

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 6: Probation**  
**Chapter 1: General Administration**  
**Section 6-107: Safety Training**

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

“Administrative director” means both the administrative director of the Administrative Office of the Courts (AOC) and the director’s designee.

“Certified firearms instructor” means an individual certified in accordance with law enforcement firearms training standards and approved by the Administrative Office of the Courts (AOC).

“Defensive tactics instructor” means an individual certified in accordance with law enforcement training standards and approved by the AOC.

“Nomenclature” means a system that defines firearm components and how the components interrelate to the safe workings of the weapon.

“Officer” means both adult and juvenile probation and surveillance officers.

“Safety sensitive duties” means duties that involve assigned responsibilities for direct community or custodial supervision of probationers, defendants or juveniles pending adjudication or that involve authorization to carry and to use a firearm in the performance of other assigned responsibilities.

“Safety sensitive positions” means officers, community restitution coordinators and other employees as designated by the chief probation officer or director of juvenile court services who provide direct supervision or services to adult or juvenile offenders who are subject to the jurisdiction of the court.

**B. Applicability.** Az. Const. Art. 6, § 3 and A.R.S. §§ 12-251(c), and 8-203(c) authorize the supreme court to establish standards for probation and surveillance officers.

**C. Purpose.** To establish minimum standards for safety training for probation departments.

**D. General Policy.** The safety training curriculum is subject to the approval of the Committee on Probation Education (COPE).

**E. Officer Safety Orientation.**

1. The chief probation officer or director of juvenile court services shall ensure, that within 30 days of appointment, an officer receives officer safety orientation training. This training shall use:

a. Curriculum approved by COPE; and

- b. Instructors trained by the AOC Education Services Division in this subject matter.
2. Upon completion of this training, the trainer shall sign a departmental form verifying training completion by the officer. The trainer shall route the original to the officer's supervisor who shall place the form in the officer's departmental personnel file. The trainer shall maintain a copy for training records.
3. The chief probation officer or director of juvenile court services shall ensure that accurate training records for all probation employees are maintained.

**F. Probation Certification Academies and Intensive Probation Institutes.** COPE shall ensure the curriculum of the probation certification academy and intensive probation institute include COPE approved officer safety training that includes the following components:

1. Continuum of control;
2. Verbal intervention;
3. Office and field safety;
4. Use of weapons;
5. Search and seizure; and
6. Search and seizure practicums.

**G. Defensive Tactics Training.**

1. All officers in safety sensitive positions and prior to assignment to safety sensitive duties shall and all other officers may:
  - a. Certify, on a form approved by the AOC that they have no knowledge of any condition that may render them medically or physically unable to participate in any aspect of the defensive tactics training academy.
  - b. Demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the defensive tactics training academy; and
  - c. Successfully complete a remedial course within 60 days for any subject area in which a demonstrated proficiency was not attained.
2. Temporary Medical Waiver.
  - a. An officer may apply at any time for a temporary medical waiver of attendance at the defensive tactics training academy.

- (1) An officer shall submit the request to the chief probation officer or director of juvenile court services.
    - (2) The request shall include a statement completed by a licensed physician that indicates the officer has a medical or physical condition that temporarily impairs the officer's ability to participate in the defensive tactics training academy.
  - b. Departments shall reschedule an officer for the defensive tactics training academy upon receiving written medical clearance that indicates the officer's temporary condition will no longer impair participation in the academy.
3. Accommodations for a Permanent Medical Condition.
- a. An officer may at any time request accommodations for a permanent medical condition that substantially impairs the officer's ability to perform any defensive tactic in the conventional manner taught in the training academy. The department or the AOC, for good cause and at any time, may initiate a medical accommodation review.
  - b. The department and the AOC shall review the need for accommodation and may consult any additional source of relevant information including, but not limited to:
    - (1) Training staff;
    - (2) The officer's physician; and
    - (3) A licensed physician employed by the department.
  - c. If the department and AOC decide an accommodation is medically advisable, practical and warranted, training staff shall make best efforts to design and teach the officer an alternative manner of performing defensive tactics consistent with the minimum requirements of the training and the officer's medical condition in order to enable the officer to successfully complete the defensive tactics training academy.
4. The chief probation officer or director of juvenile court services shall review the assignment of an officer who has been granted a temporary medical waiver or accommodation to determine whether the officer can perform the assigned job duties consistent with the safety of the officer, other officers and the public.
5. Based upon the review of assignment, the chief probation officer or director of juvenile court services shall take action consistent with ACJA § 6-106: Personnel Practices.
6. The chief probation officer or director of juvenile court services shall ensure that a new probation officer attends and successfully completes the probation certification academy.
7. The chief probation officer or director of juvenile court services shall ensure that a new intensive surveillance officer attends the intensive probation institute.
8. The chief probation officer or director of juvenile court services shall ensure that all officers attend and successfully complete the COPE approved defensive tactics safety training

academy as soon as practical, but no later than 120 days from the date of employment. A chief or director, having good cause, may request an extension of time for an officer to complete the Defensive Tactics Academy from the administrative director.

9. Only defensive tactics instructors (DTI) shall instruct at defensive tactics training academies.
10. The DTI shall only use curriculum approved by COPE.
11. The defensive tactics training academy shall include topics and training as approved by COPE and the AOC probation safety specialist.
12. The chief probation officer and director of juvenile court services shall ensure that all officers attend a refresher defensive tactics course of not less than eight hours every calendar year.
  - a. An officer may at any time apply for a temporary medical waiver or request accommodations for a permanent medical condition as provided in subsections (G)(2) and (G)(3) of this code section.
  - b. The DTI shall make best efforts to design and teach the officer an alternative manner of performing defensive tactic techniques, if the officer demonstrates physical limitations in the refresher training that has not been previously disclosed by the officer.
  - c. The DTI shall document and forward to the chief probation officer or director of juvenile court services all information regarding an officer who cannot physically perform any defensive tactics technique if best efforts to teach the officer an alternative manner failed during a defensive tactics refresher class.
  - d. The department shall follow guidelines as provided by subsections (G)(2) and (G)(3) of this code section. The department or the AOC, for good cause and at any time, may initiate a medical accommodation review.
  - e. The chief probation officer or director of juvenile court services shall review the assignment of an officer who has been granted a temporary medical waiver or accommodation to determine whether the officer can perform the assigned job duties consistent with the safety of the officer, other officers and the public.

#### **H. Firearms Training.**

1. The COPE approved firearms training academy shall include:
  - a. Only COPE approved curriculum;
  - b. Instruction to eligible officers in the safe and effective use of a firearm;
  - c. Emphasis that firearms are for defensive purposes only;

- d. Training and testing that shall, at a minimum, include:
  - (1) Classroom instruction on the following topics:
    - (a) Nomenclature of firearms;
    - (b) Weapons retention lecture and practicum;
    - (c) Understanding the effects of a critical incident;
    - (d) Legal issues;
    - (e) ACJA §§ 6-112 and -113; and
    - (f) Range Safety.
  - (2) Range training including:
    - (a) Daylight condition and qualification;
    - (b) Low light condition and qualification;
    - (c) Tactical training;
    - (d) Firearms automated training system or a judgmental shooting simulation; and
    - (e) Range safety.
2. Only certified firearms instructors (CFI) shall instruct at firearms training academies.
3. The CFI shall:
  - a. Only use curriculum approved by COPE; and
  - b. Submit a written incident report no later than the next business day to the officer's chief probation officer or director of juvenile court services of any discharge on the range that violates range safety.
4. An officer requesting firearms authorization shall:
  - a. Satisfactorily complete a psychological evaluation, as outlined in ACJA § 6-113; and
  - b. Have completed and demonstrated proficiency in all courses of the defensive tactics training academy.
5. The chief probation officer and director of juvenile court services shall ensure screening requirements in subsection (H)(4) are satisfactorily completed and written documentation is placed in the officer's personnel file prior to attending the firearms training academy.
6. An officer shall successfully complete the firearms training academy prior to being considered for authorization to carry a firearm.
  - a. The CFI shall provide an officer failing to successfully complete any component of the range training as provided in subsection (H)(1)(d)(2) another opportunity on the same day. The CFI shall make other arrangements as soon as practical, if this is not possible.
  - b. An officer failing to successfully complete the second opportunity, and wishing for another attempt, shall successfully complete a remedial course.

- c. The lead CFI and an AOC Safety Specialist shall develop a remedial course that meets the deficiencies of the officer.
  - d. The lead CFI and an AOC Safety Specialist shall use curriculum approved by COPE.
  - e. The remedial course shall be scheduled as soon as practical.
  - f. The officer shall, within 60 days:
    - (1) Complete the remedial course for any subject area in which a demonstrated proficiency was not obtained.
    - (2) Have one opportunity to successfully demonstrate the required proficiency.
  - g. The department, for good cause and at any time, may retest an officer's proficiency in order to maintain firearms authorization.
7. An officer wishing to maintain firearm authorization shall, each calendar year:
- a. Attend, at minimum, eight hours of COPE approved firearms practice conducted by a CFI. This practice shall include:
    - (1) Day light conditions;
    - (2) Low light conditions;
    - (3) Tactical conditions;
    - (4) Firearms automated training system or a judgmental shooting simulation; and
    - (5) Range safety.
  - b. Successfully complete the low light and day light re-qualification.

**I. Reporting Requirements.** The chief probation officer and director of juvenile court services shall ensure that all officer safety related training reports are included in the annual Committee on Judicial Education and Training report.

*Adopted by Administrative Order 2002-55, effective June 20, 2002. Amended by Administrative Order 2003-42, effective April 2, 2003. Amended by Administrative Order 2003-90, effective September 18, 2003. Amended by Administrative Order 2003-103, effective November 26, 2003. Amended by Administrative Order 2006-62, effective August 18, 2006. Amended by Administrative Order 2019-65, effective June 5, 2019. Technical Amendment by Administrative Order 2020-34, effective February 26, 2020.*