

ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
EDUCATION SERVICES DIVISION

POLICY TITLE: Faculty and Instructors
Qualifications

DATE ADOPTED:

12-7-2004

DATE REVISED:

4-11-2008, 4-15-2009,
3-6-2012, 5-27-2015,
9-27-2017, 4-17-18

I. PURPOSE:

The Committee On Probation Education (COPE), in accordance with the Committee On Judicial Education and Training (COJET) Administrative Guidelines and the Arizona Code of Judicial Administration, is responsible for establishing and adopting policies and procedures that support and manage probation education programs. This policy and procedure establishes the process of selecting, training and certifying faculty who provide instruction in probation related programs.

II. FOREWORD:

The Administrative Office of the Court (AOC) will train, develop and certify instructors in accordance with established training standards. It is recognized that instructor candidates have varying degrees of experience prior to attending the Train-The-Trainer courses and/or natural abilities that cause a wide range of proficiency in instructors. The AOC and COPE have established an instructor hierarchy, which includes consistent minimum standards at each level that recognizes and uses these abilities at the appropriate level. To this end, faculty levels are established as detailed in this policy.

III. FACULTY DESCRIPTIONS:

- A. General Faculty** - All court staff, including but not limited to, probation officers, surveillance officers, detention officers and other probation program staff may serve as faculty for the Certification Academy, the Institute for Intensive Probation Supervision, Motivational Interviewing, or the Detention Officer Academy. In addition, non-court personnel who have extensive knowledge or expertise in a specific topic may serve as faculty in these programs.
- B. Officer Safety Instructor** – A member of the probation department, authorized by the appropriate Chief Probation Officer or Director of Juvenile Court, recommended by the AOC Probation Safety Specialists, and certified by AOC to be an instructor for the Defensive Tactics, Firearms Academy or Rifle Academy.

- C. Lead Instructor** – A defensive tactics, firearms or rifle instructor who has demonstrated advanced knowledge and performance in these areas and is approved by the AOC Probation Education Program Manager and Probation Safety Specialists. The Lead Instructor is responsible for ensuring that only the COPE approved curriculum is taught and has oversight and administrative responsibilities during any Defensive Tactics, Firearms or Rifle Academy. These responsibilities include, but are not limited to, class safety; testing; daily organization; incident reports; and/or any medical issues that may arise during any class. Lead Instructors may function as class instructors and may be called upon to assist in training new instructors. Lead Instructors also may serve as subject matter experts to assist the Committee On Probation (COP), Committee On Probation Education (COPE), Staff Safety Advisory Committee (SSAC) and COPE subcommittees.
- D. AOC Probation Safety Specialists** - May serve as an instructor at any level. The Probation Safety Specialists are responsible for administrative oversight of all Lead Instructors, Defensive Tactics Instructors, Firearms Instructors and Rifle Instructors. They are also responsible for scheduling classes, instructors, ensuring that logistical support and necessary resources are in place. The Probation Safety Specialists also serve as subject matter experts to assist the Committee On Probation (COP), Committee On Probation Education (COPE), Staff Safety Advisory Committee (SSAC) and COPE subcommittees.

IV. APPLICATION AND QUALIFICATIONS:

A. General Faculty Provisions: Application

1. Court staff seeking to serve as faculty must obtain approval from their Chief Probation Officer or Director of Juvenile Court prior to contacting AOC staff or instructing.
2. AOC staff may request a court employee, as described above, to serve as faculty, but will first discuss the request with, and obtain the approval of, the individual's Chief Probation Officer or Director of Juvenile Court.
3. The AOC Probation Education Program Manager shall determine faculty for probation programs administered by the Education Services Division.
4. All applicants must successfully complete the AOC Education Services Faculty Skills Development (FSD). Individuals who have successfully completed an equivalent faculty development program must submit proof of completion and course content to the AOC Probation Education Program Manager requesting waiver of the FSD requirement. If FSD is waived, the AOC Probation Education Program Manager shall provide documentation in the individuals training records.

B. Officer Safety Instructors: Application

1. Applications must first be signed by the appropriate Chief Probation Officer or Director of Juvenile Court and then forwarded to the AOC Probation Education Program Manager or designee.

2. The Chief or Director should consider, but is not limited to the following before forwarding an individual's application to the AOC Probation Education Program Manager:
 - a) The applicant has a minimum of one year of service as a probation or surveillance officer.
 - b) The applicant has demonstrated an ability to effectively and efficiently manage and maintain their caseload or job responsibilities.
 - c) The applicant's performance appraisals for the past year reflect a minimum rating of "meets expectations" or an equivalent rating.
 - d) The applicant has not received any disciplinary actions involving lapses in officer safety.
3. The AOC Probation Education Program Manager shall approve or disapprove an individual's application, based on the following qualifications:
 - a) All applicants must have successfully completed the Defensive Tactics and/or Firearms Academy prior to application as an instructor.
 - b) All applicants must have completed a course and received certification in First Aid and CPR prior to application as an instructor and certification must be valid at the time of the Train- The-Trainer program.
 - c) All rifle instructor applicants must currently be serving as a firearms instructor
 - d) All rifle instructor applicants must provide documentation of successful completion of a rifle Train-the-Trainer program.
4. If the application is not approved, the Probation Safety Specialist will notify the applicant in writing and state the reasons for the disapproval. Final decisions shall not be eligible for appeal under section XII of this policy.

V. CERTIFICATION PROCESS: Officer Safety Instructors

- A. Once all requirements have been met in the application process, the instructor candidate will forward their application, copies of current First Aid and CPR cards or verification of certification, and any other supporting documents to the AOC Probation Education Program Manager.
- B. The AOC Probation Education Program Manager will review the application and forward it to the AOC Probation Safety Specialist for review, which may include, but not limited to written and practical test analysis, consultation with other instructors, or observation of the applicant's skills.

- C. The AOC Probation Safety Specialist shall consult and recommend preliminary approval or disapproval. Final approval/disapproval will be made by the AOC Probation Education Program Manager. If approved, the instructor candidate will then be scheduled for the Train-The-Trainer course. If disapproved, the Probation Safety Specialist will notify the applicant in writing and state the reasons for the disapproval.
- D. Upon successful completion of the Train-The-Trainer, the AOC Probation Safety Specialist will prepare a recommendation for certification of the instructor, based on the candidate's demonstrated instructional performance during the Train-The-Trainer and the factors above. This will be forwarded to the AOC Probation Education Program Manager who will make the final approval.
- E. If the individual does not successfully complete the Train-The-Trainer course, or the AOC Probation Safety Specialist determine that the individual does not have the skills and abilities to be a defensive tactics, firearms or rifle instructor, they will document these concerns to the AOC Probation Education Program Manager. The Probation Education Program Manager along with the Probation Safety Specialist will contact the Chief Probation Officer or the Director of Juvenile Court. The AOC Probation Education Program Manager will then forward written notification of the denial to the applicant and Chief Probation Officer or the Director of Juvenile Court.

VI. CERTIFICATION PROCESSES: Lead Instructor

- A. The lead instructor candidate has completed all of the above requirements and is currently a certified instructor in Defensive Tactics, Firearms or Rifle.
- B. The lead instructor candidate has instructed all blocks of instruction in the COPE approved curriculum.
- C. The lead instructor candidate has completed a mentor program, which requires the instructor to shadow and co-instruct with an AOC Probation Safety Specialist for a minimum of four academies.
- D. The lead instructor candidate has completed one class as a "Lead Instructor in Training" directly supervised by an AOC Probation Safety Specialist.
- E. The lead instructor candidate has consistently received student/instructor evaluations on their instructing ability at a level to cause the AOC Probation Education Manager to believe the instructor can successfully function as a Lead Instructor.
- F. The lead instructor candidate has demonstrated the ability to coach and provide remediation to an instructor or participant while maintaining the participant's and/or instructor's dignity. This will be evaluated by feedback provided from participant evaluations, peer evaluations, and Lead Instructor observations.

- G. The lead instructor candidate has demonstrated knowledge of the administrative process of conducting a Defensive Tactics, Firearms or Rifle Academy (rosters, sign-in sheets, evaluations, practical and written exam proctoring and integrity, follow-up reporting, etc.). This will be evaluated by an AOC Probation Safety Specialist while the instructor is conducting a Defensive Tactics, Firearms or Rifle Academy as the “Lead Instructor in Training.”

VII. INSTRUCTOR ANNUAL TRAINING REQUIREMENTS:

- A. All instructors must complete the annual COJET requirement.
- B. All defensive tactics, firearms and rifle instructors must maintain current First Aid and CPR certifications. Every renewal certification must be forwarded to the AOC.
- C. Defensive tactics, firearms and rifle instructors must instruct a full academy or a refresher or range qualifications a minimum of once in each bi-annual reporting period.
- D. All defensive tactics, firearms and rifle instructors shall submit a completed bi-annual report to the Education Specialist no later than January 1 and July 1 respectively. This report shall document the time periods of January 1-June 30 and July 1-December 31 respectively. All instructors need to report, at minimum, one date for instruction in each report.
- E. If an instructor has not submitted a bi-annual report by the specified dates, the instructor may be suspended.
- F. Rifle instructors must maintain their firearms instructor certification.

VIII. CERTIFICATION LAPSES:

- A. The AOC Probation Education Program Manager shall suspend an instructor if there is a lapse in the annual training requirements.
- B. If an instructor has not instructed a minimum of once in each bi-annual reporting period, the instructor shall immediately be suspended and may not teach.
- C. If an instructor’s CPR and/or First Aid certifications have expired, the instructor shall immediately be suspended and may not teach.
- D. If a rifle instructor does not maintain their firearms instructor certification the instructor shall immediately be suspended and may not teach rifles.
- E. The AOC Probation Education Program Manager shall provide written notification of suspension to the individual instructor, Safety Coordinator and the Chief Probation Officer or Director of Juvenile Court.

IX. REINSTATEMENT FROM SUSPENSION:

- A. A suspended instructor who desires to be reinstated following a failure to teach during a bi-annual reporting period may re-apply following the steps pursuant to section V of this policy, which includes re-attending the Defensive Tactics, Firearms or Rifle Train-The-Trainer.
- B. A suspended instructor who desires to be reinstated following a lapse of CPR or First Aid Certification shall forward the new copies of the CPR and/or First Aid Certification to the AOC Probation Education Program Manager.
- C. The AOC Probation Education Program Manager will provide written notification of reinstatement to the individual instructor, Safety Coordinator and the Chief Probation Officer or Director of Juvenile Court.

X. WAIVERS:

An instructor in good standing whose certification has lapsed due to a documented medical condition or leave for military service or separation due to resignation and then a return to an Arizona Probation Department within two years of separation date may submit this information to the AOC Probation Education Program Manager for reinstatement. The manager will decide the necessary steps, if any, needed to reinstate the instructor.

XI. REVOCATION OF CERTIFICATION:

- A. Based on the below listed criteria the AOC Probation Education Program Manager may seek the revocation of an Instructor's Certification.
- B. Reasons for this action include, but are not limited to:
 - 1. Failure to follow COPE/AOC approved curriculum.
 - 2. Exhibiting unsafe practices while conducting training.
 - 3. Demonstrating an inability or refusal to professionally remediate students.
 - 4. Disciplinary action related to a violation of the Code of Judicial Administration or departmental policy and procedure as it relates to an instructor's performance and professional conduct.
 - 5. Failure to maintain all basic requirements of the certification process.
 - 6. Obtaining a pattern of negative evaluations from students or Lead Instructors.

C. Revocation Process:

1. Should the above situation occur, the Lead Instructor and/or the Probation Safety Specialists will notify the AOC Probation Education Program Manager with a written recommendation outlining the reasons for the revocation.
2. The AOC Probation Education Program Manager will review the recommendation and conduct a review of the allegations. This may include, but is not limited to, interviews, observations and evaluations.
3. If the AOC Probation Education Program Manager is in agreement with the recommendation, the manager will provide a written notification, which will be sent to the individual instructor, Safety Coordinator and the Chief Probation Officer or Director of Juvenile Court.

XII. APPEAL OF REVOCATION:

A. An officer who requests to have their AOC Instructor Certification reinstated after revocation shall:

1. Submit a written request to the appropriate Chief Probation Officer or Director of Juvenile Court.
2. The Chief/Director may deny the request with no further action.
3. If approved, the request will be forwarded for review to the AOC Probation Education Program Manager and the Probation Safety Specialists.
4. A written response, from the Chairperson of COPE, will be provided to the requesting officer within 30 days of the COPE meeting either approving or denying the request. The written response will state the reason for denial or any specific or additional requirements for reinstatement.
5. The COPE Committees final decision and shall not be appealed.