

Attachment B
SUPERIOR COURT TRAINING CHECKLIST
(For review by Supervisor and Employee in Determining Annual Training Goals)

Training:	Required For:	Frequency:	To schedule, contact:
Bloodborne Pathogens	All Employees	All Employees as soon as possible upon hire Annual refresher for employees who deal with bodily fluids in the performance of job including CPR/First Aid Trained	Mohave County Risk Mgmt. x 4172
Judicial New Employee Orientation	All Employees	Within 90 days from the date of hire	Superior Court HR x 4928
Division Specific Orientation	All Employees	Upon appointment	COJET Training Coordinator
Mohave County Defensive Driving Classroom	All Employees	Within 60 days from the date of hire and every 2 years thereafter	Mohave County Risk Mgmt. x 4172
Mohave County Defensive Driving On-the-Road Proficiency Test	All Employees	Within 60 days from the date of hire and every 4 years thereafter	Court Security Manager x 4485 or Probation Dept. Training Coordinator
Hazard Communications	All Employees	As soon as possible upon hire and MSDS updates when new chemical hazards are introduced into the worksite	Mohave County Risk Mgmt. x 4172
Ethics (Code of Conduct)	All Employees / Volunteers	Required Annually	COJET Training Coordinator
Annual CORE Curriculum	All Employees	Required Annually	COJET Training Coordinator
Mohave County Van Dynamics	Employees who drive 15 passenger Van or Bus	Before driving Van or Bus	Mohave County Risk Mgmt. x 4172
Certification Academy (2 weeks)	Probation Officers	Within first 12 months of employment	Probation Department Training Coordinator
Officer Safety Academy (1 week)	Probation Officers Surveillance Officers	Within first 12 months of employment and 8 hours every year thereafter	Probation Department Training Coordinator
JIPS / IPS Academy (1 week)	Probation Officers Surveillance Officers	Upon assignment to Juvenile Intensive Probation (JIPS) and/or Intensive Probation Supervision (IPS)	Probation Department Training Coordinator
Firearms Academy (1 week)	Probation/Surveillance Officers who opt to carry a firearm	Upon completion of certification academy and officer safety academy and 8 hours every year thereafter	Probation Department Training Coordinator
APETS Training AZJOLTS Training	All Adult Probation Division officers/staff All Juvenile Probation Division officers/staff	Upon hire	Probation Department Training Coordinator
CPR/First Aid	Juvenile Detention Officers Probation Officers & Surveillance Officers who are Defensive Tactics and/or Firearms Instructors	Upon appointment and every two years thereafter (JDO, PO/SO DT FT Instructors)	Probation Department Training Coordinator
Preventing Unlawful Harassment	All Employees	As soon as possible upon hire with refresher class every 2 years	COJET Training Coordinator
Other job-specific OSHA mandated training such as: Heat Stress Prevention Tuberculosis Exposure Safe Back Lifting	Probation/Surveillance Officers Probation/Surveillance/JDO All Employees	Per OSHA regulations	COJET Training Coordinator
Emergency Evacuation Training	All Employees	As soon as possible upon hire and annually thereafter	COJET Training Coordinator
AGTS Supervisor's Training Academy (or equivalent training)	All Supervisory / Management Employees	As soon as possible upon appointment with refresher classes as needed	COJET Training Coordinator