ARIZONA SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS
EDUCATION SERVICES DIVISION

POLICY TITLE: Probation Certification Examination

DATE ADOPTED: August 25, 2010
DATE REVISED: November 26, 2012

PURPOSE:

The Committee on Probation Education has established two criteria for Certification of Probation Officers in the State of Arizona. The first criterion involves the attendance of the Probation Certification Academy, along with successful completion of the Certification Examination. The second criterion is the recommendation, from the officer's Chief Probation Officer or the Director of Juvenile Court Services, that the field requirements and all other trainings have been completed.

I. GENERAL PROVISIONS:

1. The ADMINISTRATIVE OFFICE OF THE COURTS is the sole owner of the Certification Examination and will maintain the copyright status and ensure that all copyright requirements are met.

2. The ADMINISTRATIVE OFFICE OF THE COURTS will maintain three versions of the Certification Examination questions, selected from the list of master test questions, prepared by a test consultant. Each version, Version A, Version B and Version C of the Certification Examination shall consist of one-hundred (100) multiple choice questions.

3. Two examination versions will be used per Certification Academy based on a random selection process.

4. Officers will be seated in the examination room alphabetically by last name.

5. The AOC Program Manager will administer a pre-test when necessary to validate the examination. The pre-test shall be composed of a sampling of multiple choice questions taken from the master list of Certification Examination questions proportional to the subject matter tested on the full examination.

6. The result of the pre-test shall be compared statistically to the officer's scores on the concluding examination and shall only be used to make recommendations to C.O.P.E. The results of the pre-test are confidential.

II. EXAMINATION DAY:

1. The Certification Examination will be held the final day of the Academy. If an officer has a personal emergency, the officer may petition the Dean or the Probation Education Program Manager to reschedule the examination for another date.

2. The petition shall be in writing and provided to the Dean or AOC Program Manager prior to the examination date, or as soon as practical and warranted.

3. The Certification Examination will begin promptly at the designated time and officers will be allowed a maximum of four hours to complete the exam.

4. If an officer is tardy arriving to the examination, the AOC Program Manager shall notify the officer's Chief or Director of the late attendance. If permitted to reschedule, the officer must make arrangements with the AOC Program Manager to take the examination at a later time.

III. PERMITTED MATERIALS:

1. During the examination Officers are permitted to utilize the Arizona Code of Judicial Administration Manual, the Arizona Criminal and Traffic Law Manual, and the Sentencing Chart.

2. Permitted materials shall be subject to scrutiny by and at the discretion of the AOC staff, Chief Probation Officers, Director of Juvenile Court Services or examination proctors.

3. Purses and backpacks must be stored away from the officer during the examination. Personal items must be stored along the rear wall of the examination room or someplace other than on or near an officer's person.

4. Officers are prohibited from bringing any electronic device that might disturb others during the examination.

IV. MISCONDUCT:

1. AOC staff has the authority to take necessary action to prevent misconduct within the examination area. Misconduct includes, but is not limited to the following; cheating, talking, initiating talking, and/or sharing information during the examination; written material on any body part, and/or unauthorized written information on the permitted materials that does not pertain to the Arizona Revised Statutes, the Arizona Rules of Juvenile Court, the Arizona Rules of Criminal Procedure, the Codes of Judicial Administration manual, or the Sentencing Chart.

2. If misconduct is discovered:

   (A) The officer will be asked to leave the examination and the proctor will notify the Probation Education Program Manager.

   (B) AOC staff will immediately notify the Chief Probation Officer or the Director of Juvenile Court Services, as well as the Education Services Division Director of the misconduct.

   (C) AOC staff will prepare a report on the misconduct which will be forwarded to the C.O.P.E. Chairperson, the Chief Probation Officer or the Director of Juvenile Court Services and the Education Services Division Director.

3. The written report must be completed and forwarded to the appropriate Chief or Director within 5 business days of the occurrence.

4. The Chief Probation Officer or the Director of Juvenile Court Services has the sole authority to take any action related to the misconduct.

V. Americans with Disabilities Act (A.D.A.):

1. The AOC will provide reasonable accommodations to officers with a diagnosed disability, as described under the A.D.A.

2. An officer should request reasonable accommodations prior to the beginning of the examination.

3. Officers who advise staff that they qualified for reasonable accommodation during their undergraduate or graduate level education, but who feel they can now successfully complete the exam without accommodations, will be strongly discouraged from completing the test without such accommodations.

4. Reasonable accommodations may include such accommodations as:
   (A) Separate rooms to take the test
   (B) Verbal presentation of the test to the officer
   (C) Up to one work day to complete the test
   (D) Special explanations
   (E) Large print test materials

VI. ILLNESS DURING THE EXAMINATION PERIOD:

1. It is the officer's responsibility to notify AOC staff of any medical condition which may interfere with the examination.

2. Officers who are ill at the scheduled time of the Certification Examination will be advised not to take the test. The Probation Education Program Manager shall notify the officer's Chief or Director and may reschedule the officer's examination for a later date.

VII. GRADING:

1. The minimum score requirement for the Probation Certification exam is 70%.

2. Scores are reported as Pass or Failure.

3. Actual test scores will not be reported to the officers, the Chief Probation Officers or the Directors of Juvenile Court.

4. Computer-scanned answer sheets indicating a failure will be hand-scored by two AOC Specialists and each will initial and date their results on the answer sheet.

5. The Program Manager will contact those officers who do not pass the examination by telephone within three business days. The Program Manager will contact the Chief Probation Officer or Director of Juvenile Court immediately after notifying the officer.

VIII. RE-EXAMINATION:

1. Officers who do not obtain the required minimum score on the examination are eligible to re-examine one additional time, only with permission from their Chief Probation Officer or the Director of Juvenile Court Services.

2. Officers permitted to re-examine are required to attend one face-to-face study session with an AOC Education Specialist prior to the re-examination date. Officers may also elect one of the following options to prepare for the examination:
   (A) With permission from Chief or Director, attend the entire Certification Academy;
   (B) With permission from their Chief or Director, attend specific sections or classes of the Certification Academy;
   (C) Or any other mutually agreed upon arrangement.

3. Officers are responsible for arranging a re-examination with AOC staff prior to their one-year date of hire.

   (A) AOC staff will make reasonable accommodations to allow for re-examination prior to that anniversary date when adequate notice is given to staff.

   (B) Adequate notice shall be at the discretion of AOC staff, but may be construed to mean that there are no other assigned duties that prevent staff from granting the re-examination request and staff is available to proctor the examination.

   (D) Re-examination may occur in conjunction with the next scheduled Certification exam date.

   (E) Re-examination must occur at the Judicial Education Center.

   (F) Results of the re-examination are reported as pass or failure and scores will not be reported to the officers, the Chief Probation Officers, or the Director of Juvenile Court Services

IX. <u>SPECIAL CIRCUMSTANCES</u>:

The purpose of this section is to describe and limit issues that come before the Review Subcommittee. Only those issues that specifically apply to the Certification Exam may be forwarded to the Review Committee.

1. Any questions, concerns or circumstances surrounding the examination process, the examination, or the results of an officer's examination, either initially, or on a re-test, must be directed to the AOC Program Manager who will attempt to resolve the issue.

2. If the officer believes their issue is not resolved, the officer, through their Chief Probation Officer or their Director of Juvenile Court Services, shall file a written request for review to the AOC Program Manager.

3. The Program Manager will forward a copy of the request to the Chairperson of C.O.P.E.

4. The written request shall include the issue(s) involved, the response(s) received from AOC, and any other information that may be appropriate.

5. The written request must include what specific remedy the officer is requesting.

6. The Chairperson of C.O.P.E. will convene an ad-hoc Review Subcommittee as appropriate to the action requested.

7. The decision of the Review Subcommittee is final.

X. Departmental Responsibilities:

1. Every Chief Probation Officer or Director of Juvenile Court Services may independently impose or take action against an officer employed through their agency despite or in addition to any action taken by COPE.

2. Any independent action taken by a Chief Probation Officer or a Director of Juvenile Court Services is not eligible for consideration by the Review Committee.