

ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
EDUCATION SERVICES DIVISION

---

**POLICY TITLE:** Attendance

**DATE ADOPTED:** 8-11-1999  
**DATE REVISED:** 11-26-2013,  
5-27-2015

---

**PURPOSE:**

The Committee on Probation Education has established requirements for participants attending the Probation Officer Certification Academy, the Institute for Intensive Probation Supervision, Defensive Tactics Academy, Firearms Academy, and the Detention Officer Academy.

**I. GENERAL PROVISIONS:**

1. Participants attending COPE trainings are required to be present and on time; returning from breaks and lunch per the published schedule or as directed by staff.
2. Participants will be advised on the first day of each program that AOC staff will report absences and excessive tardiness to their departments.
3. A participant who encounters an emergency or illness is required to notify AOC staff immediately who will notify the participants' department.
4. AOC staff shall notify departments immediately of participants who are registered and absent on the first day of a program.
5. AOC shall notify a department of any participant who is more than fifteen minutes late on two or more occasions during the course of a program.

**II. ILLNESS:**

1. Participants shall notify AOC staff or the lead instructor immediately if they are ill.
2. AOC staff or the lead instructor shall inquire into all allegations of illness reported to them.
3. The AOC program manager or the lead instructor shall have the discretion to dismiss any participant who has a diagnosed case of the flu or any illness deemed by a medical professional to be contagious or potentially contagious

- pending written medical clearance.
4. Upon consultation with the participant's department, the AOC program manager or the lead instructor may dismiss any participant who exhibits physical symptoms of illness, or reports illness.
  5. For participants who are ill and not diagnosed with a contagion, the AOC program manager, dean, lead instructor, or participants' chief, director or immediate supervisor may send the participant home, to the hotel or dismiss the participant from the program

### **III. PROBATION OFFICER CERTIFICATION ACADEMY:**

1. A participant who misses twelve or more hours of class time during the Probation Officer Certification Academy shall be dismissed from the program. A participant who is dismissed must still complete the Academy within one year of their hire date.
2. Participants must successfully complete the practical and search component of the academy in accordance with the COPE Practicum Policy.
3. A participant who is absent for the practicum shall be required to re-attend the practicum at a later date.
4. Participants are required to be present on the day of the examination. For absences or tardiness on the examination day, refer to the COPE Examination Policy.
5. Absences and tardiness must be approved or excused by the dean or the program manager and will be forwarded to the participant's department.
6. Corrective action for unexcused tardiness or absences will be left to the discretion of the dean, program manager and participant's chief or director. All corrective actions will be forwarded to the participant's department. Corrective action could include, but is not limited to, explanation of the attendance policy, counseling a participant, issuing a verbal warning, dismissal from the program.
7. AOC staff is responsible for documenting officer attendance, attitude and behavior. At the conclusion of each Probation Officer Certification Academy, AOC staff may forward this information to the chairperson for the Committee on Probation Education.
8. COJET certificates of completion will be distributed at the conclusion of the test upon receipt of the participant's overall evaluation.

#### **IV. INSTITUTE FOR INTENSIVE PROBATION SUPERVISION:**

1. The AOC Education Services Division will establish priority criteria for officer enrollment in the Institute for Intensive Probation.
2. Probation and surveillance officers, who are newly assigned for the first time to IPS/JIPS and who supervise an intensive probation caseload must attend and complete the entire Institute. Attendance includes core and elective portions of the Institute.
3. Surveillance officers must successfully complete the practicum and search component of the Institute in accordance with the COPE Practicum Policy.
4. Participants who do not complete the entire Institute will be required to attend missed sessions at a future Institute.
5. Participants who miss partial sessions are required to make up the entire session at a future Institute.
6. Certificates of completion will be issued after a participant has completed the entire Institute.

#### **V. DETENTION OFFICER ACADEMY:**

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

Subcommittee.

**VI. DEFENSIVE TACTICS ACADEMY:**

1. A participant who misses two or more hours of training time during the Defensive Tactics Academy shall be dismissed from the academy. A participant who is dismissed must still complete an academy within one year of their hire date.
2. The probation safety specialist will notify the chief probation officer or director of juvenile court services of a participant who misses less than two hours of class time to determine whether the missed hours shall be made up.
3. Participants are not permitted to miss any testing portions of the Defensive Tactics Academy.
4. Participants are required to notify the lead instructor of any expected absences in advance. Any unexcused absence shall result in dismissal from the academy.
5. The lead instructor is responsible for documenting attendance. The lead Instructor shall notify the probation safety specialist of any excused or unexcused absences.
6. The probation safety specialist shall immediately notify the program manager and chief probation officer or director of juvenile court services if a participant is dismissed.

**VII. FIREARMS ACADEMY:**

1. A participant who misses two or more hours of training time during the Firearms Academy shall be dismissed from the academy. A participant who is dismissed must still complete an academy prior to authorization to carry a firearm.
2. The probation safety specialist will notify the chief probation officer or director of juvenile court services of a participant who misses less than two hours of class time to determine whether the missed hours shall be made up.
3. Participants are not permitted to miss any testing portions of the Firearms Academy.
4. Participants are required to notify the lead instructor of any expected absences in advance. Any unexcused absence shall result in dismissal from the academy.
5. The lead instructor is responsible for documenting attendance. The lead instructor shall notify the probation safety specialist of any excused or unexcused absences.

6. The probation safety specialist shall immediately notify the program manager and chief probation officer or director of juvenile court services if a participant is dismissed.

#### **VIII. RIFLE ACADEMY:**

1. A participant who misses two or more hours of training time during the Rifle Academy shall be dismissed from the academy. A participant who is dismissed must still complete an academy prior to authorization to carry a Rifle.
2. The probation safety specialist will notify the chief probation officer or director of juvenile court services of a participant who misses less than two hours of class time to determine whether the missed hours shall be made up.
3. Participants are not permitted to miss any testing portions of the Rifle Academy. This includes the written exam and qualification portion of the training.
4. Participants are required to notify the lead instructor of any expected absences in advance. Any unexcused absence shall result in dismissal from the academy.
5. The lead instructor is responsible for documenting attendance. The lead instructor shall notify the probation safety specialist of any excused or unexcused absences.
6. The probation safety specialist shall immediately notify the program manager and chief probation officer or director of juvenile court services if a participant is dismissed.