

Defense Attorney Picture I.D. Program

The Attorney Picture I.D. program is a privilege extended by the Travis County Sheriff to attorneys who regularly utilize Travis County court facilities on a daily basis. This privilege is meant to expedite and enhance our justice system's level of service to the people of Travis County, Texas. This pass procedure is extended to include all county owned or leased buildings where security screening is present. The program will be managed by the Lieutenant in charge of Courthouse Security (CHS).

Limitations: The attorney pass privilege is extended only during normal business hours of 7:00 AM to 5:30 PM Monday through Friday. During all other times, attorneys will be required to comply with the full screening procedures.

There is a new Electronic Turnstile that ALL Attorneys will use to enter the Criminal Justice Center. You must use this turnstile during business hours. There is a bar code on the back of the ID badge, you must swipe the card, picture facing out, SLOWLY. A green light will appear and then you may pass through turnstile. Expired badges will receive a RED light and activate alarm if passed through. Expired badges will be confiscated until renewal process has been completed.

While moving slowly through the security screening areas the attorney must be courteous to others in line. The pass privilege is not extended to the attorney's employees or case material not confined to the attorney's brief case.

An attorney that cannot produce identification at the point of entry will have to go through the screening process as if he/she did not have a pass privilege.

Concealed handgun licensees are **NOT EXEMPT** at any of our buildings.

Application Procedures: The Attorney Picture Identification Badge Program is operated on a yearly basis. Attorney badges will be issued only one time a year during each applicant's birth month.

Application dates and point of contact will be posted on a sign at both the CJC public entrance and the front and rear entrances to the Heman Marion Sweatt Courthouse.

All applications will be submitted electronically via email. Applications must be submitted NO later than the first week of your birth month to be processed by the end of the month when your ID badge expires.

ALL APPLICATIONS MUST BE RETURNED VIA EMAIL

courthousesecurity@traviscountytexas.gov

The return of your application via email constitutes your acceptance and understanding of the privileges afforded by the I.D. Badge. The Sheriff's Office reserves the right to revoke the privilege at any time for just cause.

Application Process: Applications received by CHS will be processed as follows:

1. A background check will be completed on each applicant.
 2. A Texas State Bar Association check will be completed on each applicant.
 3. Applications will be reviewed by the CHS Lieutenant for approval, disapproval, or identified as needing additional information for acceptance.
 4. Letters will be emailed to those applicants that have been approved to receive an Attorney I.D. The letter will include a date, time, documentation required and place to have their photo taken and their I.D. badge issued.
 5. Applications that are disapproved will be notified by email. Their applications will be kept on file for later reference.
- Note:** Attorneys that are disapproved due to not meeting minimum requirements, failed background check or for technical reasons may contact the CHS Lieutenant and plead their case.
6. Attorney applications that require additional information before the application may be accepted will be contacted and given the opportunity to reply in a timely manner.

Approval / Confiscation Authority: The CHS Lieutenant manages the Defense Attorney Picture I.D. Program and maintains review, approval, disapproval and confiscation authority over the program. An attorney may have an identification privilege terminated for insolent, disruptive, rude behavior and/or lending their I.D. to another individual or not wearing their I.D. as described. Attorneys who have had their identification confiscated may appeal **in writing** to the CHS Lieutenant within five calendar days of the confiscation. The CHS Lieutenant has ten working days to respond.

Records: Attorney applications and supporting documents will be maintained by CHS. When the next year's attorneys I.D.s are issued the previous year's applications will be destroyed. All active records held by CHS will be kept in a safe and secure place.

Bonding Company I.D. Program

The Bail Bondsman Picture I.D. Program is a privilege extended by the Travis County Sheriff to bondsmen who utilize Travis County court facilities. This privilege is meant to expedite and enhance our justice system's level of service to the people of Travis County, Texas. This pass procedure is extended to include Blackwell Thurman Criminal Justice Center (CJC) and the Heman Marion Sweatt Courthouse. The program will be managed by the Lieutenant in charge of Courthouse Security (CHS).

Limitations: The Bail Bondsman I.D. pass privilege is extended only during normal business hours of 7:00 AM to 5:30 PM Monday through Friday. During all other times, bondsmen will be required to comply with the full screening procedures. The issued identification badge will be worn on the front of the bondsman's body between the neckline and waist with the photograph clearly visible. I.D. badges will be displayed from the time you enter the building until you have cleared the security screening area. While moving slowly through the screening area the bondsman must be courteous to other's in line and wait to receive permission from CHS personnel before they enter.

Any bondsman that cannot produce identification at the point of entry will have to go through the screening process as if he/she did not have a pass privilege.

Concealed handgun licensees are **NOT EXEMPT** at any of our buildings.

Travis County Sheriff's Office issues Bail Bondsman photo identification permits "badges" on a yearly basis. Badges issued each year will expire the last day of July the following year. Bail Bondsman Badges are restricted to qualified employees that work for duly licensed and approved bonding companies that are authorized to conduct business in Travis County, Texas.

Application Process: Each approved company is authorized to submit their employees for consideration for a Bail Bondsman I.D. Applications will be submitted on **letterhead** with **ALL** the required documentation listed below. Applications **may be submitted via email** to CourthouseSecurity@traviscountytexas.gov throughout the year. Any request received **after** June 30th will not be processed until the next cycle year.

Each request must include the following:

- Applicant's full name
- Applicant's date of birth
- Applicant's Texas driver's license number
- Applicant's home address
- Applicant's length of employment with the company
- Bonding agency's name
- Bonding agency's business address
- Bonding agency's license number
- Email address for delivery of approval or denial letter

Requests/Applications received on time, with all required documentation, pass a background check and pass a warrant check will be emailed an approval letter. Each approval letter will specify the dates, times, documentation required and place for the applicant to have their photo I.D. taken and badge issued. Requests that do not meet minimum requirements will be emailed a denial letter.

Approval / Confiscation Authority: The Lieutenant in charge of CHS manages the Bonding Company I.D. Program and maintains review, approval, disapproval, and confiscation authority over the program. A Bail Bondsman may have their identification privilege terminated for insolent, disruptive, rude behavior and/or lending their I.D. to another individual or not wearing their I.D. as described.