



Tucson City Court Administrative Directive

SUBJECT ACCESS TO COURT BUILDING AND CONTROLLED AREAS	NUMBER 220-1	PAGE 1 of 3
	PAGE ISSUE DATE November 1, 2007 REVISED DATE December 5, 2018	

I. PURPOSE

The purpose of this policy is to enhance the safety and security of building employees by limiting and controlling access to areas within the court building.

II. DEFINITIONS

- A. TCB ID Badge – identification badge with electronic access to key card readers within the court building issued by Tucson City Court Administration or a City of Tucson Key Card/ID Badge which Court Administration has entered in the Court's key card security system.
- B. Building Employees – Judicial Officers and Employees of the Tucson City Court, City Prosecutor's Office, City Public Defender's Office, City of Tucson, contractors and others who have been issued a Key Card/ID badge.
- C. Work Day – normal operating business day excluding weekends and holidays.

III. DEPARTMENTS

In addition to the Tucson City Court there are two other City Departments in the courthouse: City Prosecutor's and the Public Defender's offices

Tucson City Court

- 1) Access to court records and areas occupied by court staff will be controlled and limited to court staff. Access to court areas will be through use of a key card security system. Non court employees will either be escorted when in secure areas or will be issued a temporary TCB ID Badge which must be displayed.
- 2) The City Prosecutor and Public Defender Department heads will develop policies for access levels and display of TCB ID badges within their departments consistent with City Administrative Directives.



Tucson City Court Administrative Directive

SUBJECT ACCESS TO COURT BUILDING AND CONTROLLED AREAS	NUMBER 220-1	PAGE 2 of 3
	PAGE ISSUE DATE November 1, 2007 REVISED DATE December 5, 2018	

IV. PROCEDURE

A. Display of Identification for Court Employees

All Court employees working in the court building will display identification badges during work hours. Managers and Supervisors will monitor compliance. Temporary identification badges are available in Court Administration, room 201, for visitors. Employees who have forgotten their identification badge will see their supervisor to obtain a temporary TCB badge. Temporary issued court identification badges must be returned to within 48 hours of issue.

B. Building Access, Normal Workdays and Hours

Building employees are granted access to the court building by the Court Administrator through the issuance of a TCB ID Badge. The access level granted to City or building employees will be based on a department director's request, need or job duties. Access to the court building for TCB card holders is through the first floor either the front garage entrance on Alameda, Toole Avenue entrances or main entrance through security screening.

C. Non-court City employees will be granted badge access to the Tucson City Court building after passing a records check and being required to be in the court building a minimum of three times per week.

D. Unauthorized Access

All persons issued a court TCB ID Badge will have the badge with them and produce upon while in the building. If an individual is observed in a secure area (not a public area) without a TCB ID Badge they should be challenged, and security notified if they are unable to produce appropriate identification. Building employees will not grant court building access to individuals through any means that circumvents TCB ID Badge readers or security screening.



Tucson City Court Administrative Directive

SUBJECT ACCESS TO COURT BUILDING AND CONTROLLED AREAS	NUMBER 220-1	PAGE 3 of 3
	PAGE ISSUE DATE November 1, 2007 REVISED DATE December 5, 2018	

- E. Requests for exceptions to this policy must be submitted to Court Administration in writing no less than 1 work day in advance.
- F. Any individual not having a TCB badge or one that is loaded in the Court's key card identification badge security system will pass through security screening to enter the court building unless granted access as stated in Section IV. E.

REVIEW RESPONSIBILITY: The Presiding Magistrate or designee will review this Court Administrative Directive for revision as needed.

PRESIDING MAGISTRATE

12/5/18

DATE