FILED

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MOHAVE

01 OCT 11 PM 3:30

VIRLYNN AVONELL
SUPERIOR COURT CLERK

IN THE MATTER OF:	)	
	)	
SECURITY POLICY FOR MOHAVE COUNTY	)	
COURTHOUSE EMPLOYEES	)	ADMINISTRATIVE ORDER
	)	2001-33
	)	

WHEREAS, the Mohave County Committee on Court Security has reviewed security needs for the Mohave County Courthouse; and

WHEREAS, such Committee has drafted the Security Policy for Courthouse Employees to address these needs;

IT IS ORDERED that the attached policy is adopted for use in the Mohave County Courthouse in Kingman.

DATED this 11th day of October, 2001.

Honorable Gary R. Pope, Presiding Judge
Mohave County Superior Court

Original filed with the Clerk of the Superior Court in Mohave County

SECURITY POLICY FOR MOHAVE COUNTY COURTHOUSE EMPLOYEES

Section 1. Introduction

The Superior Court in Mohave County has established security measures in the Mohave County Courthouse in Kingman. Additional measures are anticipated for the main courthouse and other court facilities in the county in the future. The purpose of this policy is to describe the effect these measures will have on courthouse employees, including judges, and the procedures that will be required of these employees in cooperation with security staff.

Section 2. Existing Security Measures

There is currently a full-time Court Security Coordinator and a staff comprised of employees from AT Systems Security, Inc., a private security firm contracting with the county. The security staff maintain a single public entrance to the courthouse, and all employees and other members of the public pass through the security area. The security officers currently monitor a metal detector, a portable wand-type detector, and an x-ray machine; conduct occasional visual inspection of closed containers; and provide roving patrol of the courthouse.

The public entrance in the southwest corner of the courthouse is the only door approved for ingress or egress by anyone other than corrections officers transporting jail inmates to and from the jail facility. Employees will not be authorized to use any other door(s) without additional, specific authorization from the Presiding Judge of the Superior Court except in emergency situations. All employees, including judges, will pass through the same security screening area and comply with procedures upon entry.

Section 3. Employee Identification Badges

Identification badges have been issued to courthouse employees and probation officers. The probation department has it own policy concerning use of the badges by probation officers. Courthouse employees are required to wear their identification badges while working in the facility, in a manner and location making them plainly visible to security staff and members of the public.

Section 4. Emergency Procedures

The Court Security Coordinator shall draft and implement a written manual for emergency procedures for training employees, and taking action during emergency situations. A copy of the current procedure manual is attached hereto, and is approved and incorporated herein by this reference.

The Court Security Coordinator shall have the authority to make changes to the emergency procedures as needed at his discretion.

Section 5. Non-Compliance

Procedures established in the Judicial Employee Merit Rules shall be followed in the event of non-compliance.

Section 6. Effective Date

This policy shall be effective the date of this order.