

Courthouse Security Access Cards

Rules and Regulations

Please review and initial beside each item below.

- _____ 1. The Liberty County Courthouse has two doors that may be accessed utilizing the Identification cards provided by the County. These doors are located on 1st floor on the north and south sides of the building.
- _____ 2. Liberty County has the right to provide these cards to whomever it chooses.
- _____ 3. Courthouse access cards are not a right, they are a privilege that may be revoked at any time.
- _____ 4. This courthouse access card is being provided to you by Liberty County with the approval of Courthouse Security and are provided to you at the will and pleasure of the County.
- _____ 5. This card allows you the access that you have been granted by your department head. The access has been deemed by your department head to be appropriate.
- _____ 6. If you utilize this card to allow access to any person without the same or greater access privilege as you are allowed, your card WILL be taken away.
- _____ 7. If you lose your card, you must immediately notify human resources and courthouse security so that your card can be deactivated.
- _____ 8. If your card becomes damaged and no longer functions, you must turn in your card to human resources and notify courthouse security, and request a new card.
- _____ 9. Department heads must immediately notify Human Resources and Courthouse Security of any change in access status or employment so that card access can be adjusted or terminated immediately.
- _____ 10. If you are an attorney or other necessary court personnel who has been granted the right to bypass the courthouse security checkpoints by display of your card, your card MUST be displayed to bypass security at the west entrance of the courthouse. This card specifically grants you, and only you, the right to bypass security.
- _____ 11. If you are an attorney who has been granted the right to bypass courthouse security by display of this card, you must abide by all applicable rules in this document and revisions.
- _____ 12. A fee of \$50.00 will be required to replace lost or damaged cards.

I hereby affirm that all the information provided to me has been reviewed and I accept the above terms and conditions as stated.

Name of Applicant

Date

Signature of Applicant