

APPLICATION FOR AUTHORIZATION TO BE ISSUED A MAGNETIC KEY CARD FOR ENTRY TO THE BENTON COUNTY COURTHOUSE

Persons may apply to the Presiding Judge of the Benton County Circuit Court, or the Presiding Judge's designee, for authorization to bypass Courthouse entrance security screening areas by use of an approved magnetic key card.

Part I: Conditions Required for Authorization to Bypass

1. Any person who is licensed to practice law in the State of Oregon and who is an attorney in good standing with the Oregon State Bar may apply for authorization to be issued a magnetic key card to bypass the Benton County Courthouse security screening station, provided the attorney must frequently enter the Benton County Courthouse for the purpose of serving as legal counsel.

2. Any officer of a law enforcement agency who is sworn and certified in the State of Oregon on the date and at the time of entry may be issued a magnetic key card to bypass the Benton County Courthouse security screening station, provided the law enforcement officer is entering the courthouse to conduct law enforcement business.

3. Other persons may apply for authorization to be issued a magnetic key card to bypass the Benton County Courthouse security screening station. When requesting such authorization, applicants should indicate why an authorization to bypass is necessary. Criteria of particular interest to the Presiding Judge or the Presiding Judge's designee include the applicant's frequency of access to the building and a description of how going through the security screening area interferes with the applicant's work function.

4. Access by means of the magnetic key card shall be limited to 7:45 AM to 5:00 PM on regular court business days and shall be used only for the conduct of professional, rather than personal, business. An attorney who is representing himself or herself on any matter, including a traffic ticket, may not use the key card, but if the attorney is representing a client, he or she may use the key card. A law enforcement officer who is entering the building as a party or personal witness in a case may not use the key card, but if the officer is testifying or otherwise working in his or her capacity as an officer, he or she may use the key card. Similar restrictions apply to any other person who may be authorized to bypass the security screening station.

5. Access by means of the magnetic key card shall be limited to the 5th Street doors at the basement and main levels, and the 4th Street basement door. Any person who enters at the 4th Street main entryway will be required to undergo security screening even if such person is a holder of a key card.

6. No one other than the authorized holder of a key card may use the key card. The authorized person is responsible for ensuring that no one enters unless they are similarly authorized to enter. The key card holder is thus responsible to ensure that no one else uses the key card issued to the holder and that unauthorized persons do not enter the

building when a door is opened with the key card. Violations may result in termination of the authorized holder's key card privileges.

7. Except as authorized by statute, court rule or Presiding Judge Order, authorized persons are not allowed to enter the courthouse with prohibited items.
8. The authorized person must advise the Trial Court Administrator if he or she is arrested or cited for a criminal offense, has a Family Abuse Restraining Order entered against him or her, has been suspended or terminated by his or her employer or licensing body from which the authorization to bypass security arose (e.g. Oregon State Bar member; law enforcement officer).
9. The cost for the magnetic key card and the required programming is \$25.00 and must be submitted to Sheriff's office staff at the time of being photographed for the card. Payment must be in the form of a check or money order. Checks should be made payable to Benton County. Costs are subject to change from time to time as costs to the county increase.
10. Authorized persons must immediately report loss or damage of an approved key card to the Trial Court Administrator (Linda.Hukari@ojd.state.or.us). A replacement key card will cost \$25.00. If the privilege of the use of the key card is suspended, a \$25.00 reprogramming fee must be paid and a new agreement submitted prior to reactivation. These costs may change from time to time as costs to the county increase.
11. The magnetic key card remains the property of Benton County at all times. The key card must be returned to Benton County upon termination of key card privileges.
12. The Presiding Judge or the Presiding Judge's designee has authority to deny an application for authorization to be issued a magnetic key card to bypass the entrance security screening station. An applicant whose application is denied will be advised in writing as soon as practicable of the denial and the reason for the denial. The applicant may request a review as outlined below.

The Presiding Judge or the Presiding Judge's designee has authority to temporarily suspend or to terminate bypass access to the courthouse for good cause in the belief that the authorized person is a security risk or has violated the terms of this agreement. The authorized person will be notified in writing as soon as practicable of the suspension or termination, the reason for the termination or suspension, and length of a suspension. The authorized person may request a review of the suspension or termination as outlined below.

A request for review must be in writing and submitted to the Presiding Judge. The Presiding Judge will review the request or will refer the request for review to the judge member (if different) of the Courthouse Security Committee. The reviewing judge will solicit input from Courthouse Security Committee members and shall make a determination about the denial or suspension of authorization.

Note: Possession and use of a magnetic key card to bypass the security screening station in the Benton County Courthouse is a privilege and not a right.

Part II: Application For Key Card

1. I represent that: (check one)

I am a member in good standing of the Oregon State Bar and that I must frequently enter and exit the Benton County Courthouse for the purpose of practicing law. OSB #: _____

I have need for authorization to bypass the security screening station in the Benton County Courthouse for the following reasons:

My authorization to bypass the security screening station in the Benton County Courthouse was temporarily suspended but has now been restored.

1 I have read and understand the conditions required before authorization to be issued a magnetic key card for entry to the Benton County Courthouse is approved.

2 I expressly agree to take full responsibility for ensuring that I meet all conditions required. I understand that my failure to meet all conditions may result in termination of my key card access privileges.

3 I have read and understand ORS 166.370, UTCR 6.180 and the Presiding Judge's Order In the Matter of the Enforcement of UTCR 6.180 in the Benton County Courthouse, and I expressly agree to comply with the terms specified in each.

Applicant's signature Date

Applicant's name (please print)

Please return to: Trial Court Administrator,
Benton County Courthouse, P.O. Box 1870,
_____, Corvallis, Oregon 97339. Applicant's business address

Note: If approved, the Trial Court Administrator will contact you when the key _____ card is ready to be picked up. Upon Applicant's business telephone notification that the key card is ready, you may _____ pick up the key card at the location designated _____ by the Trial Court Administrator. You may be Applicant's e-mail address asked to show photo identification.

Presiding Judge or designee _____ Date _____

Approved

Disapproved

Reason for disapproval _____