

Attorney Expedited Access Program (AEAP) Policy

I. Purpose

The Attorney Expedited Access Program (AEAP) establishes a secure, standardized system for eligible licensed Texas attorneys to receive expedited access into the Galveston County Justice Center while meeting all security and policy requirements.

II. AEAP Administrator

The Galveston County Sheriff's Office administers the Attorney Expedited Access Program and may designate a representative to serve as the AEAP Administrator. The AEAP Administrator is responsible for reviewing applications, verifying information, and approving or denying participation in accordance with program criteria. A designee may act on the Administrator's behalf when necessary.

III. Applicant Qualifications

To be eligible for AEAP access, an applicant must:

- Be an attorney licensed to practice law in the State of Texas and remain in good standing with the State Bar of Texas at the time of application and throughout participation in the Attorney Expedited Access Program.
- Successfully pass a law enforcement background check conducted by the Galveston County Sheriff's Office.
- Consent to a fingerprint screening as part of the background check process.

IV. Disqualifying Offenses and Conduct

Eligibility may be denied or revoked based on disqualifying criminal history or conduct that threatens courthouse security or disrupts daily operations.

V. Application Process

Applicants must complete the following steps to be considered for AEAP access:

- Submit a complete and accurate AEAP application.
- Sign the Galveston County Sheriff's Office Background Check Acknowledgement.
- Successfully complete a law enforcement background check and fingerprint screening.
- Pay a nonrefundable Attorney Expedited Access Program application fee of \$100.

VI. Approval and AEAP Pass Issuance

Approved applicants will be notified of their authorization to participate in the Program. The AEAP Administrator will coordinate a designated date and time for the applicant to appear in person.

Approved applicants must report to the Galveston County Sheriff's Office Training and Recruiting Division, located at 601 54th Street, Galveston, Texas 77551. At that time, the applicant's photograph will be taken and an AEAP pass will be issued.

VII. Display and Use of AEAP Pass

Participants must present their AEAP pass at the designated attorney entrance and upon request by security personnel. Failure to do so may result in loss of expedited access or revocation of AEAP privileges.

VIII. Prohibited Use

AEAP passes are non-transferable. Participants may not allow any other individual to enter the Galveston County Justice Center using their pass, walk in with them, or permit any other person to use or possess the pass for any purpose. Unauthorized use or possession of an AEAP pass will result in confiscation and may lead to suspension or permanent revocation of AEAP privileges.

IX. Lost or Stolen Passes

Lost or stolen passes must be reported immediately to the Galveston County Sheriff's Office. A signed affidavit and a \$50 nonrefundable replacement fee are required to obtain a replacement badge.

X. Weapons Policy

Weapons of any kind are prohibited within the Galveston County Justice Center, regardless of licensure. Any violation of this policy will result in permanent revocation of AEAP privileges.

XI. Litigation and Criminal Disclosure

Applicants and participants must disclose any pending civil, family, juvenile, probate, or criminal matters in Galveston County. AEAP passes may not be used to attend any proceeding in which the participant is a party.

Participants must promptly notify the Galveston County Sheriff's Office by email at so-fcv@galvestoncountytexas.gov of any such matters. This disclosure requirement includes any disciplinary actions or proceedings involving the State Bar of Texas.

Failure to disclose required information or to provide timely notification may result in denial or revocation of AEAP access.

XII. Suspension or Revocation

The AEAP Administrator may suspend or revoke privileges at any time for policy violations, arrests, or conduct that compromises security or disrupts courthouse operations. Participants must immediately surrender their AEAP pass upon suspension or revocation.

XIII. Miscellaneous

Background checks may be conducted periodically during participation in the Attorney Expedited Access Program.