

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 6: Probation**  
**Chapter 1: General Administration**  
**Section 6-109: Community Service and Volunteer Insurance**

**A. Definitions.** In this section the following definitions apply:

“Community restitution” means unpaid labor or services provided to a not-for-profit private or governmental agency.

“Court” means superior court.

“Court referred individuals” means adult and juvenile probationers and those youth assigned to diversion programs.

“Departments” means both adult probation and juvenile courts.

“Insured” means any eligible person who is covered under the current volunteers insurance policy.

“Policy” means one or more insurance plan or plans in effect between an authorized insurance company and the supreme court.

“Registered volunteers” are unpaid, approved non-court referred personnel who participate in community restitution programs with departments and provide assistance to the adult probation departments.

**B. Applicability.** Az. Const. Art. 6, § 3 authorizes the supreme court to establish procedures to provide insurance coverage for adult and juvenile probation registered volunteers and court referred individuals who participate in community restitution programs.

**C. Purpose.** To provide excess accidental medical, dismemberment and death insurance for adult and juvenile probation registered volunteers and court referred individuals participating in community restitution programs.

**D. General Administration.**

1. The Administrative Office of the Courts (AOC) shall maintain an excess accidental medical, dismemberment and death insurance policy with an outside provider to cover registered volunteers and court referred individuals participating in community restitution programs.

2. Court referred individuals and registered volunteers shall complete a Volunteer Registration Form prior to participating in any community restitution or providing assistance to the departments. The AOC shall provide sample forms. Departments may amend these forms to include additional information.
  - a. Departments shall retain all Volunteer Registration Forms.
  - b. Departments shall attach a copy of the completed Volunteer Registration Form to all claims specified in subsection H.

**E. Coordination of Benefits.** The AOC shall ensure the benefits payable under the policy provided pursuant to this section are coordinated with the benefits payable under all other insurance plans if any injured registered volunteer or court referred individual is also covered under one or more other insurance plans.

**F. Financial Management.**

1. The Adult Probation Services Division (APSD) and the Juvenile Justice Services Division (JJSD) of the AOC shall proportionately pay the expense of this insurance.
2. The insurance policy shall run for a period of one fiscal year and shall be renewed thereafter annually on July 1.

**G. Injury.**

1. Any probation department or community restitution program site supervisor shall arrange for immediate medical attention upon learning of a registered volunteer or court referred individual being injured.
2. Any probation department or community restitution program site supervisor shall document and obtain a signed release if the injured registered volunteer or court referred individual refuses medical treatment.

**H. Filing of Claims.**

1. The registered volunteer or court referred individual shall complete and process the appropriate claim forms with their primary insurance carrier.
2. Departments shall complete and process the appropriate claim forms with the registered volunteer or court referred individual's excess insurance policy agent.

3. Appropriate claim forms shall be completed within the insurance companies' specified time limits and processed with the registered volunteer or court referred individual's primary insurance carrier first, with notification to the volunteer insurance policy's agent for coordination of benefits.
4. The volunteer excess insurance company, its agent, APSD or JJSD shall provide the appropriate insurance claim forms.

*Adopted by Administrative Order 2003-37 effective March 27, 2003. Amended by Administrative Order 2006-14 effective February 1, 2006.*