

ARIZONA CODE OF JUDICIAL ADMINISTRATION

Part 6: Probation

Chapter 1: General Administration

Section 6-114: Committee on Probation

- A. Purpose.** The Committee on Probation (COP) shall be established as a subcommittee of the Committee on Superior Court (COSC) which is a standing committee of the Arizona Judicial Council (AJC) and shall examine current probation practices and develop rules, policies and procedures for recommendation to the COSC, AJC and the supreme court.
- B. General Policy.** COP shall promote standardization, consistency and coordination of probation services statewide and recommend evidence-based practices and programs that improve the quality and effectiveness of probation services.
- C. Membership.** COP shall be composed of the following members:
1. All chief probation officers and directors of juvenile courts;
 2. Directors of the Administrative Office of the Courts (AOC) Adult Probation Services Division and Juvenile Justice Services Division;
 3. Two judges; one serving on the criminal bench and one serving on the juvenile bench;
 4. One member who serves on the Committee on Limited Jurisdiction Courts;
 5. One member representing the United States Probation Office, District of Arizona;
 6. A minimum of four public members with demonstrated interest or knowledge in criminal justice or juvenile justice matters. The public members shall include:
 - a. A representative from the tribal community;
 - b. A representative from the substance abuse or mental health profession; and
 - c. A crime victim or crime victim advocate.
 7. Two line officers; one from adult probation and one from juvenile probation;
 8. The chief justice may appoint other members to the COP.
- D. Terms of Members.** COP members holding membership by virtue of their position shall be members of COP so long as they hold their respective positions. The chief justice shall appoint other members of COP to a two-year term and may re-appoint committee members for successive terms.

1. The chairperson shall serve a two-year term from the appointment date. If the chairperson is unable to complete the full term, the chief justice shall appoint an interim chairperson for the remainder of the term.
2. Chairpersons may serve a maximum of two terms as long as that person meets the membership criteria as defined in subsection C.

E. Responsibilities of Members. COP members shall attend and actively participate in COP meetings, assist with the administration of COP affairs, and shall serve on COP advisory committees as appointed by the chairperson. Members unable to attend a meeting may send a representative. A COP member may designate a proxy subject to ACJA § 1-104 and the following requirements:

1. COP members may not use the proxy provision for more than three times during the member's term;
2. The use of proxies by members of COP is limited to extraordinary circumstances, as determined by the chair; and
3. If a COP member cannot attend a meeting and would like to send a proxy, the member must obtain prior approval of the chair. If approved by the chair, that proxy must comply with other guidelines regarding proxy rights.

F. Organization. The Chief Justice shall appoint the chairperson and other leadership as needed to organize committee affairs. The chairperson may appoint ad hoc advisory committees to help facilitate COP responsibilities.

G. Meetings. COP shall meet, at minimum, three times per calendar year. The chairperson may call additional meetings. All meetings shall be noticed and open to the public.

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

I. Staff. The AOC shall provide staff to assist and support COP under the direction of the chief justice.

Adopted by Administrative Order 2008-63 effective July 28, 2008. Amended by Administrative Order 2009-83 effective August 19, 2009.