

Attachment B
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	With first 30 days of hire	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
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 every 3 years thereafter	Mohave County Risk Mgmt. x 4172, Court Security Manager x 4485, or Probation Dept. Training Coordinator
Mohave County Safety/Health Training (Bloodborne Pathogens, Hazard Communications, Worker's Compensation)	All employees	Within 60 days from the date of hire 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	Required Annually. It is also recommended that all new hires complete the Code of Conduct CBT module within the first 90 days of employment.	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
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 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	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	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	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 3 years thereafter	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
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