

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 5.07</b>
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; June 6, 2016
<b>CHAPTER:</b> Fiscal Management and Agency-owned Property		Related Policy: G.O. 5.09 (Use of Computers), G.O. 5.10 (Use of Cellular and Landline Telephones), G.O. 5.11 (Use of Sheriff's Office Vehicles); CJIS Security Policy Version 5.4
<b>SUBJECT:</b> County/Sheriff's Office Facilities and Equipment		Related Laws:

**POLICY:** The facilities and equipment of the county/Sheriff's Office are intended to be used for purposes that directly or indirectly support the goals and/or objectives of the Sheriff's Office.

**RULE:** The facilities and equipment of the county/Sheriff's Office shall be used only for purposes that directly or indirectly support the mission and goals of the Sheriff's Office.

**PROCEDURE:**

I. Facilities

- A. Security - To maintain a safe and secure working environment for employees it is necessary that the Sheriff's Office maintain certain security measures.

Individuals not CJIS-cleared by this Sheriff's Office shall not be allowed to enter any part of the Sheriff's Office facility that is not generally open to the public without a Sheriff's Office escort. The individual must remain in an escorted status at all times while within our physically secure location (PSL).

Individuals with unescorted access to LCSO PSL or areas under LCSO Management Control (such as the LCIS Data Center) must undergo a fingerprint-based CJIS Computerized Criminal History (CCH) check and must complete CJIS Security Awareness Training before access will be granted. At any time that they no longer meet the CJIS clearance standards and/or let their CJIS Security Awareness training lapse, unescorted access privileges must be immediately revoked.

- B. Visitor Check In – any visitor who is previously unknown to LCSO staff will be required to produce current government-issued photo identification in order to verify their identity before they will be permitted to enter LCSO PSL. This is the responsibility of employees working in a Central Reception capacity as well as meeting organizers, employees expecting a guest, etc.

- C. Maintenance and Care - It is the responsibility of all personnel to care for and maintain all Sheriff's Office facilities to the best of their ability. When maintenance is required beyond that which an employee is capable and authorized to provide, it is the employee's responsibility to request, through the chain of command, that maintenance be provided.

## II. Equipment

- A. Employees of the Sheriff's Office may be assigned office space, use of County-owned desks, storage cabinets, filing cabinets, locker facilities, and/or other such County property and County facilities as deemed necessary and appropriate at the discretion of the Sheriff or the Sheriff's designee.

County facilities, space, property, and equipment so assigned remain the sole property of the County and are provided to employees through assessment of priorities and on the availability of space and available resources and are for the temporary use by an employee and/or employees.

- B. Employees electing to use County-owned property and/or facilities do so with full realization that they relinquish their exclusive expectation to privacy relating to such use. Past experience indicates that routinely a variety of items and materials are placed and stored in desks, lockers, and cabinets that are needed by others for the continuing operating efficiency of the Sheriff's Office and/or the County. Such items, such as potential evidentiary items, notebooks, reports, subpoenas, and warrants are also stored in these lockers.

Because of this potential, employees should be aware that office space, desks, lockers, and cabinets may on occasion be entered and searched by authorized personnel, but only when an identified legitimate need makes this contingency necessary. Employees may, with that understanding, store items of a personal nature or County-issued equipment issued to the employee for their personal use. However, neither the County nor the Sheriff's Office assumes any liability for such stored items and material.

- C. Employees are responsible for the general care, cleanliness, and good order of assigned space and/or property belonging to the County.
- D. Only locks supplied by the County may be used to secure County property with duplicate keys, master keys, or master lock combination lists made available to allow accessibility by authorized personnel. No personal locks may be used without specific approval from a division captain who possesses a duplicate key or combination to the private lock being utilized.
- E. Through compliance and mutual cooperation, County facilities and property can be fully utilized for the purpose of assisting the efficiency of the individual

employee and the Sheriff's Office and can be fully appreciated and fully utilized by those in need of such use.