

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
July 8, 2011	BUREAU-WIDE	NORMAL OPERATIONS	F.11
SUBJECT: ACCESS CARD CONTROL			PAGE 1 of 1

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for control of department-issued court access cards.

Policy:

All CSB personnel will be held accountable for their issued access cards. Loss of a card must be reported to a supervisor immediately to limit any breach in the security of our facilities.

Procedure:

When an access card(s) is reported lost to a supervisor, the supervisor shall ensure the CSB Security Unit and Department of General Services County Security Division is notified immediately and asked to deactivate the missing card(s). All reasonable steps should be taken to recover the access card(s).