

ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
EDUCATION SERVICES DIVISION

**POLICY TITLE:** Officer Safety Training Examinations

**DATE ADOPTED:**  
December 2, 2003  
August 19, 2008  
February 17, 2015

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**PURPOSE:** The Committee on Probation Education, in accordance with the Arizona Code of Judicial Administration – Section 6-107; Safety Training and Section 6-113:– Firearms Standards to implement a Defensive Tactics and Firearms Program.

**I. GENERAL PROVISIONS:**

1. The Administrative Office of the Courts (AOC) is the sole owner of the Defensive Tactics and Firearms Examination and will maintain the copyright status and ensure that all copyright requirements are met.
2. The Administrative Office of the Courts will maintain two versions of the Defensive Tactics Examination and two versions of the Firearms Examination. Each defensive tactics test version; A and B shall consist of 40 multiple choice questions. Each Firearms test version; A and B shall consist of 50 multiple choice questions.
3. Each version will be rotated per academy based on a random selection process.
4. The AOC shall administer a pre-test when necessary to validate the examination. The pre-test shall be composed of a sampling of multiple choice questions taken from the master list of examination questions proportional to the subject matter tested on the full examination.
5. The result of the pre-test shall be compared statistically to the officer's scores on the concluding examination and shall only be used to make recommendations to C.O.P.E. The results of the pre-test are confidential.

## **II. MISCONDUCT:**

1. The AOC Probation Safety Specialists or Lead Instructor has the authority to take necessary action to prevent misconduct within the examination area. Misconduct includes, but is not limited to the following; cheating, talking, initiating talking, and/or sharing information during the examination; written material on any body part, and/or unauthorized written information.
2. If misconduct is discovered:
  - (A) The participant will be asked to leave the examination and the proctor will immediately notify the Probation Education Program Manager.
  - (B) AOC staff will immediately notify the Chief Probation Officer or the Director of Juvenile Court Services, as well as the Education Services Division Director of the misconduct.
  - (C) AOC staff will prepare a report on the misconduct which will be forwarded to the C.O.P.E. Chairperson, the Chief Probation Officer or the Director of Juvenile Court Services and the Education Services Division Director.
3. The written report must be completed and forwarded to the appropriate Chief or Director within five business days of the occurrence.
4. The Chief Probation Officer or the Director of Juvenile Court Services has the sole authority to take any action related to the misconduct.

## **III. Americans with Disabilities Act (A.D.A.):**

1. The AOC will provide reasonable accommodations for the written examination to officers with a diagnosed disability, as described under the A.D.A.
2. An officer shall request reasonable accommodations no less than 48 hours prior to the beginning of the examination.
3. Reasonable accommodations may include such accommodations as:
  - a. Separate rooms to take the test
  - b. Verbal presentation of the test to the officer
  - c. Up to one work day to complete the test
  - d. Special explanations
  - e. Large print test materials

#### **IV. Examination Proctoring:**

The AOC Probation Safety Specialists or Lead Instructor shall perform the proctor duties for this procedure and is responsible for the security of the exam.

1. The AOC Probation Safety Specialists or Lead Instructor shall not perform any of the following without permission from the Program Manager:
  - a. Make copies, fax, electronically scan, or take digital photographs of the exam.
  - b. Un-staple the exam.
  - c. Discard the exam.
  - d. Proctor the exam to any person other than academy participants
  - e. Store the exam in any unsecured area which jeopardizes the security.
2. The AOC Probation Safety Specialists or Lead Instructor shall provide each participant with the following:
  - a. A No. 2 pencil
  - b. Exam
  - c. Exam answer sheet
  - d. Exam answer sheet directions
  - e. An overall academy evaluation and instructor evaluations
3. The AOC Probation Safety Specialists or Lead Instructor shall instruct participants to do the following:
  - a. Complete the Prosper information form which includes the last four digits of their social security number, date of birth, gender and race.
  - b. Sign their test packet and test answer sheet.
  - c. Turn in their test, test answer sheet and evaluations when finished with the exam.
4. Upon completion of the examination, the AOC Probation Safety Specialists or Lead Instructor shall:
  - a. Collect all exams and exam answer sheets.
  - b. Collect overall program evaluations and instructor evaluations from each participant.
  - c. Give participants a COJET Certificate after all materials have been collected.
  - d. Maintain possession of all examination material until delivered to the Judicial Education Center or to a staff member of the Probation Unit.

**V. GRADING:**

1. A staff member of the Probation Unit will electronically score all exams at the Judicial Education Center.
2. The minimum score requirement for the exams is 75% for DT and 80% for FT.
3. Scores are reported as pass or failure.
4. Actual test scores will not be reported to the officers, the Chief Probation Officers or the Directors of Juvenile Court.
5. Computer-scanned answer sheets indicating a failure will be hand-scored by AOC staff who will initial and date their conclusion on the answer sheet.
6. Probation Unit staff will contact the Chief Probation Officer or Director of Juvenile Court within five business days with the examination results.

**VI. REMEDICATION:**

1. Officers who do not obtain the required minimum score on the examination are eligible to re-test, only with permission from their Chief Probation Officer or the Director of Juvenile Court Services.
2. An officer may receive remediation by a qualified Defensive Tactics or Firearms instructor dependent upon the failed subject of the training.
3. Officers are responsible for arranging a re-examination with AOC staff within 60 days from the date of the written exam failure.
4. The department shall notify the Probation Safety Specialists within the 60 days when the participant is ready to re-test.
5. The Probation Safety Specialists shall arrange a date for retesting within the 60 days when adequate notice is given.
6. Adequate notice shall mean that there are no other assigned duties that prevent staff from granting the re-examination request and staff is available to proctor the examination.
7. Only an AOC Probation Safety Specialist may proctor a remedial exam and shall follow the procedures outlined in section IV. (4) (a) and (f) of this policy.
8. Grading of remedial examinations shall follow section V. of this policy.
  - a. Officer Safety Specialists may hand-score an examination answer sheet.
9. Results of the re-examination are reported as pass or failure and scores will not be reported to the officers, the Chief Probation Officers, or the Director of Juvenile Court Services
10. If the officer fails the written test a second time, the Chief/Director may:
  - a. Determine if the officer shall attend another 40 hour Defensive Tactics Academy or;
  - b. Review the assignment of the officer and take action consistent with ACJA, Section 6-106: Personnel Practices (J) (2) (d).