

## 408 - EMPLOYEE I.D. and SECURITY BADGES

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### Section 408.01 Purpose

This policy is to provide guidelines to obtain, wear and replace employee identification badges and security badges to gain access to Fort Bend County facilities. The Sheriff's Office shall produce all badges and administer security access to all County buildings except the libraries.

The use of employee badges will facilitate identification to the public, County officials and personnel, as well as provide access to secured areas as authorized by an Elected Official or Department Head, and permitted by the bailiffs if applicable.

### Section 408.02 Policy

All full-time, part-time and long-term temporary employees are required to wear, or maintain in their personal possession, a Fort Bend County identification badge at all times while performing County business. If wearing a badge on the outside of an employee's clothing presents a safety hazard, employees may retain their I.D. or security badge in their wallet or otherwise in their personal possession.

The Sheriffs Office maintains the County's security card access system. Elected Officials or Department Heads shall authorize employee security level access as it relates to buildings, secured areas and days and times of access (including after hours access), by e-mailing an Employee Badge Request Form found in the Employee section of Employee Connect or at the following link:

<http://econnect/modules/showdocument.aspx?documentid=3196>

and emailing the form to the bailiffs at:

[cardaccesssystem@fortbendcountytexas.gov](mailto:cardaccesssystem@fortbendcountytexas.gov)

[Note: The Library administers security badges for those library branches requiring card access.]

**Each employee entering a secured area must use his/her own employee I.D. or Security Badge for only his/her personal entry. Employees are prohibited from using their security badge to allow access to secured areas to any unauthorized person. A violation may result in disciplinary action up to and including termination of employment.**

### Section 480.03 Employee Access at the Fort Bend County Justice Center

The Sheriffs Office is responsible for courthouse security, and as such, the Sheriffs Office shall review requests for security badges for the Justice Center and any other secured facility. Employees who have been approved and issued an employee security badge will normally be allowed to bypass the security checkpoint at the Justice Center; however there may be times of heightened security or other circumstances when the bailiffs will require employees to submit to security screening upon entering the Justice Center.

Employees who do not possess their badge will not be allowed to bypass security screening and will be required to submit to security

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screening for entry to the Justice Center. Employees who work at the Justice Center but are at the Justice Center as a party to a trial or other court proceeding will be required to submit to security screening at that time.

Issuance of security badges shall be primarily limited to employees whose office and duties are based in the Justice Center and other secured County facilities. Elected Officials or Department Heads may request the issuance of a security badge for an employee who is not housed in the Justice Center but is required to conduct County business on a regular basis within the Justice Center. Such a request is subject to the approval of the Sheriff or designated bailiff. Requests should be emailed to the bailiffs at:

[cardaccesssystem@fortbendcountytx.gov](mailto:cardaccesssystem@fortbendcountytx.gov)

### **Section 408.04 Loss Notification and Replacement Badges**

Lost or stolen badges must be reported immediately to the bailiffs and the employee's supervisor. Failure to report the loss of a security badge can jeopardize courthouse security; therefore, it is essential to report the loss immediately by emailing the bailiffs at the above email address.

**Employees who fail to report the loss of their badge within twenty-four (24) hours will be denied a replacement card and will be required to submit to security screening with the general public.**

Requests to replace a lost employee I.D. badge should be emailed to the bailiffs at the above email address. Payment of \$15.00 is required to replace a lost employee I.D. or security badge.

**Payment must be by check or money order only, payable to Fort Bend County, and there is a \$25.00 fee for returned checks.**

### **Section 408.05 Leave Of Absence**

Any employee on a Leave of Absence for any reason will be required to turn in his/her I.D. or Security Badge to his/her Elected Official or Department Head at the onset of the approved leave.

### **Section 408.06 Resignation Or Termination and Employee Transfers**

When an employee resigns or is terminated, the Elected Official or Department Head shall immediately notify the bailiffs of the employee's departure and effective date of such separation. The employee's badge must be returned to the bailiffs.

**Employees are hereby notified that failure to return an I.D. or security badge may result in delay of final payout of accrued but unused vacation time.**

If an employee moves from one County department to another, the Elected Official or Department Head may request a new badge, or request updated security access by contacting the bailiffs at [cardaccesssystem@fortbendcountytx.gov](mailto:cardaccesssystem@fortbendcountytx.gov)

### **Section 408.07 Contractor, Vendor and**

Visitors to the Fort Bend County Justice Center must enter through the security screening area as directed by the bailiffs. All parties are

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### **Visitor Access to the Justice Center**

subject to search at the discretion of the bailiffs.

Frequent visitors to the Justice Center, including but not limited to contractors, vendors, attorneys and bail bondsmen may be permitted to obtain a Fort Bend County Visitor Badge

Application for a Visitor's Badge may be found on the Fort Bend County website ([www.co.fort-bend.tx.us](http://www.co.fort-bend.tx.us)) or at the Information Desk at the Justice Center. Attorneys in good standing with the State Bar of Texas shall be subject to a \$25.00 annual application fee; frequent visitors other than attorneys shall be subject to a \$50.00 initial application fee and a renewal fee of \$25.00. Applicants will be subject to a criminal background investigation. The Visitor's Badge will serve as identification and will normally allow the visitor identified on the badge to bypass security screening at the Justice Center. However, badge holders must follow the directions of the bailiffs and submit to screening if requested.

**Replacement badges will cost \$15.00 per lost badge. Payment must be by check or money order payable to Fort Bend County, and there will be a \$25.00 fee for returned checks.**

Due to the high level of security necessary at the Justice Center, the Fort Bend County Sheriff reserves the right to refuse to reissue a Visitor's Badge to an individual who requests a replacement badge more than 3 times per calendar year.

### **Section 408.08 Firearms Prohibited**

Employees and visitors are prohibited from possession of a firearm, as that term is defined by Section 46.01, Texas Penal Code, in a county building that houses a justice court, county court, county court at law, or district court. A person who possesses a firearm in any court described by this section or in any office used by the court without the court's written authorization or without complying with any written regulation of the court is subject to the penalties provided by Chapter 46, Texas Penal Code.

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Policy Approved And Adopted By:  
Fort Bend County Commissioners Court  
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