

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)	
)	
ARIZONA CODE OF JUDICIAL)	Administrative Order
ADMINISTRATION § 1-108:)	<u>No. 2006 - 119</u>
COMMITTEE ON JUDICIAL)	(Replacing Administrative
EDUCATION AND TRAINING)	Order No. 99-08)
_____)	

The above captioned provision having come before the Arizona Judicial Council on December 7, 2006, and having been approved and recommended for adoption,

Now, therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that the above captioned provision, attached hereto, is adopted as a section of the Arizona Code of Judicial Administration effective January 1, 2007, replacing Administrative Order No. 99-08.

Dated this 20th day of December, 2006.

RUTH V. MCGREGOR
Chief Justice

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 1: Judicial Branch Administration
Chapter 1: Leadership
Section 1-108: Committee on Judicial Education and Training

A. Definitions. In this section, unless otherwise specified, the following definitions apply:

“Faculty” means an individual who plans, prepares and presents an education program. This definition includes an individual who serves as key coordinator of a panel, trained facilitator for local or small group activities that take place as part of a larger program and who performs one-to-one training activities as long as the activities are pre-planned with measurable educational outcomes.

“Faculty skill development” means a training program offered by the education services division designed to foster quality adult education in Arizona courts, build a network of trainers at all levels of the judiciary, bring educational opportunities to the local level and promote effective use of educational resources.

“Judicial education” means continuing professional education for judges, probation and court personnel.

“Standards” means the educational policies adopted by the supreme court that apply to all full-time and part-time judges, probation officers and court personnel.

B. Committee on Judicial Education and Training. The Committee on Judicial Education and Training (COJET) is a standing committee of the Arizona Judicial Council (AJC). The committee assists the council in carrying out its concerns for maintaining judicial competence throughout the state court system by developing and implementing educational policies and standards for the court system, monitoring the quality of educational programs, recommending changes in policies and standards and approving guidelines for accrediting training programs.

C. Membership. COJET shall include the following members:

1. One supreme court justice or court of appeals judge;
2. Two superior court judges, one representing urban courts, the other representing rural courts;
3. One justice of the peace and one municipal court judge, one to be a lawyer, the other to be a non-lawyer;
4. The AOC administrative director or deputy director;
5. One superior court administrator;

6. One chief adult probation officer and one juvenile court director, one of whom must be from an urban court and the other from a rural court;
7. One superior court clerk;
8. One limited jurisdiction court clerk or administrator;
9. One judicial secretary;
10. One court reporter;
11. Chairs/deans of all formal COJET subcommittees; and
12. Other members appointed at the discretion of the chief justice.

D. Terms of Membership. The chief justice shall appoint members for three-year terms. Terms shall be staggered so that approximately one-third of the members shall be subject to replacement or reappointment each year. Upon recommendation of the chair, the chief justice may replace any member who is absent from two consecutive meetings or who fails to meet the responsibilities of membership.

E. Responsibilities of Members. Members of COJET shall participate in the delivery or development of educational programs and serve as an evaluator each year for monitoring the effectiveness of educational policies and standards. COJET members shall also participate in faculty skill development programs and shall be advocates for continuing education for judges and members of the judicial community.

F. Organization. The chief justice shall appoint COJET leadership, including a chair and vice chair, as needed to organize COJET affairs. In addition to the standing committees appointed by the chief justice, the chair shall create other advisory committees, subcommittees and workgroups as needed to help COJET carry out its responsibilities.

G. Meetings. COJET shall meet no less than twice a year. The chair, or upon majority vote of COJET, may call additional meetings. All meetings shall be noticed and open to the public.

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

I. Staff. Under the direction of the chief justice, the administrative office shall provide staff for COJET and shall conduct or coordinate program planning, management projects and research as recommended by COJET.

J. Standing Committees. Standing advisory committees shall include:

1. Judicial College of Arizona.

a. Purpose. The Judicial College of Arizona (JCA) coordinates, directs and provides education and training for all Arizona trial and appellate judges. The JCA shall:

- (1) Design and implement all aspects of judicial education programs funded from the supreme court judicial education budget and offered for judges in Arizona, including curriculum development and content, program development and presentation, faculty selection and training, allocation of available resources, content of written publications, administration of mentor programs, and all other aspects of judicial education;
- (2) Develop and implement a comprehensive curriculum for judicial education;
- (3) Uphold the educational standards established by COJET;
- (4) Foster participation of judges at all levels of the state court system in college activities;
- (5) Assure that college programming is responsive to the needs of all Arizona judges;
- (6) Evaluate potential educational programs for inclusion in the college curriculum;
- (7) Establish methods of delivery of education programs that are most effective, economical and appropriate;
- (8) Assure that program faculty are trained to utilize effective and appropriate education methods;
- (9) Develop a systematic plan for judicial education expansion and refinement;
- (10) Maintain a forum for communication between college planning committees; and
- (11) Provide information and make recommendations to the supreme court, COJET and AJC regarding judicial educational needs and issues.

b. Membership. The JCA shall include the following members:

- (1) One supreme court justice;
- (2) One court of appeals judge;
- (3) Four superior court judges;
- (4) Two justices of the peace;
- (5) Two municipal court judges;
- (6) One Arizona State University law professor;
- (7) One University of Arizona law professor;
- (8) One attorney member;
- (9) One member of the public; and
- (10) Other members appointed at the discretion of the chief justice.

c. Organization.

- (1) The chief justice shall appoint the dean and associate dean for two-year terms. The dean shall preside over meetings. In the absence of the dean, the associate dean shall preside.
- (2) The chief justice shall appoint members for three-year terms.
- (3) JCA shall adopt by-laws and rules of procedure to assist in carrying out its responsibilities.

(4) The JCA dean shall create advisory subcommittees and workgroups as needed to help carry out the JCA's responsibilities.

d. Subcommittees. Standing subcommittees shall include:

- (1) Orientation – all new judge programs;
- (2) Continuing Education – all general skills and training programs;
- (3) Judicial Conference Planning Committee;
- (4) Career Development – all other programs; and
- (5) Publications – any documents authorized to be produced and distributed under the auspices of the JCA.

2. Committee on Probation Education.

a. Purpose. The Committee on Probation Education (COPE) is COJET's administrative body with oversight responsibility for statewide uniform probation education in Arizona. COPE shall:

- (1) Provide educational programs that serve the probation community including certification for Arizona probation officers, Intensive Probation Institute, Detention Officer Academy, defensive tactics and Firearms Academy;
- (2) Adopt policies and procedures related to education standards for probation staff, including curriculum development and content, program development and presentation, testing, faculty selection and training, allocation of available resources, content of written publications and all other aspects of probation education;
- (3) Develop and implement a comprehensive probation staff education program;
- (4) Uphold the educational standards established by the supreme court;
- (5) Foster participation;
- (6) Assure that COPE programming is responsive to the needs of all probation staff;
- (7) Evaluate potential educational programs for inclusion in the COPE curriculum;
- (8) Establish methods of delivery of education programs that are most effective, economical and appropriate;
- (9) Assure that program faculty are trained to utilize effective and appropriate education methods;
- (10) Develop a systematic plan for training probation officers, surveillance officers and detention officers;
- (11) Maintain a forum for communication between COPE planning committees; and
- (12) Provide information and make recommendations to the supreme court, COJET, the Committee on Probation, and AJC regarding the educational needs and issues for probation staff.

b. Membership. COPE shall include the following members:

- (1) Eight probation chiefs or directors;
- (2) Two superior court judges;

- (3) Two public members;
- (4) One member associated with law enforcement training; and
- (5) Two AOC division directors or designees.

c. Organization.

- (1) The chief justice shall appoint the chair and vice chair for two-year terms who may serve up to five successive terms on COPE. The chair shall preside over all meetings. In the absence of the chair, the vice chair shall preside.
- (2) The chief justice shall appoint members for three-year terms and members may serve successive terms, except AOC directors whose membership is by virtue of the position.
- (3) The COPE chair shall create advisory subcommittees and workgroups as needed to help carry out COPE's responsibilities.
- (4) COPE shall adopt by-laws and rules of procedures to assist in carrying out its responsibilities.

d. Subcommittees. Standing subcommittees shall include:

- (1) Curriculum Committee;
- (2) Testing Committee;
- (3) Review Committee;
- (4) Detention Committee; and
- (5) Committee for Intensive Probation and Special Projects.

3. Judicial Staff Education Committee.

a. Purpose. The Judicial Staff Education Committee (JSEC) is responsible for coordinating, directing and providing education and training for all judicial staff. JSEC is responsible for designing and implementing all aspects of judicial education programs funded from the supreme court judicial education budget and offered to judicial staff in Arizona. JSEC shall:

- (1) Adopt policies and procedures related to education standards for staff, including curriculum development, content, program development and presentation, faculty selection and training, allocation of available resources, content of written publications and all other aspects of judicial staff education;
- (2) Develop and implement a comprehensive curriculum for judicial staff education;
- (3) Uphold the educational standards established by the supreme court;
- (4) Foster participation of judicial staff at all levels of the state court system in JSEC programs;
- (5) Assure that JSEC programming is responsive to the needs of all judicial staff;
- (6) Evaluate potential educational programs for inclusion in JSEC curriculum;
- (7) Establish methods of delivery of education programs that are most effective, economical and appropriate;

- (8) Assure that program faculty are trained to utilize effective and appropriate education methods;
- (9) Develop a systematic plan for judicial staff education expansion and refinement; and
- (10) Provide information and make recommendations to COJET regarding judicial staff educational needs and issues.

b. Membership. JSEC shall include representatives from each of the following:

- (1) One support staff;
- (2) One bailiff;
- (3) One court interpreter;
- (4) One court reporter;
- (5) One information technology division or management information systems representative;
- (6) One manager;
- (7) One security officer/personnel;
- (8) One appellate jurisdiction representative;
- (9) One general jurisdiction judicial assistant;
- (10) One general jurisdiction clerk;
- (11) One general jurisdiction court administrator;
- (12) One limited jurisdiction clerk;
- (13) One limited jurisdiction chief clerk/court administrator;
- (14) Two training coordinators – one general and one limited jurisdiction;
- (15) One representatives from each of the following regional training coordinator committees:
 - (a) Joint Council On Court Education (JCCE); and
 - (b) Northern Arizona Committee On Education (NACE).
- (16) One AOC court services division representative; and
- (17) Two members of the public.

c. Organization.

- (1) The chief justice shall appoint the chair and vice chair for two-year terms.
- (2) The chair shall preside over all meetings. In the absence of the chair, the vice chair shall preside.
- (3) The chief justice shall appoint members for three-year terms.
- (4) JSEC shall adopt by-laws and rules of procedures to assist in carrying out its responsibilities.
- (5) The JSEC chair shall create advisory subcommittees and workgroups as needed to help carry out the JSEC's responsibilities.

d. Subcommittees. Standing subcommittees shall include:

- (1) Program Planning – oversee agenda and curriculum for judicial staff conferences and satellite broadcasts;

- (2) Trainer Excellence Recognition – select and recognize outstanding trainers statewide;
- (3) Membership – assist education services division staff with identification of potential members;
- (4) Certificate Programming – develop specialized continuing education programs for specific job categories;
- (5) Alternative Delivery – identify and develop programs in alternative delivery medium ; and
- (6) Orientation – develop orientation training program for judicial staff.

4. Court Leadership Institute of Arizona.

a. Purpose. The Court Leadership Institute of Arizona (CLIA) shall:

- (1) Provide meaningful, comprehensive management and leadership programs for current and future court leaders;
- (2) Design programs specifically for supervisors, project managers, program managers, court administrators, clerks of court, judges with administrative duties, probation managers and other executive-level court administrators;
- (3) Ensure that leadership education programs are accessible to all of the Arizona Judiciary and address the court community’s educational needs;
- (4) Develop and monitor a program of study promoting sound management and leadership principles;
- (5) Adopt policies and procedures related to education standards for court leadership, including curriculum development, program content, faculty selection and training and ensure programs align with supreme court standards and strategic agenda;
- (6) Provide policy direction regarding partnerships with educational agencies, inclusion of educational programs into the CLIA curriculum and program delivery methods; and
- (7) Provide information and makes recommendations to the supreme court and COJET.

b. Membership. The chief justice shall appoint the members of the CLIA subcommittee. Members shall include judicial and non-judicial staff and represent all levels of the judiciary from both rural and urban counties. The committee shall include representatives from each of the following offices:

- (1) One AOC representative;
- (2) One appellate judge;
- (3) One superior court administrator;
- (4) One limited jurisdiction court administrator;
- (5) One general jurisdiction second level manager;
- (6) One limited jurisdiction second level manager;
- (7) One limited jurisdiction leadership judge, urban;
- (8) One limited jurisdiction leadership judge, rural;

- (9) One general jurisdiction leadership judge, urban;
 - (10) One general jurisdiction leadership judge, rural;
 - (11) One clerk of the court;
 - (12) One adult probation, urban;
 - (13) One adult probation, rural;
 - (14) One juvenile probation, urban;
 - (15) One juvenile probation, rural;
 - (16) One detention administrator;
 - (17) One academic/education agency; and
 - (18) One public member.
- c. Organization. The chief justice shall appoint the CLIA chair and vice chair for two-year terms. The chair presides over meetings. In the absence of the chair, the vice chair shall preside. Members serve two-year terms. Terms are staggered so all members do not rotate off the committee at the same time. CLIA shall adopt by-laws and rules of procedures to assist in carrying out its responsibilities. The CLIA chair shall create advisory subcommittees and workgroups as needed.