

# OKLAHOMA COUNTY JUVENILE BUREAU POLICY AND PROCEDURE MANUAL

## **CHAPTER THREE- PERSONNEL**

**POLICY 3.30 Building Security/ Badges and Identification Card Page 1 of 3**

### **I. Policy:**

Building/ Court Room Security and issuance of identification/ building access cards are the responsibilities of the Oklahoma County Sheriff's Department. The Oklahoma County Juvenile Bureau (OCJB) Court Services is responsible for issuing OCJB Juvenile Officer Badges and Commission cards.

### **II. Procedure:**

- A. The employee entrance is located on the second floor of the OCJB at the east entrance. This entrance is monitored by an Oklahoma County Sheriff's Deputy. OCJB employees and other agency staff possessing a sheriff issued identification card can scan their card and gain access past the metal detector and x-ray machine. All employees and building workers who are without an issued identification card must enter through the metal detector and have their bags screened through the x-ray machine. **(3-JDF-1G-02)**
- B. Any person who does not have official sheriff issued identification is considered a visitor to the building and must enter through the security check point at the secure entrance. There are no exceptions. The security entrance is located on the second floor of OCJB at the east entrance. This post is manned from normal hours of 7:00 a.m. to 5:30 p.m. Monday through Friday, not including County Holidays. **(3-JDF-1G-02)**
- D. If entry is needed into OCJB after hours or on County Holidays, the employee or other authorized personnel will need to enter the building through the west entrance near detention. They will need to use their sheriff issued card to access the door. If they have a visitor with them, the authorized personnel shall check in the visitor with the detention control operator and obtain a visitors pass. Upon completion of the visit the employee will escort the visitor back to detention control so the visitor can be checked out. **(3-JDF-1G-02)**
- E. OCJB employees whose primary responsibilities require that they act under the appointment and commission as a Juvenile Officer for the Juvenile Court of Oklahoma County will be issued an OCJB Badge and Commission card. All other OCJB employees whose responsibilities deem it necessary to act under the appointment and commission as a Juvenile Officer for the Juvenile Court of Oklahoma County may be issues an OCJB Badge and Commission Card when authorized by the Director.

- F. Issuance of Court Services Badge/Commission Cards:
1. For ease in better identification of Officers and Supervisors, Badges that are silver in color are issued to Probation Officers and, Badges that are gold in color to Probation Supervisors.
  2. Once employed in the designated positions, the employee will be issued an OCJB Badge from either Director's office or Chief of Court Services for Probation Staff. The employee must sign for receipt of the badge. The employee is to have the Badge in his/her possession at all times when involved in official OCJB business.
- G. By signing for the Badge, the employee is indicating the following:
1. His/her understanding that the Badge is for official OCJB business only,
  2. Any misuse or misrepresentation of this understanding is a violation of the Code of Ethics and may result in disciplinary action, up to and including discharge from employment.
  3. If the badge is lost, stolen, or misplaced, he/she must notify the Director's Office or Chief of Court Services immediately, and is then the responsible for full replacement cost. Local law enforcement should be notified so a crime report can be completed.
- H. Only badges issued by OCJB are considered official for the completion of duties while employed by OCJB. Any employee who attempts to utilize any other badge while performing duties associated with OCJB and under the direction of the Juvenile Court of Oklahoma County is subject to disciplinary action, up to and including discharge from employment.
- I. Upon being issued an official OCJB badge, the employee is also issued a Commission Card. The front of the commission card clearly displays the agency's name, the position of the employee, the name of the employee, and the commission number that corresponds with the assigned badge number. In addition, the back of the commission card contains the following statement:
- " Oklahoma County Juvenile Bureau Director \_\_\_\_\_ (insert name) hereby certifies that the person whose name and likeness appears on the front of this card has been appointed and commissioned as a Juvenile Officer to act as such while under my appointment or until this commission expires or is revoked by me."
- J. Upon termination of employment, the employee must surrender both the Badge and the Commission Card. Court Service Officers/Employees return to the Chief of Court Services, and all other employees must return these to the Director's office.
- K. Issuance of Identification Cards
1. Upon employment, all OCJB employees and some interns/volunteers are also issued an identification badge/card which must be worn at all times. To receive and identification

badge/card, the individual must complete an Oklahoma County Sheriff's Department Request Form for an OCJB building access badge. Once approved by the Sheriff's Department, the employee must respond to the main Sheriff's Station located at 201 N. Shartel Ave Oklahoma City in order to have their picture taken and the badge activated. Not wearing the identification card is grounds for disciplinary action if the violation occurs by an employee and dismissal if the violation occurs by a volunteer/intern.

Approved:  \_\_\_\_\_  
James L. Saffle, Director                      12/5/14  
Date