

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

Training:	Required For:	Frequency:	To schedule, contact:
Court Automation Overview	All employees	As soon as possible upon hire	Field Trainer x 4387
Computer Security	All employees	As soon as possible upon hire and annually thereafter	Field Trainer x 4387
Judicial New Employee Orientation (JNEO)	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
Preventing Unlawful Discrimination	All employees	As soon as possible upon hire with refresher class every 3 years thereafter	Superior Court HR x 4928
Emergency Evacuation Training	All employees	As soon as possible upon hire. Training conducted bi-annually.	COJET Training Coordinator
Mohave County Safety/Health Training (Bloodborne Pathogens, Hazard Communications, Workers' Compensation)	All employees	Within 30 days from the date of hire per OSHA Regulations. Annual BBP Refresher training required for those employees with reasonable expectation of exposure (Safety sensitive positions including probation, surveillance, juvenile detention officers, court security and janitorial)	Mohave County Risk Mgmt. x 4172
Ethics (Code of Conduct)	All employees/volunteers	As soon as possible upon hire and annually thereafter	COJET Training Coordinator
Mohave County Defensive Driving Classroom and On-the-Road Proficiency Test	All employees required to drive a county/state vehicle	Within 60 days from the date of hire and one refresher course after 3 years to remain certified for the duration of their employment.	Mohave County Risk Mgmt. x 4172, Court Security Manager x 4485, or Probation Dept. 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
Officer Safety Orientation (8 hours)	Probation Officers Surveillance Officers	Within first 30 days of employment	Probation Department Training Coordinator
Certification Academy (2 weeks)	Probation Officers	Within first 12 months of employment	Probation Department Training Coordinator
Defensive Tactics Academy (1 week)	Probation Officers Surveillance Officers	Within first 90 days of employment and 8 hours ever 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 Officers Surveillance Officers	Upon completion of certification academy and officer safety academy. Officers who opt to carry must complete 8 hours of refresher training 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	Juvenile Detention Officers Probation Officers & Surveillance Officers	JDO within 60 days of appointment Upon appointment and every two years thereafter (JDO, PO/SO DT FT Instructors)	Probation Department Training Coordinator
First Aid	Defensive Tactics and/or Firearms Instructors	JDO within 60 days of appointment Upon appointment and every two years thereafter (JDO, PO/SO DT FT Instructors)	Probation Department Training Coordinator
Heat Stress Prevention	All Officers (DPO/JDO/SO)with Probation	As soon as possible upon appointment with refresher classes as needed	Probation Department Training Coordinator
First Aid and CPR Court Security Training Academy Firearms Academy	All Court Security Employees	Within first 6 months of appointment and every two years thereafter. No later than 90 days from the date of appointment. Upon completion of the Court Security Academy and must complete 8 hours refresher training every year thereafter.	Court Security Manager x 4485

Arizona Court Supervisor (ACS) Training Program	All Supervisory/ Management Employees	As soon as possible upon appointment with refresher classes as needed	COJET Training Coordinator or AOC Education Services
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Revised: 07/26/2021