

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
General Administration		P&P-D-118
Facility Access, Identification and Issuance of Proximity Cards		
Effective Date: 09-17-14 Supersedes: 11-27-12	Approval: Sheriff	Number of Pages: 6
References:	Reevaluation Date: Annually or as needed	Standards: CALEA LE 73.5.14

I. PURPOSE

To describe the procedures which will be utilized when controlling access into the facility by employees. To ensure that proximity cards are issued with the proper authority and to provide a guideline for assigning proximity card access clearances to individual proximity cards.

II. POLICY

It is the policy of the Sheriff's Office to provide a secure environment for employees. The interior of the Justice Center will be controlled by proximity access card readers and/or security hardware.

Proximity cards are a key to building entrances throughout Douglas County Government offices. They permit access to designated doors by using an access clearance that has been assigned to the proximity card. In order to be issued a proximity card, the appropriate form must be filled out, approved and signed by an authorized individual. A [Douglas County Sheriff's Office Access Card/ID Badge Form](#) (Appendix A) must be used for Sheriff's Office employees and an [18th Judicial District Access Card/ID Badge Form](#) (Appendix B) must be used for judicial employees. Access clearances can be assigned to a specific proximity card. Additionally, some access clearances might need to be added or subtracted if an individual's assignment is changed. The procedures to request a new proximity card and to change access clearances on an existing proximity card are outlined below. If an individual arrives for work without their issued proximity card a new one will not be issued. The employee must be sent home to retrieve their existing proximity card.

These procedures only apply to proximity cards that are issued for buildings/areas secured by the Sheriff's Office. Contact the Facilities Management office for the issuance or changes to proximity cards for buildings/areas not secured by the Sheriff's Office (e.g., the Miller Building, the Coroner's Office, etc.). In the personnel coordinator's absence, their listed duties will be performed by administrative assistant.

III. AUTHORIZATION PROCEDURE

A. To Request a New Proximity Card for General Sheriff's Office Locations

These are typically for new employees and volunteers other than Detentions Division volunteers, (e.g., community safety volunteers, Public Safety Advisory Committee

volunteers, interns, reserve deputies, sworn law enforcement personnel from other agencies (e.g., special teams and task forces, or chiefs of agencies we dispatch for, etc.).

1. The personnel coordinator will complete a [Douglas County Sheriff's Office Access Card/ID Badge Form](#).
2. The personnel coordinator will complete a New World Global Subject entry.
3. The completed [Douglas County Sheriff's Office Access Card/ID Badge Form](#) will be forwarded to the Sheriff or his designee (e.g., undersheriff or chief deputy) with the appropriate access level checked and will return the form to the personnel coordinator. In the personnel coordinator's absence, the form will be forwarded to Technology Services.
4. The proximity card will be made by the personnel coordinator or, in their absence, Technology Services personnel.
5. The personnel coordinator will then create a New World Global Subject entry and an Altiris ticket. The notes section will reflect that it is a CCURE ticket, the name the card is issued to and the person that approved the card (e.g., CCURE – John Doe – approved by Undersheriff).
6. The Altiris ticket will then be closed by IT.
7. The original form will be scanned and imported into the New World document tab.

B. To Request a New Proximity Card for Specific Sheriff's Office Locations

This is typically for limited access for vendors, contractors, Detentions Division volunteers, etc.

1. A [Douglas County Sheriff's Office Access Card/ID Badge Form](#) will be completed by the contractor manager, medical supervisor, HSS supervisor, café manager, kitchen manager, programs coordinator, etc., and forwarded through the Detentions Division captain for verification of the completion of a background check and/or NCIC/CCIC clearance.
2. The Detentions Division captain, or their designee, will check off any approved access levels.
3. The Detentions Division administrative secretary will create a New World Global Subject entry.
4. The form will be forwarded to the Administrative Services chief deputy or undersheriff for their authorization.
5. The Administrative Services chief deputy or undersheriff will create an Altiris ticket. The notes section will reflect that it is a CCURE ticket, the name the card is issued to and the person that approved the card (i.e., CCURE – John Doe – approved by Undersheriff).
6. The Statutory Programs Specialist will contact the individual to schedule an appointment to make the proximity card.
7. The original form will be scanned and imported into the New World document tab.

C. To Request a New Proximity Card for Areas Outside of the Sheriff's Office but within the Justice Center (i.e., Probation, Courts, etc.).

1. The individual requesting a proximity card will contact the Detentions Division administrative secretary for a [Douglas County Sheriff's Office Access Card/ID Badge Form.](#)
2. The form must be completed by the requesting individual's supervisor and returned to the Detentions Division administrative secretary.
3. The Detentions Division captain will ensure a criminal history check is completed and sign the form.
4. The Detentions Division administrative secretary will create a New World Global Subject entry and then give the form to the Statutory Programs Specialist.
5. The Detentions Division captain, or his designee, will create an Altiris ticket and forward it to Technology Services.
6. The Statutory Programs Specialist will contact the requesting supervisor and schedule an appointment to have the proximity card made.
7. The original form will be scanned and imported into the New World document tab.

D. To Request Changes in Access Level of an Existing Proximity Card

1. The supervisor of the unit requesting a change will email the Administrative Services chief deputy or undersheriff detailing the requested change.
2. The Administrative Services chief deputy or undersheriff will create an Altiris ticket. The notes section will reflect that it is a CCURE ticket, the name the card is issued to and the person that approved the card (i.e., CCURE – John Doe – approved by Undersheriff). The updated access that is granted will also be detailed in the notes section and the text from the requesting email can be cut and pasted into that section on the Altiris ticket.

E. Procedures for a Lost / Stolen Proximity Card

1. Immediately upon knowledge that a card has been lost or stolen, notify DCSO Technology Services to deactivate it.
2. Notify the Detentions Division administrative secretary.
3. Notify your supervisor.
4. Complete a lost county property report.

The proximity card system will be audited during the first quarter of each year by the Detentions Division safety and security officer.

Any division captain has the authority to suspend a member's access. This is accomplished by contacting the Technology Services manager.

Division captains may be issued proximity cards to issue to individuals to allow them temporary access to areas under their control. The division captains will be responsible for these temporary-issue proximity cards and they will be inventoried during the annual audits.

IV. PROCEDURE

Contract Security officers will primarily monitor access into the public entrances of the Justice Center. When employees enter the main entrance to the court area, they will display their identification badge on their outer garments. This will allow them to go around the Provision Scanner in a more expedient manner. Employees who do not have their badge on will proceed through the magnetometer in the same fashion as that of the general public. All employees will have a badge or their proximity access card visible at all times.

When walking through the main facility, employees will be required to wear their identification. No additional items will be attached to the identification. Anyone in the back corridor by the judge's chambers without visible identification will be challenged as to their purpose.

By Order of the Sheriff

**DOUGLAS COUNTY SHERIFF'S OFFICE
ACCESS CARD/ID BADGE
AUTHORIZATION FORM**



Name: (Exactly as it appears on your Social Security card)

First _____ Middle _____ Last _____

Home Address _____

City _____ State _____ Zip _____ Phone # _____

Date of Birth _____ Drivers License # _____ State _____

Please bring Driver's License or ID Card, if applicable, to your appointment.

I understand that my Proxy ID Card and or Keys must be returned to the Sheriff's Office, when no longer employed or in a volunteer status. If your Proxy ID card is lost, it must be reported immediately to Sheriff's Office Detentions Administration and email DCSOTech@dcsheriff.net so it can be disabled.

Signature _____ Date _____

Job Title _____ OSN _____

Check the appropriate clearance:

[PRIMARY]

[ADDITIONAL]

- | | | |
|----------------------------------------------------|---------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> SHERIFF DEPUTY | <input type="checkbox"/> SHERIFF EVIDENCE | <input type="checkbox"/> SHERIFF CRIME LAB |
| <input type="checkbox"/> SHERIFF CIVILIAN | <input type="checkbox"/> SHERIFF CSV | <input type="checkbox"/> SHERIFF SPECIAL TEAM VAULT |
| <input type="checkbox"/> SHERIFF VENDOR | <input type="checkbox"/> SHERIFF DISPATCH | <input type="checkbox"/> SHERIFF MCP GARAGE |
| <input type="checkbox"/> SHERIFF MEDICAL | <input type="checkbox"/> SHERIFF RECORDS | <input type="checkbox"/> SHERIFF DCSOTECH |
| <input type="checkbox"/> SHERIFF BUILDING SECURITY | <input type="checkbox"/> SHERIFF SORT | <input type="checkbox"/> SHERIFF CREW LEADER |
| <input type="checkbox"/> SHERIFF MAINTENANCE | <input type="checkbox"/> SHERIFF INTERNAL AFFAIRS | <input type="checkbox"/> SHERIFF INTERNAL AFFAIRS 8 TO 5 |

SHERIFF AUTHORIZED VISITOR (Used for Volunteers, Interns, Fire, Other Law Enforcement Agencies, PSAC, Misc. Visitors)

DETENTIONS VOLUNTEER (NO CLEARANCE NEEDED)

Additional access needed:

Contractor/Vendor: Security Services, Detentions Medical, Detentions Kitchen, Justice Café, Detentions Volunteer.

Contractor Supervisor Signature: _____ Date: _____

ID ONLY - NO PROX ACCESS

A Criminal History check was completed: DATE _____ BY _____

Authorized Signature _____ Date _____

[Detention Administration (DCSO), 18th Judicial District Authorized Managers]

Sheriff's Office Access Authorization:

Undersheriff or designee _____ Date _____

Internal Use Only: Card Number _____ Issued/Activated by _____ Date Issued _____

DOUGLAS COUNTY SHERIFF'S OFFICE
ACCESS CARD/ID BADGE
18th JUDICIAL DISTRICT AUTHORIZATION FORM



Name: (Exactly as it appears on your Social Security card)

First _____ Middle _____ Last _____

Home Address _____

City _____ State _____ Zip _____ Phone # _____

Date of Birth _____ Drivers License # _____ State _____

Please bring Driver's License or ID Card, if applicable, to your appointment.

I understand that my Proxy ID Card, and or Keys, must be returned to the Sheriff's Office or Appropriate 18th Judicial District Manager when no longer employed or in a volunteer status. If your Proxy ID card is lost, it must be reported immediately to Sheriff's Office Detentions Administration and email DCSOTech@dcsheriff.net so it can be disabled.

Signature _____ Date _____

Job Title _____ OSN _____

Check the appropriate clearance:

___ COURTS ___ DISTRICT ATTORNEY OFFICE ___ PUBLIC DEFENDER

___ COURTS SPECIAL ___ PROBATION

___ COURTS WEAP

___ NE EMPLOYEE ENTRANCE (FOR THOSE AUTHORIZED TO PARK IN EAST LOT)

Additional access needed:

A Criminal History check was completed: DATE _____ BY: _____

Authorized Signature _____ Date _____
[Detention Administration (DCSO), Coroner, 18th Judicial District Authorized Manager]

Sheriff's Office Access Authorization:

Undersheriff or designee _____ Date _____

Internal Use Only: Card Number _____ Issued/Activated by _____ Date Issued _____

Appendix B