

**MOHAVE COUNTY SUPERIOR COURT
COURT SECURITY OFFICER
CERTIFICATE OF UNDERSTANDING - TERMS OF EMPLOYMENT**

As an applicant for employment with the Mohave County Superior Court:

- 1) I understand and accept that I must successfully complete fingerprinting, and a criminal record, and driving history check as part of the pre-employment process. I also understand that if employed, my criminal history, and MVD records check will be conducted every two years, at minimum.
- 2) I understand and accept that if I am offered a safety sensitive position, I will be required to successfully complete a urine drug screen consisting of the following classes of drugs: Cannabis, Cocaine, Opiates, Amphetamines/Methamphetamine, Ecstasy (MDMA), Oxycodone, Heroin, Barbiturates, Benzodiazepines, Marijuana THC metabolites, Methadone, Methaqualone, Propoxyphene, and Phencyclidine (PCP) and a breath alcohol screen prior to becoming employed by Mohave County Superior Court. Should I fail to comply with this procedure or if I am found to have tested positive for an illegal substance/alcohol, I understand that I will not be considered for employment with the Mohave County Superior Court for a period of one year.
- 3) I certify that:
 - I am at least 21 years of age;
 - I am able to perform the required training and job duties of an officer with or without reasonable accommodation; and
 - I understand and accept that if I am given a tentative offer of employment, my appointment is contingent upon successfully completing a psychological evaluation.

I understand my acceptance of a position with the Mohave County Superior Court imposes certain requirements on me which I acknowledge and accept. Should I become employed by the Superior Court I understand and accept:

- 1) That I am a representative of the Court and must conduct myself in such a manner as to preclude any criticism of my personal as well as my professional actions. I will perform the duties of my position in a manner consistent with the Code of Conduct for Judicial Employees and the Arizona Code of Judicial Administration related to Court Security and the personnel policies and Judicial Employee Merit System Rules (as applicable) of the Superior Court in Mohave County.
- 2) I will be subject to a criminal background, and driving records check every two years, at minimum.
- 3) I must have a telephone in my residence at all times during the course of my employment and that I must keep the Superior Court Human Resources and my supervisor informed of my current phone number.
- 4) It is my responsibility to make the following disclosures to my immediate supervisor, in writing:
 - (a) Within one (1) business day if I am the subject of any of the following:
 - (1) Citation for a misdemeanor or felony offense;
 - (2) Arrest;
 - (3) Conviction;
 - (4) Order of protection;
 - (5) Warrant; or
 - (6) Other litigation in the court where employed.

Disclosures made under this section will be reviewed and any further action deemed appropriate will be done consistent with the Code of Conduct for Judicial Employees and the Arizona Code of Judicial Administration related to Court Security and the personnel policies and the Judicial Employee Merit System Rules of the Superior Court in Mohave County.

- 5) I may be expected to use my personal vehicle in the performance of my job duties. I understand I must maintain proper insurance coverage in order to receive reimbursement for mileage. I understand that if my position requires the operation of a county or personal vehicle on official business that I must possess and maintain appropriate Arizona Vehicle Operator's License and county defensive driver's certification. Exceptions to possessing an Arizona vehicle operator's license for nonresident daily commuters may only be allowed in accordance with A.R.S. § 28-2291 et al.

- 6) That over a period of time, my specific duty assignments will change and my worksite location may vary between the different locations in Kingman, Bullhead City, Lake Havasu City, and others depending on the needs of the Superior Court.
- 7) I will be required to sign for identification cards, keys or other government property. Final payment of any wages owed to me will not be cleared for payment until I have returned all property issued to me.
- 8) I may be required to undergo an evaluation to determine my emotional, psychological or physical ability to safely perform the duties of the position to which assigned and I may be photographed.
- 9) During initial employment and subsequent promotions and reappointments, classified Mohave County Superior Court employees will serve a minimum 12 month probationary period. I understand that during the original probationary period, I may be dismissed from employment without cause and without recourse to the merit system, except for alleged unlawful discrimination. I also understand that if I separate from employment prior to the successful completion of my original probationary period I forfeit payment of accrued and unused Paid Time Off (PTO) leave.
- 10) I understand that it is the intent of the Mohave County Superior Court to maintain a drug and alcohol free workforce. I understand my responsibility to: 1) not report to work, or while on duty, have any detectable or measurable presence of alcohol or drugs, 2) not use illegal drugs, or be subject to duty while my ability to perform my job is impaired due to alcohol or drug use, on or off duty, 3) not possess, manufacture or use, or have any detectable or measurable presence of alcohol or drugs during working hours, on breaks, during meal periods, while on Court property in an official capacity or while operating any state, county, or personal vehicle for court business. I understand that violations of the court's drug free workplace policy may result in disciplinary action up to and including dismissal.
- 11) I grant my employer, the Superior Court, the right to dismiss me at any time I refuse to take a polygraph examination during an investigation of any action, claim or grievance against the Superior Court and/or during any investigation of activities which are deemed detrimental to the internal security or public image of the Superior Court.
- 12) I understand I must complete the training and perform the duties required by ACJA §§ 5-302, 304, 305 and 306. I understand that failure to successfully complete all applicable certification and training requirements for court security officers required by ACJA § 5-304 is grounds for dismissal.

My signature on this document signifies I understand and agree to the above terms and conditions.

(Signature of Applicant)

(Date)

**SUPERIOR COURT
COURT SECURITY OFFICER
TRAINING ACKNOWLEDGMENT FORM**

I understand that I will be required to successfully complete all training requirements of the position for which I am hired, as established by the Arizona Supreme Court and the Superior Court.

I am applying for the position of Court Security Officer and I understand that by signing this document, I attest that to the best of my knowledge I am medically and physically able to participate in the Defensive Tactics Training with or without reasonable accommodation, which shall include, at a minimum:

- I. Minor aerobic activity
- II. Standing up to one (1) hour at a time
- III. Throwing punches (at partial speed)
- IV. Kicking at targets below 24"
- V. Punch and kick drills (partial speed)
- VI. Search and Handcuff Techniques

Applicant Signature

Date