

**322 - COURTHOUSE ENTRANCE SECURITY**

All employees who enter the Courthouse through the West (Broadway Street) entrance will be required to comply with courthouse security and buildings policy to enter. Employees entering through the West entrance shall not be permitted to bypass security.

All employees with badge access who enter or exit the Courthouse through any entrance or tunnel, excluding the West entrance, will be permitted to bypass security.

Employees shall not allow non-employees or employees without their badge to bypass security via use of the employee's badge.

Any employee who violates this policy may have their card access suspended or revoked, or may be disciplined, up to and including termination.