

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 5: Court Operations
Chapter 3: Court Security
Section: 5-304: Court Security Officer Training and Certification

A. Definitions. The following definitions apply to this section:

“Administrator” means superior court administrator, justice court administrator, or municipal court administrator.

“Certified court security officer” means any court employee who provides court security, whether part- or full-time, and who has been granted certification by the director pursuant to this section.

“Presiding judge” means, for superior court, justice courts, and consolidated justice/municipal courts, the superior court presiding judge or a designee who may be an administrator; for municipal courts, the municipal court presiding judge or a designee who may be an administrator; for appellate courts, the chief justice or chief judge or a designee.

“Director” means the Administrative Director of the Administrative Office of Courts or designee.

“Officer” means any person providing court security, whether part- or full-time or persons who have court security duties whether by job title, or job description.

“Security director” means the individual designated by a presiding judge to oversee security operations, whether part- or full-time.

B. Authority. Pursuant to Az. Const. Art. 6, § 3 and A.R.S. § 12-299.10, the supreme court is authorized to establish policies and procedures for court security officer certification.

C. Purpose. This section establishes certification and training standards for court employees who are engaged primarily as security officers and off-duty police officers, contractors, and volunteers who provide security services for Arizona courts.

D. General Administration. The director shall:

1. Establish and oversee court security officer training under the AOC Education Services Division;
2. Grant certification to those persons who meet the certification requirements set forth below;
3. Approve all court security officer training instructors; and
4. Adopt other administrative practices and procedures that are necessary for certifying court security officers and administering court security officer training.

E. Court Security Officer Training Academy.

1. All court-employed officers shall attend and successfully complete the Court Security Officer Training Academy within 90 days of the date of hire.
2. Officers shall undergo assessment of competency upon conclusion of instruction and shall meet passing standards as set by the director.
3. Officers failing to attain the passing score on the competency assessment are permitted to retake the competency assessment once within 90 days of completion of the Court Security Officer Training Academy.
4. The director shall notify the officer of the competency assessment results within 30 days of completion.

F. Court-Employed Officers Eligible for Certification.

1. In addition to the requirements stated in subsection (E), court-employed security officers must successfully complete 90 calendar days of on-post service as determined by the presiding judge.
2. The officer's security director shall notify the director when the officer has met the requirement of this subsection and provide a recommendation for certification.
3. An officer granted certification by the director shall be considered certified throughout the course of the officer's employment as a court security officer, provided the officer remains in good standing, maintains compliance with continuing education and annual training requirements established by the Arizona Code of Judicial Administration and the director.
4. An officer granted certification by the director shall undergo the certification process again if the officer returns to service as a court security officer after an absence of more than two years.

G. Officers Not Eligible for Certification. Contractors, volunteers, or off-duty police officers who perform court security duties must complete the Court Security Officer Training Academy required in subsection (E) within 90 days of beginning work at the court. On-duty police officers assigned to perform security duties at the court may attend the Court Security Officer Training Academy.

H. Reporting Requirements. The local training coordinator shall ensure that all court security officer training is included in the annual Committee on Judicial Education and Training compliance report.

Adopted by Administrative Order No. 2020-04, effective January 8, 2020, with the exception of subsection G., which is effective December 31, 2021.

