

Employee Identification Badge Access to the Jefferson County Courthouse

Implementation of the Employee Identification Badge System for the Jefferson County Courthouse is **December 3, 2008**. **All employees must swipe their Employee Identification Badge to gain entrance into the courthouse beginning December 3, 2008.** All entrances into the courthouse will be accessible by this method. Any employee without their Employee Identification Badge must enter through security. The security entrance is located in the new section of the courthouse where jurors enter for admittance to the Jury Impaneling room.

Jefferson County is committed to providing a safe and secure workplace for all employees. As employees you share the responsibility for the safety and security of yourselves, fellow employees, the public and guests.

Employees can help ensure a safe work environment:

- Do not allow visitors access to secure areas if uncomfortable about the stated purpose of their visit.
- Do not allow someone visiting your office access to other secure offices or areas.
- Notify security personnel of strange objects, packages or briefcases.
- Do not admit unexpected visitors, such as repair people or couriers, without verification from your supervisor regarding the purpose of their visit.
- Ask strangers in your work area for identification.
- Keep security doors locked at all times and confidential information in locked cabinets when not in use.
- Keep all valuables in locked drawers or cabinets.
- Each employee is responsible for safeguarding his or her Employee Identification Badge. Report any damaged, lost, stolen or misplaced badge **immediately** to your supervisor and the Human Resources Department through the "Request for Replacement Badge" form.
- Do not lend your Employee Identification Badge to anyone.
- Ensure that all external access points are properly secured.
- Do not leave your badge unattended.

Remember, all employees are required to appropriately display their Employee Identification Badge at all times on any County work site beginning December 3, 2008.