – Public Access
  - Non-Business Hours: Category B and C – Restricted Access
  - Occupancy: 50
  - Reservations: Emergency; Services, 417.2483
  - Equipment: White Board (2), Screen, Satellite Connection, Video Conferencing, TV with VCR, Overhead Projector
- d. **EOC Kitchen** – (subject to cancellation with no notice)
  - Business Hours: Categories B and C – Public Access
  - Non-Business Hours: County business use only – Restricted Access
  - Occupancy: 8
  - Reservations: Emergency; Services, 417-2483
  - Equipment: Conference Table, White Board (2), Satellite Connection, TV with VCR, Kitchen Equipment
- e. **Health and Human Services (HHS) Conference Room** – (subject to cancellation with no notice)
  - Business Hours: Categories A through D – Public Access
  - Non-Business Hours: Category B and C – Restricted Access
  - Occupancy: 20
  - Reservations: HHS, 417.2276
  - Equipment: White Board, TV with VCR, Video Conferencing Connection

- f. **Third Street Building Conference Room**
  - Business Hours: Categories A through D – Public Access
  - Non-Business Hours: Category B and C – Restricted Access
  - Occupancy: 10
  - Reservations: BOCC, 417.2383
  - Conference Table and Chairs
- g. **Human Resources Conference Room**
  - Business Hours: Categories B – Restricted Access
  - Non-Business Hours: County business used only – Restricted Access
  - Occupancy: 10
  - Reservations: HR, 417.2402
  - Equipment: Conference Table, White Board, Screen
- h. **Technology Training Room**
  - Business Hours: Categories A through D – Public Access
  - Non-Business Hours: County business use only – Restricted Access
  - Occupancy: 12
  - Reservations: IT, 417.2346
  - Equipment: White Board, TV with VCR and DVD, Video Conferencing Connection, Power Point Projector, Screen, Networked Computers and Printer
- i. **Treasurer’s Conference Room**
  - Business Hours: Categories A, B, and C – Public Access
  - Non-Business Hours: County business use only – Restricted Access
  - Occupancy: 10
  - Reservations: Treasurer’s Office, 417-2250
  - Equipment: Conference Table, Black Board
- j. **Parks, Fair & Facilities Conference Room**
  - Business Hours: Categories B and C – Restricted Access
  - Non-Business Hours: County business use only – Restricted Access
  - Occupancy: 8
  - Reservations: Parks Office, 417.2291
  - Equipment: Conference Table
- k. **Superior Courtrooms (2)**
  - Business Hours: Categories A and B – Public Access
  - Non-Business Hours: Categories B and C – Restricted Access
  - Occupancy: 100 each Courtroom
  - Reservations: Superior Court, 417.2386
  - Equipment: Whiteboard
- l. **Historic Courtroom (Historic Courthouse)**
  - Business Hours: Categories A and B – Public Access
  - Non-Business Hours: Categories B and C – Restricted Access
  - Occupancy: 100
  - Reservations: Superior Court, 417.2386
  - Equipment: Whiteboard

- m. **District Court 1 Courtroom**
  - Business Hours: Categories A and B – Public Access
  - Non-Business Hours: Categories B and C – Restricted Access
  - Occupancy: 70
  - Reservations: District Court 1, 417.2453
  - Equipment: None
- n. **District Court 2 Courtroom (Forks)**
  - Business Hours: Categories A, B, and C – Public Access
  - Non-Business Hours: Categories A, B, and C – Public Access
  - Occupancy: 40
  - Reservations: District Court 2, 360.374.6383
  - Equipment: None
- o. **Family Court Conference Room**
  - Business Hours: Categories A and B – Public Access
  - Non-Business Hours: County business only – Restricted Access
  - Occupancy: 12
  - Reservations: Superior Court, 417.2386
  - Equipment: Whiteboard
- p. **Fairgrounds and Facilities**
  - By reservation only through Fair Office, 417.2551
- q. **Camp David Jr. Lodge Building and Facilities**
  - By reservation only through Park Office, 417.2291
- r. **Veterans' Center**
  - Primarily for Veteran use – Scheduling by Commissioners Office, 417.2233

#### 10.4 Scheduling of Facilities

Scheduling of facilities will be done by the offices indicated. Groups/activities that are not official County business will complete and sign an application provided by the Parks, Fair, and Facilities Department. Official County activities have first priority for use of facilities. Without a Special Occasion Permit, other uses may be cancelled up to 45 days prior, and shall so acknowledge on the application form.

#### 10.5 General Provisions

- a. Failure of User to comply with any term or condition of this policy shall result in forfeiture of privileges. User shall vacate the premises immediately, remove any property, and perform any clean up or other work required.
- b. Each room has a posted furniture configuration. The furniture may be rearranged, but must be returned to the standard configuration. Furniture and/or equipment should not be relocated to another room without prior authorization. Additional chairs and/or tables may possibly be obtained by notifying the specific Department Facility Coordinator at the time of reservation.
- c. Users shall not adjust heating or artwork.
- d. The County will not provide storage for user materials or equipment.

- e. Routine repair and maintenance of the conference room and its equipment shall be the responsibility of the County. User shall make no improvement or alterations on the premises.
- f. In the event of damage to County's premises or equipment caused by User negligence, User will accept the County's cost estimate of the repair or replacement and make prompt payment to the County.
- g. Functions occurring in County facilities may not violate City, County, or public authority ordinance or regulation.
- h. Fire, safety, and capacity regulations of Clallam County, City of Port Angeles, or the State of Washington must be observed.
- i. The following activities are prohibited in County facilities:
  - Smoking and/or open flames
  - Weapons as described in section 4.2 of this policy
  - Alcoholic beverages and/or narcotics
  - Boisterous conduct and/or use of profane or improper language
  - Bicycles, skateboards and roller blades
  - Dogs, cats and other pets
  - For other regulations see CCC 15.10 and County Administrative Policy 410 Service Animals
- j. Users will not prop open any outside doors but will post a participant at the door to allow access to the rest of the expected participants.
- k. Users will only open the door into the building to those individuals identifiable as members of the group expected.
- l. Users will be responsible for all damage, and must leave facilities in the same, or better, general condition as received. Users must make sure the facility doors and meeting room doors are locked and secure before leaving. The area outside the building is included in this responsibility. Therefore, before the start of the event, the representative/sponsor should inspect the condition of the facility with the specific Department Facility Coordinator.
- m. Use of County-owned equipment, i.e. TV, VCR, overhead projector, etc., requires special permission as noted on the application form and may be subject to a fee.
- n. Use of food or drink requires permission as noted on the application form. Users are responsible for damage, including carpet stains resulting from use of food or drink. In the event carpet, floor covering, or walls are soiled, notify the County Department of Parks, Fair and Facilities promptly.
- o. Users shall sign the Hold Harmless Agreement section of the application form. Users assume full responsibility for all damages and injuries which may occur. Users shall provide adequate supervision for the protection of lives and property.

## 10.6 Special Occasion Permits

Certain activities, including all activities/users in category E require a special occasion permit. Several County facilities, including many of the rooms and facilities listed above can be utilized by the public via a special occasion permit. Special Occasion Permits are available from the Parks, Fair, and Facilities Department. Special Occasion Permits require fees. They are detailed in CCC 15.08.

### 10.7 Indemnification/Hold Harmless

User shall defend, indemnify and hold harmless the County, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property that arises out of the use of County facilities/property or from any activity, work or thing done, permitted, or suffered by User in or about the County facilities/property, except only such injury or damage as shall have been occasioned by the sole negligence of the County.

### 10.8 Insurance

The User shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property, which may arise from or in connection with the use of County facilities/property.

The User shall provide the County with a Certificate of Insurance indicating that the User is covered by a responsible insurance carrier and the County is named as a co-insured for such use. Insurance limits shall be a minimum of \$500,000 liability coverage. Such minimum limits may be adjusted by the County based upon the potential risk exposure. The insurance certificate shall be submitted to the County no less than a minimum of 10 days prior to the event. Failure to provide the County with a Certificate of Insurance shall render the Special Occasion Permit invalid. In such event, the County shall not be responsible for any and all damage and expense incurred.

### 10.9 Fees

Fees will be established for public use of County facilities for other than official County business and for Special Occasion Permits. Fees are intended to recover costs of personnel to set-up, clean up, and provide security. In addition fees are intended to cover the cost of routine maintenance and repair, and supplies. Fees are established in Clallam County Code Chapter 5.100, Consolidated Fee Schedule.

## ADDENDUM A

### CARD ACCESS IDENTIFICATION NARRATIVE

**Intent** – This narrative is to assist in Card Access System modifications to allow the County to do the following:

- Allow for a Courthouse Building “Lockdown” should the County require the function
- Simplify the levels of access for ease of issuing future cards and standardizing building access
- Allow the ability for the County to add various buildings connected into the Main Access System
- Allow the County to develop building access requirements based upon the Department of Homeland Security “Advisory System Color Codes”

**General Access System Overview** – The access control system is currently implemented in the following County Buildings:

- Historic Courthouse
- Main Courthouse
- Juvenile and Family Services

Identification and access badges are printed and activated in the badging/access control room at the Main Courthouse, overseen by the Human Resources Department. Currently, the system is set up so the Courthouse is separate from the Juvenile and Family Services facility. For staff to have access to all three facilities, staff has to be assigned an access level for each building.

**Historic and Main Courthouse Building Identification/Access Card Levels Defined** – The following access “Levels” are described below and graphically represented in the following table.

- **Level 0 – County Identification:** Level “0” is issued as part of the County policy of all staff. It is for identification purposes only and will not access any access-controlled entrance.
- **Level 1 – Emergency Responder:** Level “1” will have complete access to all controlled entrances, 24 hours/day, 7 days/week. This level also has three sub-levels (1A), (1B), and (1C).
- **Level 2 – County Staff:** Level “2” provides staff with after-hours access to the building for a time that is less than 24 hours/day. This level has two sub-levels (2A), and (2B).
- **Level 3 – Sheriff’s Department Staff:** Level “3” provides after-hours access and access to internal department spaces for staff of the Sheriff’s Department. This level has five sub-levels (3A), (3B), (3C), (3D), and (3E).
- **Level 4 – Outside Contractors:** Level “4” provides access for non-County Contractors working within a designated building typically with supervision from the Parks, Fair, and Facilities Department or Information Technology.
- **Level 5 – Miscellaneous:** Level “5” provides after-hours access to the BOCC Meeting Room, Volunteers, or IT Training Room. This level has two sub-levels (5A), and (5B).

**Juvenile Services Identification and Access Card Levels Defined** – The following “Levels” are described below and graphically represented in the table.

- **Level 0 – County Identification:** Level “0” is issued as part of the County policy of all staff. It is for identification purposes only and will not access any access-controlled entrance.
- **Level 1J – Emergency Responder:** Level “1J” provides access to all controlled doors, including the Judge’s entrance, 24 hours/day, 7 days/week.
- **Level 2J – Restricted Staff Access:** Level “2J” provides access to all controlled doors, excluding the Judge’s entrance, during business hours (0600 – 1800).
- **Level 2AJ- Department Staff:** Level “2AJ” provides access to the administration space from the Lobby only during business hours (0600 - 1800).

**Access Control Table** – The table below lists detailed access requirements for each level listed previously.

**COURTHOUSE  
ACCESS CONTROL  
TABLE  
Revised 02-27-2012**

Door Number	Level 0 (ID Badge Only)	Level 1 (PFF/IT)	Level 1A (PFF Admin/HR)	Level 1B (PFF Janitorial)	Level 1C (PFF Seasonals, Managers)	Level 2 (General Access)	Level 2A - (Elections Room)	Level 2B - (Judges)	Level 3 (Sheriff Sgts./Admin)	Level 3A - (Sheriff Restricted/Arms Room)	Level 3B - (Sheriff SAR (Search & Rescue))	Level 3C - (Outside Agencies)	Level 3D - (Deputies/COs/Staff)	Level 3E - (SO Visitors)	Level 4 - (Contractors-Temporary)	Level 5 - (BOCC Meeting Room)	Level 5A - (ARES Volunteers)	Level 5B - [IT Training Room (Hist. CH)]
<b>Courthouse – Basement</b>																		
B1-Old Courthouse		X	X	X	X	X	X	X	X	X	X		X					X
B2-West Courthouse Entry		X	X	X	X	X	X	X	X	X	X		X					X
B2A-West Stair Basement Level		X	X	X	X	X	X	X	X	X	X		X					
B3-Maintenance Shop		X	X	X	X				X									
B4-Elections			X				X		X	X								
B5-North Corridor West Entry		X	X	X	X				X	X			X					
B6-Mechanical Room		X	X	X	X				X	X								
B7-IT Corridor		X	X	X					X	X								
B8-IT Mechanical Room		X	X	X					X	X								
B9-IT Server Room		X	X						X	X								
B10-IT Entry		X	X	X					X	X								
B11-East Courthouse Entry		X	X	X	X	X	X	X	X	X	X		X				X	X
B12-East Corridor Door		X	X	X	X	X	X	X	X	X	X		X				X	X
B13-Veteran's Assistance		X	X	X					X	X								
B14 - Employee Lounge		X	X	X	X	X	X	X	X	X			X					
B15 - IT South		X	X	X														
B16 - Access and Badging Room			X															
<b>Courthouse – First Floor</b>																		
F1-West Sky Bridge Entry		X	X	X	X	X	X	X	X	X	X		X					
F2-East Sky Bridge Entry		X	X	X	X	X	X	X	X	X	X		X					
F3-Courthouse Main Entry		<b>No Card Reader--Set by Timer    No Card Reader--Set by Timer</b>																
F4-Internal Courthouse Door		X	X	X	X	X	X	X	X	X	X		X				X	X
F5-Sheriff's Administration									X	X			X	X				
F6-Sheriff's Lobby		X	X	X					X	X			X	X				
F7-Squad Room Entry		X	X	X					X	X		X	X	X				
F8-Squad Room Back Entry		X	X	X					X	X		X	X					
F9-East Courthouse Entry		X	X	X	X	X	X	X	X	X	X	X	X	X			X	X
F9A-East Stair Exterior Door		X	X		X				X	X	X		X					
F10-Sky Bridge Door		X	X	X	X	X	X	X	X	X			X					
F11-Commissioners Mtg Room		X	X	X	X	X	X	X	X	X	X		X		X			
F12-Old Courthouse Entry		X	X	X	X	X	X	X	X	X			X					
F13-Arms Room										X								
<b>Courthouse – 2nd Floor</b>																		
S1-Sky Bridge Door		X	X	X	X	X	X	X	X	X			X					
	0	1	1A	1B	1C	2	2A	2B	3	3A	3B	3C	3D		4	5	5A	5B

**JUVENILE ACCESS  
CONTROL TABLE**

	Level 0	Level 1J	Level 2J	Level 2AJ
<b>Juvenile Building – Main</b>	0	1J	2J	2AJ
J1-Administration North Entry		X	X	
J2-Administration South Entry		X	X	
J3-Break Room Exterior		X	X	
J4-Administration/Lobby		X	X	X
J5-Public Entry				
J6-Judges Entry		X		
J7-Conference Room/Lobby		X	X	
	0	1J	2J	2AJ