



**Arizona Code of Judicial Administration  
§ 1-108; § 1-302; § 5-304; § 5-306, and  
§ 5-308**

**For Judicial Education in Arizona**

**January 2026 Edition**

Courts are encouraged to reprint this booklet or excerpts and do not need to contact the Education Services Division for permission.

**Arizona Code of Judicial Administration**

**§ 1-108**

**Committee on Judicial Education and Training**

**Judicial College of Arizona**

**Committee of Probation Education**

**Committee on Leadership and Workforce Excellence**

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 1: Judicial Branch Administration**  
**Chapter 1: Leadership**  
**Section 1-108: Committee on Judicial Education and Training**

**A. Definitions.** In this section, unless otherwise specified, the following definitions apply:

“Faculty” means an individual who plans, prepares and presents an education program, including those who serve as moderator or coordinator of a panel, and individuals who perform one-on-one training activities where measurable educational outcomes are achieved and pre-planning occurs.

“Faculty skill development” means a training program designed to foster quality adult education in Arizona courts, build a network of trainers at all levels of the judiciary, bring educational opportunities to the local level and promote effective use of educational resources.

“Judicial education” means continuing professional education for judges, probation and court personnel.

“Standards” means the educational policies adopted by the supreme court that apply to all full-time and part-time judges, probation officers and court personnel.

**B. Committee on Judicial Education and Training.** The Committee on Judicial Education and Training (COJET) is a standing committee of the Arizona Judicial Council (AJC). The committee assists the council in carrying out its concerns for maintaining judicial competence throughout the state court system by developing and implementing educational policies and standards for the court system, monitoring the quality of educational programs, recommending changes in policies and standards and approving guidelines for accrediting training programs.

**C. Membership.** COJET shall include the following members:

1. One supreme court justice or court of appeals judge;
2. Two superior court judges, one representing urban courts, the other representing rural courts;
3. One justice of the peace and one municipal court judge, one to be a lawyer, the other to be a non-lawyer;
4. The AOC administrative director or deputy director;
5. One superior court administrator;

6. One chief adult probation officer and one juvenile court director, one of whom must be from an urban court and the other from a rural court;
7. One superior court clerk;
8. One limited jurisdiction court clerk or administrator;
9. One judicial assistant or training coordinator from an urban court;
10. One court reporter or training coordinator from a rural court;
11. Chairs/deans of all COJET standing advisory committees; and
12. Other members appointed at the discretion of the chief justice.

**D. Terms of Membership.** The chief justice shall appoint members to COJET and its advisory committees for three-year terms. Terms shall be staggered so that approximately one-third of the members shall be subject to replacement or reappointment each year. Upon recommendation of the chair, the chief justice may replace any member absent from two consecutive meetings or who fails to meet the responsibilities of membership.

**E. Responsibilities of Members.** Members of COJET shall participate in the delivery or development of educational programs and evaluate the effectiveness of educational programs.

**F. Organization.** The chief justice may appoint COJET leadership, including a chair and vice chair, as needed to organize COJET affairs. In addition to the standing advisory committees appointed by the chief justice, the chair may create other subcommittees and workgroups as needed to help COJET carry out its responsibilities.

**G. Meetings.** COJET shall meet no less than twice a year. The chair, or upon majority vote of COJET, may call additional meetings. All meetings shall be noticed and open to the public.

**H. Actions.** COJET shall adopt rules for conducting its business. These rules shall prescribe the quorum and majority needed to constitute COJET actions.

**I. Staff.** Under the direction of the chief justice, the administrative office shall provide staff for COJET and shall conduct or coordinate program planning, management projects and research as recommended by COJET.

**J. Standing Committees.** Standing advisory committees shall include:

1. Judicial College of Arizona.
  - a. Purpose. The Judicial College of Arizona (JCA) coordinates, directs and provides education and training for all Arizona trial and appellate judges. The JCA shall:

- (1) Design and implement a judicial education program for judges in Arizona, including curriculum development, program development and delivery, faculty selection and training, written publications, and administration of mentor programs;
- (2) Develop and implement a comprehensive curriculum for judicial education;
- (3) Uphold the educational standards established by COJET;
- (4) Foster participation of judges at all levels of the state court system in JCA activities;
- (5) Ensure that JCA programming is responsive to the needs of all Arizona judges;
- (6) Evaluate potential educational programs for inclusion in JCA curricula;
- (7) Establish methods of delivery of education programs that are most effective, economical and appropriate;
- (8) Ensure that program faculty are trained to utilize effective and appropriate education methods;
- (9) Develop a systematic plan for judicial education expansion and refinement;
- (10) Maintain a forum for communication between JCA planning committees; and
- (11) Provide information and make recommendations to the supreme court, COJET and AJC regarding judicial education.

b. Membership. The JCA shall include the following members:

- (1) One supreme court justice;
- (2) One court of appeals judge;
- (3) Four superior court judges;
- (4) Two justices of the peace;
- (5) Two municipal court judges;
- (6) One law professor from a law school in Arizona;
- (7) One attorney;
- (8) One member of the public; and
- (9) Other members appointed at the discretion of the chief justice.

c. Organization.

- (1) The chief justice shall appoint the dean and associate dean for two-year terms. The dean shall preside over meetings. In the absence of the dean, the associate dean shall preside.
- (2) JCA shall adopt by-laws and rules of procedure to assist in carrying out its responsibilities.
- (3) The JCA dean may create subcommittees and workgroups as needed.

2. Committee on Probation Education.

a. Purpose. The Committee on Probation Education (COPE) coordinates, directs and provides oversight for statewide uniform probation education in Arizona. COPE shall:

- (1) Provide educational programs that serve the probation community including,

Institute for Intensive Probation Supervision, Detention Officer Academy, Defensive Tactics Academy, and Firearms Academy;

- (2) Develop and implement a comprehensive probation staff education program;
- (3) Uphold the educational standards established by COJET;
- (4) Foster participation of probation professionals in probation education;
- (5) Ensure that COPE programming is responsive to the needs of all probation staff;
- (6) Evaluate potential educational programs for inclusion in the COPE curriculum;
- (7) Establish methods of delivery of education programs that are most effective, economical and appropriate;
- (8) Ensure that program faculty are trained to utilize effective and appropriate education methods;
- (9) Develop a systematic plan for training probation officers, surveillance officers and detention officers;
- (10) Maintain a forum for communication between COPE planning committees; and
- (11) Provide information and make recommendations to the supreme court, COJET, the Committee on Probation, and AJC regarding probation education.

b. Membership. COPE shall include the following members:

- (1) Eight chief adult probation officers or juvenile court directors;
- (2) Two superior court judges;
- (3) Two public members;
- (4) One member associated with law enforcement training;
- (5) Two AOC division directors or designees; and
- (6) Other members appointed at the discretion of the chief justice.

c. Organization.

- (1) The chief justice shall appoint the chair and vice chair for two-year terms. The chair shall preside over all meetings. In the absence of the chair, the vice chair shall preside.
- (2) COPE shall adopt by-laws and rules of procedures to assist in carrying out its responsibilities.
- (3) The COPE chair may create subcommittees and workgroups as needed.

3. Committee on Leadership and Workforce Excellence (COLAWE).

a. Purpose. The Committee on Leadership and Workforce Excellence (COLAWE) works with judicial branch leadership to coordinate, direct, and provide oversight of judicial branch leadership development programming and training initiatives which maintain the excellence of Arizona's judicial branch workforce. COLAWE shall:

- (1) Uphold the educational standards established by the supreme court;
- (2) Provide meaningful, comprehensive management and leadership development programs for current and future court leaders;

- (3) Ensure that leadership education programs are accessible to all of the Arizona Judiciary and address the court community's educational needs;
  - (4) Develop and implement specialized judicial branch programs that recognize excellence in court professionals through certification and professional credentialing;
  - (5) Develop and implement training programs aimed at enhancing the excellence of Arizona's judicial branch workforce;
  - (6) Develop and implement novel educational programs in response to emerging training needs;
  - (7) Establish methods of delivery of education programs that are most effective, economical and appropriate;
  - (8) Provide and coordinate resources for local court training coordinators;
  - (9) Ensure that judicial branch faculty statewide utilize training best practices, a variety of training modalities, and educational technologies; and
  - (10) Provide information and make recommendations to the Arizona Supreme Court, COJET, and AJC regarding leadership development, workforce training initiatives and education standards.
- b. Membership. COLAWE shall reflect a diverse membership by including at least one member from each of the following categories and taking into consideration the geographic and jurisdictional perspectives that each member represents:
- (1) General jurisdiction administration;
  - (2) Limited jurisdiction administration;
  - (3) General jurisdiction judge;
  - (4) Limited jurisdiction judge;
  - (5) Clerk of the Superior Court;
  - (6) Court security;
  - (7) Adult probation;
  - (8) Juvenile probation;
  - (9) Training coordinator;
  - (10) Judicial branch Human Resources;
  - (11) Judicial branch Information Technology;
  - (12) A member of the public; and
  - (13) Others at the discretion of the Chief Justice.
- c. Organization.
- (1) The Chief Justice shall appoint the chair and vice chair to two-year terms.
  - (2) The chair shall preside over all meetings. In the absence of the chair, the vice chair shall preside.
  - (3) COLAWE shall adopt by-laws and rules and procedures to assist in carrying out its responsibilities.
  - (4) The chair may create subcommittees and workgroups as needed.

*Adopted by Administrative Order 2006-119, effective January 1, 2007. Amended by Administrative Order 2011-39, effective March 30, 2011. Amended by Administrative Order 2019-148, effective November 27, 2019. Amended by Administrative Order 2023-15, effective January 11, 2023.*

**Arizona Code of Judicial Administration**

**§ 1-302**

**Education and Training**

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 1: Judicial Branch Administration**  
**Chapter 3: Judicial Officers and Employees**  
**Section 1-302: Education and Training**

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

“Accredited Sponsor” means an individual or organization that has been granted status to accredit their programs by the Committee on Judicial Education and Training (COJET).

“Computer security/network security training” means training addressing measures that strengthen the security of the Arizona judiciary’s data, systems and network to protect confidentiality, integrity and availability of information.

“Continuing education” means training or education that leads to improved job-related skills, knowledge or abilities, or specialized skills that enhance the ability to perform job functions.

“County training coordinator” means the local training coordinator designated in each county.

“Credit hour” means an increment of continuing education determined by COJET to constitute one credit toward COJET requirements. In most instances, 60 minutes of education equals one credit hour.

“Education Services” means the division of the Administrative Office of the Courts (AOC) responsible for planning and implementing education for the judiciary.

“Ethics training” means a training session related to appropriate personal behavior in the workplace, codes of conduct, fair treatment in the courts, or avoiding the occurrence or perception of impropriety in carrying out responsibilities.

“Facilitator” means a specifically trained individual who leads local or small group activities that take place as part of a larger program.

“Faculty” means an individual who plans, prepares, and presents an education program. This definition includes individuals who serve as moderator or coordinator of a panel, and individuals who perform pre-planning for one-to-one training activities with measurable educational outcomes.

“Hearing officer, paid,” means an individual paid by the court to serve as a civil traffic or small claims hearing officer.

“Hearing officer, volunteer” means an individual who serves voluntarily as civil traffic or small claims hearing officer.

“Judicial education” means continuing professional education for judges, probation and court personnel.

“Judge” means any person who is authorized to perform judicial functions within the Arizona judiciary, including a justice or judge of a court of record, a justice of the peace, magistrate, water master, court commissioner, referee or pro tempore judge.

“Live training” means training or education provided by one or more faculty or facilitators to an individual or a group using real time interaction.

“Local training coordinator” means the person designated in each court or department to coordinate judicial education.

“Non-facilitated learning” means an individual study program conducted without the aid of an instructor, facilitator, or active co-participants.

“On-call” means employees who are available when summoned for service, do not have an established work schedule and whose schedule is on an as-needed basis.

“Orientation” means knowledge, skills and ethics necessary to begin the job.

“Probation personnel” means probation officers, surveillance officers, detention officers, youth supervisors, support staff, and any other staff assigned to probation departments and juvenile courts.

“Program Sponsor” means an individual, group or organization conducting continuing education for COJET credit hours.

**B. Applicability.** This section establishes education standards for all judges, probation and court personnel in Arizona.

**C. Purpose.** The education and training of judicial officers and court employees are necessary to maintain judicial independence and carry out the judicial branch’s obligation to administer justice impartially and competently. The following standards shall ensure that judges and judicial branch employees continually receive education and training necessary to achieve the highest standard of competence, ethical conduct, integrity, professionalism, and accountability.

**D. Organization.**

1. Director of the Administrative Office of the Courts. Under the direction of the supreme court, the administrative director of the AOC shall prepare guidelines for implementing these standards, and shall develop, administer, and coordinate judicial education programs throughout the state. The Committee on Judicial Education and Training (COJET) and Education Services shall assist the director in this effort.

2. Education Services shall:
  - a. Staff COJET and its standing advisory committee meetings;
  - b. Conduct judicial education and faculty development programs;
  - c. Evaluate educational programs;
  - d. Provide guidance to judges and judicial employees in the selection of appropriate educational opportunities;
  - e. Develop a network of trainers throughout the courts; and
  - f. Prepare an annual report on educational activities in the courts.
3. COJET shall oversee all standards, policies and procedures governing accreditation and compliance with judicial education in Arizona.
4. Training coordinators. Each court or department shall designate at least one person as the local training coordinator for continuing judicial education. The training coordinator shall accredit local programs, maintain records of compliance with education standards, provide training opportunities, and coordinate local training programs.

The courts in counties with more than 500,000 people shall have a full-time training department supervised by a qualified employee at the supervisory or higher management level.

5. Faculty shall be selected based on subject matter expertise, faculty training, and creditability.
  - a. Faculty are primarily judges, members of the legal community, and court personnel who have expertise in the curriculum, knowledge of adult education principles, and the ability to prepare and present educational material effectively. Authorities from other disciplines may be used when their expertise aligns with specific program goals.
  - b. Education and training programs shall emphasize the use of modern adult education principles that focus on participative learning. Faculty members shall be familiar with effective teaching techniques based on these principles, including:
    - (1) Creating a dialogue with participants by encouraging their input concerning substantive areas; and
    - (2) Asking participants questions to evaluate their comprehension and learning.

## **E. Program Accreditation.**

1. A program must meet the following requirements to be accredited:
  - a. The program is job-related or relates to the justice system;
  - b. The program constitutes an organized program of learning with significant intellectual or practical content;
  - c. The program is meant to improve job-related professional competencies and skills;
  - d. The program is at least 30 minutes in length or consists of related segments totaling at least 30 minutes of instruction;
  - e. Participants in live training programs are given the opportunity to evaluate program effectiveness;
  - f. Participants receive materials such as handouts, manuals, study guides, flowcharts, or substantial written outlines, except when writing an article or reading and evaluating a book;
  - g. Breaks, non-substantive speeches, and business meetings shall not be accredited; and
  - h. The program sponsor shall keep attendance records for five years and shall forward attendance records, relevant program materials and program evaluations to the party accrediting the program upon request.
2. Accreditation shall be granted in three ways:
  - a. Local programs. Training coordinators shall accredit a program offered locally for employees in their court or division when:
    - (1) Program sponsors submit a proposal with an agenda, duration and other supporting materials if requested by the local training coordinator;
    - (2) Upon conclusion of a program, the program sponsor provides the training coordinator with an agenda, attendee list and compiled participant feedback from evaluations. Handouts and other written materials may also be requested by the local training coordinator; and
    - (3) The local training coordinator determines the program has substantive value.
  - b. Individual employee programs. Training coordinators shall accredit a program attended by an individual when:
    - (1) Prior to the program, and at the discretion of the training coordinator, the individual submits an agenda, duration and other supporting materials;

- (2) Upon conclusion of a program, the employee provides an agenda, outline and other supporting material. Handouts, evaluations or other written materials may also be requested by the local training coordinator; and
    - (3) The training coordinator determines the program has substantive value.
  - c. Regional or statewide programs. COJET, Education Services or accredited sponsors shall accredit a program offered to participants statewide or from a broad geographical or jurisdictional area. County training coordinators or their designee may accredit programs that are countywide or that involve participants from one or more counties. This procedure eliminates the need for each local training coordinator to accredit the same program for individual participants.
3. Programs not sponsored by a court. Individuals attending education programs not sponsored by a court may be granted credit hours, with approval from a supervisor and training coordinator, if the program is applicable to their position or fosters court-related career growth.
  4. Concurrent accreditation. Courses of at least two hours in duration may be accredited for more than one required area, including ethics, core curricula, and computer/network security.
  5. Non-facilitated learning. With prior approval of a supervisor and prior accreditation by a training coordinator, an individual may engage in non-facilitated learning consisting of one or more of the following:
    - a. Writing articles or other materials beyond the normal scope of the job position;
    - b. Watching video and listening to audio programs; and
    - c. Reading and evaluating a book, not to exceed one-half credit hour for every 30 pages.
  6. Faculty Credit. COJET recognizes the educational mastery necessary to teach a course and values teaching by judges and court staff. An individual may receive up to eight hours of faculty credit in a calendar year in accordance with the following criteria:
    - a. Credit hours may be granted to faculty at the rate of three-for-one the first time a course is taught and two-for-one the second and each consecutive time that course is taught;
    - b. Credit hours may be granted to a program facilitator at the rate of two-for-one for the time spent facilitating the program;
    - c. Credit hours may be granted for developing curriculum not to exceed four credit hours in a calendar year; and
    - d. Faculty credit for live trainings can be used to meet the live training requirement.

7. College courses relevant to court duties may be accredited at a rate of two credit hours for each college credit hour earned. College courses directly relevant to specific job duties may be accredited for each hour of classroom attendance. Institutions offering courses or individuals taking a course may request accreditation through a written request to their local training coordinator or Education Services accompanied by an agenda, course syllabus, outline and other supporting material as requested by the accrediting body. An individual may receive up to eight credit hours in a calendar year for college courses.
8. Appeals of accreditation decisions. All appeals shall be made in writing no later than December 15 of each calendar year.
  - a. Appeals of local training coordinator accreditation decisions shall be submitted in writing to Education Services. The Education Services Director shall review the request and make a determination within fifteen business days of the request.
  - b. Appeals of Education Services accreditation decisions shall be submitted in writing to the COJET chair in care of the Education Services Director. The COJET chair shall review the request, contact other members of COJET at the chair's discretion, and make a determination within fifteen business days of the request.
9. Sponsor accreditation. Accredited sponsors may accredit programs they sponsor. Any person or organization with five years experience sponsoring judicial education programs may apply or be nominated to be an accredited sponsor by COJET. COJET may condition or terminate sponsor accreditation at any time.
  - a. Application. The typed application shall contain the following information:
    - (1) Whether the applicant is a non-profit organization;
    - (2) The approximate number of courses offered by the applicant in the preceding three years, including the location, subject matter, attendance, total hours of instruction and faculty for courses relating to the judiciary;
    - (3) The approximate percentage of total courses offered by the applicant relating to the judiciary;
    - (4) A description of the experience and qualifications of key faculty involved in courses related to the judiciary;
    - (5) A list of current accreditations or certifications granted by other organizations; and
    - (6) A statement of willingness by the applicant to comply with requirements for program accreditation and verification of attendance.
  - b. Nomination. Members of COJET may nominate an individual or organization to be an accredited sponsor, subject to the approval of the full committee.

## **F. Exemptions.**

1. Permanent exemptions. Temporary or on-call personnel, other than judges and law clerks, are exempt from compliance with the standards unless ordered to participate in judicial education programs by their respective chief judge or presiding judge.
2. Temporary exemptions. Upon request, the chief justice, the chief judge, the presiding judge of the superior court in each county, or their designees may grant exemptions to judges and employees of their court for temporary circumstances, including but not limited to:
  - a. Medical or other physical conditions preventing active participation in educational programs;
  - b. Extended, approved leave of absence;
  - c. Military leave;
  - d. Extended jury duty;
  - e. Temporary medical waivers for defensive tactics courses, in accordance with ACJA § 6-107.
3. Qualifications for temporary exemption. To qualify for an exemption, an employee shall demonstrate a good faith effort to attend training prior to their request. An employee on medical or other leave may also qualify for an exemption from the core curricula and ethics training requirements.

## **G. Reporting Procedures.**

1. Individual compliance reporting. Judges and employees shall file compliance reports with designated training coordinators in accordance with local policies and procedures.
2. Court and department reporting.
  - a. The local training coordinator shall maintain records of compliance for all individuals in their court or department.
  - b. The chief justice, the chief judge, the presiding judge of the superior court in each county, or their designee shall certify compliance, non-compliance, and exemptions by filing consolidated compliance reports for their respective courts or counties each year for the calendar year beginning January 1 and ending December 31.
  - c. The local training coordinator shall submit a report no later than January 31 of each calendar year to Education Services using an approved reporting format. The report shall include:

- (1) The number of compliant individuals;
  - (2) Number of non-compliant individuals, including name, department, reason for non-compliance and completed credit hours;
  - (3) Number of individuals exempt from compliance, including name, department, reason for exemption, completed credit hours, and duration of leave, as appropriate; and
  - (4) Other information as requested by Education Services.
3. County reporting. Education Services shall compile and distribute countywide reports to county superior court presiding judges for approval.
  4. Statewide judicial education report. Education Services shall compile county reports into a statewide judicial education report for submission to the chief justice no later than February 28 of each year.

#### **H. General Requirements for Compliance.**

1. All full-time judges and court personnel governed by these standards shall complete at least sixteen credit hours of judicial education each year, including ethics training, computer security/network security training, and six hours of live training.
2. Full-time judges and full-time and part-time court personnel starting employment after January 1, as well as court personnel with a regular part-time schedule shall complete the requirements (including live training, ethics and computer security/network security training) according to a prorated schedule:
  - a. Those starting between January 1 – March 31 or with part-time schedule of between 30 and 39 hours each week shall complete seventy-five percent of the requirements;
  - b. Those starting between April 1 – June 30 or with part-time schedule of between 20 and 29 hours each week shall complete fifty percent of the requirements;
  - c. Those starting between July 1 - September 30 or with a part-time schedule of less than 20 hours each week shall complete twenty-five percent of the requirements; or
  - d. Those starting between October 1 – December 31 shall complete orientation and ethics as appropriate to the job position.
3. Specialized training. Judges, clerks and staff who process Orders of Protection and Injunctions Against Harassment shall attend training on such orders and injunctions on a regular basis.
4. Non-compliance. Judges not meeting requirements and without an exemption are subject to disciplinary action in accordance with the Code of Judicial Conduct. Probation and court personnel not meeting requirements and without an exemption may be subject to disciplinary action by their respective administrative authorities.

## **I. Requirements for Judges.**

1. Educational requirements. Consistent with the Code of Judicial Conduct, judges shall obtain and maintain professional competence through judicial education, spend such time as may reasonably be required to accomplish that purpose, support and assist other judges attending judicial education programs as participants or faculty and, when reasonably able to do so, teach in judicial or legal education programs. Judges shall complete mandatory judicial education including:
  - a. The general requirements specified in subsection (H) or training determined by the chief justice to meet the general requirements;
  - b. Orientation as applicable to their position and jurisdiction;
  - c. Attendance at the annual judicial conference unless excused through a written request approved by the chief justice; and
  - d. Attendance at a program of regional or national scope at least once every three years.
2. Educational standards.
  - a. Judicial education shall address relevant areas such as judicial competence, performance, case management, opinion writing, and administration.
  - b. Judicial education programs are designed to impart knowledge, improve skills and techniques and increase the understanding of judges regarding their responsibilities and their impact on the judicial process, the people involved, and society. Judicial education programs shall include:
    - (1) Orientation for new judges on procedures and functions of the applicable court and relevant procedural and substantive law;
    - (2) Education for new judges on major legal subjects and practical skills needed by them and appropriate to the jurisdiction of the court in which they serve;
    - (3) Periodic educational offerings for all judges on the substantive, procedural, and evidentiary laws of Arizona, the ethics of the profession, United States constitutional law and applicable federal law;
    - (4) Continuing education programs emphasizing new developments in the law and judicial administration, procedural and technological developments in the judicial system, opinion writing, and other programs to enhance the efficiency, abilities, and knowledge of each judge;
    - (5) Advanced and specialized programs; and
    - (6) Bench books, video and audio programs, and other non-facilitated learning opportunities.

3. Appellate court judges.
  - a. Orientation. A new appellate judge shall receive orientation on administrative procedures and operation and procedural and substantive law by an experienced judge of the same court before assuming office or within twelve months after appointment.
  - b. Continuing education. At least every second year the chief judges of the court of appeals shall attend the annual seminar or meeting of the Council of Chief Judges of Courts of Appeals.
4. Superior court judges.
  - a. Orientation. Before assuming office, or within the first twelve months of assuming office, a new superior court judge shall receive orientation by an experienced judge of the superior court and shall complete the orientation requirements for judges of general jurisdiction courts approved by COJET.
  - b. Bench assignment. The presiding judge of the superior court shall determine if a superior court judge shall attend an approved program before assuming a new assignment in a specialized division.
  - c. Dependency and delinquency assignments. In addition to any training programs required under section (b), a judge assuming an assignment that includes dependency cases shall complete an initial specialized dependency training program approved by COJET before or within 120 days of assuming the assignment and shall also complete an additional specialized dependency training program approved by COJET before or within one year of assuming the assignment. A judge assuming an assignment that involves delinquency cases shall complete a specialized delinquency training program approved by COJET before or within 120 days of assuming the assignment.
5. Judges of limited jurisdiction courts. Before assuming office, or within the first twelve months of assuming office, a new judge of a limited jurisdiction court shall receive orientation by an experienced judge of a limited jurisdiction court and shall begin the orientation program for judges of limited jurisdiction courts approved by COJET. The new judge must successfully complete the orientation program for judges of limited jurisdiction courts approved by COJET within eighteen months of assuming office.
6. Judges pro tempore. Judges pro tempore are officers of the court and have all of the duties and responsibilities of a judge. Proper orientation and continuing education assure that judges pro tempore are provided with information, process descriptions and procedures necessary to fulfill their judicial role. Judges pro tempore shall be subject to the following requirements:
  - a. Superior court judges pro tempore.

- (1) Full-time superior court judges pro tempore serving the full term allowed by statute shall complete the same requirements as judges of the superior court;
  - (2) Part-time superior court judges pro tempore appointed to serve less than full-time, but serving repeatedly on a regularly scheduled basis, shall:
    - (a) Complete a specialized training program approved by COJET prior to or within the first twelve months of assuming duties, except that when case assignments include dependency or delinquency cases, specialized training programs must be completed pursuant to (I)(4)(c); and
    - (b) Complete other training deemed appropriate by the presiding judge of the court.
  - (3) On-call judges pro tempore shall complete training deemed appropriate by the presiding judge of the court.
- b. Limited jurisdiction judges pro tempore.
- (1) All limited jurisdiction judges pro tempore shall receive orientation by an experienced judge of a limited jurisdiction court before assuming duties, unless waived by the presiding judge of the superior court in the respective county.
  - (2) Full-time limited jurisdiction judges pro tempore shall complete the same requirements as limited jurisdiction judges.
  - (3) Part-time limited jurisdiction judges pro tempore shall complete the training approved by COJET before assuming duties.
  - (4) The presiding judge of the superior court in the respective county may require part-time limited jurisdiction court judges pro tempore to complete other training deemed appropriate. Judges pro tempore shall sign an affidavit verifying completion of the required training. The local court shall submit the affidavit to the presiding judge of the superior court in the respective county.
  - (5) The presiding judge of the county may delegate the determination of training needed for on-call judges pro tempore in justice and municipal courts to the municipal or justice court presiding judge.
    - (a) Before assuming duties, a limited jurisdiction court judge pro tempore who serves on an on-call basis must complete training approved by COJET.
    - (b) The presiding judge of the superior court in the respective county may require limited jurisdiction court judges pro tempore who serve on an on-call basis to complete other training deemed appropriate.
    - (c) A judge pro tempore in a limited jurisdiction court shall sign an affidavit verifying completion of the required training. The local court shall submit the affidavit to the presiding judge of the superior court in the respective county.
7. Civil traffic and small claims hearing officers. Hearing officers are officers of the court (A.R.S. §§ 22-506 and 28-1553). Proper orientation and continuing education assure that hearing officers are provided with information, process descriptions and procedures necessary to fulfill their judicial role. Hearing officers are subject to the following requirements:

- a. All small claims hearing officers shall complete a specialized training program approved by COJET prior to or within twelve months of assuming hearing officer duties.
- b. All civil traffic hearing officers must complete an initial program approved by COJET prior to assuming hearing officer duties. Civil traffic hearing officers must also complete a specialized training program approved by COJET prior to or within 12 months of assuming hearing officer duties. (Rule 6(a), Rules of Court Procedure for Civil Traffic, Boating, Marijuana, and Parking and Standing Violations).
- c. Paid hearing officers shall complete the annual educational requirements for judges, but are not required to attend the annual judicial conference; and
- d. Volunteer hearing officers are not subject to the annual education requirements for judges, unless required by the presiding judge of the superior court in the respective county.

**J. Standards for Administrators, Clerks and Court Personnel.**

1. Education requirements. All administrators, clerks and court personnel shall complete the general requirements.
2. Orientation. Orientation for administrators, clerks, probation and court personnel shall take place no later than 90 days after assuming duties and shall include an explanation of their specific job duties and familiarization with court structure and procedures, including an overview of:
  - a. The Arizona judiciary, including the structure and function of each court;
  - b. Current issues in the courts;
  - c. Expectations when dealing with the public in the courts;
  - d. An introduction to effective communication skills for court employees;
  - e. Computer/network security awareness;
  - f. Local court-related issues;
  - g. Court security; and
  - h. Judicial education.
3. Court administrators, managers and directors shall attend at least one program conducted out-of-state or in-state by an established, nationally recognized training organization every three years.

4. Training coordinators. Staff serving as training coordinators shall attend a training coordinator orientation conducted by Education Services within the first 90 days of appointment.

#### **K. Standards for Probation Personnel.**

1. Education requirements. All probation personnel shall complete the general education requirements specified in subsection (H).
2. Curriculum standards.
  - a. Training and staff development programs are designed to meet the educational needs of probation officers at various stages of their careers by imparting knowledge, improving skills and techniques, increasing understanding of job responsibilities and explaining the effects that probation can have on the judicial system, clients and society. Subject areas are at the discretion of the individual agency and may include:
    - (1) Case classification, risk and needs assessment;
    - (2) Cultural awareness;
    - (3) Caseload management and case planning;
    - (4) Creative problem-solving and decision-making;
    - (5) Role awareness, judgment and leadership;
    - (6) Specialized caseloads (e.g. alcohol, drugs, mental illness, white collar crime, gangs, sexual abusers, special learning needs, domestic violence and absconders);
    - (7) Introduction to intensive probation; and
    - (8) Personnel practices and procedures.
  - b. Court-related education and training programs are designed to impart knowledge and understanding of the Arizona judiciary and the legal process and shall address the areas of proficiency, competency and performance. Court-related education and training programs shall include:
    - (1) Orientation prior to assumption of caseload and casework responsibilities;
    - (2) Education for new probation officers on major probation subjects and practical skills needed by them and appropriate to the agency in which they work;
    - (3) Continuing education for probation staff emphasizing new developments in the probation field, procedural developments in the judicial system and training needed to enhance individual efficiency and abilities;
    - (4) Periodic educational offerings for management staff in organizational development and supervisory skills;
    - (5) Advanced and specialized programs for probation managers; and
    - (6) Non-facilitated learning opportunities for probation staff.
3. Training program requirements for probation and surveillance officers.

- a. Orientation. Prior to assumption of caseload and casework responsibilities, all adult and juvenile probation officers shall receive orientation within the first 90 days of employment, including the following subjects:
  - (1) Agency mission, goals and objectives;
  - (2) Agency policies and procedures;
  - (3) Utilization of agency resources;
  - (4) Role of the professional probation officer;
  - (5) Court philosophy, judicial system roles, responsibilities and inter-relationships;
  - (6) Rules of criminal procedure, the criminal code, and sentencing alternatives (adult);
  - (7) Personnel procedures, performance appraisal, diversity, grievance procedures, the Code of Conduct for Judicial Employees, disciplinary actions;
  - (8) Privacy, security and confidentiality of records; and
  - (9) Philosophy of staff development, training requirements and specific job responsibilities.
  
- b. Probation Officer Certification Academy. All adult and juvenile probation officers shall successfully complete the Probation Officer Certification Academy within the first twelve months of employment in accordance with ACJA § 6-104. Specific training areas shall include:
  - (1) Evidence-based practices;
  - (2) Ethics;
  - (3) Courtroom testimony, responsibilities and behavior;
  - (4) Legal liabilities and issues in probation;
  - (5) Understanding and managing probationer behavior;
  - (6) Role of substance abuse in delinquent and criminal behavior;
  - (7) Utilizing community resources;
  - (8) Communication skills; and
  - (9) Interviewing techniques.
  
- c. Officer safety orientation. All adult and juvenile probation and surveillance officers shall successfully complete officer safety orientation within 30 days of hire in accordance with ACJA § 6-107.
  
- d. Defensive tactics and firearms. All probation and surveillance officers in safety sensitive positions shall:
  - (1) Successfully complete the Defensive Tactics Academy as soon as practical, but no later than 120 days from the date of employment, and annually thereafter a minimum of eight hours of defensive tactics refresher training in accordance with ACJA § 6-107; and
  - (2) If approved to attend, successfully complete the Firearms Academy and participate in mandatory training thereafter, re-qualifying annually in accordance with ACJA § 6-113.

- (3) A chief probation officer or director of juvenile court services, having good cause, may request an extension of time for an officer to complete the Defensive Tactics Academy from the administrative director.
4. Training program requirements for intensive probation supervision (IPS) officers. All adult and juvenile probation and surveillance officers assigned to the IPS program shall successfully complete the Institute for Intensive Probation Supervision training within twelve months of assignment.
5. Standards for probation training staff. Adult and juvenile probation agencies in counties with a population of over 500,000 shall have a full-time training department supervised by a qualified employee at the supervisor or higher management level. The training staff shall dedicate all of their time to training and training-related activities. Every training officer shall complete train the trainer activities each year.
6. Standards for chief probation officers and directors of juvenile court. Every chief probation officer or director of juvenile court shall attend at least one program conducted out-of-state or in-state by an established, nationally recognized training organization every three years.

#### **L. Standards for Detention Personnel.**

Detention officers shall comply with the Arizona Juvenile Detention Standards for detention staff training.

#### **M. Funding and Financial Assistance.**

1. Funding sources.
  - a. State funds. The State of Arizona, through the supreme court, shall make funding available, whenever possible, for judges and court personnel to attend local, state and national judicial education programs.
  - b. Local funds. Judges and administrators responsible for preparing court budgets shall request funds from their funding authority necessary to support the educational requirements of judges and court personnel of their court. The supreme court will request state appropriations when necessary to fund compliance with educational standards and to enhance the quality of educational programs.
2. Financial assistance.
  - a. Programs within the state. Supreme court education funds available for direct financial assistance shall be used first to support mandatory in-state orientation programs for new judges and other education priorities established by the chief justice.

- b. Programs outside the state. Supreme court education funds available for direct financial assistance may be available for attendance at National Judicial College or National Center for State Courts programs.
  - (1) Available funds shall be used in order of the following priorities:
    - (a) Newly elected or appointed judges seeking to attend a suitable comprehensive judicial education program.
    - (b) Judges and court personnel complying with the education standards but who have been unable to attend a suitable comprehensive judicial education program within the first two years of taking office.
    - (c) Judges and court personnel complying with the education standards and who last attended a judicial education program three or more years prior to seeking financial assistance from the supreme court.
    - (d) Judges and court personnel complying with the education standards seeking to attend non-resident seminars and educational conferences applicable to their judicial responsibilities and jurisdictional level.
    - (e) Where an urgent or critical need exists, a judge may be considered for direct financial assistance more than once during the same year, assuming funds are available and taking into account the needs of other judges in the categories listed above.
  - (2) When financial assistance is available, judges and court personnel shall complete a scholarship application.
- c. Tuition and conference fees. State funds may be available on a limited basis to pay tuition or registration fees for approved programs. These funds, when available, may be requested through Education Services. State funds shall not be used to pay for attendance at sporting events, excursions, plays, or social activities.

**N. Social Programs.** When appropriate, social programs may be initiated and developed by professional associations. Social events held in conjunction with education programs shall not interfere with education sessions. All programs held in conjunction with COJET or Education Services sponsored events shall be coordinated with Education Services.

*Adopted by Administrative Order 2006-120, effective January 1, 2007. Amended by Administrative Order 2008-06, effective January 23, 2008. Amended by Administrative Order 2011-38, effective March 30, 2011, with the exception of § 1-302(H)(4), which shall be effective January 1, 2012. Amended by Administrative Order 2012-60, effective July 31, 2012. Amended by Administrative Order 2014-75, effective January 1, 2015. Amended by Administrative Order 2014-135, effective January 1, 2015. Technical amendment by Administrative Order 2015-96, effective January 1, 2016. Amended by Administrative Order 2019-63, effective June 5, 2019. Amended by Administrative Order 2019-149, effective November 27, 2019. Amended by Administrative Order 2022-134, effective November 2, 2022. Amended by Administrative Order 2024-144, effective July 17, 2024.*

**Arizona Code of Judicial Administration**

**§ 5-304**

**Court Security Officer Training and  
Certification**

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 5: Court Operations**  
**Chapter 3: Court Security**  
**Section: 5-304: Court Security Officer Training and Certification**

**A. Definitions.** The following definitions apply to this section:

“Administrator” means superior court administrator, justice court administrator, or municipal court administrator.

“Certified court security officer” means any court employee who provides court security, whether part- or full-time, and who has been granted certification by the director pursuant to this section.

“Presiding judge” means, for superior court, justice courts, and consolidated justice/municipal courts, the superior court presiding judge or a designee who may be an administrator; for municipal courts, the municipal court presiding judge or a designee who may be an administrator; for appellate courts, the chief justice or chief judge or a designee.

“Director” means the Administrative Director of the Administrative Office of Courts or designee.

“Officer” means any person providing court security, whether part- or full-time or persons who have court security duties whether by job title, or job description.

“Security director” means the individual designated by a presiding judge to oversee security operations, whether part- or full-time.

**B. Authority.** Pursuant to Az. Const. Art. 6, § 3 and A.R.S. § 12-299.10, the supreme court is authorized to establish policies and procedures for court security officer certification.

**C. Purpose.** This section establishes certification and training standards for court employees who are engaged primarily as security officers and off-duty police officers, contractors, and volunteers who provide security services for Arizona courts.

**D. General Administration.** The director shall:

1. Establish and oversee court security officer training under the AOC Education Services Division;
2. Grant certification to those persons who meet the certification requirements set forth below;
3. Approve all court security officer training instructors; and
4. Adopt other administrative practices and procedures that are necessary for certifying court security officers and administering court security officer training.

**E. Court Security Officer Training Academy.**

1. All court-employed officers shall attend and successfully complete the Court Security Officer Training Academy within 90 days of the date of hire.
2. Officers shall undergo assessment of competency upon conclusion of instruction and shall meet passing standards as set by the director.
3. Officers failing to attain the passing score on the competency assessment are permitted to retake the competency assessment once within 90 days of completion of the Court Security Officer Training Academy.
4. The director shall notify the officer of the competency assessment results within 30 days of completion.

**F. Court-Employed Officers Eligible for Certification.**

1. In addition to the requirements stated in subsection (E), court-employed security officers must successfully complete 90 calendar days of on-post service as determined by the presiding judge.
2. The officer's security director shall notify the director when the officer has met the requirement of this subsection and provide a recommendation for certification.
3. An officer granted certification by the director shall be considered certified throughout the course of the officer's employment as a court security officer, provided the officer remains in good standing, maintains compliance with continuing education and annual training requirements established by the Arizona Code of Judicial Administration and the director.
4. An officer granted certification by the director shall undergo the certification process again if the officer returns to service as a court security officer after an absence of more than two years.

**G. Reporting Requirements.** The local training coordinator shall ensure that all court security officer training is included in the annual Committee on Judicial Education and Training compliance report.

*Adopted by Administrative Order No. 2020-04, effective January 8, 2020, with the exception of subsection G., which is effective December 31, 2021. Amended by Administrative Order 2020-225 to remove subsection G., effective December 23, 2020.*

**Arizona Code of Judicial Administration**

**§ 5-306**

**Firearms**

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 5: Court Operations**  
**Chapter 3: Court Security**  
**Section: 5-306: Firearms**

**A. Definitions.** The following definitions apply to this section:

“Administrator” means superior court administrator, justice court administrator, or municipal court administrator.

“Deadly force” means “force that is used with the purpose of causing death or serious physical injury or in the manner of its use or intended use is capable of creating a substantial risk of causing death or serious physical injury” as provided in A.R.S. § 13-105(14).

“Department” means the office, department, or division of the court responsible for providing court security.

“Director” means the Administrative Director of the Administrative Office of the Courts or the director’s designee.

“Firearm” means a handgun.

“Firearms involved incident” means an event in which an officer discharges a duty weapon or is victimized by a firearm.

“Handgun” means a pistol as approved by the director for use by trained and authorized officers.

“Immediate threat” means the subject poses a risk of instant harm or attack with the elements of jeopardy, opportunity, and ability.

“Intentional discharge” means a non-training discharge of a department-issued firearm by an officer who is on or off duty, where the officer believes the firearm is loaded and consciously performs all actions necessary to cause a discharge.

“Life-threatening” means actions that may cause serious bodily injury or death.

“Officer” means any court employee who provides court security, whether part- or full-time.

“Off duty” means the period during which the officer is not performing duties or functioning at the direction of the department.

“On duty” means the period during which the officer performs duties or is functioning at the direction of the department.

“Presiding judge” means, for superior court, justice courts, and consolidated justice/municipal courts, the superior court presiding judge or a designee who may be an administrator; for

municipal courts, the municipal court presiding judge or a designee who may be an administrator; for appellate courts, the chief justice or chief judge or a designee.

“Security director” means the individual designated by a court presiding judge to oversee security operations, whether part- or full-time.

“Serious physical injury” means “physical injury that creates a reasonable risk of death, or that causes serious and permanent disfigurement, serious impairment of health or loss or protracted impairment of the function of any bodily organ or limb” as provided in A.R.S. § 13-105(39).

“Tactical conditions” means training involving the use of distance, shielding and movement, and other issues the officer may encounter during the course of duty.

“Unintentional discharge” means the discharge of an authorized firearm by an officer that is either on or off duty, where the firearm discharges by an action of the officer without the officer’s intent to cause a discharge or when the officer unconsciously acts to cause the firearm to discharge or when outside forces cause the discharge.

**B. Applicability.** This code section applies only to certified court security officers authorized by the presiding judge to carry and use a firearm while on duty and under the conditions specified in this section.

**C. Purpose.** This code section governs the administration and authority of a court security officer to use a firearm while on duty.

**D. Administration.**

1. Responsibilities of the Director. The director shall:

- a. Approve uniform, standardized, and statewide firearms training academies and annual re-qualification for officers.
- b. Approve the firearms and ammunition officers are authorized to use as their duty weapons.
- c. Approve all court security officer (CSO) certified firearms instructors (CFIs).

2. Responsibilities of the Presiding Judge.

- a. The presiding judge may require that certain job assignments are staffed by an armed officer.
- b. The presiding judge shall determine when an officer authorized to carry a firearm is restricted from carrying a firearm in certain job assignments or in the performance of certain duties.

- c. The presiding judge shall document and certify on a form approved by the director, prior to granting authorization, that the officer has:
  - (1) Completed psychological testing meeting minimum standards established by the director;
  - (2) Completed a national criminal history records check;
  - (3) Successfully completed and demonstrated proficiency in all required training;
  - (4) The officer is medically and physically able to perform the job duties of an armed officer;
  - (5) Successfully completed the CSO Firearms Training Academy with the handgun intended for use, or meets the criteria required by (F)(1)(a) and (b);
  - (6) Successfully completed a competency test and training course approved by the director; and
  - (7) Submitted a form, approved by the director, attesting that:
    - (a) The officer agrees to submit to a director-approved psychological evaluation;
    - (b) The officer has no medical, psychological, or health condition including a physical or mental disability, substantially impairing their ability to responsibly carry a handgun or interfering with the safe use of or handling of a handgun;
    - (c) The officer is not addicted to alcohol, cannabis/marijuana, or prescription drugs;
    - (d) The officer does not use unlawful narcotics or drugs;
    - (e) The officer agrees to submit to drug testing based on reasonable suspicion pursuant to departmental policy and procedures; and
    - (f) The officer shall abide by all Arizona Code of Judicial Administration (ACJA) requirements and department policies regarding handguns.
  
- d. The presiding judge may require that the officer submit to a polygraph examination to inquire about matters that would reasonably be the basis for not authorizing an officer to carry a handgun including, but not limited to use of excessive force and abuse of authority. A polygraph examination may also be used to question officers where the truthfulness or accuracy of information required to authorize an officer to be armed is at issue.

**E. Required Firearm Training and Qualifications.**

- 1. A CFI shall only use curriculum approved by the director to provide firearms training that meets the following minimum standards.
  - a. Annual handgun training in:
    - (1) Daylight conditions and qualification;
    - (2) Low light conditions and qualification;
    - (3) Tactical conditions;
    - (4) Judgmental shooting simulation; and
    - (5) Range safety.

- b. Required instruction on the safe and effective use of authorized firearms.
2. The presiding judge shall provide range equipment including eye and ear protection for use during training and qualifications.
3. An officer's direct supervisor may give written authorization for the officer to use an authorized firearm for practice while off duty on a range approved by the presiding judge.
4. The CFI shall confiscate and take control of the firearm of any officer who exhibits inappropriate or unsafe behavior while on the range or of any firearm determined to be unsafe.

**F. Authorization of Armed Officers.**

1. Upon completion of the CSO Training Academy, and pursuant to approval by the presiding judge, an officer must complete the CSO Firearms Training Academy to become authorized to carry a firearm, except a presiding judge may authorize an officer who has not completed the CSO Firearms Training Academy to be armed if:
  - a. The officer has been certified to be armed within the last 12 months by the Arizona Judicial Branch, Arizona Peace Officer Standards and Training Board (AZPOST), a peace officer certification body in another state, a law enforcement unit of the United States Armed Forces, or a federal law enforcement agency, or the officer has a valid Armed Guard Card issued by the Arizona Department of Public Safety; and
  - b. The officer has:
    - (1) Completed instruction on ACJA § 5-305: Use of Force, provided by a CFI; and
    - (2) Successfully completed a shooting proficiency skills evaluation conducted by a CFI.
2. An officer authorized under (F)(1)(a) and (b) shall complete the CSO Firearms Training Academy as soon as is practical, but within 180 days of hire.
3. The CSO Firearms Training Academy, annual firearms practice, and annual shooting proficiency skills evaluation shall include curriculum approved by the director and be conducted by a CFI.
4. The annual re-qualification for firearms authorization shall consist of at least eight hours of approved firearms practice conducted by a CFI and successful completion of a shooting proficiency skills evaluation conducted by a CFI.
5. The director may authorize an officer to attend the CSO Firearms Training Academy prior to completing the CSO Training Academy upon the written request of the presiding judge of the court.

**G. Procedure for Denial, Temporary Suspension, or Revocation of Firearm Authorization.**

1. The presiding judge shall deny authorization to carry a handgun if an officer:
  - a. Has been convicted in any court of a qualifying misdemeanor crime of domestic violence under federal law. See 18 U.S.C. § 922(g)(9).
  - b. Is subject to a qualifying protective order under federal law. See 18 U.S.C. § 922(g)(8).
2. The presiding judge may deny authorization to carry a handgun during any point of the screening and testing process based on the criteria stated in this section.
3. The presiding judge shall provide written reasons for denial, temporary suspension, or revocation to the officer and a copy of the approval, denial, temporary suspension, or revocation shall be kept on file.
4. The presiding judge shall place the approval or reasons for denial, temporary suspension, or revocation in the officer's personnel file and provide copies to the officer, and to the officer's supervisor.
5. The presiding judge shall deny, revoke, or suspend authorization to carry a handgun for the following reasons:
  - a. Results from the psychological evaluation indicating unfitness to carry a firearm;
  - b. The officer is currently diagnosed with a mental disability or illness by a licensed mental health professional that may impact the officer's ability to safely use a firearm;
  - c. The denial or revocation of a permit to carry a concealed weapon by the State of Arizona;
  - d. A result from a criminal history record check or a self-report indicating any of the following:
    - (1) The conviction of a felony or an offense which would be a felony if committed in this state;
    - (2) The commission of any offense involving dishonesty, unlawful sexual conduct, physical violence, or domestic violence;
    - (3) The violation of statutes governing firearms or lethal and non-lethal weapons; and
    - (4) The commission of a misdemeanor involving the carrying or use of a firearm.
  - e. The violation of departmental policy or this code relating to the carrying or use of firearms;
  - f. Carrying, exhibiting, or using a firearm in an unsafe or careless manner;

- g. Disciplinary charges pending, or action taken relating to the fitness to carry a firearm;
  - h. Any use of alcoholic beverages or cannabis/marijuana on duty or excessive use of alcoholic beverages or cannabis/marijuana off duty that affects job performance;
  - i. The administrative reassignment of an officer resulting from a documented stress related disorder or post-traumatic stress disorder as diagnosed by a licensed mental health professional that may impact the officer's ability to safely use a firearm;
  - j. A medical, psychological, or health condition including a physical or mental disability, which substantially impairs the officer's ability to responsibly carry a firearm or interferes with the safe use of or handling of a firearm;
  - k. The addiction to alcohol, cannabis/marijuana, or prescription drugs that would interfere with the safe use of a firearm and render the officer unfit to carry a firearm;
  - l. An officer is found to have illegally used dangerous drugs or narcotics for any purpose within the past seven years;
  - m. Transfer or reassignment of an officer to an assignment where carrying a handgun is not authorized;
  - n. The authorization was based solely upon a specific personal risk to the officer and the risk is determined to no longer exist;
  - o. Arrest for an offense punishable as a felony or for a misdemeanor involving the carrying or use of a firearm;
  - p. Discharge of a firearm by an officer in violation of any municipal, county or state law, regulation or policy;
  - q. Drawing a firearm or use of a non-lethal defensive weapon in violation of any municipal, county or state law, regulation or policy;
  - r. Any circumstance, temporary or permanent, other than time in service, which leads the security director to believe that arming the officer could place that officer, other staff, or the public in jeopardy; or
  - s. Failure to successfully complete the annual re-qualification program and participate in required practice sessions.
6. All screening and testing records shall be maintained in the officer's personnel file and remain confidential as required by law.

7. An officer wishing to have their authorization reinstated after revocation may submit a written request to the presiding judge after one year. The officer shall clearly state the reasons for reinstatement of the authorization.

#### **H. Handgun Authorization.**

1. An officer granted authorization to carry a handgun shall acknowledge and sign an authorization document indicating the officer understands the terms and conditions contained in the code and any department policy regarding the use of handguns. The authorized officer shall agree to adhere to all state laws regarding the carrying and use of handguns. This includes all laws relating to the use of force.
2. An officer failing to comply with regulations and limitations is subject to disciplinary action and loss of handgun authorization.
3. To maintain authorization to be armed, an officer granted authorization to carry a handgun shall successfully complete the annual re-qualification and participate in all required practice sessions.
4. The presiding judge may order an authorized officer to submit to an evaluation by a licensed or certified professional when the officer is not performing assigned job functions adequately or is experiencing problems which could affect job performance or the safety of the public and employees.

#### **I. Restrictions for Carrying Firearm.** An officer authorized to carry and use a firearm is prohibited from carrying an authorized firearm while on duty under the following conditions:

1. While in a condition resulting from the use of alcohol, cannabis/marijuana, or medication where the officer's motor skills, reflexes, or judgment could be adversely affected or while displaying evidence of mental or emotional instability;
2. While injured or in a physical condition causing inability to use a firearm properly, for example, broken hand or an eye injury causing uncorrected impaired vision. This is not intended to limit an authorized officer's ability to defend oneself during the incident or others when injuries are incurred in a life-threatening situation;
3. When the presiding judge directs the officer not to carry a firearm or revokes the officer's authorization to carry a firearm.

#### **J. Authority to Unholster Handgun.** An officer shall only unholster their handgun under the following conditions and as authorized in this section.

1. The circumstances surrounding the incident create a reasonable belief that it may become necessary to use the handgun in the performance of duties;

2. When a law enforcement officer requests assistance from an officer in a life-threatening situation;
3. For maintenance, inspection, and training purposes; and
4. When using the weapon in an approved training course, practice session, or qualification with the CFI.

**K. Required Reporting of Handgun Unholstering in Course of Duty.**

1. Except for training or to secure a handgun or when requested by a CFI for purposes of maintenance or inspection, an officer who unholsters but does not discharge a handgun while on duty, shall submit a written report to the officer's supervisor no later than the next business day.
2. The supervisor shall immediately send the written report through the chain of command to the security director.
3. Failing to comply with reporting requirements may be cause for disciplinary actions, up to and including termination of employment.

**L. Authority to Discharge Firearm.**

1. An officer shall determine that deadly force is warranted under the circumstances provided by statute before using deadly force in the performance of the officer's duties as provided for in ACJA § 5-305.
2. An officer shall not:
  - a. Unholster a handgun unless the situation poses a threat that may warrant the use of the weapon;
  - b. Fire warning shots;
  - c. Fire in the immediate direction of a crowd;
  - d. Fire into buildings or through doors or windows, when the subject is not clearly visible;
  - e. Use firearms to protect property;
  - f. Discharge firearms to apprehend a fleeing offender;
  - g. Fire at a moving vehicle unless it is necessary to protect oneself or others against immediate threat of death or serious physical injury; or
  - h. Fire at an animal unless justified in preventing substantial harm to oneself or another.

3. An officer may use firearms on an approved range or during other approved training, practice, or qualification when supervised by a CFI or in other director-approved training.

**M. Responses to Discharges and Firearm Involved Incidents.** The presiding judge shall respond to discharges and firearms involved incidents according to the following criteria:

1. Unintentional discharge without injury. The presiding judge shall ensure the following:
  - a. The security director conducts an administrative investigation and shall not be required to conduct a formal shooting inquiry board. This type of discharge does not necessarily require an immediate response.
  - b. The presiding judge shall notify the director within 72 hours when an unintentional discharge without injury has occurred.
  - c. The presiding judge shall have the authority to administer any discipline or remedial measures according to the local personnel procedures.
2. Training-related unintentional discharge without injury. The presiding judge may follow the requirements of this section regarding a training-related unintentional discharge without injury.
3. Unintentional discharge with injury or intentional discharge. The court security director shall defer the scene and investigation to the appropriate law enforcement agency. The security director shall conduct an internal administrative investigation of any intentional discharge of a firearm or unintentional discharge of a firearm with injury.
  - a. The improper use of a firearm may result in sanctions, criminal, or civil action.
  - b. The security director shall ensure that when the officer's weapon is held as part of an investigation, a replacement firearm is issued as soon as is reasonable unless authorization to carry a firearm has been revoked or suspended.
4. Each court that permits its officers to carry firearms shall have policies and procedures for the internal administrative investigation and responses of all firearm discharges or firearm involved incidents. Each court's policies and procedures shall include, but are not limited to, the following:
  - a. Direction as to who shall be notified;
  - b. Direction as to who shall be called to the scene;
  - c. Notification to the director and appropriate law enforcement;
  - d. Notification to the court's city, county, or state risk management, as appropriate;

- e. Notification to the county attorney and attorney general;
  - f. Establishment of a critical incident response team, to include a member to aid and assist an officer directly following a line of duty shooting or other firearms involved incident. This does not include unintentional discharge without injury;
  - g. Notification of a critical incident response team representative or representatives; and
  - h. Procedures to place an officer on administrative leave following a shooting or discharge.
5. The presiding judge shall ensure all officers are trained in policies and procedures regarding firearms discharges or firearms involved incidents.

**N. Authorized Firearms, Ammunition, and Holsters.**

- 1. An officer may only carry and use the firearm and ammunition that are approved by the administrative director.
- 2. The presiding judge shall ensure a database or record of each firearm serial number is maintained with the court.
- 3. The security director shall maintain records of all firearms carried by on duty officers.
- 4. Only director-approved armorers shall adjust the firearm except for personalized grip or grip adapter that may be added by the officer.
- 5. All safety devices manufactured into the firearm shall always be intact and functioning.
- 6. An officer may use another officer's firearm in the case of a life-threatening emergency. An officer may only use another firearm on the range, under the direct supervision of a CFI.
- 7. The administrative director will issue guidelines for approved holsters for authorized handguns.
- 8. An officer shall qualify for use of a handgun with the approved holster or holsters prior to initiating use and upon re-qualifying.
- 9. The CFI shall ensure that only factory ammunition is used. The use of reload ammunition is prohibited.
- 10. An officer shall only carry firearms approved by the administrative director.
- 11. An officer shall have in the officer's possession the court-issued badge, identification card, and firearms authorization card whenever carrying a firearm.

12. An officer shall ensure that the firearm is fully loaded when it is carried or worn.

**O. Firearm Safety and Storage.**

1. An officer authorized to carry a firearm shall observe and practice the following safety regulations:
  - a. All firearms shall be handled safely and treated as a loaded firearm until the handler has personally proven otherwise;
  - b. An officer shall only dry-fire, clean, exhibit, load, or unload in a safe manner and environment;
  - c. An officer shall ensure that a firearm equipped with any safety device is carried in a “safe” position; and
  - d. An officer shall ensure that the weapon is empty of ammunition prior to cleaning or inspection.
2. An officer shall ensure that the firearm and ammunition are stored in a designated safe and locked place that is not accessible to unauthorized persons when not carrying or wearing the firearm.
  - a. An officer shall not keep a firearm in the office overnight unless secured in a firearms storage unit approved by the security director.
  - b. An officer shall not store a firearm overnight in any vehicle.
  - c. An officer shall ensure that a firearm is kept in a secure and safe place where the firearm is not accessible to other individuals, particularly children.
  - d. An officer shall follow facility procedures for safekeeping and temporary storage of their firearm, ammunition, and other prohibited items at all court facilities.
3. An officer shall immediately notify the security director of any unauthorized use, handling, or discharge of an authorized firearm. The presiding judge shall ensure that all discharge investigations follow criteria provided in this section.
4. An officer failing to comply with the safety and storage regulations may be subject to disciplinary action, which may include the loss of authorization to carry a handgun.

**P. Stolen or Lost Firearm.**

1. An officer shall immediately file a report with local law enforcement upon discovery that a firearm is missing.

2. An officer shall immediately report a stolen or lost firearm to the officer's supervisor.
3. An officer shall provide a written report to the officer's supervisor no later than the close of that business day. The supervisor shall review the report and forward it to the presiding judge.
4. The presiding judge shall discipline an officer who is found negligent in the loss of an authorized firearm. The discipline shall minimally consist of a letter of reprimand and may include the loss of authorization to carry a firearm.
5. An officer shall reimburse the city or county if a firearm and related equipment is lost or damaged through negligence.

**Q. Firearm Care and Maintenance.**

1. An officer shall be responsible for cleaning and inspection of the officer's issued firearm.
2. An officer shall not clean a firearm on court property other than in a designated area.
3. The local court shall retain ownership of all firearms and ammunition purchased and provided to an officer.
4. An officer shall return the firearm and ammunition to the security director upon request.
5. An officer shall present the firearm to the CFI for inspection upon the instructor's request.

*Adopted by Administrative Order No. 2020-06, effective January 8, 2020. Amended by Administrative Order No. 2022-137, effective November 2, 2022. Amended by Administrative Order No. 2023-192, effective November 8, 2023. Amended by Administrative Order No. 2024-131, effective June 26, 2024.*

**Arizona Code of Judicial Administration**

**§ 5-308**

**Court Security Guards Not Eligible for  
Certification**

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 5: Court Operations**  
**Chapter 3: Court Security**  
**Section: 5-308: Court Security Guards Not Eligible for Certification**

**A. Definitions.** The following definitions apply to this section:

“Conducted Electrical Weapon” or “CEW” means a device using propelled wires that transmit electrical pulses to override the central nervous system and control the skeletal muscles, causing immediate incapacitation.

“Director” means the Administrative Director of the Administrative Office of Courts or designee.

“Security Guard” means any person providing court security, by contract or other agreement, who is not eligible under A.R.S. § 12-299.10 and Arizona Code of Judicial Administration (ACJA) § 5-304 to be certified as a court security officer.

“Presiding judge” means, for superior court, justice courts, and consolidated justice/municipal courts, the superior court presiding judge or a designee who may be an administrator; for municipal courts, the municipal court presiding judge or a designee who may be an administrator; for appellate courts, the chief justice or chief judge or a designee.

**B. Authority.** Pursuant to Az. Const. Art. 6, § 3, the supreme court is authorized to establish policies and procedures for court security.

**C. Purpose.** This section establishes standards for persons who provide security for an Arizona court by contract or other agreement and who are not eligible under A.R.S. § 12-299.10 and ACJA § 5-304 to be certified as a court security officer.

**D. General Administration.** The director shall:

1. Establish and oversee court security guard standards and training; and
2. Adopt administrative practices and procedures that are necessary to implement court security guard standards and administer court security guard training.

**E. Authorized Court Security Guards.** The following persons may be authorized by a presiding judge to provide security services to an Arizona court:

1. Security guards licensed by the Arizona Department of Public Safety (DPS) and employed by a security guard agency licensed by DPS;
2. Law enforcement officers with current Arizona Police Officer Standards and Training Board (AZPOST) certification;

3. Other qualified persons, including law enforcement personnel not certified by AZPOST and court volunteers, who are not employed by a court, law enforcement agency, or security guard agency licensed by DPS.

**F. Security Guards Employed by a Security Guard Agency that is Licensed by DPS.**

1. Security guards employed by a security guard agency licensed by DPS shall complete all training necessary to maintain DPS security guard licensing while providing court security.
2. Security guards shall attend and successfully complete the Court Security Guard Training Academy within 90 days of providing court security services to a court, and annual court security training updates approved by COJET, which may be offered virtually.
3. A presiding judge may authorize a person licensed by DPS as an armed security guard to be armed while providing court security.
  - a. The person shall complete all firearms training and qualifications necessary to maintain DPS armed security guard licensing to remain authorized to be armed while providing court security.
  - b. The presiding judge shall establish a written policy for armed security guards, which may incorporate the policies of a contracting body or security guard agency. The policy shall address the following: who is authorized to carry a firearm, process for obtaining authorization to be armed, the procedure for notifying the presiding judge or designee of the status of being armed, the type of firearm(s) and ammunition allowed within the courthouse, and requirements in conformity with ACJA § 5-306 and state and local laws regulating firearms.
4. A presiding judge may authorize a DPS-licensed security guard to carry a Conducted Electrical Weapon (CEW) while providing court security. The presiding judge shall establish a written policy addressing who is authorized to carry a CEW, process for obtaining authorization to carry a CEW, and requirements in conformity with ACJA § 5-307 and state and local laws regulating CEWs.

**G. Law enforcement officers with current AZPOST certification.**

1. Law enforcement officers with current AZPOST certification may attend and complete court security training provided by the Arizona judicial branch.
2. A presiding judge may authorize a law enforcement officer with current AZPOST certification to provide armed court security. The presiding judge shall establish a written policy for law enforcement officers providing armed court security, which may incorporate policies of the law enforcement agency that employs the officer. Policies on law enforcement officers carrying firearms in the courthouse are subject to A.R.S. §§ 38-1113 and 11-441.

3. A presiding judge may authorize a law enforcement officer certified by AZPOST to carry a CEW while providing court security. The presiding judge shall establish a written policy, which may incorporate policies of the law enforcement agency that employs the officer, and that includes requirements in conformity with ACJA § 5-307 and state and local laws regulating CEWs.

**H. Persons providing court security who are not employed by a court, law enforcement agency as an AZPOST certified officer, or security guard agency licensed by DPS.**

1. Persons providing court security who are not employed by a court, law enforcement agency as an AZPOST certified officer, or security guard agency licensed by DPS shall attend and successfully complete the Court Security Guard Training Academy within 90 days of providing court security services to a court, and annual court security training updates approved by COJET, which may be offered virtually.
2. A presiding judge shall establish a written policy for persons providing court security services who are not employed by a court, law enforcement agency, or security guard agency licensed by DPS. The policy shall address who is authorized to provide court security services and the process to be authorized to provide court security services in conformity with ACJA § 5-303.
3. The presiding judge may authorize a person providing court security who is not employed by a court, law enforcement agency as an AZPOST certified officer, or guard agency licensed by DPS to be armed while providing court security if:
  - a. the person meets the qualifications of ACJA § 5-306, other than being employed by a court, and has completed the Court Security Guard Training Academy; or
  - b. the person has active AZPOST certification.
4. The presiding judge shall establish a written policy for persons providing court security services who are not employed by a court, law enforcement agency as an AZPOST certified officer, or security guard agency licensed by DPS that addresses who is authorized to carry a firearm, process for obtaining authorization to be armed, the procedure for notifying the presiding judge or designee of the status of being armed, the type of firearm(s) and ammunition allowed within the courthouse in conformity with Arizona Supreme Court Administrative Directives, and requirements in conformity with ACJA § 5-306 and state and local laws regulating firearms.
5. A presiding judge may authorize a person providing court security services who is not employed by a court, law enforcement agency as an AZPOST certified officer, or security guard agency licensed by DPS to carry a CEW while providing court security services. The presiding judge shall establish a written policy addressing who is authorized to carry a CEW, process for obtaining authorization to carry a CEW, and requirements in conformity with ACJA § 5-307 and state and local laws regulating CEWs.

**I. Court Security Guard Training Academy.**

1. Court security guards shall undergo assessment of competency upon conclusion of instruction and shall meet passing standards as set by the director.
2. Court security guards failing to attain the passing score on the competency assessment are permitted to retake the competency assessment once within 90 days of completion of the Court Security Guard Training Academy.
3. A court security guard shall complete the Court Security Guard Training Academy again if the security guard return to service as a court security guard after an absence of two or more years.

*Adopted by Administrative Order 2020-224, effective June 30, 2021. Amended by Administrative Order 2021-11, effective June 30, 2021. Amended by Administrative Order 2023-177, effective November 1, 2023.*

**State of Arizona**  
**Juvenile Detention Standards**  
**Section (1) (B) (3)**

<b>STATE OF ARIZONA JUVENILE DETENTION STANDARDS</b>	<b>Cross Reference:</b> ACA: 3-JDF-1D-09
<b>Section: I B 3</b> Administration/Management <b>PERSONNEL</b> Detention Staff Training	<b>OSHA:</b> <b>RULE:</b> PREA 28 C.F.R. 115 et. seg. <b>STATUTE:</b>
Objective: <i>To ensure all detention centers have a highly qualified, committed, and trained professional officer who will implement programs and provide meaningful services for detained juvenile.</i>	Adopted July 1, 2009 Revised December 19, 2016

**B 3.1** The director of juvenile court services shall ensure that all detention personnel are provided orientation prior to assuming duties of a detention officer that include:

- a) Safety and Security Procedures;
- b) Key Control;
- c) Use of force;
- d) Application of mechanical restraints;
- e) Rights and responsibilities of juveniles;
- f) Detention policies and procedures;
- g) Fire and emergency procedure, and;
- h) Orientation to the facility's policies on reporting sexual abuse, sexual assault, or sexual harassment allegation.

**B 3.2** All newly hired detention officers shall attend the Administrative Office of the Courts (AOC) or local county juvenile court detention academy within the first 12 months. The Detention Administrator shall ensure all new staff attending the AOC Detention Academy will complete each of the detention topic Computer Based Trainings prior to attending the Academy.

**B 3.3** All direct care staff and supervisors shall be certified in Cardiopulmonary Resuscitation and First Aid through either a national or state accredited agency within six months of hire and maintain certification.

**B 3.4** All detention officers shall receive a minimum of 80 hours of documented training consistent with Committee on Judicial Education and Training (COJET) standards during their first year. The training shall include, but not be limited to:

- a) Security procedures\*;
- b) Safety procedures\*;
- c) Key control;
- d) Communication skills\*;
- e) Report writing\*;
- f) Use of force policies;
- g) Crisis intervention;
- h) Behavior management\*\*;
- i) Suicide prevention and intervention\*\*;
- j) Juvenile rules of conduct;
- k) Rights and responsibilities of juveniles;
- l) Fire and emergency procedures;
- m) Direct supervision\*;
- n) Detention policies and procedures;
- o) Air and blood borne pathogens;
- p) Code of Conduct\*;
- q) Policies and procedures on the proper use and application of mechanical restraints, and;
- r) Prison Rape Elimination Act (PREA)\*\* training shall include the components listed in §115.331 of PREA.

\* Covered in AOC academy

\*\* AOC curriculum

**B 3.5** The director of juvenile court services shall ensure all detention officers are provided a minimum of 20 hours of annual detention related education and training designed to increase the participant's knowledge, skills and understanding of their responsibilities in the care and safety of juveniles detained in a county juvenile

detention facility. As part of the mandated 20 hours of annual detention training the director shall ensure the following topics are included:

- a) Mental health (minimum 2 hours);
- b) Suicide prevention and intervention (minimum 2 hours);
- c) Crisis intervention (minimum 2 hours);
- d) Air and blood borne pathogens (minimum 1 hour);
- e) Staff and Juvenile Relationships (i.e. communication skills, effective supervision, etc.) (minimum 1 hour);
- f) PREA (minimum 1 hour);
- g) Fire and emergency procedures (minimum 1 hour), and;
- h) Policies and procedures on the proper use and application of mechanical restraints.

**B 3.6** The director of juvenile court services shall ensure all detention officers and other designated personnel receive annual training in the following areas if these are within their job duties:

- a) Staff responsible for intake screening shall receive training to ensure accurate use of the Detention Screening Instrument for detention admissions;
- b) The collection of health-related information during admissions;
- c) The administration and documentation of prescription and over-the-counter medication;
- d) The administration of psychotropic medication under the direction of the health authority;
- e) The proper use of weapons (chemical spray) authorized by the director, and;
- f) Overseeing food service operations to ensure quality and compliance with applicable federal, state and local codes.

**B 3.7** If the department conducts its own sexual abuse investigations in a confinement setting, the director of juvenile court services shall ensure investigators complete sexual abuse investigations training. The training shall follow the requirements of §115.334 of the PREA Standards.

**B 3.8** The director of juvenile court services shall ensure all training and orientations provided to detention personnel are documented. The employee shall acknowledge understanding of the training received through signature or electronic verification.

**Arizona Code of Judicial Administration**

**§ 1-302**

**Education and Training**

**COJET Requirements by Job Category**

**At-a-Glance**

# COJET Requirements by Job Category

At a Glance

COJET At-a-Glance		Superior Pro Tem					Limited Pro Tem				Paid HDs	Vol. HDs	Staff	POs	SOs	DOs/Youth Supervisor	CSO
		Appellate Judge	Superior Ct Judge	FT	PT	On-Call	LJ Judge	FT	PT	On-Call							
Judges	Orientation by Judge																
	COJET NJO (12 mon - LJ 18 mon)																
	Hearing Officer pgm. (12 months)																
	COJET CBTs before assuming duties																
	Attend Judicial Conference									FT							
	Dependency training (120 days on-line)		Dep	Dep	Dep	Dep											
	Dependency training (12 months, in-person)		Dep	Dep	Dep	Dep											
	Delinquency (120 days, on-line)		Dep	Dep	Dep	Dep											
	Specialized Training - Orders of Protection		OP/IAH	OP/IAH	OP/IAH	OP/IAH	OP/IAH	OP/IAH	OP/IAH	OP/IAH	OP/IAH	OP/IAH					
	Orientation (90 days)																(48 hours)
	At least 16 COJET Credit Hours																20 hours
	Ethics (at least 30 minutes)				PJ	PJ			PJ	PJ		PJ					
	Computer/Network Security Awareness (at least 30 min.)																
Probation	Probation Academy (12 months)																
	Safety Orientation (30 days)																
	Institute for IPS (12 months)													IPS	IPS		
	Defensive Tactics Acad. (120 days)																
	8 Hour DT Refresher (Annual)																
	Firearms Academy																
	8 Hour FT Refresher & Qualifying (Annual)																
Train-the Trainer (Annual)														Training officers	Training officers		
CSO	CSO Academy + CBTs (90 days)																
	CSO Firearms Acad (armed - 90 days)																ARMED
Det	DO Academy + CBTs (12 months)																
	80 hours in first year																
	CPR & First Aid cert. (6 months)																
	Training of national or regional scope (3 years)				PJ	PJ			PJ	PJ		PJ	Mgmt		CPO/Juv Director		
Report Education Compliance				PJ	PJ			PJ	PJ		PJ						
Report Orientation Compliance				PJ	PJ						PJ						

- PJ** = If deemed necessary by the Presiding Judge of the Superior Court in the county
- Dep** = judges assigned to dependency cases
- \*LJ** = complete the orientation program approved by COJET within eighteen months of assuming office.
- IPS** = Officers with an IPS caseload
- Safety Sensitive** = Officers in safety sensitive positions
- Armed** = Armed CSO and Probation Officers
- Training officers** = probation training officers
- Mgmt** = Court administrators, managers and directors
- CPO/Juv Director** = chief probation officers and directors of juvenile court
- OP/IAH** = judges and staff who process orders of protection and/or injunctions against harassment



Arizona Supreme Court  
Administrative Office of the Courts  
Education Services Division

1501 West Washington

Phoenix, AZ 85007

(602) 452-3060

[azcourts.gov](http://azcourts.gov)