

IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS
ADMINISTRATIVE ORDER NO. 03-8

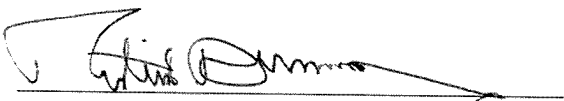
RE: IDENTIFICATION BADGES
Policies and Procedures

The Johnson County District Court occupies areas requiring differing levels of security; such as, areas for persons in custody, private chambers and offices for judges, private offices for court staff, areas for safekeeping public documents, and areas that are open to the public. The use of ID badges will help identify members of the court staff and allow each person electronic key access to authorized secure areas of the court facilities. Accordingly, all JCDC court staff will be issued identification badges by Court Administration and all are required to wear the badge when at work. Enforcement of this administrative order shall be the initial responsibility of the head of each department.

Each badge shall include the person's name, a photo of that person, and the name of the department. Badges may be updated from time to time to incorporate additional features. Court staff shall obtain from Court Services a replacement ID badge if the badge is lost or stolen at a charge of \$5.00 per badge. Court staff shall return the ID badge to Court Administration upon ending his or her employment with the court.

IT IS SO ORDERED.

Dated this 29th day of September, 2003.


Patrick D. McAnany
Chief Judge

2003 SEP 29 AM 11:40

SEARCHED 2008-05-13 12:50