

Cobb County Rules and Regulations for Access Card Holders

Unscreened access is a privilege granted to employees of the agencies located within the Complex and others who frequently conduct business therein. An agency located within the complex will have the discretion to authorize such access to its employees, subject to the requirements of policy. To facilitate the orderly and efficient operation of the Complex, certain individuals who frequently use the facilities may be permitted unscreened access provided they comply with the procedures outlined herein. Such individuals will make application and such individuals may be required to submit to a background investigation to determine eligibility, must comply with rules governing access card use and shall enjoy the privilege of unscreened access. All privileges granted under this policy are conditional and may be withdrawn at any time by the Cobb County Sheriff's Office based upon the security requirements of the Complex.

No explosive compound or device, firearm, knife with a blade longer than one and one half inches, other weapon, O.C. or Pepper spray, Taser type devices, other items that could be considered potentially dangerous, threatening or harmful to others, whether used for offense, defense or evidence, shall be brought into the Complex, except when authorized by the head of a Sponsoring Agency permitting the exception AND approved by the Sheriff's Office **PRIOR** to the weapon or explosive being brought into the Complex.

Approved access cards shall not be altered, loaned or borrowed.

Individuals with unscreened access privileges shall not use their privilege to allow another to enter the complex or other doorways, hallways, or areas secured by electronic security devices and may not bring unscreened items into the complex for another.

Possession of an access card does not grant an authorized access card holders to pass through all secured doorways to or within the complex. If a card holder wishes to gain access through a door for which card access is not available, then special permission must be received from authorized personnel on a per visit basis to gain passage through the doorway.

Individuals who gain access through a controlled door shall be responsible for insuring that no other individual passes through the doorway unless that individual also swipes their own personal access card and the card swipe activates the authorization device. Each individual is also responsible for insuring the door closes and secures behind them.

Individuals granted the privilege of unscreened access, acknowledge and consent to be searched upon the request of security personnel.

The access card is and will remain the property of Cobb County Sheriff's Office and will be returned upon request.

Individuals assigned an access card shall maintain control of such card at all times as even a temporary loss of control of the card can result in a breach of security and endanger lives. If the card is misplaced, lost, or stolen, the Sheriff's Office shall be notified immediately and a written report shall be submitted to the Authorizing Agency/Organization who will forward a copy to the

Sheriff's Office no later than the next business day after the theft or loss. The Sheriff's Office will not issue another card until the report is received. The Sheriff's Office reserves the right to assess a \$25.00 non-refundable fee for replacement of a lost/ stolen card or a card displaying a lack of due care.

The Sheriff's Office reserves the right at any time to revoke the unscreened access privilege and require the return of the access card, with or without cause and without any recourse of the card holder.

Individuals issued an access card, but not in possession of the card, shall not ask security personnel for special passage through secured doorways.