



**Judicial Branch of Arizona in Maricopa County**  
**Judicial Branch Security Department**  
201 W. Jefferson Street, Phoenix, AZ 85003



“Committed to excellence and the principles inherent in the rule of law ...  
every person, every day, every time.”

## **Court Security Pandemic Management Plan**

*Effective 15 Nov 20*

**SECURITY SENSITIVE – COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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1. **Locations:** All Judicial Branch facilities within Maricopa County. This includes Superior Court, Juvenile Probation Department, Adult Probation Department and Maricopa County Justice Court standalone facilities.
2. **Operational Hours/Court Business Hours:** Varies; Monday through Friday, 7:00am to 5:30pm.
3. **Authority:** Supreme Court Administrative Order No. 2017-079 extends the authority to the Superior Court Presiding Judge to establish court security policies and procedures to provide a safe work environment for Judges, Commissioners, employees, stakeholders and visitors to the Court. Supreme Court Administrative Order 2020-143 (Authorizing Limitation of Court Operations During a Public Health Emergency and Transition to Resumption of Certain Operations; Superior Court Administrative Order 2020-098 (In the Matter of Restricting Physical Access to Court Facilities Due to a Public Health Emergency); Superior Court Administrative Order 2020-078 (In the Matter of Restricting Physical Access to Court Facilities Due to a Public Health Emergency and Transition to Resumption of Certain Operations); Superior Court Administrative Order 2020-152 (In the Matter of Restricting Physical Access to Court Facilities Used by Justice Courts Due to a Public Health Emergency and Transition to Resumption of Certain Operations); Superior Court Administrative Order 2020-155 (In the Matter of Restricting Physical Access to the Intake, Transfer and Release (ITR) Facility’s Court-Space); Superior Court Administrative Order 2020-114 (In the Matter of Conducting Jury Operations Safely During a Public Health Emergency).
4. **JBSD Authority:** A.R.S 12-299.10 (Court Security Officers (CSOs); Certification; Powers and Duties).
  - a) Use certified CSOs to ensure the safety of Judicial Branch employees and facilities. A certified CSO will be an employee of the Judicial Branch.
  - b) A certified CSO, in the performance of the officer's duties, may do all of the following:
    - I. With reasonable cause, detain a person on the premises for a reasonable time to contact a law enforcement officer and maintain the safety and well-being of a person who is in a judicial branch facility, on judicial branch grounds or where a court is convening.
    - II. Refuse to allow a weapon or unlawful material in a judicial branch facility, on judicial branch grounds or where a court is convening.
    - III. Respond to threats and emergencies involving a judicial branch employee in a judicial branch facility, on judicial branch grounds or where a court is convening.

**THIS DOCUMENT IS SECURITY SENSITIVE**

- IV. Receive information from a law enforcement agency regarding threats to a judicial branch facility or judicial branch grounds or to a judicial branch employee.
5. **Purpose:** To establish safety and security procedures due to the concern for the spread of COVID-19 in the general population. This Court Security Pandemic Management Plan is established to reduce the potential exposure of the virus to staff, stakeholders and patrons within the Judicial Branch of Arizona in Maricopa County and its facilities.
6. **Personal Protective Equipment (PPE):** PPE is an extremely important part of preventing potential exposure to the COVID-19 and additional spread within Court facilities. It is also important that all JBSD Officers follow the Judicial Branch of Arizona in Maricopa County requirements and the U.S. Centers for Disease Control and Prevention (CDC) recommended guidelines. Plastic face shield is a suitable substitute for a mask or face covering. Plexiglass shields should be installed at X-Ray Stations, Property Tables and Overwatches.
- a) **JBSD Officers:** Officers are REQUIRED to wear PPE at all times while on official duty and while in a Court facility. Officers must wear a department-issued N95 mask or suitable substitute and latex gloves in accordance with department guidelines. Masks will be cleaned via the manufacturer's recommended instructions and gloves will be replaced frequently, via visitor request or as directed by JBSD Post Orders. If a patron requests an officer change gloves at any time during the screening process, officers must comply with the request.
- b) **Visitors/Jurors:** Court Visitors and Jurors are required to wear their own or a court-provided mask or other face-covering when entering and while in a Court facility. During in-courtroom proceedings, the Judicial Officer may authorize removal of masks or face coverings for purposes of witness testimony, defendant identification, making an appropriate record, or other reasons as deemed necessary. Plastic face shields are a suitable substitute for a mask or face covering.
- c) **Staff:** Court Staff are required to wear their own or a court-provided mask or other face-covering when entering and while in a Court facility. Masks may be relaxed when an employee is working in an isolated area, such as a private office where social distancing or other protective measures are followed.
- d) **Contractors/Vendors:** Contractors and vendors when entering and while performing work within JBSD facilities are required to wear their own, a company-provided mask or other face-covering. Masks may only be relaxed when a contractor is working in an isolated area where social distancing or other protective measures are followed, or when wearing of a mask or other face covering causes a personal safety issue (e.g. near running machinery where an entanglement hazard exists.)
- e) **County Agencies:** All County agency employees and stakeholders are required to wear their own or a Court-provided mask or other face-covering when entering or while in a Court facility. Masks may be relaxed when a staff member is working in an isolated area, such as a private office where social distancing or other protective measures are followed. **EXCEPTION/EXEMPTION:** Board of Supervisors and other County staff members traversing through WCB Entry Point and heading to the BOS Facility are not required to wear a mask or go through the health screening process. Mask wear will not be enforced or health screening for that group of visitors.
7. **Officer Mask Wear:** All officers must follow these important CDC and medical professional best practices regarding the donning and reuse of surgical masks. Officers must adhere to the following:
- a) Avoid touching the front or inside of the mask at all times.

- b) After removing a mask and placing in proper storage, immediately wash hands for 20 seconds or longer.
- c) Do not leave the mask out when not in use.
- d) Do not place in a pocket or other potentially soiled or contaminated area.
- e) Always wear new gloves prior to touching, donning and/or removing a mask.
- f) Use a sealed paper bag or other breathable container to store a mask. **DO NOT** place in a sealed plastic bag. Avoid moisture build-up and growth of mildew by storing in a breathable container.
- g) When storing, carefully fold the mask at the corners so that the inside of the material does not come in contact with the outer surface.
- h) Use the N95 inserts as needed with the department-issued, re-useable masks and follow the manufacturer's recommended cleaning instructions.
- i) Plastic face shield is a suitable substitute for a mask or face covering.

**8. Officer Gloves Wear:**

- a) ALWAYS wear gloves while on post and change gloves frequently.
- b) Properly remove gloves and avoid touching your eyes, nose, and mouth while wearing gloves.
- c) Avoid touching personal possessions with soiled gloves (such as a cell phone, wallet, or purse), and wash hands after removing gloves before eating, and before/after restroom use.
- d) If soap and water are not available, use an alcohol-based hand sanitizer.
- e) Properly dispose of worn gloves and do not wear potentially soiled gloves away from your work area.

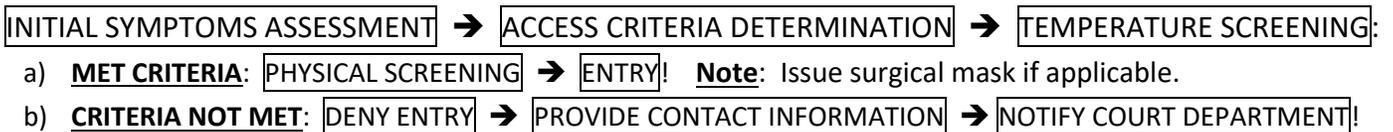
**JBSD Officer PPE Wear Example**



- 9. Security Posts Cleaning Regimen:** All surface areas associated with the Court facility entry points and screening stations MUST be frequently cleaned with disinfectant materials. Pay close attention to baskets, keyboards, table surfaces, X-Ray rollers and door handles. Establish a regimented cleaning schedule that includes the following:
- a) Opening the Security Post: Upon assuming a JBSD post, conduct a thorough cleaning of all Entry Point equipment using an approved cleaning solution and/or anti-viral wipes provided by the department. Areas to be cleaned (but not limited to) are:
    - I. Tables and Plexiglas screens.

- II. Property Bins.
  - III. Hand Wands.
  - IV. X-Ray Console, rollers and conveyor belts.
  - V. Walk-through Magnetometers.
  - VI. Computer Workstation (desk, screen, keyboard) if applicable.
  - VII. Hand-held Radios.
  - VIII. Officer Break Areas.
  - IX. Storage Lockers.
  - X. Doors, drawer handles and knobs.
  - XI. Note: Property bins, X-Ray rollers and conveyor belts should be cleaned more frequently.
- b) During Security Post Operations: Officers will ensure all equipment listed in Paragraph 9a are cleaned with an approved cleaning solution and/or anti-viral wipes a minimum of three times daily and after peak surges. Special attention will be given to frequently handled equipment such as property bins, X-Ray rollers and conveyor belts. When available, an officer will be assigned to wipe down critical surface areas using the cleaning supplies provided by the department.
- c) Closing the Security Post: Conduct a thorough cleaning of all entry point equipment listed in using an approved cleaning solution and/or anti-viral wipes provided by the department. See item 9a for specific areas that require cleaning.

**10. Entry Screening Overview**: In order to meet all Supreme Court and Superior Court Administrative Orders listed in Paragraph 3 entitled Authority, the JBSD entry access process will proceed as follows:



**11. Entry Screening Group**: For the purposes of this plan, “**Visitors**” will used to describe the different groups of personnel that will be security screened. This groups includes all Patrons, Jurors, Grand Jurors, Janitorial Services, County agency personnel without bypass/E3 access, Attorney agency personnel without bypass/E3 access, Contractors, Vendors and MCSO Support Staff without bypass/E3 access. Court Staff and Stakeholders with bypass privileges WILL go through the health screening protocols upon each entry into a Judicial Branch facility.

**12. Entry Screening Operations—INITIAL SYMPTOMS ASSESSMENT**: All Judicial Officers, Court Staff, Stakeholders with bypass and Visitors or personnel we usually security screen will be initially evaluated via visible assessment and/or questioning and answer using the public health cautionary information below as established by the CDC and Administrative Orders listed in Paragraph 3 entitled Authority:

- a) Fever.
- b) Cough.
- c) Shortness of Breath.
- d) Muscle Pain.
- e) Sore Throat.
- f) New loss of taste or smell.

- g) Close contact in the last 10 days with someone who has tested positive for COVID-19 or who has symptoms. Per the CDC, the contact must be within 6 feet of an infected person for a cumulative total of 15 minutes or more, over a 24-hour period.
- h) Diagnosed with COVID-19 or a positive test result within the last 10 days.

**13. Entry Screening Operations—ACCESS CRITERIA DETERMINATION (Superior Court):** Determine if the Visitor meets the criteria for entry into a Judicial Branch Facility. See **13c for ITR Entry Criteria**; See **Attachment G for MCJC Entry Criteria**. For scheduled Court hearings, **the Visitor can only enter 30 minutes before the Hearing is scheduled to start.**

a) Individuals **MAY** enter a Superior Court Facility (*except the ITR Court-Space*) if they are:

ITEM	CATEGORY
1.	A party (plaintiff/defendant/petitioner/respondent).
2.	A victim.
3.	Next of Kin. <i>Note: Surviving family member of a violent crime.</i>
4.	A lawyer assigned to the case.
5.	Juror.
6.	A witness in the case.
7.	The Judge gave them permission to attend an in-person hearing.
8.	Any minor (17 or younger) required for the in-person hearing may be accompanied by a parent or guardian.
9.	In a preliminary protective hearing in dependency proceeding.
10.	A Guardian/Conservator that needs letters of appointment issued.
11.	Part of a delinquency adjudication, disposition/transfer hearing, changes of plea hearing, or direct file initial appearance hearing.
12.	Order of Protection / Injunction Against Harassment: Direct persons to the LLRC Staff (NER, NWR, SEF & CCB).
13.	Listed on an approved JBSD In-Person Hearing listing for entry.
Note:	Issue a Mask to all Visitors and Court Staff that have cleared all criteria for entry into the facility. Plastic face shields can be used as a suitable substitute for a mask or face covering.

b) These individuals **MAY** also enter the Courthouse:

ITEM	CATEGORY
1.	Appealing an election challenge; Self Represented Litigants in election cases (CCB/ECB).
2.	Filing an Emergency Petitions; Order of Protection; Injunction Against Harassment. ( <b><i>This includes SEF Main, NERCC &amp; NWRCC.</i></b> )
3.	Persons seeking to file any emergency order.
4.	Persons conducting business with the Clerk of the Superior Court.
5.	Persons dropping off evidence at a Court and/or Division drop box; patrons dropping off information for Family Dept <b>Decree on Demand</b> hearings and <b>FCC Conferences</b> ; patrons dropping off in the <b>Probate Court drop box</b> in CCB & at the 3 <sup>rd</sup> floor info desk in ECB.
6.	Persons scheduled to meet w/a Judicial Branch Rep; pre-employment appointments-HR.

7.	Persons conducting Justice Court Business ( <b>applies to all JCs to include NER, NWR &amp; SanTan RCC</b> ). <b>See MCJC Criteria at JBSD Attachment G for the Justice Court side of NERCC, NWRCC and SanTan RCC</b> ).
8.	Official mail deliveries and Water Delivery Vendors.
9.	SC AO 2020-078, Page 9, 2 <sup>nd</sup> Para--Probate Dept: <b>Persons want to contest a hearing</b> . Persons who received/saw a Notice of Hearing that stated the person could oppose relief requested in a petition ( <b>upon entering person <u>must</u> inform Judge's staff of their desire to oppose petition and follow instructions to appear electronically for initial hearing</b> ).
10.	<b>MCSO OIC Sex Offender Registry Clients: MUST enter/Exit through CCB ECP only.</b>
Note:	Issue a Mask to all Visitors and Court Staff that have cleared all criteria for entry into the facility. Plastic face shields can be used as a suitable substitute for a mask or face covering.

- c) **Intake, Transfer & Release (ITR) Court-Space Access Criteria per SC AO 2020-155:** Due to the unique nature and layout of the building and the fact that it contains Court Space as well as MCSO Space, it was necessary to do a separate administrative order restricting physical access to the ITR Court-Space. Physical access to the ITR Court-Space is restricted to attendance at in-person IA hearings and is limited to the following:

ITEM	CATEGORY
1.	Defendants.
2.	Victims.
3.	Family member dropping off property for an Inmate via the MCSO Inmate Release Hallway. If multiple visitors from one family or group request entry, only one adult from the party will be allowed to enter.
4.	<u>Kiosk Machine Usage</u> : Members of the public/customers attempting to use the two MCSO Kiosk machines in the ITR Court-Space main lobby. Only one adult from the party will be allowed to enter.
5.	Attorneys and Lawyers participating in a hearing.
6.	Victim Advocates; Correctional Health Services and Mercy Care.
7.	County's Office of Enterprise Services (OET).
8.	Judicial Branch Employees: Includes Superior Court, Adult Probation Department, Justice Courts.
9.	Phoenix Municipal Court Employees.
10.	MCSO Sworn Deputies; MCSO Detention Officers; Law Enforcement Officers.
11.	Maricopa County Employees who conduct business out of designated offices within the ITR Court-Space.

- d) **Not allowed in a Judicial Branch Facility:**

ITEM	CATEGORY
1.	Any person not on the above list.
2.	Probationers (Go to the alternate location or call probation officer--PH: 602-506-8500).
3.	Large groups not on the above lists; ask additional questions to the group if needed. ( <i>Large groups are not allowed unless each individual meet the above criteria for entry</i> ). <b>Exception: MCJC Lobby/Waiting Area Capacity</b> : Per Superior Court AO 2020-152, It is further ordered that the total number of persons allowed to gather in a lobby area while waiting for weddings is limited to 30 people, if the lobby area may safely accommodate that number of individuals while considering the social distancing requirements. Note: <b>Masks must be worn and social distancing requirements maintained at all times.</b>
4.	<b>Symptom Criteria or Temperature Screening Failure</b> : Any person diagnosed with COVID-19 within the last 10 days, test positive within the last 10 days, has symptoms of COVID-19 or temp tested at 100.4

	degrees or higher. JBSD Officers must contact the Court Department. In addition, instruct these individuals to contact the assigned Superior Court via telephone, fax, or email to arrange to appear telephonically, have their appearance waived, or have the proceeding reset. Also have them contact their attorney if applicable.
5.	<b>FOOD DELIVERY:</b> For food deliveries, please have them contact the employee and the employee may pick up their food outside the Court. Delivery person not permitted in.
6.	<b>Persons with SCT business <u>must</u> use SCT Entry Point. Persons with CCB business <u>must</u> use CCB Entry Point.</b>

**14. Entry Screening Operations—TEMPERATURE SCREENING:** After the initial symptom assessment is completed and the Visitor meets the access criteria for entry, the Visitor must complete a temperature screening via Handheld Infrared (IR) Thermometer or Temperature-Sensing Tablet. Visitors will be screened for body temperature and if found to be 100.4 degrees Fahrenheit or above, they **will not** be allowed to enter the Court facility. In addition, all Court Staff and Stakeholders with bypass privileges WILL go through the temperature screening process upon entry into a Judicial Branch facility. The following procedures will be adhered to by JBSD Officers for all personnel:

- a) Handheld IR Thermometers: Officer will point the thermometer at the forehead of the individual from a distance of ½” to 2” away from the skin and as close to 90 degrees as practical. Adhere to the following:
  - I. Inspect the device sensor and remove any debris. At a minimum, clean after each use or as needed.
  - II. Direct the individual to move hair to one side (if applicable) and wipe any perspiration from the center of the forehead. Note: Hand the individual a paper towel if needed.
  - III. Aim at the center of the forehead area ½” to 2” away from the skin surface. Be sure the device is perpendicular to skin surfaces or at a right angle.
  - IV. Hold the measuring switch trigger down until a beep is heard and release the trigger.
  - V. Temp will then be displayed on the screen.
- b) Temp-Sensing Thermometer Tablets: Officers will instruct the individuals to proceed to the marker in front of the temp-sensing thermometer tablet and await the reading.
- c) If the individual’s temperature is assessed at 100.4 degrees or above, the individual will be retested after **60 seconds**. If the results of a second test are at 100.4 degrees or above, the individual will be denied access, given Court contact information (if applicable) and the JBSD Officer contacts the applicable Court department as needed (if applicable). The Criminal Department **MUST** be contacted directly. Visitor information will be recorded and disseminated to the appropriate Court department if applicable. Any Juror denied access will have their information disseminated to the Jury Manager. See **Attachment D** for a list of phone numbers and see **Attachment E** for the Criminal Department handout. If a Visitor refuses temperature reading, they will be denied access to the facility. If a Court Staff member or Stakeholder is being denied entry or ask to leave the facility, JBSD Officers will hand out **Attachment H** to the individual. All turn-aways will be tracked on the Temperature Screening Log. The following information will be recorded:
  - I. Date. Self-explanatory.
  - II. Time. Self-explanatory.
  - III. Name. Add name of the Individual/DOB.
  - IV. Contact Number. Include a number where the visitor can be reached by Court staff (if necessary).

- V. Temperature Readings. Annotate the temperature reading as it was displayed on the device. Wait at least sixty (60) seconds between readings and can use the ear lobe as an alternate location for the second reading. Ensure both readings are annotated on the JBSD Temperature Screening Log.
  - VI. Reason at Facility. Annotate the reason for the individual's visit to the Court facility or if it's a Court employee or Stakeholder. If it's a Visitor, include the case number if they know it.
  - VII. Notification Made. Annotate what Court Staff or supervisor was notified (if applicable). Note: Turn-Away numbers will be recorded in the Regional Daily Activity Report and submitted for information.
  - VIII. Device Calibration/Data Information: All pertinent information from the device being used should be annotated on the JBSD Temperature Screening Log.
  - IX. JBSD Officers: The name of the Officer conducting the temperature screening should be annotated on the form.
  - X. CCTV Coverage: If possible, conduct the temperature screening within the view of JBSD CCTVs.
- d) Visitor completes temp screening and goes through the normal JBSD screening protocol as annotated in JBSD Post Orders.

**15. Temperature Screening Training/Certification**: All JBSD Officers conducting health screening assessments must complete the JBSD computer-based training curriculum on the HUB. The JBSD Training Section is the primary point of contact for the training curriculum. ***See Attachment C*** for additional information.

**16. Entry Denial Notification**: If a Visitor is denied entry and they are scheduled for a hearing or appointment with the ***Criminal Department***, JBSD Officers should collect the individual's information (NAME, DOB & CASE NUMBER), call the Criminal Dept. staff at **602-506-0143** to share the info gathered. If the call goes to voicemail, leave info on the voicemail as the Staff will check the mailbox. In addition, provide the Criminal Dept. customer with a copy of ***Attachment E*** with instructions to contact the Criminal Dept. Info Desk. The individual should also contact his/her lawyer (If applicable). If a Visitor is denied entry and they are scheduled for a hearing or appointment with other Court departments, the individual should also be instructed to call their lawyer or applicable Court department to request further information. If the Visitor is not scheduled for a hearing or appointment, please have them return when they are symptom-free for at least 72 hours. Should the Visitor ask for a phone number, look up the Court department phone number, write the information down and have the patron call the number provided. If possible, also notify the specific Division and/or Court Department on all turn-aways. ***See Attachment D: Superior Court Contact Information***. MUST notify the Criminal Dept. Staff at **602-506-0143** on all Criminal Dept. turn-aways.

**17. Court Staff or Stakeholder Denial Notification**: See JBSD Attachment H: Health Screen Authority Flyer—Staff. The applicable supervisor, Department Administrator and the Human Resources Department will be notified by the JBSD Director or designee.

**18. Compliance Refusal**: In the event any Court Staff, Stakeholder or Visitor refuses to comply with the entry guidelines, stipulations and/or orders governing PPE while entering or within a Court facility, officers will take the following actions:

- a) Staff Member/Employee/Stakeholder: Provide a reminder of the policy; if they refuse, collect their information and inform the JBSD Director or designee. The applicable supervisor, Department Administrator

and the Human Resources Department will be notified by the JBSD Director or designee. In addition, see **JBSD Attachment H: Health Screen Authority Flyer—Staff**. This should be handed out.

- b) Jurors: Provide a reminder of the policy, collect their information and inform the JBSD Director or designee. The Jury Manager should be notified immediately.
- c) Visitor/Contractor/Vendors: Inform them to put on their mask or face covering; if they refuse, Officers should direct the member to immediately vacate the Court facility and inform the JBSD Director or designee; if they refuse to leave, notify MCSO if it's a Superior Court facility and/or escort from the facility.
- d) County Agency personnel without bypass/E3 Access: Inform them to put on their mask or face covering; if they refuse, Officers should direct the member to immediately vacate the Court facility and inform the JBSD Director or designee. If they refuse, collect their information and inform the JBSD Director or designee.
- e) JBSD Health Screen Authority Flyer & Comment Card: Offer the Health Screen Authority Flyer (**Attachment F—Visitor or Attachment H—Staff**) to any non-compliant person and a JBSD Feedback Card if the individual would like to file a complaint.

**19. Screening Operations:** Once the Visitor has completed the symptoms assessment, met the entry criteria and the temperature testing completed, execute screening operations per existing JBSD Post Orders.

- a) PPE must always be used. Latex gloves will be replaced on a regular basis. When touching any personal items of a patron, put on new gloves. If the patron requests new gloves be used for any detailed or manual screening, switch out gloves.
- b) Under no circumstances will a person not complying with screening procedures be allowed in the building.
- c) When there is a perceived or actual threat or emergency in the facility (ex. Code Red, Building Evacuation), screening operations will be suspended and access will be prohibited for the duration of the incident.
- d) Follow all prohibited items criteria as depicted in the JBSD post orders.
- e) X-Ray machines: X-Ray machines will be the primary screening device used to check all bags, packages, containers and pocket items of the persons entering the facility. Make sure no liquid containers are sent through the X-Ray machine to prevent possible damage from spilled liquid onto the machine.
- f) Walk-through Magnetometer Screening: Prior to entry, persons will be directed to remove all objects from their person or clothing and place the items in a bin to be X-Rayed. All items will be returned once properly screened and found not to be a prohibited item.
- g) Portable Handheld Magnetometer (Hand Wand) Screening. Hand wands should be used as a primary method of screening where no walk-through magnetometer is present. Hand wands will also be used to resolve any alarm activations that occur while using walk-through magnetometers per protocol.
- h) Manual Screening. All pat-down inspections for screening purposes must be conducted with the consent of the individual. Refusal to consent constitutes a failure to successfully complete the screening process and the person will be denied entry.
- i) Once cleared, Visitors can then conduct their Court business. If the Visitor is here for a scheduled Court hearing, they can only enter the facility no earlier than 30 minutes before the hearing is scheduled to start.
- j) Upon their completion of Court business, Visitors will exit at the closest exit point of the facility.

**20. Social Distancing Measures:** Ensure patrons maintain the CDC recommended 6 feet social distancing standard at all times within the facility.

- a) All customer lines within a Court facility should be organized with stanchions and labels on the floor indicating the 6 feet of distance incremental spacing.
- b) All customers should adhere to all social distancing requirements in customer waiting areas, elevators, courtrooms and assembly areas.

### Customer Queuing Process



**21. Security Patrolling and Responses:** Perimeter checks and random patrols will be conducted **at least** 4 times per shift. Officers will notify the JBSD Security Control Center at the start and completion of perimeter checks/random patrols, as well as any findings per protocol.

- a) Officers will respond to duress alarms and all security calls for assistance in their areas of responsibility. Officers will patrol internal areas to include customer service desks, waiting areas, jury assembly and law library spaces to ensure all social distance criteria are adhered to at all times. Officers will continue to respond to courtrooms as needed and if requested by the Judicial Officer.
- b) Immediate external areas will also be randomly patrolled as directed by JBSD Post Orders.
- c) PPE will be worn at all times while on official duty to include during security responses or random patrols.

**22. Apprehensions or Use of Force:** If close contact with an individual occurs due to a disturbance, altercation, apprehension or use of force situation, the following protective measures will be taken.

- a) Clean and disinfect duty belt and gear (including radio, handcuffs, taser, etc.) prior to reuse utilizing approved cleaning products and/or anti-viral wipes.
- b) Follow existing procedures for the containment and disposal of used PPE.
- c) At earliest available time, change out of uniform and isolate and separately launder clothes that may have come in contact with the subject.

**23.** Any questions or an unusual situation arises that's not covered in the above criteria, contact the Court Information Desk at your Facility or immediately notify your JBSD Chain of Command. DO NOT turn away patron(s) if you're not sure.

*//Signed/SRG/15Nov20//*

SEAN R. GIBBS, Director  
Judicial Branch Security Department  
*"Secure" "Protect" "Deter"*

**24. Attachments:**

- a) Entry Signage.
- b) Temperature Screening Log.
- c) Temperature Screening Training/Certification.
- d) Superior Court Contact Information.
- e) Criminal Department Handout.
- f) Health Screen Authority Flyer--Visitor.
- g) MCJC Physical Access Limitations.
- h) Health Screen Authority Flyer--Staff.

# JBSD Attachment A: Judicial Branch Entry Signage

## INITIAL SYMPTOMS ASSESSMENT



PLEASE DO NOT ENTER IF YOU HAVE EXPERIENCED ANY OF THE FOLLOWING SYMPTOMS OR CONDITIONS IN THE LAST 72 HOURS:

1. Fever
2. Cough
3. Shortness of Breath
4. Muscle Pain
5. Sore Throat
6. New loss of taste or smell
7. Contact in the last 10 days with someone who tested positive for COVID-19 or who has symptoms listed above
8. Diagnosed with or tested positive for COVID-19

You may be screened for body temperature. If found to be 100.4 degrees Fahrenheit or above, you will not be allowed to enter the courthouse. You may be retested after the initial test.

If you are not allowed to enter and you are scheduled for a hearing or appointment, please call your lawyer or court office to request further information. If you are not scheduled for a hearing or appointment, please return when you are symptom-free for at least 72 hours.

Thank you for your cooperation.

For more information, go to: [www.superiorcourt.maricopa.gov](http://www.superiorcourt.maricopa.gov)

POR FAVOR, NO ENTRE SI HA PADECIDO LOS SIGUIENTES SÍNTOMAS O PROBLEMAS EN LAS ÚLTIMAS 72 HORAS:

1. Fiebre
2. Tos
3. Respiración entrecortada
4. Dolor muscular
5. Dolor de garganta
6. Pérdida reciente del sentido de olfato o gusto
7. Contacto en los últimos 10 días con alguien que dio positivo al COVID-19 o que padezca los síntomas antes mencionados
8. Usted fue diagnosticado con el COVID-19 o dio positivo en una prueba del COV

Se le podría evaluar la temperatura corporal. Si es de 100.4 grados Fahrenheit o mayor, se le negará el ingreso al edificio del tribunal. Es posible también que se la evalúen una segunda vez.

Si no se le permite la entrada y tiene programada una audiencia o cita, tenga la amabilidad de llamar a su abogado o al departamento judicial pertinente para pedir información adicional. Si no tiene ninguna audiencia o cita, regrese una vez que no presente síntomas durante 72 horas.

Gracias por su colaboración.

Para mayor información, vaya al: [www.superiorcourt.maricopa.gov](http://www.superiorcourt.maricopa.gov)

## ENTRY CRITERIA



### LIMITATIONS ON ENTERING THE COURTHOUSE



EFFECTIVE JUNE 1, 2020, ALL PERSONS ENTERING THE COURTHOUSE MUST WEAR A MASK OR FACE-COVERING

You may only attend an in-person hearing if you are permitted by the judge or are a:

1. Party
2. Victim
3. Lawyer assigned to the case
4. Witness in the case
5. Juror

You may only enter for a hearing no more than 30 minutes prior to the scheduled start, and you must leave the courthouse immediately after the hearing has concluded.

You may also enter the courthouse if you are:

1. A law enforcement officer
2. A courier
3. A person picking up a signed order
4. Conducting business with the Clerk of Superior Court

Thank you for your cooperation.

For court information and remote access to court proceedings, go to:  
[www.superiorcourt.maricopa.gov](http://www.superiorcourt.maricopa.gov)

### RESTRICCIONES EN CUANTO AL EL INGRESO AL EDIFICIO DEL TRIBUNAL



A PARTIR DEL 1º DE JUNIO DE 2020, SE REQUIERE QUE TODA PERSONA QUE INGRESE AL EDIFICIO DEL TRIBUNAL LLEVE PUESTA UNA MASCARILLA O COBERTURA PARA LA CARA

Solo se le permitirá asistir a una audiencia en persona si el juez se lo permite o si usted es:

1. Una de las partes interesadas
2. Una víctima
3. Un abogado asignado al caso
4. Un testigo en el caso
5. Un jurado

Solo podrá entrar 30 minutos antes del comienzo programado de la audiencia, y deberá abandonar el edificio del tribunal de inmediato una vez que se haya terminado la audiencia.

También podrá entrar al edificio del tribunal si usted:

1. Es agente del orden público
2. Es mensajero
3. Viene a recoger una orden firmada
4. Tiene algún asunto con la Secretaría del Tribunal Superior

Gracias por su colaboración.

Para información sobre el tribunal y acceso electrónico a las diligencias judiciales, vaya a:  
[www.superiorcourt.maricopa.gov](http://www.superiorcourt.maricopa.gov)



## JBSD Attachment C: Temperature Screening Training



**Aicare A66 infrared thermometer**

This presentation will describe the proper care and use the Aicare A66 infrared thermometer to determine a visitors temperature.



AND



**AURORA 10.1" all-in-one infrared temperature sensing tablet**

## JBSD Attachment D: Superior Court Contact Information



# MARICOPA COUNTY SUPERIOR COURT: CONTACT INFORMATION

BRANCH DEPARTMENT	PHONE NUMBER (LOCATION)
CIVIL	602.506.1497 (PHOENIX); 602.506.2021 (SOUTHEAST MESA)
CRIMINAL	602.506.8575
FAMILY	602.506.1561
PROBATE/MENTAL HEALTH	602.506.3668
TAX	602.506.3442
ADULT PROBATION	602.506.7249
JUVENILE PROBATION	602.506.4011 (DURANGO); 602.506.2619 (SOUTHEAST MESA)
JUVENILE COURT	602.506.4533 (DURANGO) 602.506.2544 (SOUTHEAST MESA)
LOWER COURT APPEALS	602.372.5851

## JBSD Attachment E: Superior Court Criminal Department Handout

### Criminal Department Info Desk

Main Line: 602-506-8575

(Hours: 7:30 A.M. – 5:00 P.M.)

[www.superiorcourt.maricopa.gov](http://www.superiorcourt.maricopa.gov)

Based on the symptoms assessment or temperature reading recorded today, you are not permitted to enter the Court complex. If you are a defendant in a Superior Court matter within the Criminal Department, ***please wait 1 business day after receiving this notice***, and then call the number above to learn the date of your next court hearing. The Superior Court of Arizona in Maricopa County is committed to providing a safe and healthy environment to the public and Court staff. Thank you.

### Módulo de información del Departamento en materia penal

Teléfono principal: 602-506-8575

(Horario: de las 7:30 A.M. a las 5:00 P.M.)

[www.superiorcourt.maricopa.gov](http://www.superiorcourt.maricopa.gov)

Tras la valoración de sus síntomas o debido a la temperatura que usted registra hoy, no se le permitirá entrar a los edificios del Tribunal. Si usted es la parte acusada en un caso de lo Penal ante el Tribunal Superior, ***tenga la amabilidad de esperar un día laboral después de recibir este aviso***, y marcar el número anotado arriba para saber la fecha de su próxima audiencia. El Tribunal Superior de Arizona en el condado de Maricopa se compromete a proveer un entorno sano y seguro para el público y el personal del Tribunal. Gracias.

## **JBSD Attachment F: Health Screen Authority Flyer--VISITOR**

1. Supreme Court Administrative Order No. 2017-079 extends the authority to the Superior Court Presiding Judge to establish court security policies and procedures to provide a safe work environment for Judges, Commissioners, employees, litigants and patrons of the Court.
2. Supreme Court Administrative Order No. 2020-143 in the Matter of Authorizing Limitation of Court Operations During a Public Health Emergency and Transition to Resumption of Certain Operations dated this 26<sup>th</sup> day of August, 2020. Section I, To Protect Courthouse Safety, Para 10, Judicial Leadership should implement COVID-19 screening protocols; may require body temperature screening for the public; shall require court participants and visitors to wear a mask or other face-covering in the Courthouse. Attachment A, Courts shall exclude persons failing the screening protocol from entry to the courthouse.
3. Superior Court Administrative Order No. 2020-098 and 078 In the Matter of Restricting Physical Access to Court Facilities Due to a Public Health Emergency and Transition to Resumption of Certain Operations. **IT IS FURTHER ORDERED** that all persons entering a courthouse are required to wear a mask or face covering at all times that they are inside the facility. Any person who refuses to wear a mask or face covering as directed by court personnel will be denied access to the facility. **IT IS FURTHER ORDERED** that the public is subject to a health screening protocol upon entrance to a courthouse, including having their body temperature taken. Any person who does not pass the health screening protocol shall be denied entrance into the facility.
4. In the event you elect to not follow the health screening protocols above, you **WILL BE** denied entry into the facility.
5. In the event you elect to not follow the health screening protocols above, you **WILL BE**:
  - a. Directed to adhere to the Supreme Court and Superior Court stipulations on public health screening.
  - b. Should you fail to adhere to Paragraph 2 and/or 3 above, you will be directed to immediately vacate the immediate area or the Court facility.
  - c. Should you fail to adhere to Paragraph 2 and 3 above or follow instructions of the Court staff on a second notice, you will be removed from the Court facility by Security personnel and MAY be subject to criminal penalties.
6. See the following website for additional information: [www.superiorcourt.maricopa.gov](http://www.superiorcourt.maricopa.gov).

### **POINTS OF CONTACT:**

**Judicial Branch Security Director: 602-506-2045.**

**Judicial Branch General Counsel: 602-372-0190.**

**Media Relations Director: 602-506-7570.**

**THIS DOCUMENT IS SECURITY SENSITIVE**

**Departamento de Seguridad del Poder Judicial--VISITANTE**  
**Anexo F: Volante en lo referente a**  
**Autoridad para realizar valoraciones preventivas**

1. La Orden judicial administrativa No. 2017-079 de la Suprema Corte otorga autoridad al Juez presidente del Tribunal Superior para establecer políticas y procedimientos que provean un ambiente de trabajo seguro para los Jueces, Comisionados, empleados, litigantes y usuarios de los juzgados y tribunales.
2. Orden judicial administrativa No. 2020-143 de la Suprema Corte en lo referente a la Autorización para limitar las operaciones judiciales durante la emergencia pública sanitaria y la Transición hacia la reanudación de ciertas funciones, fechada el 26 de agosto de 2020. Artículo I, Para garantizar la seguridad en las instalaciones judiciales, párrafo 10, los líderes de judiciales deberán implementar protocolos de valoraciones preventivas en cuanto a COVID-19; pueden implementar la medición preventiva de la temperatura de los usuarios de manera obligatoria; deberán exigir a los usuarios y visitantes que lleven puesta una mascarilla o alguna otra cobertura-facial dentro de las instalaciones judiciales. Anexo A, los juzgados deberán negar el ingreso a las instalaciones a toda persona cuya valoración preventiva no sea favorables.
3. Orden judicial administrativa No. 2020-098 de 2020-078 del Tribunal superior en lo referente a la Restricción del acceso físico a las instalaciones judiciales debido a la Emergencia de salud pública y la Transición hacia la reanudación de ciertas funciones. **SE ORDENA ADEMÁS** que, de manera obligatoria, toda persona que ingrese a las instalaciones judiciales lleve puesta en todo momento, una mascarilla u otro protector facial para poder permanecer allí. Se le negará el ingreso a las instalaciones a toda persona que se reúse a portar la mascarilla o protector facial según se lo solicite el personal. Se ordena además que se sujete a la ciudadanía a los protocolos de valoración preventiva de salud a su ingreso a las instalaciones, incluyendo la medición de su temperatura corporal. Se les negará el ingreso a las instalaciones a todas aquellas personas cuya valoración no arroje resultados favorables.
4. Si usted decidiere no someterse a los protocolos de las valoraciones preventivas de salud antes mencionados, **SE LE negará el ingreso a las instalaciones.**
5. En caso de que usted decidiere no someterse a los protocolos de valoración preventiva DENTRO de las instalaciones judiciales, **SE LE:**
  - a. Pedirá que acate lo dictaminado por la Suprema Corte y el Tribunal Superior en lo referente a los protocolos de valoraciones preventivas de salud para la ciudadanía.
  - b. Si usted no acatare los párrafos dos y tres de las instrucciones anteriores, se le pedirá que abandone inmediatamente el área o las instalaciones judiciales.
  - c. Si usted no acatare los párrafos dos y tres de las instrucciones anteriores o si no sigue las instrucciones del personal judicial tras una segunda advertencia, el personal de seguridad del tribunal lo expulsará de las instalaciones y usted PODRÍA quedar sujeto a sanciones adicionales de tipo penal.
6. Para mayor información, sírvase dirigirse al siguiente sitio de internet: [www.superiorcourt.maricopa.gov](http://www.superiorcourt.maricopa.gov).

**TAMBIÉN PUEDE COMUNICARSE CON:**

**Director de seguridad del poder judicial: 602-506-2045.**

**Asesor legal del poder judicial: 602-372-0190.**

**Director de relaciones públicas del poder Judicial: 602-506-7570.**

# JBSD Attachment G: MCJC Physical Access Limitations—5 November 2020

## Administrative Orders in Effect:

1. **Supreme Court AO 2020-143:** Authorized Limitation of Court Ops During a Public Health Emergency—26 Aug 20.
2. **Superior Court AO 2020-152:** Restricting Physical Access to Court Facilities Used by Justice Courts Due to a Public Health Emergency and Transition to Resumption of Certain Operations—5 Nov 20.
3. Due to concerns with the spread of COVID-19 in the general population, the Maricopa County Justice Court (JC), will continue to hold hearings primarily via audio and video appearance and remain available to process all case types and non-appearance in-person proceedings. Litigants should be calling/emailing their Court before they attempting to enter the building to determine if their case is rescheduled or can be addressed telephonically.
4. Individuals **MAY** enter the MCJC Facility if they are **attending** or **Filing** the following:

ITEM	CATEGORY
1.	Attending an <b>in-person hearing</b> that is going forward and they are: A party ( <u>plaintiff/defendant/petitioner/respondent</u> ). A <u>victim</u> . A <u>lawyer assigned to the case</u> . A <u>witness in the case</u> . The Judge gave them permission to attend in-person. Any minor (17 or younger) required for the in-person hearing may be accompanied by a parent or guardian.
2.	A protective order (Order of Protection (OoP), Injunction Against Harassment/Injunction Against Workplace Harassment (IAH)). <b><u>SEE EXCEPTIONS FOR NERCC &amp; NWRCC.</u></b>
3.	An emergency motion or for an emergency proceeding; <u>location of the incident/home dictates which precinct/Justice Court manages the emergency motion. After-hours: Same LE Precinct responds and manages emergency motion.</u>
4.	A document that they were unable to place in the drop box (if available) or email/fax/mail (most facilities have drop boxes, please encourage litigants to use them where available).
5.	Here for an arraignment on a criminal citation or a civil traffic matter. Patron should be encouraged to call their court for instructions <b>before entering</b> . Patron may enter the building if they do not have access to a telephone.
6.	Jurors.
7..	An eviction action.
8.	A request for hearing re a garnishment proceeding.
9.	For a change of release conditions or other in-custody requests.
10.	Here to submit a payment and they were unable to make the payment online or by telephone.
11.	Couple seeking issuance of a marriage license (if marriage licenses are issued at the facility).
12.	(if a dropbox is <b>not</b> available at the facility) for judgment against garnishee or order of continuing lien.
13.	<b>Ten (10) wedding party members ONLY</b> may enter the facility/courtroom for a wedding. The wedding party includes: <b><i>The Marrying Couple, up to Eight Witnesses, plus the Judge so long as social distancing requirements can be maintained.</i></b>
14.	<b>MCJC Lobby/Waiting Area Capacity:</b> It is further ordered that the total number of persons allowed to gather in a lobby area while waiting for weddings is limited to 30 people, if the lobby area may safely accommodate that number of individuals while considering the social distancing requirements. Note: <b><i>Masks must be worn and social distancing requirements maintained at all times.</i></b>
15.	Probationers ( <b>SWRCC &amp; DTJC Only</b> ). Note call probation officer--PH: 602-506-8500).
Note:	Issue a Mask to all Visitors and Court Staff that have cleared all criteria for entry into the facility. Plastic face shields can be used as a suitable substitute for a mask or face covering.

5. These individuals **MAY** also enter the courthouse:

ITEM	CATEGORY
1.	A Law Enforcement Officer.
2.	A person picking up a signed/issued order, such as an eviction summons or garnishment order.
3.	An official delivery service (U.S. postal employee, UPS, Fed Ex, etc.) and water delivery.
4.	A courier delivering documents that cannot be placed in a drop box.
5.	Water Delivery Vendors are allowed in to drop off or resupply water.
Note:	Issue a Mask to all Visitors and Court Staff that have cleared all criteria for entry into the facility. Plastic face shields can be used as a suitable substitute for a mask or face covering.

6. **NERCC Protective Order Procedures:** (Direct persons to the LLRC/Service Window IF their OoP or IAH is associated with a Family Court Case).

- Patron arrives.
- Officer gives patron website to go to and instructions to call the Court after they get tracking # from website.
- Patron may enter the building **if they do not have access to phone/computer** to complete online. JBSD Officer *can offer the JBSD Post Phone for use but clean after use.*

7. **NWRCC Protective Order Procedures:** (Direct persons to the LLRC/Service Window IF their OoP or IAH is associated with a Family Court Case).

- Patron arrives.
- Officer gives patron the name of assigned Court for that day and phone number for Justice Courts. Patron calls and presses the number for the assigned Court for that day.
- Patron may enter the building **if they do not have access to phone/computer** to complete online. JBSD Officer *can offer the JBSD Post Phone for use but clean after use.*

8. **SanTan RCC Entry Process:** The SanTan RCC Staff will provide a comprehensive Daily Entry List (DEL) to JBSD.

- The DEL will be provided to JBSD with the names highlighted and posted in the front.
- The Staff MUST provide the DEL early and limit daily updates/changes to the list. All individual Courts should be consistent with providing lists on time; the names of patrons authorized entry should be highlighted.
- The DEL should include the list of wedding parties, wedding license appointments, etc.
- If a patron calls the Court from the entry point and is subsequently approved for entry, the Court Staff should communicate directly to security if the patron is being allowed entry. The JBSD Officer should be provided the name of the Court Staff that approved the on-the-spot entry.
- Officers will ensure the courtrooms are locked and will only open IF there's a scheduled hearing off the DEL.
- Patrons should be informed as much as possible before showing up at the Court entry point.

9. **Not allowed** in the MCJC facility:

ITEM	CATEGORY
1.	Any person not on the above list.
2.	Large groups not on the above lists; ask additional questions to the group if needed. <i>(Large groups are not allowed unless each individual meet the above criteria for entry).</i>
3.	<b>Symptom Criteria or Temperature Screening Failure:</b> Any person diagnosed with COVID-19 within the last 10 days, test positive within the last 10 days, has exposure to COVID-19, has symptoms of COVID-19 or temp tested at 100.4 degrees or higher. JBSD Officers must contact the Court Department. In addition,

	instruction these individuals to contact the assigned Superior Court via telephone, fax, or email to arrange to appear telephonically, have their appearance waived, or have the proceeding reset. Also have them contact their attorney if applicable.
4.	<b>FOOD DELIVERY:</b> For food deliveries, please have them contact the employee and the employee may pick up their food outside the Court. Delivery person not permitted in.

10. A list of phone numbers and email addresses is available with this information. Encourage patrons to take a photo of the contact info and have them contact their Court. If they are unable to take a photo, write the number down and have them call their Court. Any questions, feel free to ask information at the Court facility info desk or JBSD Chain of Command.

11. Please ensure patrons maintain social distancing requirements and stay outside of the recommended 6 feet.

## **JBSD Attachment H: Health Screen Authority Flyer--STAFF**

1. By order of the Presiding Judge of the Superior Court, all Judicial Officers of the Superior Court and Justice Court, Judicial Branch in Maricopa County employees, Justice Court employees, Maricopa County Clerk of Court employees, and all court partners who have security bypass privileges are subject to a health screening protocol upon entrance to a courthouse, including having their body temperature taken. Any person who does not pass the health screening protocol shall be denied entrance into the facility. (See Superior Court Administrative Order No. 2020-098 and 2020-078).
  
2. Pursuant to the above orders, in the event you elect to not to follow the health screening protocols, you **WILL BE** denied entry into the facility or directed to leave the Court facility immediately. Take the following steps:
  - a. Contact your Supervisor, Department Manager or Divisional Leadership immediately.
  - b. Contact your Human Resources Department to report the absence and discuss options.In addition, the Judicial Branch Security Department will be notifying your supervisor or Department Manager.
  
3. In the event you DO NOT pass the health screening assessment (100.4+ temperature, Positive COVID-19 Test within the last 10 days, visibly sick, etc.), you will be directed by JBSD Officers to immediately vacate the Court facility. Take the following steps:
  - a. Please collect your personal belongings and exit the facility.
  - b. Contact your Supervisor, Department Manager or Divisional Leadership immediately.
  - c. Note: You must be approved by your Supervisor and HR to return to work. Contact Employee Relations Team for guidance and return to work standards. [EmployeeRelations@jbazmc.maricopa.gov](mailto:EmployeeRelations@jbazmc.maricopa.gov) or 602-372-3373.
  
4. If you have additional questions or concerns, please contact your supervisor.

Thanks for your cooperation.

**THIS DOCUMENT IS SECURITY SENSITIVE**