

IN THE SUPREME COURT OF THE STATE OF ARIZONA

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In the Matter of:	)	
	)	
ARIZONA CODE OF JUDICIAL	)	Administrative Order
ADMINISTRATION § 6-104:	)	<u>No. 2006 - 99</u>
PROBATION OFFICER	)	
CERTIFICATION AND TRAINING	)	
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The above captioned provision having come before the Arizona Judicial Council on October 12, 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.

Dated this 8th day of November, 2006.

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RUTH V. MCGREGOR  
Chief Justice

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 6: Probation**  
**Chapter 1: General Administration**  
**Section 6-104: Probation Officer Certification and Training**

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

“Active service” means the amount of time the officer has served with the probation department, excluding leaves of absence pursuant to the Family Medical Leave Act.

“Officer” means both adult and juvenile probation officer.

**B. Applicability.** Pursuant to Az. Const. Art. 6, § 3 and A.R.S. §§ 12-251 and 8-203, the following requirements are adopted to govern the administration and operation of probation officer certification.

**C. Purpose.** To establish minimum standards for the training and certification of probation officers. The Probation Officer Certification Academy establishes and measures a standard level of knowledge and application necessary to serve as a probation officer in Arizona.

**D. General Policy.**

1. The Probation Officer Certification Academy curriculum is subject to the approval of the Committee on Probation Education (COPE).
2. COPE shall set training requirements and policies as necessary.

**E. General Administration.** The Administrative Office of the Courts (AOC) shall:

1. Administer the Probation Officer Certification Academy;
2. Monitor and evaluate the operation of the Probation Officer Certification Academy;
3. Approve all Probation Officer Certification Academy instructors;
4. Prepare written material setting forth various techniques, practices, guidelines and other recommendations regarding the operation and administration of the Probation Officer Certification Academy; and
5. Adopt other administrative practices and procedures, consistent with this section, as necessary for the administration of the Probation Officer Certification Academy.

**F. Probation Officer Certification Academy.**

1. All officers shall attend and successfully complete the Probation Officer Certification Academy within one year of the date of hire.

2. Officers attending the Probation Officer Certification Academy shall adhere to attendance policies established by COPE.
3. Officers shall undergo competency testing upon conclusion of instruction at the Probation Officer Certification Academy.
4. Officers shall attain a minimum standard score of 70% on the competency test.
5. Officers failing to attain the minimum standard score on the competency test are permitted to retake the competency test once, if approved by the chief probation officer. The officer shall retake the competency test within one year of the officer's date of hire.
6. The AOC shall notify the officer and the chief probation officer of the test results within 30 days of competency testing.

**G. Certification Process.**

1. The chief probation officer shall:
  - a. Notify the AOC when an officer has completed one year of active service; and
  - b. Provide the AOC with a recommendation concerning the certification of the officer.
2. A probation officer granted certification shall be considered certified throughout the course of their employment as an Arizona probation officer, provided the probation officer maintains compliance with continuing education and training requirements established by the Committee on Judicial Education and Training, Arizona Code of Judicial Administration, and the probation department.
3. A probation officer granted certification shall undergo the certification process again if they return to service as an Arizona probation officer after a two year absence.