

ARIZONA CODE OF JUDICIAL ADMINISTRATION

Part 6: Probation

Chapter 1: General Administration

Section 6-106: Personnel Practices

A. – D. [No Changes]

E. 1. - 3. [No Changes]

4. The probation department adopts, integrates and uses, at a minimum, the model job descriptions as set forth and attached as Appendices B-1, B-2, B-3, B-4 and B-5. Any additions to these minimum requirements must be in writing.

45. The probation department's personnel system adheres to all applicable federal and state statutes, the Federal Drug-Free Workplace Act of 1988, local ordinances, the Arizona Code of Judicial Administration (ACJA) and all administrative orders regarding employment and labor practices.

F. - H. [No Changes]

I. Disqualifiers for Officer and Safety Sensitive Position Applicants

1. a. [No Changes]

b. An applicant for a juvenile officer position is awaiting trial or has been convicted of or admitted committing any offense listed in A.R.S. § 8-203.01 or a similar offense in another state or jurisdiction whether or not the conviction has been sealed or expunged.

c. - g. [No Changes]

2. - 4. [No Changes]

J. Continuing Employment Requirements.

1. a. - c. [No Changes]

d. Adopt, integrate, and use, at a minimum, the model job descriptions as set forth and attached in Appendices B-1, B-2, B-3, B-4 and B-5. Any additions to these minimum requirements must be in writing.

de. Have a written policy and procedure requiring all employees to immediately disclose to the employee's supervisor if the employee is the subject of any of the following:

- (1) Citation for a misdemeanor or felony offense;
- (2) Arrest;

- (3) Conviction;
- (4) Order of protection; and
- (5) Warrant.

ef. Have a written policy and procedure addressing department action in response to a disclosure or discovery that the employee is the subject of any action identified in (J)(1)(d).

fg. Conduct criminal history and MVD records checks of all probation employees every two years, at minimum. For department employees that have need to operate a state, county or personal vehicle in the execution of their duties, conduct annual MVD reviews pursuant to ACJA 6-111.

gh. Remove any probation department employee from the chain of supervision of relatives or members of the officer's household who are on probation.

hi. Establish a program for probation and surveillance officers pursuant to A.R.S. §38-962 672 which provides:

A. Notwithstanding any other law, this state or a political subdivision of this state shall establish a program to provide public safety employees who are exposed to any one of the following ~~persons who are exposed to any one of the following~~ events while in the course of duty up to twelve visits of licensed counseling, which may be provided via telemedicine, paid for by the employer:

....

3. In the case of a public safety employee:

- (a) Visually witnessing the death or maiming or visually witnessing the immediate aftermath of such a death or maiming of one or more human beings.
- (b) Responding to or being directly involved in a criminal investigation of a dangerous crime against a child punishable under section 13-705.
- (c) Requiring rescue in the line of duty where one's life was endangered.

2. [No Changes]

3. a. - e. [No Changes]

f. Adhere to:

- (1) Federal, state and local laws and ordinances;-
- (2) The Code of Conduct for Judicial Employees; and
- ~~(3) The Code of Ethics for Arizona Probation Personnel; and~~
- ~~(3)~~ (4) The Arizona Code of Judicial Administration (ACJA).

g. [No Changes]

K. – M. [No Changes]

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APPENDIX A

MODEL POLICY FOR DRUG TESTING

[No Changes]

Section 6-106: Personnel Practices

APPENDIX B-1

Adult Probation Officer Job Description

Position Summary:

Probation officers provide casework services to probationers at the direction of the Superior Court under the provisions of evidence-based practices and consistent with the Arizona Code of Judicial Administration. The duties of a probation officer include supervising the caseloads of assigned probationers, meeting with probationers in their homes or at their places of work, conducting interviews and social or pre-sentence investigations, evaluating probationers' progress, performing searches, and making arrests. Because probationers under Court supervision are convicted felons and/or persons with domestic violence convictions, these job duties expose the probation officers to a risk of being assaulted by probationers, family members and others in proximity to the probationers. As a result, the probation officer position is designated as a safety-sensitive position in accordance with ACJA § 6-106(A) and ACJA § 6-107(A). All probation officers must "demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the defensive tactics training academy." ACJA § 6-107(G)(1)(b). The proficiency testing is based upon whether they can perform the skills or tactics (or comparable alternatives) necessary for self-defense.

Essential Job Functions:

- Performs closely structured supervision and observation concerning compliance with conditions of probation, including directing and counseling the probationer and conducting field contacts (home, work, treatment facilities, community restitution or jail) as a member of a team.
- Obtains, assembles, secures, keeps and files a complete identification record concerning the person on probation including arrest reports, contact notes regarding compliance with terms of probation and case plan to prepare written reports for the court.
- Builds relationships to encourage compliance with the case plan including conditions of probation through frequent telephone contacts, work site contacts, day, and evening home contacts.
- Directs and/or refers probationers to community resources, treatments or other interventions based on assessments, behaviors and conditions of probation.
- Participates in case review conferences to determine if change in level of supervision is warranted.
- Performs searches, breathalyzers/urinalysis collection, and makes a documented effort to locate absconders.
- Serves warrants, makes arrests, and brings persons before the court who are on probation including defaulting probationers facing revocation. Probation officers have the authority of peace officers in the performance of his or her duties.
- Appears and testifies in court.
- Monitors payment of restitution and probation fees and ensures victims' notification rights are provided according to statutory requirements.

- In confrontational situations with probationers or others, appropriately and effectively responds and uses defensive tactics and techniques, as learned at the Defensive Tactics Safety Training Academy, when necessary.
- Performs and demonstrates through proficiency testing, competency in, and an understanding of physical and verbal defensive tactics and techniques, including the following, or their comparable alternatives: 1) Forcefully raise arms above head (straight arm wristlock and takedown), 2) Perform minor aerobic activity, 3) Stand for up to 2 hours at a time, 4) Engage in balanced movements, 5) Throw hand strikes (fist strikes and palm heel strikes), 6) Use impact weapons (ability to swing arms in a striking action with a baton that weighs 16 ounces), 7) Kick at targets below 24" (front snap kicks), 8) Perform controlled falls and return to standing position unassisted (break falls and recovery), 9) Complete hand strikes and kick drills at partial speed, 10) Sustain exposure to Oleoresin Capsicum (OC) spray, 11) Engage in fighting techniques while on the ground, 12) Be able to bend knees lower center and touch the ground with one hand (break fall recovery and baton closing technique), 13) Be able to bend knees to a 45 degree angle (all ground techniques).
- Investigates cases referred to the officer and makes a written report to the court.
- Performs other duties as assigned.

Minimum Job Qualifications:

- Be a United States citizen or legal resident.
- Must possess a valid driver's license.
- Have a bachelor's degree with a preference in the behavioral sciences or a related field from an accredited college or university.
- Be a minimum age of twenty-one (21) years.
- Complete background/reference checks, interviews, polygraph and/or drug testing, and pre-employment psychological examinations.
- Must successfully complete 40-hour Defensive Tactics Training Academy as soon as practical, but no later than 120 days from the date of employment [see ACJA 6-107(G)].
- Must demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the Defensive Tactics Training Academy.
- Must successfully complete eight (8) hours of defensive tactics refresher training on an annual basis.
- Must maintain certificate of successful completion of defensive tactics training.
- Must successfully complete the Probation Certification Academy and Intensive Probation Institute, if assigned, within the first twelve (12) months of employment [see ACJA 6-107(F)].
- Must submit to a medical examination required by Corrections Officer Retirement Plan.

Required Knowledge, Skills and Abilities:

- Must have the ability to operate a variety of equipment necessary to perform job duties such as motor vehicles, computers, telephones, radios, handcuffs, body armor and other equipment depending on case assignments.
- Must possess:
 - Independent body mobility to stand, walk, bend and sit for prolonged periods of time and/or drive a vehicle.

- The manual dexterity necessary to reach, grasp, handwrite, and use a computer.
- Vision sufficient to see and read.
- Hearing and speech sufficient to communicate in person and over the phone.
- The ability to withstand varying weather temperatures.
- The ability to lift, drag, push and carry items of various weight.
- **Must have skills in the areas of:**
 - Self-control, patience, initiative, courtesy, tact and diplomacy in order to maintain effective relationships with a diverse population.
 - Interviewing, motivating, and interpersonal relationships.
 - Time management and organization with the ability to apply principles and methods of correctional casework.
 - Critical analysis of individuals and situations in order to problem solve and make sound decisions.
 - Effective oral and written communication.

Preferred Knowledge, Skills and Abilities:

- **Possess knowledge and understanding of:**
 - The criminal justice system and community resources.
 - Diversion, Standard and Juvenile and/or Adult Intensive Probation and community supervision.
 - Social and community corrections casework.
 - Principles of general human behavior; and evidence-based practices in community corrections.

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APPENDIX B-2

Juvenile Probation Officer Job Description

Position Summary:

Probation officers provide casework services to probationers at the direction of the Superior Court under the provisions of evidence-based practices and consistent with the Arizona Code of Judicial Administration. The duties of a probation officer include supervising the caseloads of assigned probationers, meeting with probationers in their homes or at their places of school/work, conducting interviews and social or pre-disposition investigations, evaluating probationers' progress, performing searches, and making arrests. Because probationers under Court supervision may include convicted felons, felony adjudicated delinquents, and/or persons with domestic violence convictions/adjudications, these job duties expose the probation officers to a risk of being assaulted by probationers, family members and others in proximity to the probationers. As a result, the probation officer position is designated as a safety-sensitive position in accordance with ACJA § 6-106(A) and ACJA § 6-107(A). All probation officers must "demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the defensive tactics training academy." ACJA § 6-107(G)(1)(b). The proficiency testing is based upon whether they can perform the skills or tactics (or comparable alternatives) necessary for self-defense.

Essential Job Functions:

- Performs closely structured supervision and observation concerning compliance with conditions of probation, including directing and counseling the probationer and parents/guardians and conducting field contacts (home, work, treatment facilities, schools, community restitution or detention) as a member of a team.
- Obtains, assembles, secures, keeps and files a complete identification record concerning the person on probation, including contact notes regarding compliance with terms of probation and case plan to prepare written reports for the court.
- Builds relationships to encourage compliance with the case plan including conditions of probation through frequent telephone contacts, work/school site contacts, day, and evening home contacts.
- Directs and/or refers probationers and parents/guardians to community resources, treatments or other interventions based on assessments, behaviors and conditions of probation.
- Participates in case review conferences to determine if change in level of supervision is warranted.
- Performs searches, breathalyzers/urinalysis collection, and makes a documented effort to locate absconders.
- Serves warrants, makes arrests, and brings persons before the court who are on probation including defaulting probationers facing revocation. Probation officers have the authority of peace officers in the performance of his or her duties.
- Appears and testifies in court.
- Monitors payment of restitution and probation fees and ensures victims' notification rights are provided according to statutory requirements.

- In confrontational situations with probationers or others, appropriately and effectively responds and uses defensive tactics and techniques, as learned at the Defensive Tactics Safety Training Academy, when necessary.
- Performs and demonstrates through proficiency testing, competency in, and an understanding of physical and verbal defensive tactics techniques, including the following, or their comparable alternatives: 1) Forcefully raise arms above head (straight arm wristlock and takedown), 2) Perform minor aerobic activity, 3) Stand for up to 2 hours at a time, 4) Engage in balanced movements, 5) Throw hand strikes (fist strikes and palm heel strikes), 6) Use impact weapons (ability to swing arms in a striking action with a baton that weighs 16 ounces), 7) Kick at targets below 24" (front snap kicks), 8) Perform controlled falls and return to standing position unassisted (break falls and recovery), 9) Complete hand strikes and kick drills at partial speed, 10) Sustain exposure to Oleoresin (OC) spray, 11) Engage in fighting techniques while on the ground, 12) Be able to bend knees lower center and touch the ground with one hand (break fall recovery and baton closing techniques), 13) Be able to bend knees to a 45 degree angle (all ground techniques).
- Performs other duties as assigned.

Minimum Job Qualifications:

- Be a United States citizen or legal resident.
- Must possess a valid driver's license.
- Have a bachelor's degree with a preference in the behavioral sciences or a related field from an accredited college or university.
- Be a minimum age of twenty-one (21) years.
- Complete background/reference checks, interviews, polygraph and/or drug testing, and pre-employment psychological examinations.
- Must successfully complete 40-hour Defensive Tactics Training Academy as soon as practical, but no later than 120 days from the date of employment [see ACJA § 6-107(G)].
- Must demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the Defensive Tactics Training Academy.
- Must successfully complete eight (8) hours of defensive tactics refresher training on an annual basis.
- Must maintain certificate of successful completion of defensive tactics training.
- Must successfully complete the Probation Certification Academy and Intensive Probation Institute, if assigned, within the first twelve (12) months of employment [see ACJA § 6-107(F)].
- Must submit to a medical examination required by Corrections Officer Retirement Plan.

Required Knowledge, Skills and Abilities:

- Must have the ability to operate a variety of equipment necessary to perform job duties such as motor vehicles, computers, telephones, radios, handcuffs, body armor and other equipment depending on case assignments.
- Must possess:
 - Independent body mobility to stand, walk, bend and sit for prolonged periods of time and/or drive a vehicle.
 - The manual dexterity necessary to reach, grasp, handwrite, and use a computer.

- Vision sufficient to see and read.
- Hearing and speech sufficient to communicate in person and over the phone.
- The ability to withstand varying weather temperatures.
- The ability to lift, drag, push and carry items of various weight.
- **Must have skills in the areas of:**
 - Self-control, patience, initiative, courtesy, tact and diplomacy in order to maintain effective relationships with a diverse population.
 - Interviewing, motivating, and interpersonal relationships.
 - Time management and organization with the ability to apply principles and methods of correctional casework.
 - Critical analysis of individuals and situations in order to problem solve and make sound decisions.
 - Effective oral and written communication.

Preferred Knowledge, Skills and Abilities:

- **Possess knowledge and understanding of:**
 - The criminal justice system and community resources.
 - Diversion, Standard and Juvenile and/or Adult Intensive Probation and community supervision.
 - Social and community corrections casework.
 - Principles of adolescent and general human behavior; and evidence-based practices in community corrections.

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APPENDIX B-3

Adult and Juvenile Probation Officer Job Description

Position Summary:

Probation officers provide casework services to probationers at the direction of the Superior Court under the provisions of evidence-based practices and consistent with the Arizona Code of Judicial Administration. The duties of a probation officer include supervising the caseloads of assigned probationers, meeting with probationers in their homes or at their places of school/work, conducting interviews and social or pre-sentence/pre-disposition investigations, evaluating probationers' progress, performing searches, and making arrests. Because probationers under Court supervision are convicted felons, felony adjudicated delinquents and/or persons with domestic violence convictions/adjudications, these job duties expose the probation officers to a risk of being assaulted by probationers, family members and others in proximity to the probationers. As a result, the probation officer position is designated as a safety-sensitive position in accordance with ACJA § 6-106(A) and ACJA § 6-107(A). All probation officers must "demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the defensive tactics training academy." ACJA § 6-107(G)(1)(b). The proficiency testing is based upon whether they can perform the skills or tactics (or comparable alternatives) necessary for self-defense.

Essential Job Functions:

- Performs closely structured supervision and observation concerning compliance with conditions of probation, including directing and counseling the probationer and parents/guardians when supervising juveniles and conducting field contacts (home, work, treatment facilities, schools, community restitution or detention) as a member of a team.
- Obtains, assembles, secures, keeps and files a complete identification record concerning the person on probation, including arrest reports, contact notes regarding compliance with terms of probation and case plan to prepare written reports for the court.
- Builds relationships to encourage compliance with the case plan including conditions of probation through frequent telephone contacts, work/school site contacts, day, and evening home contacts.
- Directs and/or refers probationers and parents/guardians when supervising juveniles, to community resources, treatments or other interventions based on assessments, behaviors and conditions of probation.
- Participates in case review conferences to determine if change in level of supervision is warranted.
- Performs searches, breathalyzers/urinalysis collection, and makes a documented effort to locate absconders.
- Serves warrants, makes arrests, and brings persons before the court who are on probation including defaulting probationers facing revocation. Probation officers have the authority of peace officers in the performance of his or her duties.
- Appears and testifies in court.

- Monitors payment of restitution and probation fees and ensures victims' notification rights are provided according to statutory requirements.
- In confrontational situations with probationers or others, appropriately and effectively responds and uses defensive tactics and techniques, as learned at the Defensive Tactics Safety Training Academy, when necessary.
- Performs and demonstrates through proficiency testing, competency in, and an understanding of physical and verbal defensive tactics techniques, including the following, or their comparable alternatives: 1) Forcefully raise arms above head (straight arm wristlock and takedown), 2) Perform minor aerobic activity, 3) Stand for up to 2 hours at a time, 4) Engage in balanced movements, 5) Throw hand strikes (fist strikes and palm heel strikes), 6) Use impact weapons (ability to swing arms in a striking action with a baton that weighs 16 ounces), 7) Kick at targets below 24" (front snap kicks), 8) Perform controlled falls and return to standing position unassisted (break falls and recovery), 9) Complete hand strikes and kick drills at partial speed, 10) Sustain exposure to Oleoresin (OC) spray, 11) Engage in fighting techniques while on the ground, 12) Be able to bend knees lower center and touch the ground with one hand (break fall recovery and baton closing techniques), 13) Be able to bend knees to a 45 degree angle (all ground techniques).
- Investigates cases referred to the officer and makes a written report to the court.
- Performs other duties as assigned.

Minimum Job Qualifications:

- Be a United States citizen or legal resident.
- Must possess a valid driver's license.
- Have a bachelor's degree with a preference in the behavioral sciences or a related field from an accredited college or university.
- Be a minimum age of twenty-one (21) years.
- Complete background/reference checks, interviews, polygraph and/or drug testing, and pre-employment psychological examinations.
- Must successfully complete 40-hour Defensive Tactics Training Academy as soon as practical, but no later than 120 days from the date of employment [see ACJA § 6-107(G)].
- Must demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the Defensive Tactics Training Academy.
- Must successfully complete eight (8) hours of defensive tactics refresher training on an annual basis.
- Must maintain certificate of successful completion of defensive tactics training.
- Must successfully complete the Probation Certification Academy and Intensive Probation Institute, if assigned, within the first twelve (12) months of employment [see ACJA § 6-107(F)].
- Must submit to a medical examination required by Corrections Officer Retirement Plan.

Required Knowledge, Skills and Abilities:

- Must have the ability to operate a variety of equipment necessary to perform job duties such as motor vehicles, computers, telephones, radios, handcuffs, body armor and other equipment depending on case assignments.

- Must possess:
 - Independent body mobility to stand, walk, bend and sit for prolonged periods of time and/or drive a vehicle.
 - The manual dexterity necessary to reach, grasp, handwrite, and use a computer.
 - Vision sufficient to see and read.
 - Hearing and speech sufficient to communicate in person and over the phone.
 - The ability to withstand varying weather temperatures.
 - The ability to lift, drag, push and carry items of various weight.
- Must have skills in the areas of:
 - Self-control, patience, initiative, courtesy, tact and diplomacy in order to maintain effective relationships with a diverse population.
 - Interviewing, motivating, and interpersonal relationships.
 - Time management and organization with the ability to apply principles and methods of correctional casework.
 - Critical analysis of individuals and situations in order to problem solve and make sound decisions.
 - Effective oral and written communication.

Preferred Knowledge, Skills and Abilities:

- Possess knowledge and understanding of:
 - The criminal justice system and community resources.
 - Diversion, Standard and Juvenile and/or Adult Intensive Probation and community supervision.
 - Social and community corrections casework.
 - Principles of adolescent and general human behavior: and evidence-based practices in community corrections.

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APPENDIX B-4

Adult Surveillance Officer Job Description

Position Summary:

Surveillance officers provide surveillance and supportive casework services to probationers at the direction of the Superior Court under the provisions of evidence-based practices and consistent with the Arizona Code of Judicial Administration. The duties of a surveillance officer include monitoring the assigned probationers, and meeting with probationers in their homes or at their places of work. Surveillance officers may perform searches and make arrests. Because probationers under Court supervision are convicted felons and/or persons with domestic violence convictions, these job duties expose the surveillance officers to a risk of being assaulted by probationers, family members and others in proximity to the probationers. As a result, the surveillance officer position is designated as a safety-sensitive position in accordance with ACJA § 6-106(A) and ACJA § 6-107(A). All surveillance officers must “demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the defensive tactics training academy.” ACJA § 6-107(G)(1)(b). The proficiency testing is based upon whether they can perform the skills or tactics (or comparable alternatives) necessary for self-defense.

Essential Job Functions:

- Performs closely structured surveillance and observation concerning compliance with conditions of probation, including directing and counseling the probationer and conducting field contacts (home, work, treatment facilities, community restitution or jail) as a member of a team.
- Obtains, assembles, secures, keeps and files a complete identification record concerning the person on probation, including arrest reports, contact notes regarding compliance with terms of probation and case plan to prepare written reports for the probation officer.
- Builds relationships to encourage compliance with the case plan including conditions of probation through frequent telephone contacts, work site contacts, day, and evening home contacts.
- Directs and/or refers probationers to community resources, treatments or other interventions based on assessments, behaviors and conditions of probation.
- Participates in case review conferences to determine if change in level of supervision is warranted.
- Performs searches, breathalyzers/urinalysis collection, and makes a documented effort to locate absconders.
- Serves warrants, makes arrests, and brings persons before the court who are on probation including defaulting probationers facing revocation. Surveillance officers have the authority of peace officers in the performance of his or her duties.
- Appears and testifies in court.
- Monitors payment of restitution and probation fees and ensures victims' notification rights are provided according to statutory requirements.

- In confrontational situations with probationers or others, appropriately and effectively responds and uses defensive tactics and techniques, as learned at the Defensive Tactics Safety Training Academy, when necessary.
- Performs and demonstrates through proficiency testing, competency in, and an understanding of physical and verbal defensive tactics and techniques, including the following, or their comparable alternatives: 1) Forcefully raise arms above head (straight arm wristlock and takedown), 2) Perform minor aerobic activity, 3) Stand for up to 2 hours at a time, 4) Engage in balanced movements, 5) Throw hand strikes (fist strikes and palm heel strikes), 6) Use impact weapons (ability to swing arms in a striking action with a baton that weighs 16 ounces), 7) Kick at targets below 24" (front snap kicks), 8) Perform controlled falls and return to standing position unassisted (break falls and recovery), 9) Complete hand strikes and kick drills at partial speed, 10) Sustain exposure to Oleoresin Capsicum (OC) spray, 11) Engage in fighting techniques while on the ground, 12) Be able to bend knees lower center and touch the ground with one hand (break fall recovery and baton closing techniques), 13) Be able to bend knees to a 45 degree angle (all ground techniques).
- Performs other duties as assigned.

Minimum Job Qualifications:

- Be a United States citizen or legal resident.
- Must possess a valid driver's license.
- Have a high school diploma or GED.
- Be a minimum age of twenty-one (21) years.
- Complete background/reference checks, interviews, polygraph and/or drug testing, and pre-employment psychological examinations.
- Must successfully complete 40-hour Defensive Tactics Training Academy as soon as practical, but no later than 120 days from the date of employment [see ACJA § 6-107(G)].
- Must demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the Defensive Tactics Training Academy.
- Must successfully complete eight (8) hours of defensive tactics refresher training on an annual basis.
- Must maintain certificate of successful completion of defensive tactics training.
- Must successfully complete the Intensive Probation Institute, within the first twelve (12) months of assignment. [see ACJA §1-302(K)(4)].
- Must submit to a medical examination required by Corrections Officer Retirement Plan.

Required Knowledge, Skills and Abilities:

- Must have the ability to operate a variety of equipment necessary to perform job duties such as motor vehicles, computers, telephones, radios, handcuffs, body armor and other equipment depending on case assignments.
- Must possess:
 - Independent body mobility to stand, walk, bend and sit for prolonged periods of time and/or drive a vehicle.
 - The manual dexterity necessary to reach, grasp, handwrite, and use a computer.
 - Vision sufficient to see and read.
 - Hearing and speech sufficient to communicate in person and over the phone.

- The ability to withstand varying weather temperatures.
- The ability to lift, drag, push and carry items of various weight.
- **Must have skills in the areas of:**
 - Self-control, patience, initiative, courtesy, tact and diplomacy in order to maintain effective relationships with a diverse population.
 - Interviewing, motivating, and interpersonal relationships.
 - Time management and organization with the ability to apply principles and methods of correctional casework.
 - Critical analysis of individuals and situations in order to problem solve and make sound decisions.
 - Effective oral and written communication.

Preferred Knowledge, Skills and Abilities:

- **Possess knowledge and understanding of:**
 - The criminal justice system and community resources.
 - Diversion, Standard and Juvenile and/or Adult Intensive Probation and community supervision.
 - Social and community corrections casework.
 - Principles of general human behavior; and evidence-based practices in community corrections.
- **Associates Degree in the behavioral sciences or a related field from an accredited college.**

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APPENDIX B-5

Juvenile Surveillance Officer Job Description

Position Summary:

Surveillance officers provide surveillance and supportive casework services to probationers at the direction of the Superior Court under the provisions of evidence-based practices and consistent with the Arizona Code of Judicial Administration. The duties of a surveillance officer include monitoring the assigned probationers, and meeting with probationers in their homes or at their places of school/work. Surveillance officers may perform searches and make arrests. Because probationers under Court supervision may include convicted felons, felony adjudicated delinquents, and/or persons with domestic violence convictions/adjudications, these job duties expose the surveillance officers to a risk of being assaulted by probationers, family members and others in proximity to the probationers. As a result, the surveillance officer position is designated as a safety-sensitive position in accordance with ACJA § 6-106(A) and ACJA § 6-107(A). All surveillance officers must “demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the defensive tactics training academy.” ACJA § 6-107(G)(1)(b). The proficiency testing is based upon whether they can perform the skills or tactics (or comparable alternatives) necessary for self-defense.

Essential Job Functions:

- Performs closely structured surveillance and observation concerning compliance with conditions of probation, including directing and counseling the probationer and parents/guardians and conducting field contacts (home, work, treatment facilities, schools, community restitution or detention) as a member of a team.
- Obtains, assembles, secures, keeps and files a complete identification record concerning the person on probation, including contact notes regarding compliance with terms of probation and case plan to prepare written reports for the probation officer.
- Builds relationships to encourage compliance with the case plan including conditions of probation through frequent telephone contacts, work site contacts, day, and evening home contacts.
- Directs and/or refers probationers to community resources, treatments or other interventions based on assessments, behaviors and conditions of probation.
- Participates in case review conferences to determine if change in level of supervision is warranted.
- Performs searches, breathalyzers/urinalysis collection, and makes a documented effort to locate absconders.
- Serves warrants, makes arrests, and brings persons before the court who are on probation including defaulting probationers facing revocation. Surveillance officers have the authority of peace officers in the performance of his or her duties.
- Appears and testifies in court.
- Monitors payment of restitution and probation fees and ensures victims' notification rights are provided according to statutory requirements.

- In confrontational situations with probationers or others, appropriately and effectively responds and uses defensive tactics and techniques, as learned at the Defensive Tactics Safety Training Academy, when necessary.
- Performs and demonstrates through proficiency testing, competency in, and an understanding of physical and verbal defensive tactics and techniques, including the following, or their comparable alternatives: 1) Forcefully raise arms above head (straight arm wristlock and takedown), 2) Perform minor aerobic activity, 3) Stand for up to 2 hours at a time, 4) Engage in balanced movements, 5) Throw hand strikes (fist strikes and palm heel strikes), 6) Use impact weapons (ability to swing arms in a striking action with a baton that weighs 16 ounces), 7) Kick at targets below 24" (front snap kicks), 8) Perform controlled falls and return to standing position unassisted (break falls and recovery), 9) Complete hand strikes and kick drills at partial speed, 10) Sustain exposure to Oleoresin Capsicum (OC) spray, 11) Engage in fighting techniques while on the ground, 12) Be able to bend knees lower center and touch the ground with one hand (break fall recovery and baton closing techniques), 13) Be able to bend knees to a 45 degree angle (all ground techniques).
- Performs other duties as assigned.

Minimum Job Qualifications:

- Be a United States citizen or legal resident.
- Must possess a valid driver's license.
- Have a high school diploma or GED.
- Be a minimum age of twenty-one (21) years.
- Complete background/reference checks, interviews, polygraph and/or drug testing, and pre-employment psychological examinations.
- Must successfully complete 40-hour Defensive Tactics Training Academy as soon as practical, but no later than 120 days from the date of employment [see ACJA § 6-107(G)].
- Must demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the Defensive Tactics Training Academy.
- Must successfully complete eight (8) hours of defensive tactics refresher training on an annual basis.
- Must maintain certificate of successful completion of defensive tactics training.
- Must successfully complete the Intensive Probation Institute, within the first twelve (12) months of assignment. [see ACJA §1-302(K)(4)].
- Must submit to a medical examination required by Corrections Officer Retirement Plan.

Required Knowledge, Skills and Abilities:

- Must have the ability to operate a variety of equipment necessary to perform job duties such as motor vehicles, computers, telephones, radios, handcuffs, body armor and other equipment depending on case assignments.
- Must possess:
 - Independent body mobility to stand, walk, bend and sit for prolonged periods of time and/or drive a vehicle.
 - The manual dexterity necessary to reach, grasp, handwrite, and use a computer.
 - Vision sufficient to see and read.
 - Hearing and speech sufficient to communicate in person and over the phone.

- The ability to withstand varying weather temperatures.
- The ability to lift, drag, push and carry items of various weight.
- Must have skills in the areas of:
 - Self-control, patience, initiative, courtesy, tact and diplomacy in order to maintain effective relationships with a diverse population.
 - Interviewing, motivating and interpersonal relationships.
 - Time management and organization with the ability to apply principles and methods of correctional casework.
 - Critical analysis of individuals and situations in order to problem solve and make sound decisions.
 - Effective oral and written communication.

Preferred Knowledge, Skills and Abilities:

- Possess knowledge and understanding of:
 - The criminal justice system and community resources.
 - Diversion, Standard and Juvenile and/or Adult Intensive Probation and community supervision.
 - Social and community corrections casework.
 - Principles of adolescent and general human behavior: and evidence-based practices in community corrections.
- Associates Degree in the behavioral sciences or a related field from an accredited college.