



ORDER # 521



STATE OF TEXAS §
COUNTY OF COMAL §

ORDER # 521 ADOPTING THE REVISED AND UPDATED COMAL COUNTY COURTHOUSE COMPLEX ATTORNEY IDENTIFICATION CARD CONDITIONS AND PROCEDURES, UNDER CHAPTER 291 OF THE TEXAS LOCAL GOVERNMENT CODE.

WHEREAS, under the Texas Local Government Code Section 291.010, the Commissioners Court of Comal County (“County”) is authorized, by order, to allow for the issuance of an identification card to individuals, permitting entrance into a county building that houses a justice court, county court, county court at law, or district court, without passing through the security services provided under Article 102.017, Code of Criminal Procedure and to set a reasonable fee for the issuance of the identification card to individuals other than county employees; and

WHEREAS, the Commissioners Court of Comal County shall adopt standards for issuing an identification card described under Section 291.010 of the Texas Local Government Code to ensure public safety and security; and

WHEREAS, the Commissioners Court of Comal County approved the Comal County Courthouse Complex Attorney Identification Card Conditions and Procedures on August 11, 2016; and

WHEREAS, the Commissioners Court of Comal County finds that it is necessary to revise and update the Comal County Courthouse Complex Attorney Identification Card Conditions and Procedures to ensure public safety and security.

IT IS THEREFORE ORDERED that the Commissioners Court of Comal County hereby approves and adopts the revised and updated Comal County Courthouse Complex Attorney Identification Card Conditions and Procedures, as outlined in “Exhibit A”, attached hereto and incorporated by reference herein, to be effective immediately.

ADOPTED THIS 27th DAY OF JUNE, 2024.

Sherman Krause, Comal County Judge

Donna Eccleston, Commissioner Pct. 1

Scott Haag, Commissioner Pct. 2

Kevin Webb, Commissioner Pct. 3

Jen Crownover, Commissioner Pct. 4

ATTEST:
Bobbie Koepf, County Clerk



Exhibit A
Comal County Courthouse
Complex
Attorney Identification Card
Conditions and Procedures
Updated June 27, 2024

COMAL COUNTY COURTHOUSE COMPLEX
ATTORNEY IDENTIFICATION CARD
Conditions and Procedures
Updated June 27, 2024

The Attorney Identification Card is a privilege extended by the Comal County Sheriff's Office to local attorneys acting as officers of the courts. These credentials are intended to be used for expedited entry into the Comal County Courthouse Complex buildings located in New Braunfels, Texas. Privileges do not extend to restricted areas of the buildings.

This privilege is not and will not be extended to anyone but the individual identification card holder. Clients, employees, friends or relatives are not privileged. Identification Card holders shall only utilize the identification card when visiting the Comal County Courthouse Complex in a professional capacity. Using the Identification Card to circumvent security screening when the Identification Card holder is appearing in court as a party or a witness will be declared a misuse of the Identification Card.

Application Process

Attorneys interested in an Identification Card must return the sworn Application to the Comal County Sheriff's Office Courthouse Security Section, by dropping off the application at either the Landa or Annex screening stations. The application fee is due at that time, by check payable to Comal County.

Upon confirmation from the Comal County Bar Association ("CCBA") that the Applicant is a member in good standing with the CCBA, the Comal County Sheriff's Office will process the Application. The Sheriff's Office will conduct a public records search on the Applicant.

An Applicant will be considered a security risk and will not be approved for the Attorney Identification Card if he or she has any State Bar action resulting in suspension of the attorney's license, including probated suspension, or a conviction for any of the following offenses:

- a. carrying a prohibited weapon;
- b. assault or violent offense including, but not limited to, family violence, aggravated assault, or sexual assault; or
- c. any felony.

The Identification Cards shall be valid for one calendar beginning in January. Attorneys will need to renew their Identification Cards in January of each calendar year by following the application process described above. The new Identification Cards issued in January of each calendar year will be marked by a different colored border to ensure that attorneys are using only current and unexpired Identification Cards.

Fees

The Application Fee for an Attorney Identification Card is \$25.00. The fee is due when the Application is submitted to the Comal County Sheriff's Office. The Sheriff's Office will not accept any application for which the Application Fee has not yet been paid.

Confiscation of Cards/Appeal

Any violation of these conditions or misuse of the Attorney Identification Card will result in the confiscation of the Attorney Identification Card and termination of expedited entry privileges. Likewise, insolent, disruptive, or rude behavior and/or lending the Attorney Identification Card to another individual or not wearing the Attorney Identification Card in accordance with these procedures will result in confiscation of the Attorney Identification Card and termination of expedited entry privileges.

Attorney Identification Card holders must report any State Bar action resulting in suspension of the attorney's license and conviction for any of the disqualifying offenses listed on the previous page to Comal County Sheriff's Office Courthouse Security personnel.

COMAL COUNTY COURTHOUSE COMPLEX
ATTORNEY IDENTIFICATION CARD
Conditions and Procedures
Updated June 27, 2024

The Attorney Identification Cards are the property of the Comal County Sheriff's Office. Upon notification, an attorney must surrender the card immediately and without discussion to any Courthouse Security personnel, Comal County Deputy Sheriff, or any Comal County judge.

Upon confiscation of the Attorney Identification Card, expedited entry privileges will be suspended immediately. Attorneys may appeal in writing within ten (10) business days of confiscation to the Comal County Sheriff. Upon receipt of the appeal, the Sheriff shall make a decision on the appeal within ten (10) business days.

On occasion, circumstances at the Courthouse or elsewhere may prompt a heightened security level. Should these circumstances occur, the Sheriff may temporarily suspend all security privileges associated with the Attorney Identification Cards.

Replacement Cards

Lost or stolen cards must be reported immediately upon discovery to Comal County Sheriff's Office Courthouse Security personnel at (830) 221-1288. A replacement card may be issued at the discretion of the Comal County Sheriff's Office.

Procedure for Entering Courthouse Buildings

Identification cards will be worn on the front of a person's body between the neckline and waist with the photograph clearly visible. Attorneys will move slowly through the screening area and be acknowledged by the Deputy for clear passage. A cardholder who does not produce a card at the point of entry must enter through the screening process as though he/she does not have an Identification Card.

More Information

The Comal County Bar Association is responsible for the administration of this Attorney Identification Card program, which was approved by Comal County Commissioners Court and the Comal County Sheriff. For more information, please contact the Comal County Bar Association or Courthouse Security.

**COMAL COUNTY SHERIFF'S OFFICE
COURTHOUSE COMPLEX/COURTHOUSE SECURITY
ATTORNEY IDENTIFICATION CARD APPLICATION**

This application must be returned completed, signed and notarized. It may be returned to the Comal County Courthouse Security Section and dropped off at either the Landa or Annex screening station, with a check payable to Comal County (No cash will be accepted) between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday.

Printed Full Name: _____
(As is appears on your Bar Card)

Printed Common Name: _____
(As you want it to appear on your Identification Card)

Office Address: _____

Texas Driver's License Number: _____

Date of Birth: _____

Phone Number: _____

Email: _____

Texas Bar Card Number: _____ Date of Issue: _____

Comal Bar Association member in good standing? Yes No Date: _____

Please initial verification of the following. I have read and understand the procedures and guidelines provided with this application. _____

I hereby affirm that all of the information provided on this application is true and correct to the best of my knowledge.

(Signature of Affiant)

SWORN AND SUBSCRIBED BEFORE ME BY, _____

To certify which witness my hand and seal of office, a credible person, this _____ day of _____, A.D. 20_____.

(Notary Public, State of Texas, County of Comal)

My commission expires: _____

Filed and Recorded
Official Public Records
Bobbie Koepp, County Clerk
Comal County, Texas
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Bobbie Koepp