

COC Security Issues / Contacts

Issue	Primary Contact	Primary Phone Number	Secondary Contact	Secondary Phone Number	Other Information
Badge Access Issues/ Replacements	Esmeralda Canez	506-1957			All issues must be submitted to the COC Security Coordinator mailbox. If the primary contact are not available, access issues should be directed to COC HR. Badge Replacement 301 W. Jefferson STE 160 Hours M-F 8:00 am – 11:00 am Badge Access Reports Require Deputy Director & Chief Deputy written approval.
Carpool & Parking Requests	Len Keso	506-6114			Request form is located on the Clerk Connect Divisions; HR Forms; Commuter and Transportation Forms
Keys	Frances Horst	372-3614	Michael Nimtzt	372-3890	New Keys: Supervisor sends an e-mail to the COC Facilities Coordinator mailbox requesting keys. Request must include door number, employee name and DD approval. Transfer of Keys: Supervisor sends an e-mail to the COC Key Updates mailbox listing any changes to key assignments.
Judicial Suite Keys	Sandy Mason	506-6084			Employee sends an e-mail to their supervisor with the suite number. Supervisor forwards the email along with their approval to Sandy Mason. Employee will need to pick up the key from Sandy Mason in Court Security and sign the key log prior to issuance.
Exhibit Closet Keys	Courtroom Clerk Manager				All issues must be followed up through your the chain of command.
Security Camera/Records	Kristin Venable	506-3452			
Vault/Safe Code Changes	Frances Horst	372-3614	Facilities Coordinator	506-6525	Supervisors sends an e-mail to the COC Facilities Coordinator mailbox requesting vault/safe code changes.
Contractor Background Checks	Esmeralda Canez	506-1957			
Incident Reports	Esmeralda Canez	506-1957			

**Due to the nature of these issues, ALL phone request should be subitted in writing in order to be completed.
ALL access issue (badge,parking, keys, etc.) must be handled by Supervisors and above.**