



## CLACKAMAS COUNTY SHERIFF'S OFFICE

**Policy # 31**

**Printed copies are for reference only.  
Please refer to the electronic copy for the latest version.**

References: [County Risk Manual](#)

### FACILITY SECURITY

#### General

1. The Sheriff's Office operates from a number of buildings. All buildings are secure facilities in order to prevent introduction of potential hazards to employees, maintain the integrity of confidential material and facilitate secure operations. To support CCSO security, Sheriff's Office employees shall:
  - a. visibly identify themselves as required in section 2 (below);
  - b. not allow other persons to use their access cards or codes;
  - c. ensure they do not allow entrance to anyone they cannot positively identify. Special care must be taken by those entering a secure area using their access cards to prevent unauthorized persons from following them into the building;
  - d. stop and make inquiries of individuals either not displaying a "Visitor" Badge or who appear to be astray within a facility and not escorted. The employee should escort the person back to the lobby to obtain a Visitors' Badge, immediately contact the person who authorized (sponsored) access of the individual and if necessary notify a supervisor;
  - e. disengage the alarm on all controlled access doors using their issued ID/Access card. Employees shall neither bypass nor otherwise defeat any access control or security surveillance system without authorization; and
  - f. upon entering through a controlled access door, ensure that the door is securely closed to prevent unauthorized access.



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### CCSO Facility Access Requirements

2. In order to facilitate an appropriate level of security and continuity of operations general access control procedures will be established as follows:

**a. Designation of Public/Restricted Areas:**

- (1) public areas include parking, entrance, reception and waiting areas open to the public as determined by the facilities operations; and
- (2) restricted areas include parking and office/work space not accessible to the public. Restricted areas will be identified for access by signage indicating "authorized personnel only", which is determined by the Division Commander responsible for the area of operation or workspace.

**b. CCSO Employees:**

- (1) will be issued a Sheriff's Office ID and Access Card;
- (2) will visibly display the Access Card at all times (both in and out of uniform - unless wearing the CCSO patrol or jail deputy uniform clearly displaying the CCSO badge and nametag);
- (3) will receive access based on duty/need as authorized by their Division Commander or supervisor;
- (4) will return the Sheriff's Office ID and Access Card when either ordered or required (i.e. retirement).

**c. CCSO Interns/Volunteers:**

- (1) may at the Sheriff's discretion be issued a Sheriff's Office ID/Access card with limited internal access specific to their assignment (i.e. between work area(s) and break/restroom areas), otherwise interns/volunteers will follow the requirements for CCSO employees outlined in this policy; and



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- (2) will leave the ID/Access card with the CCSO when leaving the building unless they have been exempt because of the type and length of assignment by a Division Commander.

### d. CCSO Guests:

- (1) **All** guests (non-CCSO employees) will report to the public reception area to be signed in by a CCSO Employee and issued a "Visitor" or "Escort" badge, with the exception of persons in custody and being actively monitored by a law enforcement agency;
- (2) Badges must be worn on the outermost layer of clothing so that it is visible.
- (3) There are two types of guests: "Visitor" and "Escort" – which will determine the requirement to issue a Badge in accordance with the following guidelines:

#### **"VISITOR"**

- (a) at the discretion of the Sheriff, may not require an escort to be present at all times, may be allowed in restricted areas of the building as qualified under the following circumstances:
  - (i) non-CCSO Law Enforcement employees, either in uniform (clearly displaying badge and nametag) or plain-clothes (clearly displaying their agency credentials);
  - (ii) Clackamas County Employees (when conducting support services to the CCSO) identified by their County ID card; or
  - (iii) persons authorized by a CCSO supervisor because of the operational purpose of the visitor not requiring an escort. This may include other law enforcement officials requesting the use of CCSO facilities for short law enforcement functions (i.e. detention room/Intoxilyzer).



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### **“ESCORT”**

- (a) Allows access only to the public areas of the building and requires a CCSO escort be present at all times while they are in restricted areas of the building. Escorted guests may be left alone for limited periods if an employee has them wait in an area after ensuring there is no sensitive information (i.e. having them wait in the employee's office, break room, etc. while the employee tends to business). Escorted access is required for all guests not permitted "Visitor" access as outlined above.
3. Employees expecting scheduled guests (both escorted and non-escorted) are to arrange to facilitate access ahead of the appointed meeting.

### **Special Requirements/Exceptions**

4. Special CCSO access requirements may be pre-authorized by a Division Commander and above; however, such exceptions should be documented in advance, based on operational requirements and provide for the continuity of CCSO operations. Exceptions may include contractors, operational SWAT response requirements, task force operations, emergency command post requirements, etc. and should be documented and/or arrangements made with either the appropriate employee or community service officer (front desk).

### **CCSO Facility Security Coordination**

5. The Support Services Division will ensure plans are in place, in coordination with the County Risk Manager and CCSO Division Commanders as appropriate, for each CCSO building addressing the following:
- security and access procedures;
  - evacuation plans (fire, earthquake, bomb threat, bio-hazard) and marshalling areas;
  - alternate incident command post requirements and Continuity of Operations (COOP) Planning;
  - emergency power and communications;



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- e. review the safety committee recommendations on building security;  
and
- f. coordinate and review procedures for overall building and area security of CCSO offices and equipment.

### **Weapons**

6. In county buildings occupied by the Sheriff, the Sheriff may designate restricted areas that are not open to the public. Only CCSO employees who are authorized to carry weapons as a function of their employment will be allowed to carry weapons within restricted areas. No member of the public, with the exception of other on duty Law enforcement personnel, will carry any weapon into a restricted portion of a CCSO building.