

Jefferson County Courthouse
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Eddie Arnold
Jefferson County
Commissioner Pct. #1

MEMORANDUM

TO:

FROM: Commissioner Arnold's Office

DATE:

RE: Security Policy for Contractors

All Contractors are expected to participate in formulation of and to comply with safety and security practices of the Jefferson County Courthouse Security Policy.

Implementation of the Identification Badge System for the Jefferson County Courthouse is December 3, 2008

This policy specifically applies to the Contractor Identification Badge which will be issued to all Contractors working on the Jefferson County Courthouse premises. The Identification Badge serves the dual purpose of readily identifying Contractors working in the building/on premises, while providing measured protection against unauthorized personnel and intruders from entering designated secure work areas. The Courthouse Maintenance Department will provide a Temporary Contractor Identification Badge to all Contract workers.

1. All Contractors

The County requires appropriate display of Contractor Identification Badges at all times by all Contractors while working at either 1001 or 1149 Pearl Street County Courthouse work site. For the purpose of this Policy, Contractors include all Non-County Employees performing work on premises for compensation. (At the request of Jefferson County)

2. Building Access

Contractors must enter through security screening at the main secure entrance, 1001 Pearl Street and log-in at the Maintenance Department. Contractors are required to leave their Drivers License or picture I.D. with the Maintenance Department to receive a Contractor Identification Badge which will allow them access through secure door located in the basement during the work day. Contractors must complete the contractor information log and sign-out and return their Contractor Identification Badge at the end of each work day in order to receive their picture ID. Damage or loss of ID Badge will cost \$25. for replacement of the card. The Contractor Identification Badge will have limited access to the Courthouse and other county buildings. When possible, each County contact or department shall notify the Maintenance Department, 835-8511 in advance informing them of any contractors who will be entering the building including name, date and time, and purpose of visit.

3. Identification Badge Holder Responsibilities

- Do not lend your Identification Badge to anyone.
- Do not allow unauthorized individuals into any secure area.
- Ensure that all external access points are properly secured.
- Do not leave badge on dash of vehicle or other locations where exposed to extreme temperatures.
- Do not fold, bend, pry open or mutilate your Identification Badge.
- Do not leave your Identification Badge unattended.
- Immediately notify the Jefferson County Maintenance Department if your Identification Badge is no longer in your possession.
- Immediately notify the Jefferson County Maintenance Department of any difficulties or problems with any Identification Badge.

Thank you