



CHRISTIAN COUNTY SHERIFF'S OFFICE

CAMPUS SECURITY DEPARTMENT CAMPUS ACCESS CARD APPLICATION

This application must be emailed to campussecurity@christiancountysheriff.net No later than the first week of your approval notice date
EACH YEAR to allow for processing. (Add this email address to your contacts)
**Form MUST BE completed IN FULL (Incomplete applications will not be accepted) **
(DO NOT Submit Multiple Applications)

Applicant's Information

Last Name:							
Maiden Name:							
First Name:				MI:		Suffix:	
DOB:		Place of Birth:					
Missouri Bar Card #:					Date of Issue:		
Driver License Number:					Expiration Date:		
(or) Identification #:					Expiration Date:		
Home Address:							
City:			State:		Zip Code:		
Email Address:							
(This is where the approval/denial letters will be sent. We will not be responsible for missing or incorrect email addresses or e-mails from Courthouse Security going to SPAM. Add this email address to your contacts)							
Gender: (Male or Female)					Race:		
Phone Number:							

Estimated Number of Visits

Per Year:		Per week:		Per Day:	
Signature:				Date:	

This is an Official Government Document; knowingly falsifying any information is grounds for loss of Campus Access Card privileges and possible further action.

A background investigation will be conducted on all applicants applying with the Christian County Sheriff's Office.

FOR CCSO USE ONLY

Criminal History Check:	Yes / No	INT:	Disqualifying Discovery:	Yes / No
Missouri Bar Card Check:	Yes / No	INT:	Approved / Denied	INT:
Applicant Emailed: Yes / No INT:			Applicant Notice Date:	

Christian County Campus Access Card (CAC) Program

1102.1 PURPOSE AND SCOPE

The approval and issuance of a Christian County Campus Access Card (CAC) is a privilege extended as a cooperative effort of the Christian County Sheriff's Office, Christian County Commissioners, and the Missouri 38th Circuit Judicial Court.

The Campus Access Card Program is extended primarily to officers of the court (Attorneys) who are in good standing. The Sheriff may consider approving CAC program participation to individuals who meet the requirements listed in the subsections below and can demonstrate a frequency of visits and a need for expedited access.

The purpose of the program is:

- To screen candidates for the CAC program to bypass the metal detectors and X-Ray machines to enter secure areas of Christian County Campus facilities.
- To create a uniform, secure medium for the identification and monitoring of individuals who are in good standing with the offices of the Christian County Government.
- To ensure compliance of the CAC Program's Policies and Procedures by CAC participants.

If approved by the Sheriff a CAC participant may utilize the county employee turnstiles at an Entry Control Point (ECP), permitting the CAC participant to enter a secured area without having their person or articles automatically subjected to a search. (per CCSO Policy 1100)

1102.2 CAC PROGRAM COORDINATOR AND OVERSIGHT

The Sheriff's Office of Christian County will administer and maintain oversight of the CAC Program. The Operations Division Commander will be the CAC card program coordinator. The Operations Division Commander may designate members to assist with the administering of the program. The Sheriff or his designee will review all applications and approve or deny applications based on the criteria set forth in the CAC Policy.

1102.3 QUALIFICATIONS OF APPLICANTS

An individual must meet the following requirements to apply for a CAC or renewal of CAC privileges:

- Applicants must demonstrate a level of frequency of entry or an active (good standing) Bar card into the Christian County Courthouses or which merit CAC privileges.
- Applicants must indicate a need that is of significant benefit to Christian County to warrant bypassing the metal detectors and x-ray machines.
- Applicants must pass a law enforcement background check completed by a Christian County Law Enforcement agency.

1102.4 DISQUALIFYING OFFENSES OR CONDUCT

The offenses and conduct listed below disqualify an applicant or participant from the CAC Program. Disqualifying offenses include felony and misdemeanor (above Class C) crimes listed below or their equivalents from any jurisdiction that results in a conviction, probation, deferred adjudication or confinement including attempts to commit said crimes, conspiracies to commit said crimes or soliciting the commission of said crimes.

- Any felony offense, any homicide, any assault, any weapon offense, any sexual offense, any offense that requires sex offender registration, and failure to register as a sex offender
- Any crime involving obstruction or retaliation, any crime involving assault of a public servant, any offense involving harassment of a public servant, any offense involving interference with a public servant
- Any offense involving violation of a protective order or any offense involving violation of a court order
- Any theft or fraud offense involving a government document or a court document

- Any offense involving bribery, improper influence, tampering with a witness or gift to a public servant
- Any offense involving perjury or making a false report
- Any offense where the victim is a family or household member, child, an elderly person or a mentally or physically disabled person
- Any offense or conduct that involves a threat or injury to a Christian County public official or Christian County employee
- Any offense or conduct that involves damage, destruction or threat to the security of Christian County property or a Christian County facility
- Any offense or conduct that results in the issuance of a civil or criminal ex parte, an order of protection, or similar no contact order
- Any conduct that results in a finding of contempt of court
- Any offense or conduct that involves a threat or injury to a witness, litigant, lawyer, judge, juror or court personnel
- Any offense or conduct that the Sheriff deems a direct or indirect threat to the security of a Christian County courthouse or facility
- Any offense or conduct that the Sheriff deems a direct or indirect threat to the operations or peaceful environment of the County Campus or Courts
- Any open warrant for any level of offense including Class C misdemeanors

1102.5 APPLICANT REQUIREMENTS FOR THE CAC PROGRAM

CAC applicants are required to complete the following steps during the process:

- Submit valid CAC approved personal identification
- Submit to a Law Enforcement Background check
- Accurately complete CAC Program application
- Pay the nonrefundable \$50 CAC Program Application Fee

1102.6 CAC PROGRAM PARTICIPATION RENEWALS

CAC Participation is valid for one year. CAC participants will receive a notice to renew their CAC participation 90 days before expiration. The following steps are required during the online renewal process.

- Submit valid CAC approved personal identification
- Review and update application information
- Submit to a Law Enforcement Background check
- Accurately complete the CAC Program application
- Pay the nonrefundable \$50 CAC Program Annual fee

1102.7 APPROVAL OF APPLICATION OR RENEWAL FOR CAC PROGRAM PARTICIPATION

The CAC Program will notify new applicants and renewal applicants via email of approval to participate in the program. Approved applicants will be provided available times for an appointment at the Christian County Sheriff's Office; 110 West Elm; Ozark; MO 65721 where staff will take a digital photo of all applicants.

New applicants will receive their CAC badge from the Sheriff's Office. Renewal applicants will continue to use their CAC badge.

Whenever the CAC program adopts **new technology** to identify CAC Program participants to permit bypass of the metal detectors and X-Ray machines to enter secure areas of Christian County Courthouses Facilities, CAC new applicants and renewal applicants are required to enroll in the new CAC technology program.

Failure to enroll in any new CAC technology program will result in revocation of CAC privileges.

1102.8 DENIAL OF AN CAC PROGRAM PARTICIPATION - APPEAL

The CAC Program will notify new applicants and renewal applicants via email of denial to participate in the program. The notice will state the reason for the denial.

- Denied applicants may appeal the decision with Christian County Campus Security via email address sheriff@christiancountysheriff.net. The appeal must include the necessary documentation indicating special circumstances not previously stated in their denied application that would warrant reconsideration.
- The Sheriff or his designee will review the requests for appeal and render a decision to the applicant within 60 days. Applicants will receive the decision via email. Appeal decisions by the Sheriff are final.
- Denied applicants may reapply for CAC Program participation one year after the denial of an appeal.
- Any challenges to the validity of the law enforcement background check shall require the participant to submit fingerprints to resolve the challenge.
- The Sheriff reserves the right to terminate CAC privileges or the CAC program at any time.

1102.9 DISPLAY AND PRESENTATION OF THE CAC CARD

CAC participants are required to carry their CAC badge at all times while in Christian County Courthouse facilities. CAC Program participants shall present and clearly display their CAC badge upon request by Christian County Courthouse security personnel or Deputies. Failure to display your CAC badge upon request will result in denial of access to the building through the CAC portal and/or removal from secure part of the Christian County Courthouse facilities and/or revocation of CAC privileges.

1102.10 USE OF CAC BADGE

CAC participants shall not allow another individual to use their CAC badge. **To do so may result in revocation of CAC privileges for at least one year.**

1102.11 LOST OR STOLEN CAC BADGE

If a participant's CAC badge is lost or stolen, follow the listed procedure to obtain a new card:

- Immediately report to Christian County Sheriff's Office that the CAC badge has been lost or stolen.
- Sign an affidavit that the CAC badge has been lost or stolen at the Christian County Sheriff's Office.
- Pay the non-refundable CAC Card replacement fee of \$25.
- Recovered or found cards should not be used, An attempted use of such card will activate alarms and security response.

1102.12 WEAPONS POLICY

CAC participants are prohibited from carrying or possessing any firearm, knife, explosive device, electronic conducting weapon (commonly known as Taser or stun gun) or any other weapon past the security Entry Control Points (ECP). **Violation of this rule will result in permanent revocation of CAC privileges.** CAC participants may utilize the law enforcement weapon lockers available at all screening locations to store legal weapons. Possession of Illegal weapons by CAC participants may result in arrest.

1102.13 PARTICIPANT AND CIVIL LITIGATION AND CRIMINAL CHARGES AND CONVICTIONS

For purposes of this policy and the CAC Program, Civil Litigation includes any non-criminal litigation including but not limited to civil, family, and probate matters regardless of the jurisdiction where the CAC Applicant or CAC Participant is a party. For purposes of this policy and the CAC Program, Criminal Charges, and Convictions include any pending criminal charge or criminal conviction for a criminal offense (above a Class C misdemeanor) regardless of the jurisdiction where the CAC Applicant or CAC Participant is a defendant. CAC applicants are required to reveal during the CAC Application process whether they are a party to a pending Civil Litigation

and/or a defendant in a pending Criminal Charge or have Criminal Conviction. Failure to report oneself as a party to pending Civil Litigation or a defendant with pending Criminal Charges or prior Criminal Convictions during the CAC Application process will result in denial of CAC privileges. CAC participants who become a party to Civil Litigation, or who become a defendant in a new Criminal Charge or who are convicted of a criminal offense are required to immediately notify the Christian County Sheriff's Office, campussecurity@christiancountysheriff.net. Failure to report becoming a party to Civil Litigation or new Criminal Charges or Convictions will result in revocation of CAC privileges. The Sheriff may deny, continue, suspend or revoke CAC Access depending on the nature and circumstances of Civil Litigation, Criminal Charge or Criminal Conviction.

1102.14 APPROVED PERSONNEL IDENTIFICATION

- State issued valid driver's license with current home address and recognizable photo.
- State issued valid non-driver ID card with current home address and recognizable photo.
- U.S. government issued valid passport.

1102.15 CRIMINAL HISTORY DEFINED FOR PURPOSE OF CAC APPLICATION

All applicants are required to disclose criminal history during the application process. Criminal history includes any non-expunged arrest, charge or conviction in any jurisdiction regardless of the age of the case and regardless of the outcome of the case including, but not limited to, dismissals, deferred adjudication, probation, confinement, and non-disclosed cases.

CONDITIONS OF PARTICIPATION

I certify with my signature below that as a condition of issuance of a Campus Access Card by the Christian County Sheriff's Office (CCSO), I will not allow anyone else to use said Card for access to the Christian County Campus buildings, nor will I bring into the Courthouse Buildings articles prohibited by any statute, ordinance, regulation or policy of the State of Missouri or the County of Christian, its officers, deputies, employees, or agents.

Specifically, I will bring no firearms or other weapons into the courthouse. I consent to a weapons search of my person or possessions by security personnel as requested. I understand that I may still be subject to pre-determined random screenings. I agree to notify the CCSO promptly should my Card be lost, stolen, misplaced, and/or if the information herein changes. I further certify that upon violation of these conditions to voluntarily surrender said Card and to hold harmless and indemnify the Christian County Sheriff's Office from any actions relating to any violation of these conditions.

I further acknowledge and agree that access to the Christian County Courthouse is subject to the policies and procedures that Christian County may from time to time adopt in its discretion and that the Access Card may be revoked or canceled or its benefits limited by Christian County or by the CCSO. I release Christian County and the CCSO from any actions relating to said revocation, cancellation or limitation.

Signature: _____ Date: _____

BACKGROUND CHECK WAIVER

I hereby give my permission to the Christian County Sheriff's Office (CCSO), Ozark, Missouri, to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for expedited access through the security screening processes with this organization. I also understand that as long as I remain a participant in the Campus Access Card program, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to address a denial of my application due to the criminal history as received by CCSO and a procedure is available for appeal of any denial of my application. I also understand that the criminal history could contain information presumed to be expunged.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify the the Christian County Sheriff's Office, Ozark, Missouri, and each of their officers, directors, employees, and agents and hold them harmless from and against any and all causes and actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability of the Christian County Sheriff's Office, Ozark, Missouri and any and all related attorneys' fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become a participant in the Campus Access Card program.

Signature: _____ Date: _____