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SUBJECT: BUILDING SECURITY

ADOPTED DATE: JUNE 6, 1994

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Department heads shall periodically review allocation of "pass cards" to ensure cards are provided only to those employees needing access to the courthouse after hours and on weekends.

If access cards are lost by county employees, the department head shall notify the Sheriff's Department immediately so that the appropriate entrance code can be deleted from the access program and the integrity of the security system is preserved.

HISTORICAL REFERENCE DATE: MAY 4, 1992