

Hays County Government Center Attorney Identification Card (AIC) Conditions and Procedures

Hays County Sheriff Gary Cutler extends the privilege of an Attorney Identification Card (AIC) to local attorneys acting as officers of the courts. These credentials are intended to be used for expedited entry when visiting the Hays County Government Center located on Stagecoach Drive in San Marcos, Texas. Privileges do not extend to restricted areas of this building.

This privilege is not and will not be extended to anyone but the individual AIC holder. Clients, employees, friends or relatives are not privileged. AIC holders should only utilize the AIC when they are visiting the Hays County Government Center in a professional capacity. Using the AIC to circumvent security screening when the AIC holder is appearing in court as a party or a witness will be declared a misuse of the AIC.

Attorneys residing in Hays or the immediate surrounding counties (Travis, Comal, Caldwell, Bastrop, Blanco and Guadalupe counties) who are interested in an AIC must appear in person, complete a sworn application, and return it to the Treasurer's Office located in room 1094 at the Hays County Government Center. AICs may be granted, at the discretion of the Hays County Sheriff's Office, to applicants who are active members of the Hays County Bar Association (which will be the means of communicating to AIC holders).

The Hays County Sheriff's Office will process all sworn applications and conduct background investigations.

The fee for these county services is \$40.00 payable by check or money order. This fee is payable at the time of application and is non-refundable. **The renewal fee for the IC is \$15.00.** Fees will not be prorated. A lost or stolen AIC shall be reported to Government Center Security personnel (512-393-7681) immediately upon discovery or as soon as practical. The AIC may be replaced for a \$15.00 fee. AICs issued during 2021-2022 will **expire December 31, 2022**.

Sheriff's Deputies will confiscate all expired identification cards worn after their expiration date. Renewal AICs should be processed beginning two months prior to expiration of your AIC. Renewal photos may be taken when the AIC holder appears in person at the Hays County Human Resources Department. The Sheriff's Office will conduct an updated background check on applicants at the time of renewal. It is the responsibility of the AIC holder to monitor the expiration date of their card and it is recommended that AIC holders re-apply sixty days before their AIC expires so as not to lose access during the renewal process. Renewals will extend to the end of the 2nd calendar year after the renewal date (e.g. a renewal on March 1, 2021 will expire on December 31, 2022).

Your AIC will be worn on the front of your body between your waist and neck and in such a manner that your AIC picture is clearly visible at ALL times while you are in the Government Center. When entering the Government Center, you will move slowly through the screening area allowing Sheriff's personnel to acknowledge your unfettered passage. Attorneys

wishing to enter the Government Center without their AIC must proceed through the screening process as other non-credentialed visitors.

AIC holders who are also concealed handgun carriers should note that the Government Center provides lock boxes near security screening for storage of handguns. Licensed handgun holders **ARE NOT** allowed to carry their firearm on the 2nd or 3rd floor.

There will be circumstances in Hays County and/or other places in the world, which will dictate a heightened level of security. When these situations occur, you will make entry as a visitor and be screened accordingly.

The AIC is the sole property of the Hays County Sheriff's Office. Your AIC must be surrendered immediately and without discussion to any Hays County Deputy Sheriff or other Peace Officer upon their request. This includes jurisdictions outside Hays County, Texas.

The AIC is only authorized to be used at the Hays County Government Center. Misuse will result in revocation and confiscation of the AIC. Violation of these conditions and procedures shall be considered misuse. Likewise, insolent, disruptive, rude behavior and/or lending your card to another individual or not wearing your AIC in accordance with these procedures will result in your privilege being terminated.

Should your AIC be confiscated your access privilege is suspended immediately. You may appeal this action in writing within ten (10) business days of confiscation to the Sheriff. The Sheriff has ten (10) business days to make his decision in regards to your AIC privilege. The Sheriff may overrule the Deputy, uphold the Deputy's decision or modify it, as he desires.

I have received a copy of the AIC procedures. I understand that my AIC is a privilege and I furthermore attest that I will abide by these reasonable access conditions.

Attorney Applicant

Date