

KEYLESS ENTRY POLICY

As of 1/20/2022

- All staff will be given initial access to the building entrance off M32, the Judicial Annex door, and their respective office.
- The egress door in the judicial annex parking lot and the front door on M32 will be programmed to **open Monday - Friday from 8:15 am to 4:30 pm**. The system can be programmed for holidays and other closures, as needed.
- Individuals requesting access to other entry doors will need approval by the respective department head. No one should have access to a different department or unauthorized location unless approved by the department affected, except the sheriff. This is for the protection of highly confidential records, as well as security.
The full Court Security Committee will review the request to approve access.
- Individuals accessing the building after hours will need a pin number that is keyed into the alarm system. (See your department head to gain pin access.)
- **Handling of key fob/card:**
 - **Do not write any identifying information on the key fob/card**
 - **Immediately, report to the BOC office if key fob/card is lost, stolen, or damaged.**
 - **Do not lend the key fob/card to anyone.**
 - **Replacement cost for key fob/card is \$10. There is no cost for the initial key fob/card issued to staff. Cost is subject to change by the Security Committee.**

NOTE: This policy is subject to change. Employees will be notified.