	CLERK OF THE COURT INTERNAL POLICY	
	Area: Administrative Services Document Number: POL-ADMIN-1003 Subject: Internal Security Measures & Access to Clerk of Court Work Areas Page: 1 of 5	Effective Date: 2/15/94 Revision Level: F Last Revised Date: 12/23/20

PURPOSE:

It is the purpose of this policy to establish guidelines and responsibilities for the management of and compliance with internal security measures including access to Clerk of the Superior Court (COSC) work areas, responsibilities for the issuance, use and safeguarding of Clerk of the Superior Court badge/access cards, and release of employee names to the general public.


POLICY:

Access to work areas of the COSC will be for official purposes only. Security measures are designed for the protection of the COSC and its employees. Security measures include badge/access cards, panic buttons, monitoring and detection devices, fingerprint readers, and policies and procedures governing security matters. Security measures are not intended to violate an individual's right to privacy.

Security measures are only as effective as the users that make it. Therefore, the responsibility to maintain effective security rests with all employees. It requires not only compliance with policies and procedures, but continuous readiness for violations and compromises of security measures. All employees are expected to be knowledgeable of security measures, and comply with all applicable policies and procedures, and report actual/possible violations or compromises of security systems to their immediate supervisor or appropriate authority.


DETAILS:

- I. **Badge/Access Cards:** Cards are issued to each employee and used for identification and security check point clearance, as well as access to areas internal to the COSC. Card holders will properly secure and use assigned card at all times. Employees are to wear or have the badge in their possession during working hours. Employees will not loan their card to other persons and must immediately report its loss or destruction to their immediate supervisor.
 1. **Issuance Badge/Access cards:** Issuance of badge/access cards and level of employee access will be based on the employees work assignment and duties requiring access to restricted areas. All non COSC access will be requested via email to the Security Coordinator or their designee from the supervisor of the person(s) requesting access. The Security Coordinator shall obtain approval from the appropriate COSC supervisor or above prior to granting access. Card holders cannot

	CLERK OF THE COURT INTERNAL POLICY	
	Area: Administrative Services Document Number: POL-ADMIN-1003 Subject: Internal Security Measures & Access to Clerk of Court Work Areas Page: 2 of 5	Effective Date: 2/15/94 Revision Level: F Last Revised Date: 12/23/20

request their own access.

- A. Access to Areas Equipped with Electronic Security Measures: An employee assigned a badge/access card may enter areas programmed on their card as needed. If an employee does not have a card programmed for an area or time period for which access is required, the employee must obtain permission for access from the section supervisor/director or his/her designee.
 - B. Access to Work Area Other than Assigned Work Section: Persons needing access to a work area other than the assigned work section must obtain the approval from his/her Manager or Administrator, as well as the Security Coordinator and Manager/Administrator responsible for the area to be accessed. Supervisors who temporarily or permanently assign employees to weekend or evening work will coordinate the employees' access to the facility with the COSC designated security coordinator.
 - C. Access to any Work Area during Non-Work Hours: Access during non-working hours is limited and based upon prior approval. Persons not employed by COSC, including family members, are not be permitted in any work area during non-working hours without prior approval from the Deputy Director responsible for the area.
 - D. Exceptions will be approved by the Clerk of Court or his/her designee with appropriate notification to the COSC Security Coordinator and the Deputy Director of the division. Card holders will pay a \$12.00 replacement fee if his/her card is lost or destroyed. The fee must be paid before a replacement card will be issued.
2. Security measures for Use of Badge/ Access cards: Badge/access card holders will follow security measures related to badge/access cards at all times. This includes, but is not limited to:
- A. Not loaning card to other persons nor holding the door open to allow another person to enter (tailgate) via the same access card.
 - B. Not allowing unauthorized persons into controlled areas.
 - C. Not marking on or defacing the card in any manner;

	CLERK OF THE COURT INTERNAL POLICY	
	Area: Administrative Services Document Number: POL-ADMIN-1003 Subject: Internal Security Measures & Access to Clerk of Court Work Areas Page: 3 of 5	Effective Date: 2/15/94 Revision Level: F Last Revised Date: 12/23/20


- D. Immediately reporting the loss or destruction of a card;
- E. Returning any found card to the Security Coordinator;
- F. Returning assigned card to the Security Coordinator when no longer needed or authorized
- G. Presenting card to the Security Liaison for reprogramming whenever approved access level is changed.
- H. Not propping open or preventing the closing/locking of a controlled area entry door;

II. Release of Employee Names: In the course of performing assigned duties, employees may be requested to give their names or the name of a co-worker, to members of the general public. Employees should respond by giving the commonly used first name along with the identification of the work unit (Customer Services, Criminal Filing Counter, etc.). If a customer is not satisfied with the information provided, they should be referred to the employee's supervisor.

Employees are not required to present their Court issued Identification Badge to a member of the general public since information other than what is required to be given may be provided on the ID badge.

APPLICABILITY:

This Policy applies to all Classified, Contract, Temporary, or Unclassified COSC employees. Failure to comply with the provisions of this policy may result in disciplinary action up to and including termination.

	CLERK OF THE COURT INTERNAL POLICY	
	Area: Administrative Services Document Number: POL-ADMIN-1003 Subject: Internal Security Measures & Access to Clerk of Court Work Areas Page: 4 of 5	Effective Date: 2/15/94 Revision Level: F Last Revised Date: 12/23/20

DEFINITIONS:

- I. **Access Level:** Defines the areas and time of day a card holder is authorized to access restricted areas. Badge/access cards are electronically programmed to permit and record all access point of entry.

- II. **Motion Detectors:** Motion detectors are located in highly sensitive areas and active during non-working hours. Employees are not to enter an area equipped with motion detectors during non-working hours, regardless of approved access level, without written approval of the appropriate Deputy Director.

- III. **Non-employee:** Any person not employed by the COSC, including but not limited to individuals from County Maintenance, janitorial services, bank services, the media, or other governmental agencies.

- IV. **Non-Working Hours:** Anytime an employee is not scheduled by proper authority to be at work in a given work area.


- V. **Panic Buttons:** Panic Buttons are located in highly sensitive areas in the COSC offices for emergency situations involving danger or threats of danger to persons or property which require outside emergency assistance. Panic Buttons are not to be used for fire or medical emergencies.

- VI. **Restricted Area:** Any area where access is controlled by an electronic device.

- VII. **Security Cameras:** Security cameras are located in highly sensitive work areas and active 24 hours a day. Employees are not to obstruct the camera's field of view, change its direction of orientation, or obscure its lens in any manner.

- VIII. **Security Measures:** Include badge/access cards, panic buttons, monitoring and detection devices, fingerprint readers, and policies and procedures governing security matters.

- IX: **Security Coordinator:** Clerk of Court Human Resources team member

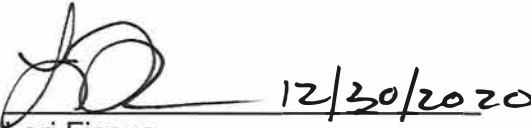
	CLERK OF THE COURT INTERNAL POLICY	
	Area: Administrative Services Document Number: POL-ADMIN-1003 Subject: Internal Security Measures & Access to Clerk of Court Work Areas Page: 5 of 5	Effective Date: 2/15/94 Revision Level: F Last Revised Date: 12/23/20

REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	2/15/94
A	N/A	Revised	6/19/08
B	N/A	Revised	12/29/09
C	N/A	Revised	10/01/12
D	Lois Rees	Revised	4/15/15
E	Christine Kelly	Updated to Controlled Document Index	4/23/15
F	Lori Fiscus	Consolidated policy with document number POL-ADMIN-1002 and 1005	12/23/20

AUTHORIZED SIGNATURES:

Issuing Authority:


 12/30/2020
 Lori Fiscus
 Administrator

Approving Authority:

Michael
 Nimtz

 Digitally signed by Michael Nimtz
 DN: cn=Michael Nimtz, ou=Deputy Director,
 email=nmntzm001@cosc.maricopa.gov, c=US
 Date: 2020.12.24 09:50:54 -07'00'
 Mike Nimtz
 Deputy Director