



Tucson City Court Administrative Order

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COURT BUILDING EMPLOYEE RANDOM SECURITY SCREENING	PAGE ISSUE DATE November 2, 2017	

I. PURPOSE

To establish policy and procedures for random security screening of employees assigned to the Tucson City Court building.

II. REFERENCE

Arizona Supreme Court Administrative Order (CAO) No. 2017-15, Adoption of Court Security Standards and Implementation of Committee Recommendations.

III. DEFINITIONS

A. Court Building Employee – individuals who have been granted key card access to the Tucson City Court Building.

B. Security Screening - may include but not limited to the use of magnetometers, x-ray machines, or physical inspection of persons packages, purses, briefcases, boxes, and other containers.

IV. POLICY

In accordance with (IAW) CAO 2017-15 all individuals assigned to work in the Tucson City Court building are subject to random security screenings. This policy is applicable to all individuals who have been granted key card access to the court building.

V. GENERAL

A. When selected for random security screening, selected building employees will proceed to pass through the security screening process at the main public entrance to the court building. Security screening may be conducted on, but is not limited to their person, packages, purses, briefcases, boxes, and other containers which may be examined before entering the building. Examination for prohibited items and weapons may include but is not limited to the use of magnetometers, x-ray machines, or physical inspection.



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B. Any person who may lawfully possess a weapon or potential weapon but is not specifically authorized to do so in the Tucson City Court building (including a person with a concealed weapons permit) is responsible for removing their weapons and storing them in a safe manner. Gun lockers are provided near the scanning stations at the entrance of the Tucson City Court Building as required by ARS 13-3102.01.

VI. RANDOM SELECTION

- A. Random security screening of individuals working in the Tucson City Court building will be conducted a minimum of twice a month.
- B. Days of the week (Monday through Friday) will be printed on slips of paper and placed in a container. One slip will be removed from the container and the day appearing on the slip will be the day of the week that random security screening will be conducted.
- C. Numbers from four to ten will be printed on slips of paper and placed into a container. A slip will be drawn from the container and the number chosen will be the number employees are selected entering the building through an employee entrance to go through security screening. For example, if the number five is chosen then, every fifth employee entering through an employee entrance will be required to pass through security screening on the day selected.*
- D. Failure to participate in the courthouse random employee security screening program will be reason for disciplinary action up to and including termination.

** Could substitute a computer program that randomly selects individuals working in the building for security screenings – would need to be up to date but could use personnel rosters from the building departments.*

REVIEW RESPONSIBILITY AND FREQUENCY: The Presiding Magistrate or designee will review this order as needed.



PRESIDING MAGISTRATE

11/3/17

DATE