

## **ACCESS/POLICY & PROCEDURES** **FOR CLINTON COUNTY PROPERTIES**

1. **PURPOSE:** The purpose of this policy is to:
  - 1.1 Assure that the county properties are safe.
  - 1.2 Assure that the courthouse is properly secured and establish procedures for the issuance of access cards and keys.
  - 1.3 Communicate with Court/Elected Officials, Department Heads, Employees and the Public, the policy for accessing county property.
2. **AUTHORITY:** Clinton County Board of Commissioners
3. **APPLICATION:** This policy applies to all County Elected Officials, Department Heads, Employees and the general public.
4. **RESPONSIBILITY:** The County Administrator and/or designee shall be responsible for implementation of this policy.
5. **DEFINITIONS:**

Courthouse Elevator #1 & #2 - (elevators at security station, 2<sup>nd</sup> floor), serves floors 2, 3 & 4.

Courthouse Elevator #3 – serves garden level, floors 1 & 2.

Courthouse Elevator #4 – (secured elevator, access at sally port), serves floors 3, 4 & Mezzanine.

Courthouse Elevator #5 – employees only (access east entrance), serves garden level, floors 1,2,3 & 4.

Common areas: employee restrooms, conference, break, & lunch rooms.

Card/key monitoring: electronic recording of ingress & egress.
6. **POLICY:**
  - 6.1 **Prohibition of Weapons:**
    - 6.1.1 Weapons are not permitted in any Clinton County government building or in any other building or space used, in whole or in part, for official Court business unless the Chief Judge of Clinton County, or a person designated by the Chief Judge, has given prior written approval.

6.2 Courthouse Granting Access:

6.2.1 Each regular employee will be provided with an electronic access card, which will allow entry to the north/south entrances and their respective suite.

6.2.2 Each employee will also be provided a key, which will allow access to his or her private office and common areas. Employees working at modular workstations will be provided a key for common areas only.

6.2.3 Each manager/elected official will be provided with a master key that will allow access to all keyed areas within their respective suite.

6.2.4 Maintenance Personnel shall have card access and grandmaster key to all areas.

6.3 Courthouse Technology Closets / Phone & Data Rooms:

Technology Closets / Phone & Data Rooms shall remain locked at all times. Information Systems employees will be assigned keys to these areas. A vendor requiring access shall register with security and be escorted by IS employees to appropriate location.

6.4 Courthouse Elevator Access:

6.4.1 Elevator #1 & #2 will be available from approximately 7:30 a.m. – 5:30 p.m. on business days. Public visiting 3<sup>rd</sup> and 4<sup>th</sup> floor must pass through security and use elevator #1 or #2. Security personnel are responsible for elevator lock down and start up.

6.4.2 Elevator #3 will be available at all times.

6.4.3 Elevator #4 will be accessed by law enforcement & maintenance personnel and Central Dispatch Supervisory only.

6.4.4 Elevator #5 will be available from 7:30 a.m. – 5:30 p.m. on business days. Card access shall be granted to all judges and employees assigned to the east ½ of the 3<sup>rd</sup> floor and east ½ of the 4<sup>th</sup> floor.

6.5 Courthouse Stairwell Access:

The 3<sup>rd</sup> and 4<sup>th</sup> floors are card access only. Employees conducting regular business with 3<sup>rd</sup> and 4<sup>th</sup> floors will be granted stairwell access.

6.6 Access Deletion:

6.6.1 Employees who lose cards shall promptly notify Administration so card can be deleted. A third replacement card will result in a charge of actual costs for replacement.

6.6.2 It shall be the responsibility of each elected official/manager to immediately notify the personnel director of an employee's termination. The terminated employee's access card shall be voided promptly. Keys shall be secured by the Elected Official/Manager and returned to Maintenance Director for logging.

6.7 After Hours:

For compliance with Open Meeting Act, the north and south entrance doors must be manually toggled to the open position for public entrance after hours. At close of meeting the responsible party must manually lock doors and advise Central Dispatch (5217) that the building is being locked down.

6.8 Monitoring:

The security staff shall at least weekly review access reports and report any irregularities.

7. **ADMINISTRATIVE PROCEDURES:**

The County Administrator is authorized to adjust policy where necessary.

8. **ADMINISTRATOR/LEGAL COUNSEL REVIEW:** The Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Clinton County Board of Commissioners

**Board of Commissioners adoption: May 30, 2000**  
**REVISED: JULY 31, 2001**