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BY DP  
DEPUTY

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF PINAL**

IN THE MATTER OF COURT )  
SECURITY IN THE SUPERIOR ) ADMINISTRATIVE ORDER  
COURTHOUSE IN PINAL COUNTY )  
\_\_\_\_\_ ) No. 2016 - 00071

**WHEREAS** the Presiding Judge adopted security policies in 2015 in Superior Court Administrative Order 2015 – 0067; and

**WHEREAS** the Superior Court must modify the security policies due to new Security Standards;

**IT IS ORDERED:**

**A. Entrances to Superior Courthouse/Screening Stations**

1. An armed security presence must be at or reasonably proximal to the public entrances in the superior courthouse in Florence.
2. The Court must have the ability to screen all entrants to the courthouse if a security threat is identified or the need arises.

**B. Secured Area Access/Card Entrances**

1. Entrances to the judicial hallways in the superior court shall be restricted to key card access. Access by non-judicial branch employees through doors at the back of courtrooms is forbidden. The Court Administrator, or designee, shall authorize card or key access to judicial hallways in the Superior Courthouse.

**C. Judicial Officers/Elected Officials/Department Heads**

1. Judicial Officers, Clerk of the Court, County Attorney and Public Defender shall be given security bypass privilege and secure area access by virtue of their positions.

2. Judges pro tem shall be given security bypass and card privilege when serving as a judge pro tem.

**D. Judicial Employees and County Employees Whose Work Station is in the Courthouse**

1. Judicial Branch employees shall be given security bypass privilege and secure area access by reason of employment upon completion of a criminal background check and recommendation by the Appointing Authority. County employees whose work station is located within the Superior Courthouse shall be given security bypass privilege and card by reason of their employment on the premises by the Court Administrator and completion/verification of a criminal background check. The security bypass privilege and card shall be utilized at designated entrances, even then, employees may be subject to screening and inspection. Security bypass privileges will be suspended for any judicial branch or county employee who has been placed on administrative leave or has a pre-disciplinary or disciplinary hearing proceeding pending.

**E. Background Checks for Bypass – Non Employees**

1. A background check shall take place before a bypass is issued. The security bypass card shall only apply to designated entrances and even then, all entrants may be subject to screening and inspection.
2. Background checks may include an ACJIS and fingerprint check. Results of background checks shall be reviewed by the Court Administrator on a case-by-case basis to determine if bypass should be given.
3. For attorneys, a status check with the State Bar of Arizona will be completed prior to being granted access to secure areas. A criminal background check may be completed if deemed appropriate by the Presiding Judge or Court Administrator.

**F. Additional Provisions**

1. Independent contractors who provide services within the courthouse shall not be granted bypass privileges or access to the courthouse without screening, as determined by the Court Administrator.
2. The Presiding Judge may designate additional individuals for security bypass.
3. Only Judicial Officers and persons designated by the Presiding Judge or Court Administrator shall have after business hours card access to the Courthouse.

Dated this 17 day of November, 2016



Honorable Stephen F. McCarville,  
Presiding Judge

Original: Clerk of the Superior Court

Copies: Judges, Pinal County

Lando Voyles, Pinal County Attorney

Amanda Stanford, Clerk of the Court

Greg Stanley, County Manager

James Mannato, Public Defender

Todd D. Zweig, Court Administrator

Rod McKone, Adult Probation Department

David Rodriguez, Chief Criminal Deputy County Attorney

Victims' Assistance Program

Elsa Montiel, Chief Deputy