

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF COCONINO

In the Matter of:)
)
THE USE OF SECURITY)
SURVEILLANCE RECORDINGS)
)
)
_____)

ADMINISTRATIVE ORDER

No. 2020-004

Replaces AO No. 2013-004

To provide for the safety, security and protection of judges, employees, the public and the courthouse itself, the court has installed surveillance camera systems that monitor activities inside and outside the Courts in Coconino County. The systems record and temporarily store the images it receives for the purpose of later review in the event of a security incident or breach.

Rule 123 of the Rules of the Supreme Court of Arizona governs public access to court records. It constitutes the Supreme Court’s open records policy and establishes a presumption that court records will be open and accessible to the public. However, under section (e)(4) of that rule, “all security plans, codes and other records that provide for the security of information, individuals, or property...are closed.” Thus, the digital recordings made by all court security surveillance cameras are excluded from public access under Rule 123.

Practical concerns underscoring the need to retain such recordings exclusively for the court’s security use include, without limitation:

1. The recordings could be used to plan attacks on participants in court proceedings or theft of and/or damage to court property.
2. It is not possible to exclude from the security recordings jurors, minor victims and other participants in court proceedings whose images may be protected by law.
3. The recordings may capture protected communications between attorneys and his or her clients.

For the reasons cited above, IT IS HEREBY ORDERED that:

1. The digital recordings made by the court’s security surveillance camera systems are to be used only for the purpose of ensuring the safety and security of judges, employees and the public and the integrity of the courthouse.
2. Such digital recordings are to be retained only for the minimum time dictated by characteristics of the installed surveillance system, unless otherwise directed by the presiding judge.
3. Only court personnel and court security officers in the course of performing his or her

official duties are permitted access to these recordings without the written authorization of the presiding judge.

If a request is received to view such a recording other than as stated in (3), above, court administration staff shall be directed to retain the requested portion of the recording, if available, until such time as the presiding judge or his/her designee has determined whether to authorize the release of the recording and shall provide it to the requestor. The requestor shall complete the Security Video Release form attached to this AO and submit it to the Chief Bailiff's Office.

DATED this 26 day of February, 2020.



HON. DAN R. SLAYTON
Presiding Judge

Security Video Release Form

SECURITY VIDEO RECORDINGS

All video recordings made by the court's security surveillance camera system are to be used to ensure the safety and security of judges, employees, the public, and the integrity of the courthouse pursuant to Rule 123(e)(4) of the Rules of the Arizona Supreme Court. Requests for security video recordings are for investigative or internal use only and are not subject to public dissemination under Rule 123. Recordings may be used for investigatory purposes in the event of a crime or in the interest of justice. Prior to release of security video approval must be granted.

CAMERA LOCATION(S): _____

DATE AND TIME OF RECORDING: _____ DURATION: _____

REQUESTING AGENCY INFORMATION

Person Requesting:

Date:

Address:

Telephone Number:

Agency:

Please provide information regarding this request. Include purpose for request and location(s). Please be specific.

REQUEST APPROVED: YES NO

Request Approved By:

(PRINT NAME)

(SIGNATURE)

DATE:

Reason/ Comments: