

ADMINISTRATIVE ORDER NO. 92-4

OF THE

JEFFERSON COUNTY COMMISSION

PURSUANT to the authority vested in the Jefferson County Commission by the Code of Alabama, the following Administrative Order is hereby issued.

PURPOSE

To establish the County Commission policy requiring the wearing of identification badges by Occupants of the Jefferson County Courthouses and Jails at Birmingham and Bessemer, the satellite courthouse facilities, the Criminal Justice Center, the Cooper Green Hospital, the Jefferson County Nursing Home, the Jefferson County Family Court and the Jefferson County Detention Center.

1. Definitions.

"County Buildings" - when used herein shall mean the Jefferson County Courthouses and Jails in Birmingham and Bessemer, the satellite courthouse facilities in Center Point and Greensprings, the Criminal Justice Center, the Cooper Green Hospital, the Jefferson County Nursing Home, the Jefferson County Family Court and the Jefferson County Detention Center.

"Occupants" - when used herein shall mean all individuals, whether employed by Jefferson County, the State of Alabama or other public agencies or private companies, who have offices or assigned space in County Buildings. Including County employees without such offices but with regular assigned duties in County Buildings.

2. Policy.

In order to enhance security and public service it is the policy of the Jefferson County Commission that all Occupants of the County Buildings be identified by wearing a clearly visible identification badge at all times when inside said County Buildings.

3. Implementation.

a. It shall be the responsibility of the following officials to establish and maintain a current roster of the Occupants of the following respective buildings:

The Jefferson County Courthouses in Birmingham and Bessemer; the satellite courthouse facilities in Center Point and Greensprings; the Criminal Justice Center

The Director of General Services Department

The Jefferson County Jails in Birmingham and Bessemer

Sheriff of Jefferson County

The Cooper Green  
Hospital

The Chief Executive  
Officer

The Jefferson County  
Nursing Home

The Director

The Jefferson County  
Family Court

Court Administrator

The Jefferson County  
Juvenile Detention Center

The Director

b. The foregoing officials shall issue, without charge, an identification badge to each such Occupant of their respective buildings. The official will provide replacement identification badges upon such Occupant's change of legal name or upon deterioration due to fair wear and tear. A charge of \$3.00 to the Occupant is hereby established for replacement identification badges lost or rendered unusable for other than fair wear and tear. Provided, however, private companies shall pay the actual cost of all initial issue and replacement identification badges for their employees.

c. All Occupants are individually responsible for notifying the respective roster official of a legal name change or other necessary identification information and any other reason calling for replacement or modification of such badge.

d. All Occupants are hereby directed to wear their identification badges so as to be clearly visible whenever they are within County Buildings. Violation of this directive by County employees is subject to disciplinary action.

Violation of this directive by other Occupants will subject them to eviction from the County Buildings.

e. The identification badges issued hereby are the property of Jefferson County and must be surrendered to the roster official upon termination of employment, job change that does not call for access to County Buildings or other event resulting in loss of eligibility hereunder.

ORDERED at the Jefferson County Courthouse, Jefferson County, Alabama, this 22 day of Sept, 1992.

  
\_\_\_\_\_  
Mary Buckelew, President  
Jefferson County Commission

APPROVED BY THE  
JEFFERSON COUNTY COMMISSION  
DATE: 9.22.92  
MINUTE BOOK: 100  
PAGE(S): 28.29