

IN THE SUPREME COURT OF THE STATE OF ARIZONA  
ADMINISTRATIVE OFFICE OF THE COURTS

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In the Matter of:	)	
	)	
AUTHORIZING A REVISION OF	)	Administrative Directive
JUVENILE DETENTION	)	No. <u>2011-08</u>
OPERATIONS STANDARD: 1 A 2 -	)	
HIRING QUALIFICATIONS	)	
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On March 19, 2009, the Arizona Judicial Council (AJC) approved Arizona Code of Judicial Administration (ACJA) § 6-311: Detention Operations, in addition to the juvenile detention standards that were submitted by the Juvenile Detention Task Force.

On May 6, 2009, the Chief Justice signed Administrative Order No. 2009-47, adopting ACJA § 6-311: Detention Operations, effective July 1, 2009. The Order further stated, “All county juvenile detention centers which fall under the jurisdiction of the supreme court shall comply fully with the code section and standards adopted by the Administrative Director of the AOC by July 1, 2010.”

ACJA § 6-311(C), provides:

The administrative director is authorized to adopt by administrative directive detention operation standards and any amendments to the standards after review and recommendation by the juvenile court directors and the Committee on Juvenile Courts (COJC). Review and recommendation by the juvenile court directors and COJC occurred before the AJC approved the standards for adoption on March 19, 2009.

On August 10, 2009, the Administrative Director adopted the Juvenile Detention Operations Standards, recognizing that the standards “represent the minimum requirements that shall be in place for the delivery of secure care services within a juvenile detention center. The standards shall serve as the basis for developing and establishing policy and procedure for each juvenile detention center.”

On August 26 and September 17, 2010, the juvenile court directors and the COJC respectively, reviewed and approved the attached amendment to Juvenile Detention Operations Standard, Section: I A 2 Administration/Management: GENERAL ADMINISTRATION – Hiring Qualification. This amendment adds clarifying language regarding the applicable hiring standards with specific reference to subsections of ACJA § 6-106. Therefore, pursuant to ACJA § 6-311(C),

IT IS DIRECTED that the amendment to the Juvenile Detention Operations Standards is adopted.

Dated this 15<sup>th</sup> day of February, 2011.

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David K. Byers  
Administrative Director

<b>STATE OF ARIZONA JUVENILE DETENTION STANDARDS</b>	<b>Cross Reference:</b> ACA: 3-JDF-1C-05, 06, 08, 09, 13, 14, 15
<b>Section: I A 2</b> Administration/Management <b>GENERAL ADMINISTRATION</b> Hiring Qualifications	<b>NJDA:</b> <b>RULE:</b> <b>STATUTE:</b> ACJA § 6-106 H (1-4)(6-8)
Objective: <i>To promote proper screening and selection of applicants to ensure the hiring of qualified officers to work with the juvenile population.</i>	

**A 2.1** Each director of juvenile court services shall issue a policy regarding hiring qualifications for detention officers which includes minimum age, and education requirements.

**A 2.2** The director of juvenile court services shall ensure that each applicant for employment completes an application that, at minimum, discloses the following information:

- a. Identifying information
- b. Employment history
- c. Education history
- d. Personal references
- e. Employment references
- f. Any criminal history; and
- g. Any illegal drug usage, including, but not limited to:
  1. Cannabis/marijuana; and
  2. Dangerous drugs or narcotics as defined in Title 13 of the Arizona Revised Statutes.

**A 2.3** The director of juvenile court services shall ensure the policies regarding hiring detention officers include, at minimum, the following screening procedures:

- a. Conducting a fingerprinting and a criminal history records check through the Arizona Criminal Justice Information System (ACJIS) and the national criminal information database.
- b. Conducting a driving records check through the Motor Vehicle Division (MVD) of the Arizona Department of Transportation, and a driving records check through the MVD of any other previous state of residence.
- c. Verification of educational requirements for the applied position;
- d. Verification of current and past employment, which includes documented, good faith efforts to contact employers to obtain information or

recommendations which may be relevant to the individual's qualification for employment

e. Checking professional and personal references.

**A 2.4** The director of juvenile court services shall ensure the policies regarding hiring detention officers includes, at minimum, one of the following:

- a. Conducting a polygraph examination to verify the responses to the issues addressed in section A 2.2 and to inquire about matters that would reasonably be the basis for not hiring an applicant as a detention officer including, but not limited to, sexual misconduct, use of excessive force and abuse of authority. A polygraph examination may also be used to question particular applicants where the truthfulness or accuracy of information provided in the application or obtained during the background investigation is at issue
- b. Drug testing for illegal substances pursuant to the model policy contained in Appendix A of the Arizona Code of Judicial Administration Section 6-106 or local policy into which the provisions have been incorporated
- c. A psychological evaluation which meets standards provided in subsection K of the Arizona Code of Judicial Administration Section 6-106