

IN THE SUPREME COURT OF THE STATE OF ARIZONA

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In the Matter of: )  
)  
AMENDING ARIZONA CODE OF )  
JUDICIAL ADMINISTRATION )  
§ 6-105.01: POWERS AND DUTIES OF )  
OFFICERS EVIDENCE-BASED )  
PRACTICES )  
\_\_\_\_\_ )

Administrative Order  
No. 2016 - 23  
(Affecting Administrative  
Order No. 2014-107)

Pursuant to the Arizona Code of Judicial Administration § 1-201(E), the Chief Justice may adopt emergency administrative code proposals and technical changes in existing code sections by administrative order without prior distribution for comment and action by the Arizona Judicial Council.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that Arizona Code of Judicial Administration § 6-105.01 is amended as indicated on the attached document. All other provisions of § 6-105.01 remain unchanged and in effect.

Dated this 30th day of March, 2016.

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SCOTT BALES  
Chief Justice

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 6: Probation**  
**Chapter 1: General Administration**  
**Section 6-105.01: Powers and Duties of Officers Evidence-Based Practices**

**Courts shall be governed by section 6-105, except and until approved by the Administrative Director to be governed by section 6-105.01.**

**A. through C. [No changes]**

**D. Duties of Directors of Juvenile Court Services and Chief Probation Officers.**

1. Directors of juvenile court services and chief probation officers shall:
  - a. Abide by the Code of Conduct for Judicial Employees ~~and the Code of Ethics for Arizona Probation Personnel;~~
  - b. Treat probationers, victims, criminal justice personnel and the public with dignity and respect;
  - c. Require that all probation employees adhere to all federal and state statutes, local ordinances, the Arizona Code of Judicial Administration (ACJA) and all administrative orders concerning adult and juvenile probation services;
  - d. Require that probation employees are provided with, or have access to:
    - (1) Applicable local policies and procedures; and
    - (2) ACJA sections pertaining to probation related matters.
  - e. Require all probation employees to comply with all applicable policies and procedures;
  - f. Promote and support the existence of a drug-free workplace through the enactment and enforcement of ACJA sections or local policy;
  - g. Maintain accurate and verifiable records of all persons under supervision of the court; and
  - h. Support the implementation of all probation and court- related goals contained within the strategic agenda for Arizona's courts.
2. through 3. **[No changes]**

**E. Duties of Probation Officers.**

1. Adult and juvenile probation officers shall:

- a. Abide by the Code of Conduct for Judicial Employees ~~and the Code of Ethics for Arizona Probation Personnel~~;
- b. Treat probationers, victims, criminal justice personnel, and the public with dignity and respect;
- c. Adhere to all federal and state statutes, local ordinances, the ACJA and all administrative orders concerning adult and juvenile probation services;
- d. Comply with all current departmental policies and procedures;
- e. Acknowledge the impact of crime on victims by adhering to the Victim's Bill of Rights and other applicable legislation;
- f. Communicate and coordinate with treatment providers concerning probationer participation in and compliance with treatment requirements, to monitor probationer rehabilitation, community protection, and victim restoration;
- g. Work with the community and department personnel to develop resources and opportunities for treatment and rehabilitation for persons on probation and under their supervision;
- h. Ensure that persons under their supervision are referred to available treatment and rehabilitation resources as needed within the level of authorized appropriations, and adhering to department policies and procedures and the ACJA;
- i. Maintain accurate and verifiable case records of all persons assigned to them for supervision; and
- j. Perform other duties as prescribed by the chief probation officer or director of juvenile court services.

2. through 3. [No changes]

#### **F. Duties of Surveillance Officers.**

1. Adult and juvenile surveillance officers shall:
  - a. Abide by the Code of Conduct for Judicial Employees ~~and the Code of Ethics for Arizona Probation Personnel~~;
  - b. Treat probationers, victims, criminal justice personnel and the public with dignity and respect;
  - c. Adhere to all federal and state statutes, local ordinances, the ACJA and all administrative orders concerning adult and juvenile probation services;

- d. Comply with all current departmental policies and procedures;
  - e. Acknowledge the impact of crime on victims by adhering to the Victims Bill of Rights and other applicable legislation;
  - f. Maintain accurate and verifiable case records of all persons assigned to them for supervision;
  - g. Enforce the collection of monies owed as a condition of probation;
  - h. Monitor and enforce probationer compliance with court-ordered community restitution requirements;
  - i. Make documented efforts to locate defaulting probationers pursuant to local departmental policy; and
  - j. Perform other duties as prescribed by the presiding judge, chief probation officer or director of juvenile court services.
2. through 3. **[No changes]**