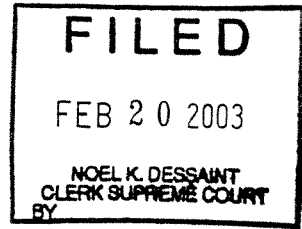


IN THE SUPREME COURT OF THE STATE OF ARIZONA



In the Matter of:)
)
ESTABLISHMENT OF THE)
COMMITTEE ON COURT SECURITY)
AND EMERGENCY PREPAREDNESS)
_____)

Administrative Order
No. 2003- 21

To ensure access to the courts as required by Arizona’s Constitution, Article VI, Section 17, the Arizona court system must be prepared to manage a variety of emergency situations including those originating within the courts, natural disasters, terrorism and extended utility and information system outages. The courts are institutions where many critical decisions affecting disputes, lives, children and families are made, where emotions often run high, and where the potential for serious disruption and violence is always a concern. Additionally, like any modern institution, the courts are part of their community and vulnerable to incidents and emergencies that affect the greater community. Finally, courts house not only the activities of courts, but also critical data networks and valuable physical and electronic records. Thus the courts, the courthouse and the systems that support their work are critical elements of civil government that must be protected and must continue to operate in an emergency.

In accordance with Arizona Code of Judicial Administration § 1-104, the Chief Justice may establish advisory committees to the Arizona Judicial Council to assist the Council in carrying out its responsibilities. Therefore in keeping with the Court’s strategic goals of providing access to justice and being accountable through increased efforts to ensure that court faculties, staff and users remain safe from physical harm; it is appropriate to review the security environment of Arizona’s courts and recommend policies and procedures to enhance the preparedness of the courts to manage emergency situations.

Now, therefore, pursuant to Article VI, Section 3 of the Arizona Constitution,

IT IS ORDERED that the Committee on Court Security and Emergency Preparedness is established as follows:

1. PURPOSE:

The Committee should identify areas of concern and recommend best security practices, policies and procedures that can be adopted by the Arizona Judicial Council and by courts in the Arizona court system to ensure that court staff, judges, litigants, jurors and other court users are provided safe, functional, dignified and accessible court facilities. The Committee should also develop recommendations and guidelines for emergency preparedness and contingency planning for the courts. This

work should be carried out in a manner that recognizes geographic and size differences between courts and recognizes that any plans and recommendations must be achievable with resources or support that exists or are likely to be available.

The Committee is directed to give attention to the following areas:

1. General courthouse security and the appropriate level of security for each type of court.
2. Screening, selection and training of court security staff.
3. Physical security of data networks and systems.
4. Possible events, incidents and emergencies that threaten public and personnel safety, the operation of courts and the administration of justice and appropriate responses.
5. Methods for the collection and distribution of information concerning potential or impending court emergencies.
6. Communication between courts during emergencies.
7. Guidelines for emergency preparedness and contingency planning.
8. Continuity of operations plans.
9. Guidelines for the closing or alteration of business hours or locations when there is the threat of harm in the form of weapons or threats, terrorism, natural disaster or other emergency.
10. Other areas that the Committee deems necessary to complete its work.

The Committee should remain mindful of the need to coordinate its work with the Committee on Technology and with the Probation Safety Committee where appropriate.

2. **MEMBERSHIP:**

The Chief Justice shall appoint the Committee members, a chairperson, a vice chairperson and such additional members as may be necessary. The membership of the Committee is attached as Appendix A.

2. **MEETINGS:**

Meetings shall be scheduled at the discretion of the Committee Chair. All meetings shall comply with the Open Meeting Policy of the Arizona Judicial Department.

3. REPORTS:
The Committee shall submit a report of its findings and recommendations to the Council at the June 2003 meeting.
4. STAFF:
The Administrative Office of the Courts shall provide staff for the Committee and, as feasible given financial and staffing limitations, may conduct or coordinate research as requested by the Committee.

Dated this 20th day of February, 2003.

CHARLES E. JONES
Chief Justice

**APPENDIX A
COMMITTEE ON COURT SECURITY
AND EMERGENCY PREPAREDNESS**

**Paul O’Connell, Chairperson
Pinal County Superior Court Administrator
Florence, AZ**

**Marcus Reinkensmeyer, Vice Chairperson
Maricopa County Chief Deputy Administrator
Phoenix, AZ**

**Hon. Mark Armstong
Maricopa County Superior Court
Phoenix, AZ**

**Patricia Alvarez-Hurley
Pima Consolidated Justice Court Administrator
Tucson, AZ**

**Eric W. Carlson
Director of Administrative Services
Administrative Office of the Courts
Phoenix, AZ**

**Lt. Michael DeBenedetto
Phoenix Police Department
Phoenix, AZ**

**Commander Don Davis
La Paz County Sheriff’s Office
Parker, AZ**

**William Duffy
Security Director
Maricopa County Superior Court
Phoenix, AZ**

**Frances Howard
Assistant Court Administrator
Phoenix City Court
Phoenix, AZ**

**Kevin Jeffries
Probation Security Specialist
Administrative Office of the Courts
Phoenix, AZ**

**Don W. Jobe
Security Manager
Yuma County Superior Court
Yuma, AZ**

**Hon. William T. Kiger
Yavapai County Superior Court
Prescott, AZ**

**Hon. Lyndall McElhaney
Judge of City of Camp Verde
Camp Verde, AZ**

**Hon. G. Michael Osterfeld
Justice of the Peace of Buckeye
Buckeye, AZ**

**Lisa Royal
Pima County Assistant Court Administrator
Tucson, AZ**

**Virlynn Tinnell
Mohave County Superior Court Clerk
Kingman, AZ**