

**OKLAHOMA COUNTY JUVENILE BUREAU  
POLICY AND PROCEDURE MANUAL**

**CHAPTER THREE: HUMAN RESOURCES**  
**POLICY 3.30: BUILDING SECURITY**

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**I. POLICY:**

The security of the Oklahoma County Juvenile Justice Center (OCJJC) and issuance of identification/building access cards are the responsibilities of the Oklahoma County Sheriff's Department. The Oklahoma County Juvenile Bureau (OCJB) is responsible for issuing OCJB juvenile officer badges and commission cards.

**II. PROCEDURE:**

- A. The main entrance of the OCJJC is located on the second floor on the east side of the building and is monitored by an Oklahoma County Sheriff's Deputy between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday, excluding holidays.
- B. OCJB employees and other tenants of the building possessing a sheriff issued identification card shall scan their card to gain access to the building at either the east or west entrance.
- C. Issuance of Identification Cards:
  - 1. All OCJB employees and some volunteers are issued an identification card which shall be used to identify the employee and grant him/her access to the JJC.
  - 2. The identification card must be kept in the employee's possession at all times while he/she is on duty.
  - 3. To obtain an identification card:
    - a. The new employee shall complete an "Oklahoma County Sheriff's Request for Access," Attachment A, for an OCJB building access badge, which shall be provided to him/her by his/her supervisor;
    - b. The employee's supervisor shall review the form and submit it to the Internal Affairs Investigator, who shall fax it to the Oklahoma County Sheriff's Department;
    - c. Once approved by the Sheriff's Department, the employee's supervisor shall escort him/her to the Oklahoma County Jail, located at 201 N. Shartel Avenue, Oklahoma City, Oklahoma, to have his/her picture taken and identification card issued.
- D. Any person who does not have an official identification card is considered a visitor to the building and must enter through the security checkpoint at the east entrance, if visiting during business hours (**3-JDF-1G-02**).

- E. If entry is needed into the building after the regular business hours of 7:00 a.m. to 5:00 p.m. or on holidays, authorized personnel must enter through the employee entrance on the west side of the building using their sheriff issued card to access the door.
- F. Authorized personnel shall ensure that any visitors accompanying them through the west entrance first check in with the detention control operator and obtain a visitor's pass. Visitors shall be escorted by authorized personnel throughout the entirety of the visit. Upon completion of the visit, the employee will escort the visitor back to detention control center so that the visitor can be checked out **(3-JDF-1G-02)**.
- G. Issuance of Court Services Badges/Commission Cards: OCJB employees whose prime responsibilities require that they act under the appointment and commission for the Juvenile Court of Oklahoma County shall be issued an OCJB badge and commission card.
  - 4. Badges that are silver in color shall be issued to Probation and Intake Officers while badges that are gold in color are issued to Probation and Intake Supervisors and other commissioned employees.
  - 5. All employees must sign an acknowledgement of receipt for the badge. The employee shall have the badge in his/her possession at all times when conducting official OCJB business.
    - a. By signing for the badge, the employee is indicating the following:
      - i. His/her understanding that the badge is for official OCJB business only.
      - ii. 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 termination.
      - iii. If the badge is lost, stolen, or misplaced, he/she must notify their supervisor immediately and is responsible for full replacement cost. Local law enforcement may be notified so a crime report can be completed.
    - b. 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 termination.
  - 6. Upon being issued an official OCJB badge, the employee shall also be 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 a commission number that corresponds with the assigned badge number. The back of the commission card contains the following statement: "Oklahoma County Juvenile Bureau Director \_\_\_\_\_ 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."

7. Upon termination of employment, the employee must surrender both the badge and the commission card to his/her supervisor.

Approved: James L. Saffle *for* 10/1/16  
Date

Attachments: Attachment A, "Oklahoma County Sheriff's Request for Access"



OKLAHOMA COUNTY

*Sheriff John Whetsel*

**SHERIFF**

201 N. SHARTEL  
 OKLAHOMA CITY, OK 73102  
 405.713.1000 • 405.713.9008 FAX  
 WWW.OKLAHOMACOUNTY.ORG/SHERIFF

**REQUEST FOR ACCESS TO COUNTY COURTHOUSE & ANNEX BUILDING : FAX TO 713-2066**

NAME \_\_\_\_\_ MAIDEN NAME \_\_\_\_\_  
 SEX: M F DOB \_\_\_\_\_ RACE \_\_\_\_\_ HAIR \_\_\_\_\_ EYE \_\_\_\_\_ HT \_\_\_\_\_ WT \_\_\_\_\_  
 SS# \_\_\_\_\_ OK DRIVERS LICENSE# \_\_\_\_\_  
 HOME ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_  
 OTHER \_\_\_\_\_

**COUNTY / COURT EMPLOYEE**

DEPARTMENT \_\_\_\_\_ JOB TITLE \_\_\_\_\_  
 OFFICE ADDRESS \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_  
 NOTE \_\_\_\_\_  
 COUNTY/COURT OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

**BAIL BONDMAN : \$100 ANNUAL PROCESSING FEE PAYABLE WHEN CARD ISSUED**

BAIL BOND LICENSE # \_\_\_\_\_ BAIL BOND COMPANY \_\_\_\_\_  
 OFFICE ADDRESS \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_

**DO NOT WRITE BELOW: TO BE COMPLETED BY THE OKLAHOMA COUNTY SHERIFF'S OFFICE**

CRIMINAL RECORDS CHECK DATE \_\_\_\_\_  
 CARD ISSUANCE AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_  
 CARD ISSUED BY \_\_\_\_\_ DATE \_\_\_\_\_  
 NOTE \_\_\_\_\_

<input type="checkbox"/> 01: SHERIFF'S OFFICE	<input type="checkbox"/> 11: ATTORNEY
<input type="checkbox"/> 02: ASSESSOR'S OFFICE	<input type="checkbox"/> 12: BAIL BONDSMAN
<input type="checkbox"/> 03: CLERK'S OFFICE	<input type="checkbox"/> 13: EMERGENCY MANAGEMENT
<input type="checkbox"/> 04: COMMISSIONERS' OFFICE	<input type="checkbox"/> 14: FACILITIES MANAGEMENT
<input type="checkbox"/> 05: COURT CLERK'S OFFICE	<input type="checkbox"/> 15: TURNSTILES ONLY
<input type="checkbox"/> 06: TREASURER'S OFFICE	<input type="checkbox"/> 16: MIS
<input type="checkbox"/> 07: DISTRICT ATTORNEY'S OFFICE	<input type="checkbox"/> 17: CONSTRUCTION ADMIN
<input type="checkbox"/> 08: PUBLIC DEFENDER'S OFFICE	<input type="checkbox"/> 18: CONSTRUCTION
<input type="checkbox"/> 09: JUDGE ACCESS	<input type="checkbox"/> 19:
<input type="checkbox"/> 10: OCPD	<input type="checkbox"/> 20: