

FORSYTH COUNTY COURTHOUSE IDENTIFICATION BADGE POLICY

This policy, adopted by the Forsyth County Courthouse Security Committee, formerly Courthouse Security Committee, (Committee) on February 21, 2013, addresses the issuance, use, fees, control and surrender of Courthouse Identification (ID) badges. The purpose of this policy is to aid in providing safety and security for employees in the Forsyth County Courthouse and the public conducting business in the facility. On behalf of the Committee, Forsyth County will administer this policy in accordance with policies and procedures established by the Committee.

I. ISSUE

Photo ID badges issued by Forsyth County (County) are the only accepted form of identification in the Courthouse. Issuance of a Courthouse identification badge is a privilege, not a right, and such issuance may be rescinded by the Committee. ID Badges are the property of the County and may be revoked by the Committee at any time.

A. ID badges may be issued to:

1. Elected and appointed judicial officials and their appointees who have offices in the Courthouse.
2. Court related State employees who have an office in the Courthouse, or who conduct daily business inside the facility.
3. Sworn law enforcement personnel.
4. Forsyth County employees who conduct County business in the Courthouse.
5. Attorneys and their staff as described below. (fee applies)
6. Winston-Salem/Forsyth County School employees who regularly conduct School Board business in the Courthouse.
7. Contracted security officers who are assigned to the Courthouse.
8. Other contracted or outside agency employees who work in the Courthouse as approved by the Courthouse Security Committee.

B. Requests for ID Badges

1. Courthouse identification badge requests for State or County employees must be submitted to the Committee in writing by a department head or their authorized representative(s).
2. Attorneys licensed by the North Carolina State Bar and who are in good standing may request a Courthouse photo ID. To obtain a badge, eligible attorneys must submit an application to the Committee for processing in accordance with the terms of this policy. Applicants must agree to adhere to the terms of use described below as part of the application process. Upon agreement to the terms of use, confirmation of the applicant's information, payment of the badge fee and barring no circumstances or conditions that would otherwise dictate denial of an application, a badge will be issued. Attorney ID badges are valid for a maximum of two years. Each badge will have an expiration date after which it will no longer be valid. A renewal badge can be requested prior to the expiration date so there is no lapse in badge privileges. The cost for renewal is \$10.00.
3. Attorney staff, including paralegals, legal assistants, law clerks, and runners, of attorneys meeting the criteria described under item 2 and that work a minimum of 30 hours per week for their firm may request a Courthouse photo ID badge. To obtain a badge, eligible staff must submit an application to the Committee for processing in accordance with the terms of this policy. Each staff application

requires sponsorship of an attorney from the staff member's employing law practice.

The sponsoring attorney must certify the staff applicant is employed by an attorney licensed to practice in NC. The sponsoring attorney must certify that a background check has been completed for the staff applicant. Further, the sponsoring attorney must agree to make every effort to ensure the ID badge of staff no longer employed by his/her firm is retrieved and returned to Forsyth County General Services.

4. Applicants must agree to adhere to the terms of use described below as part of the application process. Upon agreement to the terms of use, confirmation of the applicant's information, payment of the badge fee and barring no circumstances or conditions that would otherwise dictate denial of an application, a badge will be issued. Staff ID badges are valid for a maximum of two years. Each badge will have an expiration date after which it will no longer be valid. A renewal badge can be requested prior to the expiration date so there is no lapse in badge privileges. The cost for renewal is \$10.00.
5. All requests for ID badges will be reviewed and processed by the Courthouse Security Committee or its duly appointed representative(s).

C. Temporary Badges

Attorneys and their staff not approved under Paragraph B may request a temporary ID badge if it can be confirmed that they will be conducting business in the Courthouse for one week or more. Temporary badge holders must have a photo ID on their person at all times. To make arrangements for a temporary badge, contact the Forsyth County General Services Department at (336) 703-2200. The Committee will ensure such badges are signed for and adequately controlled by periodically requesting accountability audits of these badges.

II. TERMS OF ISSUE AND USE

Courthouse and Forsyth County employees must agree to adhere to the conditions and terms of use described below in order to be issued an ID badge.

- A. Courthouse and County employees will present their ID badge to Security Personnel upon every entrance into the Courthouse and maintain their ID badge on their person and visible at all times while in the Courthouse.
- B. In the event a Courthouse or Forsyth County employee forgets or loses their badge, they may be escorted in by another Courthouse or Forsyth County employee, provided they are recognized personally by Security Personnel.
- C. If a Courthouse or Forsyth County employee cannot produce their ID badge upon entry into the Courthouse and is not recognized personally by Security Personnel, the employee will be required to pass through security screening and agrees to pass through security screening if such an event occurs.
- D. Employees will be subject to paying a \$10.00 replacement fee to replace lost or otherwise missing badges.
- E. By accepting the ID badge issued to them, Courthouse and Forsyth County employees acknowledge the understanding that their ID badge cannot be loaned to anyone and agree that the badge will not be loaned to anyone.

Identification badge applicants must agree to adhere to the conditions and terms of use described below as part of the application process.

- A. I certify I am licensed to practice law in NC or am employed by an attorney licensed to practice in NC.

- B. If approved, I agree to pay a fee of \$10.00 (**by any acceptable payment option**) for issuance of badge.
- C. I will present my ID badge to Security Personnel upon every entrance into the Courthouse.
- D. I understand I will be required to pass through security screening if I cannot produce my ID badge upon entry into the Courthouse and I agree to pass through security screening if such an event occurs.
- E. I will maintain my ID badge on my person and visible at all times while in the Courthouse.
- F. I understand the ID badge issued to me cannot be loaned to anyone and agree I will not loan it to anyone.
- G. I will not carry unauthorized items into the courthouse, including weapons or objects that could be used as a weapon.
- H. It is my duty to secure my ID badge. If it is lost or stolen, I agree to contact the Forsyth County General Services Department at (336) 703-2200 immediately to report the missing badge.
- I. I understand the ID badge issued to me is Forsyth County property, and as such, privileges may be rescinded by the Forsyth County Courthouse Security Committee.
- J. I understand my photo ID badge is valid for a maximum of two years and upon its expiration I must pay \$10.00 to obtain a renewal badge in order to maintain my badge privileges.
- K. If I change law firms or my name, I will notify Forsyth County to make arrangements to update my information and be issued a new ID badge, if necessary. I will notify the County and make arrangements for a new ID badge no later than 10 days after the effective date of the change(s).
- L. If my law license is suspended for any period of time or revoked, I will notify Forsyth County immediately to surrender my ID badge.
- M. If I am no longer practicing law or I am otherwise unable to comply with the terms of this policy, I will notify Forsyth County immediately to surrender my ID badge.
- N. If I am no longer employed by my sponsoring law firm, I will notify Forsyth County immediately to surrender my ID badge.
- O. Sponsoring firms and attorneys agree to make every effort to ensure the ID badges of attorneys and staff no longer employed by their firm are retrieved and returned to Forsyth County General Services.
- P. I agree to pay a \$10.00 replacement fee for lost or stolen badges or in case of name change.
- Q. Any violations of the terms listed here may result in suspension or revocation of ID badge privileges, being found in contempt of court, and a fine.

III. CONTROL

Those who are issued an ID badge are responsible to safeguard it. ID badges will not be left unsecured in a vehicle or other area where an unauthorized person can access them. Displaying the badge in a vehicle is discouraged, due to the potential for theft and damage due to sun exposure. Badge holders will promptly notify the Forsyth County General Services Department at (336) 703-2200 in the event their badge is lost or stolen. If the badge is later found or recovered, it will promptly be turned in to Forsyth County. Supervisors, attorneys, and sponsoring firms will promptly notify the County in the event an employee is terminated, or if they determine an employee should no longer have an identification card for the Courthouse. Badges will promptly be turned over to the County when a person is no longer employed.

IV. SURRENDER

Upon request, badge holders will surrender their ID badge to Forsyth County or Security Personnel. Badge privileges may be rescinded temporarily or entirely by the Courthouse Security Committee. The decision of the Committee regarding these matters will be final.

For information regarding Courthouse identification badges, contact the Forsyth County General Services Department at (336) 703-2200.