

Center for Judicial and Court Security
Arizona Supreme Court
Administrative Office of the Courts
Education Services Division

Policy: Security Assessor Training Program Policy

Date Adopted: June 1st, 2026

Purpose:

Establish uniform guidelines for AOC trained Security Assessors.

I. Definitions:

“Director” is defined as the Director of the Center for Judicial and Court Security within the Education Services Division of the Arizona Supreme Court Administrative Office of the Courts (AOC).

II. Application and Qualifications

Assessor Training Program applications shall include:

- a. Applicants full name, government-issued email address and physical mailing address.
- b. Signature of Court Administrator and/or Presiding Judge confirming CSO status and indicating a recommendation for the officer to become an instructor.
- c. Other information as deemed necessary for program administration.
- d. All applicants must be Court Security Officers who have successfully completed the Court Security Officer Academy prior to applying for participation in the Assessor Training Program.

II. General Provisions:

- A. The Security Assessor Training Program is designed to equip certified Judicial Branch Court Security Officers with the critical skills necessary to perform court security assessments in accordance with ACJA 5-301; as well as home security assessment based on the needs of the courts.

- B. Graduates of the AOC Security Assessor program must successfully complete at least (1) court facility security assessment, and (1) home security assessment during each calendar year in order to maintain their AOC assessor status.
 - a. Completed assessments shall be reported to the Center for Judicial and Court Security within 30 days of the assessment delivery, including location assessed and date of assessment delivery.
 - i. Completed assessment reports shall not be collected, stored or maintained by the Center for Judicial and Court Security.

III. Suspension and Revocation of AOC Assessor status.

The Director may suspend an individual's AOC assessor status under any of the following conditions:

- A. Assessor failed to meet annual assessment delivery requirements.
- B. Assessor is subject of disciplinary action(s) with their local court.
- C. Assessor is deemed to require remediation due to performance issues.
- D. Any other reason as deemed necessary by the Director.

- E. The Director may revoke an individual's assessor status under and of the following conditions:
 - F. Assessor's employment is terminated with their local court
 - G. Assessor is charged with criminal activity on or off duty
 - H. Assessor is deemed to have knowingly falsified assessment related materials.
 - I. Assessor refuses requires remediation, or remediation attempts have failed to bring the assessor's performance to acceptable standard at discretion of the director.
 - J. Failure to follow specified CSO curriculum
 - K. Any other reason as deemed necessary by the Director

IV. Reinstatement of Assessor status.

- A. An individual whose AOC assessor status has been suspended may submit a written request for reinstatement to the Director, documenting a remedy to the condition(s) upon which the suspension was based.
- B. An individual whose AOC Assessor status has been revoked may submit a written request for reinstatement to the Director.
- C. Individuals whose AOC Assessor status has been suspended or revoked for more than one year must submit undergo the AOC Assessor training program anew to reinstate their Assessor status, at the discretion of the Director.