

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF ESTABLISHING A )  
SECURITY AND EMERGENCY )  
PREPAREDNESS COMMITTEE (SEPC) )  
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ADMINISTRATIVE ORDER  
NO. 2017-111

WHEREAS, the Supreme Court of Arizona established Administrative Order No. 2017-015, "Adoption of Court Security Standards and Implementation of Committee Recommendations," which requires the establishment of a Security and Emergency Preparedness Committee (SEPC); and

WHEREAS, those standards involve the creation of a county SEPC in each county as well as local-level SEPCs; and

WHEREAS, the standards provide that the county-level SEPC shall consist of a representative cross-section of each local SEPC in the county as well as other members as the Presiding Judge deems necessary, and the county SEPC shall meet at least once a year; and

WHEREAS, each court complex or stand-alone Judicial Branch court facility shall establish a local-level SEPC that meets at least twice a year. The chairperson of the local SEPCs shall be the Director of Security or designee and the chairperson shall appoint members of the local SEPCs; therefore

**IT IS ORDERED** adopting the following as the SEPC policy for the Judicial Branch in Maricopa County effective November 9, 2017:

1. Membership: The offices and departments listed in Appendix A are appointed as members of the SEPC beginning upon entry of this Order. The members of the Judicial Executive Committee (JEC) will fill the role of the county-level SEPC. The Presiding Judge may appoint additional members as necessary.
2. Meetings: The local SEPC shall meet at the discretion of the Committee Chair, although no less than twice per year. The county-level SEPC meeting will be included as an annual agenda item in the JEC's annual calendar.
3. Objectives: The objectives of the SEPC involve the implementation of Administrative Order 2017-15, Court Security Standards, which includes but is not limited to the following:
  - a. Setting goals for implementation of court security standards.
  - b. Review of court security plans.
  - c. Review of physical security threat assessments and electronic security systems.
  - d. Coordination of security needs county-wide.

- e. Ensuring continuous court security improvement.
  - f. Implementation of emergency management programs in order to improve Court disaster response preparedness.
4. Maricopa County SEPC: The Maricopa County SEPC is hereby established and shall be chaired by the Presiding Judge or a designee. The Maricopa County SEPC shall consist of members of the JEC and the Director of Security. The Presiding Judge may appoint other members as deemed necessary. The Maricopa County SEPC shall meet at least once a year. Annually, the Director of Security will present all issues, concerns, and findings from the local SEPCs to the JEC. Primary functions of the Maricopa County SEPC include but are not limited to:
- a. Setting goals for implementation of court security standards.
  - b. Review of court security plans.
  - c. Review of physical security threat assessments and electronic security systems.
  - d. Coordination of security needs county-wide.
  - e. Ensuring continuous improvement of court security and disaster response.
5. Local SEPC Structure and Function: The composition of the local SEPCs should be based on the needs of the varied geographical locations and structure. Each Court complex or stand-alone facility shall establish a local SEPC that meets at least twice annually. The chairperson of the local SEPC shall be the Judicial Branch Security Department (JBSD) Director or designee. The Director of Security shall appoint members of the local SEPCs. Those members should include a representative from all co-located tenants or agencies in the facility or court complex, and at least one representative from law enforcement and a first responder. See Appendix A for a breakdown of all the local SEPCs by facility and/or complex, a comprehensive list of offices, and departments that are appointed as members of local the SEPC. Primary functions of the local SEPC include but are not limited to:
- a. Implementation of the AOC court security standards within each facility or complex.
  - b. Planning and allocation of resources necessary for security and emergency management needs.
  - c. Coordination of physical security threat assessments, disaster preparedness drills with local law enforcement (low-level), and testing of security equipment.
  - d. Developing badge access requirements unique to the facility or complex to include internal secured areas.
  - e. Security and disaster preparedness training including continued improvement of the annual employee active shooter training program. Provide awareness and guidance to employees of the Judicial Branch.
  - f. Implementation of emergency management programs in order to improve Court disaster response preparedness.

- g. Assist with the development of the Court's Emergency Operations Plan (EOP). To address short term incidents that may affect Court operations from 12-24 hours.
  - h. Assist with the development of Court Continuity of Operations Plan (COOP). To address potential long term incidents impacting Court operations and Court facility closures. Department heads and Division Managers should assist in establishing critical functions that are mandated by statute and critical to maintaining the continuity of essential Court operations. This would include the list of critical functions; persons responsible to perform functions; alternate locations to perform functions; and equipment needed to perform functions.
  - i. Assist with establishing facility Emergency Evacuation Teams (EETs) and training programs. To provide safe evacuation procedures for Judicial Branch staff and visitors.
  - j. Assist with the development of an Emergency Action Plan (EAP). This would address evacuation assembly areas; evacuation and emergency plan activation; procedures employees should follow; evacuation training and drills; bomb and terrorist threats; and suspicious mail handling.
  - k. Assist with the development of Shelter-in-Place procedures for each facility or court complex. This would include review of equipment and items necessary to provide to employees and visitor provisions for up to 72 hours. (i.e., Water, MREs, etc.).
  - l. Establishing a Mass Notification System for the facility, court complex, and the Judicial Branch. In an emergency situation or event, key and essential personnel should be notified on facility closures or ongoing emergency situations that could affect the facility, court complex, or the Judicial Branch.
6. Local SEPC Roles and Responsibilities: The roles and responsibilities of local SEPC members include, but are not limited to:
- a. Attend meetings and work toward the committee's goals.
  - b. Commit to the time and organizational resources in order to carry out the Committee's objectives.
  - c. Be prepared to listen to the concerns of others and make recommendations to address concerns.
  - d. Be prepared to develop creative solutions to address security concerns that will be raised throughout the Committee's deliberations.
  - e. Contribute to all meetings by conducting research when needed and communicate to the committee on all relevant security and emergency management issues of the facility or court complex.

7. Local SEPC Procedures:

- a. The Director of Security or Designee shall determine the date, time, and procedures for the meetings.
- b. Actions taken by the Committee shall require a majority vote of those members present.
- c. Committee meetings may be in person or by conference call, as determined by the chair. The chair (or designee) shall provide e-mail notice of the time and place of all meetings to each member of the committee no later than 5 days prior to each meeting. An agenda of the items for which action may be taken shall be attached to the e-mail notice.
- d. Meetings for the Maricopa County SEPC shall occur annually and will be dictated by the JEC's annual calendar. Date and time of the annual SEPC meeting will be coordinated by the Director of Security with the Judicial Branch Administrator.
- e. Meetings for the local SEPCs shall occur semi-annually. Date and time of meetings will be coordinated by the Director of Security or designated chair.
- f. The Committee's decisions and activities will be captured in a highlights document, briefly summarizing the discussion and outlining key outcomes during the meeting. The meeting highlights will be distributed to the Committee within one month following the meeting. Members will review for accuracy. The Committee has authority to gather data, make recommendations, and report to the Presiding Judge and/or Court Administrator on its activities and recommendations. The highlights document shall be marked "draft" and shall be protected under Rule 123 of the Arizona Supreme Court Rules.

**IT IS FURTHER ORDERED** that these policies shall apply to all Judicial Branch facilities to include Superior Courts, Justice Courts, the Adult Probation Department, and the Juvenile Probation Department.

DATED this 9<sup>th</sup> day of November, 2017.

/s/ Janet E. Barton

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Janet E. Barton  
Presiding Judge

Original: Clerk of the Superior Court

Copies: Honorable Keith Russell, Presiding Judge, Maricopa County Justice Courts  
Raymond L. Billotte, Judicial Branch Administrator  
Barbara Broderick, Chief, Adult Probation  
Eric Meaux, Chief, Juvenile Probation  
Karen Westover, Deputy Court Administrator  
Sean Gibbs, Security Director

**Appendix A: Maricopa County & Local-Level SEPC Breakdown**

<b>Maricopa County Judicial Branch SEPC</b>		
	<b>Judicial Executive Committee</b>	
<b>LOCAL SEPCs</b> (Group by complexes & standalone facilities)		
<b>Downtown Complex</b>	<b>Southeast Complex</b>	<b>Durango Complex</b>
<ul style="list-style-type: none"> <li>• Judicial Officer or Designee</li> <li>• Regional Presiding Justice of the Peace or Designee (DTJC)</li> <li>• Security Director</li> <li>• Court Administrator Rep</li> <li>• Clerk of the Court Rep</li> <li>• MCSO Sworn &amp; Detention</li> <li>• Phoenix PD</li> <li>• APD Rep</li> <li>• JBSD Inspector</li> <li>• Emergency Services Planner</li> <li>• Tenant Representatives</li> <li>• Facility Manager</li> <li>• FMD</li> <li>• Security Services (Optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Judicial Officer or Designee</li> <li>• Security Director</li> <li>• Court Administrator Rep</li> <li>• Clerk of the Court Rep</li> <li>• Juvenile Probation Detention</li> <li>• Juvenile Probation Administration</li> <li>• MCSO / Mesa PD</li> <li>• JBSD Inspector</li> <li>• Emergency Services Planner</li> <li>• Tenant Representatives</li> <li>• Facility Manager</li> <li>• FMD</li> </ul>	<ul style="list-style-type: none"> <li>• Judicial Officer or Designee</li> <li>• Security Director</li> <li>• Court Administrator Rep</li> <li>• Clerk of the Court Rep</li> <li>• APD Rep</li> <li>• Juvenile Probation Detention</li> <li>• Juvenile Probation Administration</li> <li>• MCSO / Phoenix PD</li> <li>• JBSD Inspector</li> <li>• Emergency Services Planner</li> <li>• Tenant Representatives</li> <li>• Facility Manager</li> <li>• FMD</li> <li>• Security Services (Optional)</li> </ul>
<b>Southwest Regional Court Center</b>	<b>Northwest Regional Court Center</b>	<b>Northeast Regional Court Center</b>
<ul style="list-style-type: none"> <li>• Regional Presiding Justice of the Peace or Designee</li> <li>• Security Director</li> <li>• Court Administrator Rep</li> <li>• Avondale PD</li> <li>• APD Rep</li> <li>• JBSD Inspector</li> <li>• Emergency Services Planner</li> <li>• Tenant Representatives</li> <li>• Facility Manager</li> <li>• FMD</li> </ul>	<ul style="list-style-type: none"> <li>• Judicial Officer or Designee</li> <li>• Regional Presiding Justice of the Peace or Designee</li> <li>• Security Director</li> <li>• Court Administrator Rep</li> <li>• Clerk of the Court Rep</li> <li>• MCSO / Surprise PD</li> <li>• JBSD Inspector</li> <li>• Emergency Services Planner</li> <li>• Tenant Representatives</li> <li>• Facility Manager</li> <li>• FMD</li> </ul>	<ul style="list-style-type: none"> <li>• Judicial Officer or Designee</li> <li>• Regional Presiding Justice of the Peace or Designee</li> <li>• Security Director</li> <li>• Court Administrator Rep</li> <li>• Clerk of the Court Rep</li> <li>• MCSO / Phoenix PD</li> <li>• JBSD Inspector</li> <li>• Emergency Services Planner</li> <li>• Tenant Representatives</li> <li>• Facility Manager</li> <li>• FMD</li> </ul>
<b>Justice Courts (Stand Alone)</b>	<b>Adult Probation Offices (Stand Alone)</b>	<b>San Tan Regional Court Center</b>
<ul style="list-style-type: none"> <li>• Judicial of the Peace or Designee</li> <li>• Security Director</li> <li>• Court Administrator/Designee</li> <li>• Local PD</li> <li>• JBSD Inspector</li> <li>• Emergency Services Planner</li> <li>• Tenant Representatives</li> <li>• FMD</li> </ul>	<ul style="list-style-type: none"> <li>• Security Director</li> <li>• Facility Director</li> <li>• Probation Manager</li> <li>• Local PD</li> <li>• JBSD Inspector</li> <li>• Emergency Services Planner</li> <li>• Tenant Representatives</li> <li>• Facility Manager</li> <li>• FMD</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Presiding Justice of the Peace or Designee</li> <li>• Security Director</li> <li>• Court Administrator Rep</li> <li>• MCSO/Chandler PD</li> <li>• JBSD Inspector</li> <li>• Emergency Services Planner</li> <li>• Tenant Representatives</li> <li>• Facility Manager</li> <li>• FMD</li> </ul>