

ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
EDUCATION SERVICES DIVISION

POLICY TITLE: Attendance

DATE ADOPTED:

August 11, 1999
November 26, 2013
May 27, 2015
November 7, 2023

PURPOSE:

The Committee on Probation Education (COPE) has established requirements for participants attending statewide or regional probation education programs.

General Provisions:

- 1) Participants attending probation education programs are required to be present and on time, returning from breaks and lunch at the scheduled time or as directed by staff.
- 2) Participants will be advised on the first day of each program that Administrative Office of the Courts (AOC) staff will report absences and excessive tardiness to their departments.
- 3) A participant who encounters an emergency or illness that prevents them from attending the training shall notify AOC staff immediately.
- 4) AOC staff shall notify the department immediately of a participant who is registered and absent on the first day of the program.
- 5) AOC staff shall notify the department of a participant who is more than fifteen minutes late on two or more occasions during a program.
- 6) The AOC Education Services Division will establish priority criteria for officer enrollment.
- 7) Certificates of completion and COJET certificates will be issued with the opportunity to evaluate the overall program.

Illness:

- 1) Health precautions are implemented to maintain a safe, healthy learning environment for everyone. Program participants, instructors, and staff shall self-evaluate before entering a training facility. Self-evaluation includes, but is not limited to, identifying any of the following within the last 5 days:
 - a) Fever over 100.4 degrees Fahrenheit or body chills
 - b) Cough
 - c) Shortness of breath or difficulty breathing

- d) Fatigue
 - e) Muscle or body aches
 - f) Headache
 - g) New loss of taste or smell
 - h) Sore throat
 - i) Congestion or runny nose
 - j) Nausea or vomiting
 - k) Diarrhea
- 2) Participants exhibiting any of these conditions shall refrain from entering the training facility and notify the AOC staff or lead instructor immediately. AOC staff or the lead instructor shall investigate direct observation of symptoms of illness reported to them.
 - 3) The AOC probation education manager/designee or the lead instructor shall dismiss any participant who is diagnosed with an illness deemed by a medical professional to be contagious or potentially contagious pending written medical clearance.
 - 4) AOC staff may temporarily remove, or in consultation with the participant's department, dismiss a participant exhibiting symptoms of illness or who reports illness.

Probation Officer Certification Academy (POCA):

- 1) A participant who misses twelve or more hours of class time during POCA shall be dismissed from the program. A participant who is dismissed must still complete the Academy within the timeframe outlined in ACJA §6-104.
- 2) Participants are required to be present on the day of the examination. For absences or tardiness on the examination day, refer to the COPE Examination Policy.
- 3) Absences and tardiness must be approved or excused by the dean or the probation education manager/designee and will be forwarded to the participant's department.
- 4) Corrective action for unexcused tardiness or absences will be left to the discretion of the dean, probation education manager or the participant's chief probation officer or director of juvenile court services. All corrective actions will be forwarded to the participant's department. Corrective action could include, but is not limited to, explanation of the attendance policy, counseling a participant, issuing a verbal warning, and dismissal from the program.
- 5) AOC staff is responsible for documenting officer attendance, attitude, and behavior and may share this information with the COPE chairperson and/or department leadership.

Institute for Intensive Probation Supervision (IPS):

- 1) Probation and surveillance officers who are newly assigned for the first time to AIPS/JIPS and who supervise an intensive probation caseload must attend and complete the entire institute within the timeframe outlined in ACJA §1-302.

- 2) Participants who miss partial sessions are required to make up the entire session at a future institute within the timeframe outlined in ACJA §1-302.

Juvenile Detention Officer Academy (JDOA):

- 1) A participant who misses four or more hours of class time during the JDOA shall be dismissed from the program. A participant who is dismissed is still required to complete a JDOA within the timeframe outlined in ACJA §1-302.
- 2) AOC staff will notify the detention administrator of an officer who misses less than four hours of class time to determine whether the missed hours shall be made up.
- 3) Officers are required to notify AOC staff of any expected absences in advance. Any unexcused absence shall result in dismissal from the academy.
- 4) Participants are not permitted to miss any significant portion of the JDOA practicum.
- 5) Participants are not permitted to miss any assessment component of the JDOA. This includes, but is not limited to written tests, quizzes, role-plays, written reports, or searches.
- 6) AOC staff is responsible for documenting participant attendance, attitude, and behavior. At the conclusion of each Juvenile Detention Officer Academy, AOC staff may forward this information to the Detention Subcommittee chairperson and/or department leadership.

Defensive Tactics Academy:

- 1) A participant who misses two or more hours of training time during the Defensive Tactics Academy shall be dismissed from the academy. A participant who is dismissed must still complete an academy within the timeframe outlined in ACJA §6-107.
- 2) The probation safety specialist or lead instructor will notify the chief probation officer or director of juvenile court services of a participant who misses less than two hours of class time to determine whether the missed hours shall be made up.
- 3) Participants are not permitted to miss any assessment portions of the Defensive Tactics Academy.
- 4) Participants are required to notify the probation safety specialist or lead instructor of any expected absences in advance. An unexcused absence shall result in dismissal from the academy.
- 5) The probation safety specialist or lead instructor is responsible for documenting attendance. The lead instructor shall notify the probation safety specialist of any excused or unexcused absences.
- 6) The probation safety specialist shall immediately notify the probation education manager and will ensure that the chief probation officer or director of juvenile court services is notified of a dismissed participant from their department.

Firearms and Rifle Academy:

- 1) A participant who misses two or more hours of training time during the Firearms or Rifle Academy shall be dismissed from the academy. A participant who is dismissed must still complete an academy prior to being authorized to be armed according to ACJA §6-113.
- 2) The probation safety specialist or lead instructor will notify the chief probation officer or director of juvenile court services of a participant who misses less than two hours of class time to determine whether the missed hours shall be made up.

- 3) Participants are not permitted to miss any assessment portions of the Firearms or Rifle Academy.
- 4) Participants are required to notify the probation safety specialist or lead instructor of any expected absences in advance. An unexcused absence shall result in dismissal from the academy.
- 5) The probation safety specialist or lead instructor is responsible for documenting attendance. The lead instructor shall notify the probation safety specialist of any excused or unexcused absences.
- 6) The probation safety specialist shall immediately notify the probation education manager and will ensure that the chief probation officer or director of juvenile court services is notified of a dismissed participant from their department.