

POLICY TITLE: Faculty and Instructor Qualifications

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PURPOSE:

The Committee on Probation Education (COPE), in accordance with judicial branch education and training policy (ACJA §1-302 & §1-108), directs and provides oversight for statewide uniform probation education in Arizona. This policy establishes the process of selecting, training, and approving faculty who provide instruction at statewide and regional probation education programs.

Foreword:

The Administrative Office of the Courts (AOC) will train, develop, and approve instructors in accordance with established training standards. It is recognized that instructor candidates have varying degrees of experience prior to attending the Train the Trainer courses and/or natural abilities that create a wide range of teaching proficiency. The instructor hierarchy described in this policy includes consistent minimum standards for instructors with abilities at each level. The AOC probation education manager shall administer this policy.

Faculty Descriptions:

1. **General Faculty:** Court staff may serve as faculty for statewide or regional probation education programs. In addition, non-court personnel with extensive knowledge or expertise in a specific topic may also serve as faculty in these programs.
2. **Officer Safety Instructor:** Personnel employed by a probation department may serve as an instructor for the Defensive Tactics, Firearms, or Rifle Academy when authorized through the process described in this policy.

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3. **Lead Instructor:** A defensive tactics, firearms, or rifle instructor who has demonstrated advanced skills and knowledge in their performance as an instructor may serve as a lead instructor with approval from the probation officer safety specialist(s). At least one lead instructor is present at all Defensive Tactics, Firearms, or Rifle Academies and is responsible for ensuring adherence to COPE approved curriculum, policies, and standards. The lead instructor is also responsible for program operations such as class safety, testing, daily organization, incident reports, and addressing participant medical issues. Lead instructors may serve as class instructors and may be called upon to assist in training new instructors. Lead instructors also may serve as subject matter experts for the Committee on Probation (COP), COPE, Staff Safety Advisory Committee (SSAC), and COPE Subcommittees.
4. **AOC Probation Safety Specialists:** The probation safety specialists may serve as an instructor at any level and are responsible for administrative oversight of all officer safety program instructors. They are also responsible for scheduling programs and instructors, providing logistical support, and necessary resources for programs. The probation safety specialists also serve as subject matter experts for COP, COPE, SSAC, and COPE subcommittees.

Application and Qualifications:

1. **General Faculty Provisions: Application**
 - a. Judicial branch personnel shall obtain approval from the chief probation officer or director of juvenile court in their county prior to contacting the AOC with a request to serve as faculty.
 - b. AOC staff may invite judicial branch personnel in a county to serve as faculty with the consent of the chief probation officer or director of juvenile court of the county or their designee.
 - c. All faculty must demonstrate proficiency and expertise as a trainer. When the probation education manager or designee does not have sufficient evidence of a faculty candidate's teaching proficiency, the candidate will be required to complete the AOC Faculty Skills Development (FSD) program to be considered for faculty service.
 - d. The AOC probation education manager or designee shall approve faculty for probation education programs administered by the AOC Education Services Division.
 - e. Instructors must complete the annual COJET requirement.
2. **Officer Safety Instructors: Application**
 - a. Applications must be approved by the appropriate chief probation officer, director of juvenile court, or designee after considering factors that predict faculty success such as:

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- i. A minimum of one year of service as a probation or surveillance officer.
 - ii. Demonstrated ability to effectively and efficiently manage and maintain caseload or job responsibilities.
 - iii. Performance appraisals reflecting a minimum rating of “meets expectations” or equivalent.
 - iv. No disciplinary actions involving lapses in officer safety.
- b. The AOC probation manager or designee shall evaluate submitted applications based on qualifications including:
- i. Successful completion of the Defensive Tactics and/or Firearms Academy prior to applying as an instructor.
 - ii. Certification in CPR and First Aid prior to applying as an instructor that remains valid at the time of the Train the Trainer program.
 - iii. A rifle instructor applicant must substantiate the successful completion of a Rifle Academy and Train the Trainer program.
- c. AOC staff will notify an applicant in writing if their application is not approved. This decision is not eligible for appeal under section “Appeal of Revocation” of this policy.

Approval Process: Officer Safety Instructors

1. The probation education manager or designee may approve a candidate to be a lead instructor if the candidate has:
 - a. Completed all requirements and is currently an approved probation officer safety program instructor.
 - b. Instructed all blocks of the appropriate curriculum that is approved by COPE.
 - c. Completed a mentor program, shadowing a probation safety specialist for four or more programs.
 - d. Generated sufficient evidence through consistent student/instructor evaluations feedback that the instructor can effectively perform lead instructor duties.
 - e. Demonstrated the ability to coach and provide remediation to an instructor or participant while maintaining the participant’s and/or instructor’s dignity as evidenced by feedback from participant evaluations, peer evaluations, and lead instructor observations.
 - f. Demonstrated knowledge of the administrative aspects of a program such as rosters, sign-in sheets, evaluations, practical and written exam proctoring and integrity, follow-up reporting as evaluated by a probation safety specialist while serving as “lead instructor in training” (LIT).

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Officer Safety Instructor Annual Training Requirements

1. Defensive tactics, firearms, and rifle instructors must maintain current First Aid and CPR certifications. Substantiation of renewal certification must be provided timely to the AOC.
2. Defensive tactics, firearms, and rifle instructors must instruct at least one full academy or refresher/range qualification during each biannual reporting period.
3. Defensive tactics, firearms, and rifle instructors shall submit a completed biannual report to the designated AOC staff no later than January 1 and July 1 respectively. This report shall document the time periods of January 1-June 30 and July 1-December 31 respectively. Each report must include at least one date of instruction during that time period. Instructors not submitting a biannual report by the specified date may be suspended.
4. Rifle instructors must maintain their status as a CFI in the officer safety program.

Officer Safety Instructor Suspension:

1. An instructor is immediately suspended and shall not serve as an instructor when:
 - a. There is a lapse in the annual training requirements.
 - b. They have not instructed at least once in a biannual reporting period.
 - c. CPR and/or First Aid certifications have expired.
 - d. A biannual report is not submitted by the required date.
 - e. A rifle instructor does not maintain their firearms instructor certification.
2. The probation education manager shall provide written notification of suspension to the individual instructor, safety training coordinator, and the chief probation officer or director of juvenile court.

Reinstatement from Suspension:

1. An instructor suspended for failure to teach during a biannual reporting period may reapply and shall attend the Defensive Tactics, Firearms, or Rifle Train the Trainer again to qualify for reinstatement.
2. An instructor suspended for a lapse of CPR or First Aid certification shall provide the designated AOC staff with substantiation of CPR and/or First Aid certification.
3. An instructor suspended for failure to submit a biannual report shall submit all missing biannual reports to a probation safety specialist.
4. The probation education manager will provide written notification of reinstatement to the individual instructor, safety training coordinator, and the chief probation officer or director of juvenile court.

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Waivers:

1. The probation education manager may reinstate an instructor whose approval has lapsed while they were in good standing because of:
 - a. A documented medical condition.
 - b. Leave for military service.
 - c. Return to service after less than two years following a separation due to resignation.
2. The officer shall submit a request for reinstatement substantiating the reasons for laps of certification and may be required to take additional steps at the discretion of the probation education manager.

Revocation of Officer Safety Instructor Approval:

1. The probation education manager may revoke approval for causes including:
 - a. Failure to follow approved COPE/AOC curriculum.
 - b. Exhibiting unsafe practices while conducting training.
 - c. Demonstrating an inability or refusal to professionally remediate students.
 - d. Disciplinary action related to a violation of the Arizona Code of Judicial Administration or departmental policy and procedure as it relates to an instructor's performance and professional conduct.
 - e. Failure to maintain requirements of the instructor approval and certification process.
 - f. A pattern of negative evaluations from students or lead instructors about the performance of an instructor.
2. Revocation Process:
 - a. A lead instructor or probation safety specialist will recommend revocation to the probation education manager in writing.
 - b. The probation education manager will review the recommendation and may further substantiate the reasons for revocation by conducting interviews, observations, and evaluations.
 - c. The probation education manager will provide a written notification of revocation to the individual instructor, safety training coordinator, and the chief probation officer or director of juvenile court stating that the individual shall not service as an instructor.

Appeal of Revocation:

1. An officer who requests to be reinstated as an AOC instructor after revocation shall:

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- a. Submit a written request to the appropriate chief probation officer or director of juvenile court.
- b. The chief/director may deny the request with no further action.
- c. If approved by the chief/director, the request will be sent to the probation education manager and the probation safety specialist(s).
- d. The chairperson of COPE will provide a written response to the requesting officer within 30 days of the COPE meeting.
- e. The final decision of COPE shall not be appealed.