

POLICY AND PROCEDURES

NUMBER: 826

SUBJECT: Card Readers

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 1/01, 5/08, 10/12



I. POLICY

The St. Louis County Department of Justice Services shall maintain procedures that allow staff and volunteers access to certain areas of the facility by means of a St. Louis County Identification card.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Security Manager, Corrections staff and volunteers are responsible for the following procedures.

III. DEFINITIONS

St. Louis County Identification card: A plastic card about the size of a credit card with a personalized identification number, issued to all staff members. Each card is programmed to allow staff access to certain areas of the facility.

Card Reader: A surface/wall mounted security identification device that reads the St. Louis County Identification card and determines if access to an area is authorized.

IV. PROCEDURES

A. All employees will be issued a St. Louis County Identification card at the

time of employment. Employees will be required to carry the St. Louis County Identification card with them at all times.

- B. *[Employees shall not perform any modifications, alterations, or changes to access or identification cards.]*
- C. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
- D. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
- E. Damage, other than normal use, or the loss of a St. Louis County Identification card shall be reported immediately to the Watch Commander. For security reasons, it is imperative that these cards are deactivated as soon as possible. Loss or theft of a card shall be investigated by the Internal Affairs Officer. The results shall be reported to the Division Superintendent who shall forward the investigation report to the Director of Justice Services. Careless handling of the St. Louis County Identification card may result in disciplinary action, investigation by the Internal Affairs Officer and/or replacement cost for the employee.
- F. St. Louis County Identification cards issued by the Department will remain the property of St. Louis County, and upon separation from the Department the employees shall return them. The Department shall receive these items or be refunded the replacement cost of the items before the final payroll check is issued. The replacement cost shall be the current cost of the item.
- G. The St. Louis County Identification cards are considered part of the uniform and employees are required to have them in their possession when on duty. Non- uniform staff are required to wear the St. Louis County Identification card when on-duty and in county buildings. Continued failure to possess your proximity card will result in corrective action by the employee's immediate supervisor.
- H. Employees who forget their St. Louis County Identification cards will contact the Watch Commander, who will issue the employee a temporary card to be used for that day only.

- I. When an employee presents their St. Louis County Identification card to a card reader, the employee's name, identification number, date and time of access will display on the Administrative Computer in Master Control.
- J. If an employee attempts to gain access to a door he/she is not authorized to enter, the above information will also be displayed on the Administrative Computer in Master Control.
- K. [The County Police are responsible for assigning St. Louis County Identification cards to new staff members. The Department's *Security Electronics Administrator* is responsible activating and deactivating these cards.]
- L. [The Department's *Security Electronics Administrator* is responsible for maintaining a master list of the following information:]
 - 1. Name of employee
 - 2. The card number associated with the employee
 - 3. Authorized areas for each job assignment (Watch Commanders, Intake staff, Transportation Officers, etc.)
- M. [St. Louis County Identification cards may be carried in a wallet or worn on a lanyard *with a clear plastic holder*. Proximity cards should not be carried next to credit cards since the magnetic strips could deactivate the proximity cards.]
- N. Operational Use:

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