




STATE OF ARIZONA PROBATION OFFICER CERTIFICATION ACADEMY (January 2022)


This training course consists of online prerequisite classes and two weeks of in-person classroom training. Week one consists of training classes for both Adult and Juvenile Probation Officers. Week two involves separate adult and juvenile officer track training classes.

WEEK ONE -Combined Adult and Juvenile P.O. Training Track

CLASSES LISTED IN SEQUENCE OF DELIVERY

- **WELCOME TO THE ARIZONA SUPREME COURT/ ADMINISTRATIVE OFFICE OF THE COURTS-** Directors from Education Services, Adult Probation Services and Juvenile Justice Services Divisions each briefly explains the role of their divisions as they apply to probation departments statewide and the important role of the probation officer.
- **EVIDENCE BASED PRACTICES (EBP)/ Risk, Needs, Responsivity (RNR)** provides a working knowledge of EBP terms and concepts while explaining the research-based benefits of EBP. This class also connects Risk, Needs and Responsivity principles with assessments and case supervision strategies.
- **STATUTES AND SENTENCING** explains the powers and duties of juvenile and adult probation officers per statute, explores criminal code in ARS Title 13, describes the sentencing parameters specified in criminal code and compiled in the annual Criminal Code Sentencing Provisions chart. The juvenile justice system diversion process is also explained and discussed in this class.
- **ETHICS** is the foundation of the justice system. Ethics is defined as the Code of Conduct for Judicial Employees is reviewed and clarified through exploration of ethical dilemma scenarios.
- **RE-ENTRY SIMULATION** provides officers with an experiential learning activity during which they play the role of a justice-involved individual released from incarceration. Each participant role plays their efforts to complete a list of tasks assigned to them with only the resources they are provided. The tasks and resources vary for each participant. Debriefing includes discussion of participants experiences and insights gained from the simulation.

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- **MOTIVATIONAL INTERVIEWING (2-DAY CLASS)**- provides an introduction to the Spirit of Motivational Interviewing and the benefits of MI with justice involved individuals. This class includes information, activities and discussion of the following key objections: the behavior change process; Open-ended questions, Affirmations, Reflections and Summaries (OARS); Eliciting Change Talk; Softening Sustain Talk and the Dimensions of Wellness for officers.
 - **SUBSTANCE ABUSE INTERVENTIONS** explains the Principles of Effective Substance Abuse Treatment, discusses sanctions for substance abuse by clients, explains the significance of Title 19 and Title 21, describes the treatment process and role of the probation officer in the that process. Furthermore, the difference between lapse and relapse is explained and the types of interventions used for each is described. The key components of a treatment provider report are reviewed.
 - **IMPLICIT BIAS** defines and provides examples of implicit bias while explaining how implicit bias can affect our daily work. Furthermore, it explores actions we can take to reduce the impact of implicit bias in our workplace and personal life.
 - **DRUG RECOGNITION** offers insight into current trends of illicit and prescription drugs being abused in Arizona. The content includes identification of these drugs, signs and symptoms of each drug and various categories of these drugs: depressants, stimulants, narcotics, hallucinogens, inhalants, and dissociative anesthetics.
 - **INTRODUCTION TO ADVERSE CHILDHOOD EXPERIENCES (ACEs)/ FAMILY SYSTEMS-** provides officers with insight into the potential effects of adverse childhood experiences including generational trauma and toxic stress. Additionally, the influence of family systems on addictive behaviors and the role protective factors can have on the impact of trauma are incorporated in this informative class.
 - **LEGAL LIABILITIES** discusses the legal definition of negligence, standard of care, gross negligence, immunity, scope of immunity, types of immunity and liability for negligent supervision and failure to protect. Applicable case law is sited and discussed. The lawsuit process is explained and steps an officer should take if presented with a claim letter.
 - **TESTIFYING AND COURTROOM Demeanor** provides the basic rules for effective testimony, explains the officer's role in a revocation hearing, and explains the importance of consulting with the prosecutor to review the case file prior to a revocation hearing.


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- VICTIMS' RIGHTS is facilitated by a member of the Arizona Attorney General's Office who provides officers with insight on the Arizona Victims' Bill of Rights and its applicability to their job functions. A review of the Victims' Bill of Rights includes the intent of this bill, actions victims take to assert these rights and the Court's and Officer's role and responsibilities, including post-conviction notifications
 - COMPASSION FATIGUE/ SELF CARE- the first week of the academy concludes with recognizing the stressors of the probation officer's job, the types of trauma exposure, and stress reactions officers can experience. This class seeks to normalize stress reactions and impress upon participants the importance of self-care, personal and professional support systems and additional available resources. The class concludes with an exploration of the positive aspects of stress.

Week Two - Separate Adult and Juvenile Officer Training Tracks

ADULT P.O. TRACK:


Online pre-requisite classes for A.P.O.s

- OVERVIEW OF THE ARIZONA CRIMINAL JUSTICE SYSTEM is an online pre-requisite class for both Adult and Juvenile Officer. This class provides the distinctions between adult and juvenile probation and community supervision; identifies the three jurisdictions of the state judiciary, identifies the major functions of the courts at each level of the system and describes the jurisdictions of the Federal and Tribal courts within Arizona.
- RULES OF PROCEDURE (ADULT) is an online pre-requisite class that identifies the primary types of hearings in the adult justice system and their purposes. The legal time limits of each hearing are discussed as well as the burden of proof from each. The definition of a bench trial and the role "probable cause" plays in the adult justice system is also explained.

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- **MENTAL HEALTH** is a pre-requisite, two-part series of online classes developed by Arizona State University, Center for Applied Behavioral Health Policy. Part one discusses four steps to more effectively approaching an individual with a mental health disorder or who may be experiencing short term symptoms of mental health concern. It discusses the prevalence of mental health disorders, how to demonstrate empathy, how to improve noticing skills and response and how to engage and de-escalate a situation. Part two of the series explores four steps to understanding trauma and a trauma-informed approach with clients with a mental health disorder. It assists in developing and understanding of trauma and its effect, discusses how to respond to the individual with empathy, how to avoid re-traumatization of the client and discusses practical applications of this knowledge to a real life scenario.
 - **DOMESTIC VIOLENCE** is an online pre-requisite class for Adult P.O.s. It provides the legal definition of domestic violence while also differentiating between the different types of domestic violence and providing guidance to officers in determining the most appropriate treatment for our clients
 - **FINANCIAL OBLIGATIONS** is an online pre-requisite class for Adult P.O.s. It discusses mandatory court payments and identifies Arizona Statutes authorizing officers to collect court-ordered financial sanctions and assessments. The various types of monetary sanctions and assessments are explained along with the benefits of ensuring client compliance with court-ordered payments including restitution to victims.

WEEK TWO- Adult Probation Officer In-Person Classroom Training:

- **CASE DOCUMENTATION** discusses the purpose of chronological APETS entries and the importance of well-maintained documentation. The S.M.A.R.T. format for entries is explained. This class also discusses collateral contacts and the purposes for documenting these contacts also.
- **COURT REPORTS for Adult Probation:** discusses the different court reports completed by either the adult or juvenile probation officers. Each report is discussed including the elements of each report, purpose of each and the importance of verifying information for the report. This class includes a practice session for writing an assessment and recommendation for a presentence or pre-disposition report.

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- PERSUASIVE WRITING discusses the ten most common grammatical errors, the do's and don'ts of writing to the Court and utilization of the checklist tool for writing a persuasive argument. Participants engage in drafting a persuasive argument that is submitted to staff for review and feedback.
 - PROBATION VIOLATION explores the three revocation options available to probation officers, discusses time guidelines for juvenile and adult clients appearing for violation hearing based on release status or incarceration status, clients' rights during the probation violation process and discusses the burden of proof required for the following: petition to revoke, establishing a violation and probation revocation hearing for both adult and juvenile clients. The disposition options are also explained and discussed in this class.
 - INTERCOUNTY TRANSFERS: (Adult P.O. track) explains the difference between courtesy transfer of a case between county probation departments and transfer of jurisdiction of a case to another Arizona county department. Basic eligibility requirements and responsibilities from county-to county transfers are explained in this class.
 - INTERSTATE COMPACT (Adult P.O. track) defines interstate compact agreements, the purpose of an interstate compact for adult probation clients and explains potential liability and negligent supervision risks of these cases.
 - OFFENDER SCREENING TOOL (OST)/ FIELD REASSESSMENT OFFENDER SCREENING TOOL (FROST) ASSESSMENTS introduces officers to the primary assessments used statewide for justice-involved individuals within the probation department domain. This class provides an in depth look at these assessment tools, their purpose, when they are administered, the scoring categories and scoring outcomes. Multiple activities aid in the learning process for accurate scoring with proper use of the scoring guide. Additionally, this class demonstrates how EBP and RNR principles align with these assessment tools.
 - BEHAVIORAL ANALYSIS explains how this tool can assist both the officer and client identify high-risk situations and behavior patterns resulting in negative consequences for the client. The class also describes how the officer and client in a collaborative effort can work toward positive behavior change using case planning to target interventions.
 - CASE PLAN BEHAVIORAL GOALS provides guidance to officers in assessing and addressing a client's readiness and motivation for behavior change, identify "drivers" of criminogenic needs. The class culminates in formulating SMART strategies to meet the goals of a corresponding intervention and the development of functional case plan behavioral goals.



WEEK TWO- JUVENILE P.O. TRACK IS CURRENTLY IN THE DEVELOPMENT.