ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
EDUCATION SERVICES DIVISION

**POLICY TITLE:** Attendance **DATE ADOPTED:** August 11, 1999

## PURPOSE:

The Committee on Probation Education has established requirements for officers attending the Probation Certification Academy, the Intensive Probation Institute and the Detention Education Program.

## I. GENERAL PROVISIONS:

1. Officers participating in the academy or the Institute are required to be present and on time; returning from breaks and lunch per the published schedule or as directed by staff.

2. Officers will be advised on the first day of each program that AOC staff will report absences and excessive tardiness to their departments.

3. An officer who encounters an emergency is required to notify staff who will notify the officers' departments.

## II. PROBATION CERTIFICATION:

1. Probation Officers are required to attend the Probation Certification Academy within one year of their hire date.

2. Any Probation Officer missing 12 or more hours of class time during Certification may be dismissed at the discretion of the Dean. An officer who is dismissed must still complete an academy within one year of their hire date.

3. Absences and tardiness may be approved or excused by the Dean or the Dean's designee and will be forwarded to the officer's department.

4. Corrective action for unexcused tardiness or absences will be left to the discretion of the Dean and will be forwarded to the officer's department. Action could range from counseling an officer, up to and including, dismissal.

5. AOC staff, along with the Dean, is responsible for documenting officer attendance, attitude and behavior. At the conclusion of each Certification Academy, AOC staff will forward this information to the Chairperson for the Committee on Probation Education and the designated chief or director.

6. Certificates of completion will be distributed at the conclusion of the test.

## III. INTENSIVE PROBATION INSTITUTE:

1. The Committee on Probation Education will establish priority criteria for officer enrollment in the Intensive Probation Institute.

2. Probation and Surveillance Officers, who are newly assigned for the first time to IPS/JIPS and who supervise an Intensive Probation caseload should attend the Intensive Probation Institute or any alternative training.

3. Officers who do not complete the entire Institute will be required to attend missed sessions at a future Institute.

4. Certificates of completion will be issued after an officer has completed the entire training.