

SUPERIOR COURT OF ARIZONA
Pinal County Court Administration Policies & Procedures

TITLE: Security Badge Access/Visitor Badges	EFFECTIVE DATE: December 1, 2016	POLICY#: A1.03
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AUTHORITY: Administrative Order #2016-00071

PURPOSE: To establish a policy and procedure to address requests for access to the Superior Courthouse in Florence along with key card access to secured areas.

POLICY: It is the policy of the Pinal County Superior Court to allow security bypass privileges as outlined in A.O. #2016-00071 in accordance with the procedures below:

Security Badge Access

1. New employees of the Court should continue to utilize the County’s “Identification Card Assignment Form” as a part of the new hire process. Court departments will continue to use current practices in screening new hires.
2. County employees whose primary work is in the courthouse should use the “Superior Court Secured Access Badge Request Form” in order to request approval for secured area badge access.
3. Anyone other than an employee (i.e. Court Appointed Attorney, Pro Tem, Contractor, Volunteer, Extern, etc.) should use the “Superior Court – Secured Access Badge Request Form” in order to request approval for secured area badge access.
4. Only the Court Administrator, or designee, may authorize secured area access.
5. Authorization may be contingent upon successful completion of a criminal history check (fingerprinting and ACJIS check) if not already completed through the new hire process.
 - a. An applicant may be required to furnish their fingerprints to the Superior Court.
 - b. Any results will be reviewed on a case by case basis and may result in denial or revocation of an access badge.
 - c. All criminal history information is confidential and will not be shared with anyone other than the court administrator, or designee, for the purpose of determining appropriate access.
 - d. Fingerprints and associated criminal history will only be kept on file for six (6) months per the Arizona Code of Judicial Administration records retention schedule (i.e. AO 2006-29 Supreme Court, State of Arizona for Superior Courts in Arizona).

6. Non-employee access to secured areas may be revoked at any time, for any reason, by the Court Administrator and/or Presiding Judge without prior notification.
7. Any person that does not have access to secured areas must be escorted by a court staff member with secured access at all times.
 - a. Requests to enter secured areas, from on duty law enforcement officers, an attorney needing to discuss case-related matters and scheduling, or County officials meeting with judicial officers, may be made directly with the judicial assistant, judge or department head. Requests from all others may be submitted to a member of Court Administration.
 - b. Employees (Judicial Assistants, Court Administration staff/Court Security, etc.) are responsible for escorting the non-badged person(s) to the location within the secured area; the employee in the location is responsible for escorting the non-badged person out of the secured area.
 - c. Under no circumstances should any non-badged person be in a secured area unattended.

Visitor Badges

Visitor badges may be provided to individuals who are family members of a court employee. Visitors, accompanying a family member, must clear security and must display a VISITOR badge and be escorted at all times. Visitor badges are available through Court Security and do not provide electronic access to any secured area.

Per Diem Badges

Per Diem badges will be provided to individuals who are contracted by the Superior Court to provide a service on a per-day basis (i.e.: Court Reporters, CART Reporters, Interpreters, etc.) or are from another jurisdiction (i.e.: AOC Training Staff) work in the Superior Court building on a temporary basis. Per Diem badges provide limited access to the secured area and must be checked out/in through Court Security. Court Security will hold the contractor's driver's license as security to ensure the return of the badge at the end of each day.

Grand Juror Badges

Badges will be provided to individuals who are selected to serve on the Grand Jury. Once selected, the Grand Jury Assistant will check out badges to each member of the grand jury. Badges must be visible at all times and will provide limited access to the Grand Jury area only. The Grand Jury Assistant will maintain control of the badges assigned to jurors and will immediately notify Court Administration in the event a badge is not returned by a juror.