

***COMPLIANCE CHECKLIST
AND
SCOPING WORKSHEET***

INTENSIVE PROBATION SUPERVISION

REQUIREMENT	CITE	YES	NO	COMMENTS
Chief has established organizational & operational procedures for PO's	ARS 12-254			
Funds deposited in separate revenue fund	ARS 12-267(B), ACJA 6-202			
Mid-year report submitted 1/31	Funding Agreement, ACJA 6-202			
Closing report submitted 8/31	Funding Agreement, ACJA 6-202			
Unencumbered funds reverted by 8/31	Funding Agreement, ACJA 6-202			
Progress report submitted by 8/31	Funding Agreement, ACJA 6-202			
Financial records retained for 5 years	Funding Agreement, ACJA 6-202			
Subcontractors acknowledge AOC authority to conduct audits	Funding Agreement			
Written inventory of equipment purchased with program funds	Funding Agreement			
Equipment	See Fixed Asset section.			
Local surplus procedures	Funding Agreement			
Accurate & timely submission of monthly statistical reports	Funding Agreement, ACJA 6-202			

REQUIREMENT	CITE	YES	NO	COMMENTS
Total active caseload below cap	ARS 13-916			
Team caseload(s) below cap, 25:2, 40:3, 15:1	ARS 13-916(B), ARS 13-919			
Probationer contact standards met	ACJA 6-202			
Respond to ACJIS arrest notifications	ACJA 6-202			
Separate IPS checking acct established by CPO	ARS 13-918(B)			
IPS checking account meets MAS	AO 97-62			

STANDARD PROBATION SUPERVISION

REQUIREMENT	CITE	YES	NO	COMMENTS
Chief has established organizational & operational procedures for PO's	ARS 12-254			
Funds deposited in separate revenue fund	12-267(B), ACJA 6-201			
Mid-year report submitted 1/31	Funding Agreement, ACJA 6-201			
Closing report submitted 8/31	Funding Agreement, ACJA 6-201			
Unencumbered funds reverted by 8/31	Funding Agreement, ACJA 6-201			
Progress report submitted by 5/31	Funding Agreement, ACJA 6-201			
Financial records retained for 5 years	Funding Agreement, ACJA 6-201			
Subcontractors acknowledge AOC authority to conduct audits	Funding Agreement			
Written inventory of equipment purchased with program funds	Funding Agreement			
Equipment	See Fixed Asset Section			
Local surplus procedures	Funding Agreement			
Accurate, timely submission of monthly statistical reports	Funding Agreement, ACJA 6-201			
Funds used primarily for salaries and ERE (80%) of POs involved in case management, field supervision and enforcement of court orders. salaries and ERE (80%)	ARS 12-262, ACJA 6-201			

REQUIREMENT	CITE	YES	NO	COMMENTS
Waiver submitted if expenditures not in compliance with 80/20 requirement	ACJA 6-201			
Average caseload 60:1	ARS 12-251			

COMMUNITY PUNISHMENT PROGRAM

REQUIREMENT	CITE	YES	NO	COMMENTS
Chief has established organizational & operational procedures for PO's	ARS 12-254			
Funds deposited in separate revenue fund	ARS 12-267(B), ACJA 6-203			
Mid-year report submitted 1/31	Funding Agreement, ACJA 6-203			
Closing report submitted 8/31	Funding Agreement, ACJA 6-203			
Unencumbered funds reverted by 8/31	Funding Agreement, ACJA 6-203			
Progress report submitted by 8/31	Funding Agreement, ACJA 6-203			
Financial records retained for 5 years	Funding Agreement, ACJA 6-203			
Subcontractors acknowledge AOC authority to conduct audits	Funding Agreement			
Written inventory of equipment purchased with program funds	Funding Agreement			
Equipment	See Fixed Asset Section			
Local surplus procedures	Funding Agreement			

REQUIREMENT	CITE	YES	NO	COMMENTS
Programs/services emphasize supervision, surveillance, control, public protection, community service, treatment	ACJA 6-203, ARS 12-299.01			
Advisory Committee (at least 5 members) no more than half from law enforcement, corrections, education, mental health, victim services, probation	ARS 12-299.02			
Advisory Committee 2 year staggered terms	ACJA 6-203			
Advisory Committee assesses community needs, monitors effectiveness of CPP programs, educates public, advises presiding judge	ARS 12-299.02			

INTERSTATE COMPACT SUPERVISION

REQUIREMENT	CITE	YES	NO	COMMENTS
Chief has established organizational & operational procedures for PO's	ARS 12-254			
Funds deposited in separate revenue fund	ACJA 6-204, 12-267(B)			
Mid-year report submitted 1/31	Funding Agreement, ACJA 6-204			
Closing report submitted 8/31	Funding Agreement, ACJA 6-204			
Unencumbered funds reverted by 8/31	Funding Agreement, ACJA 6-204			
Progress report submitted by 8/31	Funding Agreement, ACJA 6-204			
Financial records retained for 5 years	Funding Agreement, ACJA 6-204			
Subcontractors acknowledge AOC authority to conduct audits	Funding Agreement			
Written inventory of equipment purchased with program funds	Funding Agreement			
Equipment	See Fixed Asset Section			
Local surplus procedures	Funding Agreement			
Waiver of extradition obtained before submitting AZ case for transfer	ARS 31-467			
Monthly supervision fee deposited: 70% into victim assistance fund (VCAF) and 30% into the adult probation services fund (PSF).	ARS 31-467.06 (B)			

DRUG TREATMENT AND EDUCATION FUND

REQUIREMENT	CITE	YES	NO	COMMENTS
Chief has established organizational and operational procedures for PO's	ARS 12-254			
Funds deposited in separate revenue fund	ACJA 6-205, ARS 12-267(B)			
Mid-year report submitted 1/31	Funding Agreement, ACJA 6-205			
Closing report submitted 8/31	Funding Agreement, ACJA 6-205			
Progress reports submitted by 8/31	Funding Agreement, ACJA 6-205			
Financial records retained for 5 years	Funding Agreement, ACJA 6-205			
Unencumbered funds reverted by 8/31	Funding Agreement, ACJA 6-205			
Subcontractors acknowledge AOC authority to conduct audits	Funding Agreement			
Equipment	See Fixed Asset Section			
Local surplus procedures	Funding Agreement			
Provider agencies/organizations licensed by ADHS Office of Behavioral Health Licensure and clinical staff properly certified.	ACJA 6-205			

REQUIREMENT	CITE	YES	NO	COMMENTS
Assess probationers that are eligible to receive DTEF funded services for their financial ability to pay for participation in the DTEF program pursuant to ARS 13-901.01(D), and, unless ineligible, shall complete an AHCCCS referral form & Title 19 and/or 21 application.	ARS 13-901.01 ACJA 6-205			
The probationer shall choose 1 of 2 methods of payment: (1) Pay to the probation department or (2) pay directly to the provider who will document those payments on the monthly invoices for services rendered.	ARS 13-901.01, ACJA 6-205			
Monies used for drug education and treatment. Probation Department shall: (1) REQUIRE all treatment and education services subsidized by the DTEF to employ current research or evidence-based intervention strategies for treating substance abusing probationers; (2) require all treatment, interventions and services to be matched to the specific needs of the probationers; and (3) develop a service delivery continuum which includes the following services: Substance abuse education, standard and intensive outpatient treatment, residential treatment, motivational enhancement, and lapse/relapse prevention. Any deviation from these requirements needs AOC approval.	ACJA 6-205			
Provide to the AOC by August 31 of each year reports summarizing payments made by probationers received DTEF funded services.	ACJA 6-205			

REQUIREMENT	CITE	YES	NO	COMMENTS
<p>Prior to treatment intervention, the probation department shall administer a validated screening and preliminary assessment instrument that measures risks to re-offend and need for intervention services to probationers eligible to receive DTEF funded services. This instrument shall be normed on a sample Arizona probation population.</p>	<p>ACJA 6-205</p>			
<p>The probation department shall administer the Arizona Substance Use Survey (ASUS) to probationers eligible to receive DTEF funded services prior to treatment intervention; and train and maintain staff competent in the administration and interpretation of the ASUS.</p>	<p>ACJA 6-205</p>			
<p>Recommendations and referrals to treatment providers in accordance with the results of the ASUS and other secondary assessments that complement and improve the intervention process; and reassess the probationer's substance abuse problem using the ASUS at 180 days or upon a significant event such as the completion of treatment or other service intervention on all sampled probationers identified by the AOC.</p>	<p>ACJA 6-205</p>			

PROBATION SERVICES FUND/PROBATION FEES ACCOUNT

REQUIREMENT	CITE	YES	NO	COMMENTS
Funds deposited in separate revenue fund	ARS 12-267, ACJA 6-206			
Funds primarily used for salaries and ERE of probation employees (60%)	ACJA 6-206			
Waiver submitted if expenditures not in compliance with 60% requirement	ACJA 6-206			
The superior court shall impose, as a condition of probation, a monthly probation service fee of not less than \$50 unless, after determining an inability to pay, a lesser amount is assessed. Fees shall be paid to the clerk of the court who shall transmit them to the county treasurer for deposit into the adult probation services fund.	ARS 13-901(A)			
Monthly probation service fees imposed by the justice court for those placed on supervised probation shall be paid to the justice court, who shall transmit the monies to the county treasurer for deposit into the adult probation services fund.	ARS 13-901(A)			

DRUG ENFORCEMENT ACCOUNT

REQUIREMENT	CITE	YES	NO	COMMENTS
Monies used to enhance court processing, provide defense and/or probation services for drug and drug-related cases per the funding agreement.	Funding Agreement			
Funds deposited in separate revenue fund	Funding Agreement			
Quarterly & closing reports submitted according to established time frames	Funding Agreement			
Unencumbered & unexpended funds reverted by August 11.	Funding Agreement			
Encumbered funds expended and all goods and/or services received within 60 days of grant expiration.	Funding Agreement			
Financial records retained for 5 years	Funding Agreement			
Use, loss and disposition of equipment per funding agreement.	Funding Agreement			

FLEET MANAGEMENT

REQUIREMENT	CITE	YES	NO	COMMENTS
State vehicles used only for state business and the purpose intended by their funding source and not be used more than 100 miles outside the eastern, northern, and western borders of Arizona without permission of the AOC. Vehicles will not be taken into Mexico.	ACJA 6-111			
All employees operating a state vehicle must possess a valid driver's license and comply with all federal, state, and municipal traffic codes and laws.	ACJA 6-111			
Operator shall only allow probation staff, probationers, and individual authorized by the CPO to be a passenger in a state vehicle.	ACJA 6-111			
CPO's shall conduct biennial motor vehicle department (MVD) reviews of all department employees that have a need to operate a state, county or personal vehicle in the execution of their duties. Departments shall retain the findings of MVD review for a period of 5 years.	ACJA 6-111			
Operator shall refuel when appropriate with alternative fuels when traveling in areas where alternative fuel sites are available.	ACJA 6-111			
ADOA fueling stations used whenever possible. (Refueling shall occur at ADOA if within ten miles of site and site is open.)	ACJA 6-111			

REQUIREMENT	CITE	YES	NO	COMMENTS
The vehicle liaison shall ensure that the vehicle operator completes a loss or damage report if loss, damage, theft or accident occurs. The vehicle liaison shall fax a report to the AOC and ADOA fleet management by the next business day.	ACJA 6-111			
Notify department vehicle liaison immediately of any loss, damage, accident, or theft and provide written accident reports to them and to their supervisors within 24 hours; and ensure all vehicle damage or loss is reported to the AOC and ADOA within the next business day and provide written accident reports to AOC and DOA Fleet Service Manager on next business day.	ACJA 6-111			

FIXED ASSETS INVENTORY CONTROL

REQUIREMENT	CITE	YES	NO	COMMENTS
All equipment \$5,000 and above clearly identified	AOC Policy 5.06			
Written inventory and property control policies and procedures maintained	AOC Policy 5.06			
Computer upgrades of \$2,000 or more recorded under original tag number. (AOC ITD makes decision as to which items will be tracked.)	AOC Policy 5.06			
Inventory log for capital and non-capital equipment contains: Acquisition date Description of item Current location Program funding source Tag or asset number Model or serial number Purchase document number (claim or voucher number) Original cost including shipping, taxes, installation	AOC Policy 5.06			
Physical inventory conducted annually	AOC Policy 5.06			
Equipment used for approved purpose until it has either been lost or stolen, transferred to surplus, traded in, or retired. At that time it can be removed from the list, but documentation of the purchase and why it is no longer in use must be maintained for an additional 3 years with notice to the AOC.	AOC Policy 5.06			

MINIMUM ACCOUNTING STANDARDS

REQUIREMENT	CITE	YES	NO	COMMENTS
Annual completion of MAS compliance checklist completed by CPO and forwarded to PJ by 1/31	AO 97-62			
Copy of MAS compliance checklist received by AOC by 3/1	AO 97-62			
Compliance checklist retained for no less than three years	AO 97-62			
Pre-printed, consecutive numbered receipts or receipts consecutively numbered by an automated system, displaying court name	AO 97-62			
Pre-numbered checks or checks consecutively numbered by an automated system	AO 97-62			
Posted financial policies including: accepted methods of payments; notice that receipt will be issued; court's NSF check policy; and a statement that the receipt is proof of payment.	AO 97-62			
Cash receipts stored in secure place until deposit, with physical restrictions between cash receipts and public	AO 97-62			
Signs posted controlling admittance to areas where cash receipts are stored	AO 97-62			
Cash drawers, registers and safes locked when not in use	AO 97-62			
Fireproof safe used to store money overnight	AO 97-62			
Night deposit locking bags or tamper-proof plastic bags (provided by bank) used to transfer cash receipts	AO 97-62			
Checks immediately endorsed, i.e., "For Deposit Only (to court's account name)."	AO 97-62			
Sequentially numbered receipts issued to each payee	AO 97-62			
All payments have receipt issued or sequentially numbered transaction records	AO 97-62			

REQUIREMENT	CITE	YES	NO	COMMENTS
All payments received are recorded in a cash receipts journal and include: payment date; amount; receipt/transaction number; payment distribution by type	AO 97-62			
All voided receipts retained	AO 97-62			
If an error is made on a receipt the receipt has "void" written on it and a new receipt is issued	AO 97-62			
All monies deposited in same form as received and cash payments exceeding \$300 deposited same day (if bank is open)	AO 97-62			
If the court cannot make daily deposits due to bank availability or hours (no night deposit) a regular procedure must be established including the following provisions: if mail drops are used, convert all cash to money order before mailing (retain the money order receipt and attach to deposit slip); if overnight storage is used, the money must be kept in an immovable fire proof safe or vault; any exception to daily deposit procedures must be noted on compliance checklist along with deposit procedures, frequency and reason for exception.	AO 97-62			
Maintenance of individual receipts included in each deposit	AO 97-62			
Responsibility of reviewing documentation supporting the deposits and making deposits is segregated	AO 97-62			
All balances reconciled after each shift, but no less than daily. All documents related to reconciliation maintained	AO 97-62			

VICTIMS' RIGHTS

REQUIREMENT	CITE	YES	NO	COMMENTS
Procedures developed to allow victim to inspect pre-sentence report as provided in ARS 13-4425.	ARS 13-4425 ACJA 5-204			
Develop a standardized pre-sentence report format which addresses the emotional, economic and physical losses of victims.	ACJA 6-103 ARS 12-253 & ARS 13-4424			
Probation department notifies court when probationer restitution in arrears totaling two full monthly payments (APO addresses any delinquency with probationer). Notification includes a petition to modify, petition to revoke, or memorandum to the court outlining reasons for the delinquencies and expected duration	ACJA 6-103			
Copy of notification to court regarding restitution arrearage provided to victim, if victim requests notification	ARS 13-4417(C) ACJA 6-103			
Request court extension of probation if restitution not paid, & filing of criminal restitution order if not paid at the expiration of the probation extension.	ARS 13-902 (C) ACJA 6-103			
Criminal history information disseminated <u>only</u> to the court, prosecutor, defense and other authorized criminal justice agencies	Rule 123 (Rules of Supreme Court) ACJA 5-204			
System developed to inform victims requesting notification of certain court hearings in a timely manner and document all contacts & attempted contacts with victim in case file.	ARS 13-4415, 13-4426, 13-4427 ACJA 6-103			
Victims requesting notification are advised of probationer's arrest pursuant to warrant for probation violation	ACJA 6-103 ARS 13-4415 (C)			
Department maintains victim information including the telephone number and address, as provided by the victim	ARS 13-4417 (A)			
Victim identifying information is kept confidential unless victim authorizes disclosure, in writing	ACJA 6-103 ARS 13-4434			

SEX OFFENDER REGISTRATION

REQUIREMENT	CITE	YES	NO	COMMENTS
Person convicted of violation or attempted violation of certain sex offenses shall register as sex offender within 10 days	ARS 13-3821 (A)			
Person convicted of similar offense in another jurisdiction shall, within 10 days of entering Arizona for purposes of residence or temporary domicile, register as a sex offender	ARS 13-3821			
Upon initial registration and every year thereafter offender shall obtain non-operating identification license or drivers license from motor vehicle division.	ARS 13-3821 (I)			
Within 72 hours (excluding weekend & holidays) changing name or address in the county, person required to register must inform sheriff in person & in writing of new information	ARS 13-3822 (A)			
Within 72 hours after moving from a county where registered, person must notify sheriff of that county	ARS 13-3822 (B)			

SEX OFFENDER NOTIFICATION

REQUIREMENT	CITE	YES	NO	COMMENTS
Within 72 hours after acceptance of ISC supervision and arrival in Arizona, agency that has accepted supervision shall provide DPS with offender's identifying information, risk assessment, and date of release from confinement or date sentence imposed	ARS 13-3825 (A)			
Within 72 hours after an offender is sentenced to probation without jail time, the agency responsible for supervision shall provide DPS with the offender's identifying information, risk assessment, and date sentence imposed	ARS 13-3825 (A)			
Has a local law enforcement agency delegated all or part of the notification process for offenders on community supervision to the county probation department?	ARS 13-3825			
If notification process delegated to county probation department, each offender shall be categorized and placed into a notification level upon review of sex offender registration information and any other information available to local law enforcement	ARS 13-3825 (D)			
Within 45 days of being placed into a notification level, local law enforcement (or probation department) shall/may notify the community of the offender's presence. Sex Offender notification levels 2 and 3 (higher risk) the agency shall notify the community, level 1 the agency may only notify household.	ARS 13-3825 (C)			

DNA TESTING

REQUIREMENT	CITE	YES	NO	COMMENTS
Post Jan. 1, 2004, convictions, felony prior or current felony offense with no jail time, collect DNA within 30 days of sentencing.	ARS 13-610			
Post Jan. 1, 2004, ISC accepted cases in which person has felony prior or current felony conviction, collect DNA sample within 30 days of acceptance.	ARS 13-610			
Convictions prior to Jan. 1, 2004, refer to statute or confer with APSD comprehensive enforcement specialist for details.	ARS 13-610			

DRUG TESTING

REQUIREMENT	CITE	YES	NO	COMMENTS
Policies and procedures established for testing	AO 95-20			
Chain of custody form includes: offender's name or case number drugs to be screened supervising PO collection personnel's name date specimen collected date specimen transported to test site transport personnel's name date specimen received at test site testing personnel's name	AO 95-20			
Identification label on specimen includes: offender's name or case number date of collection offender's initials	AO 95-20			
Department has on-site personnel designated to ensure compliance with established drug policies and procedures	AO 95-20			
Freezers and refrigerators used for specimen collection are secure with a lock	AO 95-20			
Test sites retain documentation of every aspect of testing process for at least two years	AO 95-20			
On-site non-instrument testing personnel are trained and certified with documentation in personnel file	AO 95-20			
On-site non-instrument testing equipment not used past expiration date	AO 95-20			

JUDICIAL EDUCATION

REQUIREMENT	CITE	YES	NO	COMMENTS
Probation personnel completed 16 hours each calendar year, including ethics. If college credits are utilized, no more than 8 applied to the 16 hour annual requirement.	AO 99-08			
Training officers completed 16 hours each year, including ethics and train-the-trainer activities	AO 99-08			
Chief attended one nationally recognized training program every three years	AO 99-08			
Additional new officer orientation completed by department within 30 days of employment which will include 8 hours of officer safety training approved by COPE.	AO 99-08 ACJA 6-107			
Orientation includes: responsibilities of office and familiarization with court structure and procedures; overview of AZ judiciary; summary of current issues in court; overview of expectations when dealing with public; and introduction to effective communication.	AO 99-08			

REQUIREMENT	CITE	YES	NO	COMMENTS
Training and staff development programs include: orientation prior to assumption of case-load; education for new PO's on major probation subjects; continuing education on new developments in probation and judicial system; and periodic offerings for management in organizational development and supervisory skills; advanced and specialized programs for chiefs; independent learning opportunities.	AO 99-08			
Probation personnel attend core curriculum class for current year as defined by the COJET.	AO 99-08			
Departments in counties with over 500,000 in population should have a full-time training coordinator who oversees training department. Training records should be retained for at least 5 years and should include handouts, a/v used, sign-in sheets, compilation of evaluations, etc.	AO 99-08			
CPO has established organizational and operational procedures for the deputy adult probation officers of the county. PO's have access to current policy and procedure manual and sections of the Arizona Code of Judicial Administration (ACJA).	AO 99-08			

PROBATION OFFICER CERTIFICATION

REQUIREMENT	CITE	YES	NO	COMMENTS
All new officers shall successfully complete the Probation Officer Certification Academy in the first 12 months of employment.	AO 99-8			
Certification (completion of Certification Academy, passing exam score, and letter from CPO advising completion of one year of service) is achieved within one year of date of employment.	COPE/AOC/JEC			

SAFETY TRAINING

REQUIREMENT	CITE	YES	NO	COMMENTS
Defensive Tactics Instructor must be certified in accordance with law enforcement training standards and approved by the AOC.	ACJA 6-107			
Requires all officers to certify, on a form approved by the AOC, that they have no knowledge of any condition that may render them medically or physically unable to participate in any aspect of the defensive tactics training academy.	ACJA 6-107			
Temporary or permanent waivers or accommodations for medical conditions that impairs an officer's ability to perform any defensive tactic in the conventional manner taught in the training academy.	ACJA 6-107			
All officers in safety sensitive positions and officers assigned to safety sensitive duties shall and all other officers may attend the Defensive Tactics Training Academy approved by COPE.	ACJA 6-107			
COPE to review all training requirement waiver requests and either approve, conditionally approve or deny each request.	ACJA 6-107			

USE OF FORCE

REQUIREMENT	CITE	YES	NO	COMMENTS
Requires review of use of force incidents by the CPO and the appointment of use of force committee to review allegations of excessive force.	ACJA 6-112			

FIREARM STANDARDS

REQUIREMENT	CITE	YES	NO	COMMENTS
Requires the CPO to appoint a shooting inquiry board to review the circumstances surrounding the discharge of a firearm.	ACJA 6-113			

PUBLIC ACCESS TO COURT RECORDS

REQUIREMENT	CITE	YES	NO	COMMENTS
Adult criminal records, diagnostic evaluations, psychiatric and psychological reports, medical reports, alcohol screening and treatment reports, social studies, probation supervision histories, and any other work product of probation officers are kept confidential	AO 95-35 Rule 123			

REPORTING ALIEN CONVICTIONS TO IMMIGRATION AND NATURALIZATION SERVICES

REQUIREMENT	CITE	YES	NO	COMMENTS
Probation officer inquires about defendant's/probationer's citizenship.	AO 98-49			
If foreign national or undocumented alien , make electronic or written notification through NLETS via ACJIS to INS (now referred to as ICE) prior to sentencing	AO 98-49			
Statement of the electronic notification or copy of written notification from INS (now referred to as ICE) included in presentence report	AO 98-49			
If foreign national or undocumented alien, advise defendant that his consulate office will be notified. If defendant does not want this to occur, it is not necessary, unless it is a mandatory requirement of his/her country.	refer to federal web site: http://travel.state.gov/consul_notify.html			

PRESENTENCE REPORTS

REQUIREMENT	CITE	YES	NO	COMMENTS
Probation department separates and identifies as "confidential" all criminal history record information contained in the PSI	ACJA 5-204 Rule 123			
Pre-sentence reports delivered to judge at least two days before sentencing	RCP 26.4			
Probation department initiates contact with victim concerning economic, physical, psychological and emotional harm	ARS 13-4424 ARS 13-4410 (D) ARS 12-253 ACJA 6-103			
Probation department advises victim of date, time and place of sentencing and victim's right to be present	ARS 13-4424			
Victim's impact statement considered in preparation of pre-sentence report	ARS 13-4434			
Identifying victim information not disclosed without victim's consent	ACJA 6-103 ARS 13-4434			
PO inquires as to defendant's citizenship and if a foreign national or undocumented alien, electronically notifies INS (now referred to as ICE) via ACJIS (completes Notice of Criminal Foreign National or Undocumented Alien form). PO also advises foreign national or undocumented alien that his/her consulate office will be notified.	AO 98-49 refer to federal web site: http://travel.state.gov/consul_notify.html			
Face sheet does not contain confidential criminal history, social security number or victim information	AO 95-35, Rule 123			

TRANSFERRED YOUTH

REQUIREMENT	CITE	YES	NO	COMMENTS
Probationer is screened to determine Title XIX and/or XXI eligibility prior to utilization of state funds	IGA with Department of Health Services			
If probationer is placed in residential treatment, educational needs must be addressed (funding by educational voucher)	ARS 15-1182 (D), (E)			
Closing report submitted 8/31	Funding Agreement			
Financial records retained for 5 years	Funding Agreement			
Subcontractors acknowledge AOC authority to conduct audits	Funding Agreement			
Funds may be used for persons under age 21 who were placed in an independent living program or in foster care before age eighteen, who voluntarily remain in such care and are currently enrolled in and regularly attend high school or equivalency program	ARS 8-322 (C)			
Funds may be used for persons under 21 who voluntarily participate in treatment, except the cost of care shall not be continued for a person who has received high school diploma or certificate of equivalency	ARS 8-230.2			

LIMITED JURISDICTION SERVICES

REQUIREMENT	CITE	YES	NO	COMMENTS
Presentence investigations conducted on those convicted of: DWI (28-1381, 28-1382); sexual offenses (title 13, chapter 14); sexual exploitation of children (title 13, chapter 35.1); domestic violence (title 13, chapter 36)	ARS 12-251(A)			
Supervision services provided to those convicted of: DWI (28-1381; 1382); sexual offenses (title 13, chapter 14); sexual exploitation of children (title 13, chapter 35.1); domestic violence (title 13, chapter 36)	ARS 12-251(A)			
Monthly probation service fees imposed by the justice court for those placed on supervised probation shall be paid to the justice court, who shall transmit the monies to the county treasurer for deposit into the adult probation services fund.	ARS 13-901(A)			

DOMESTIC VIOLENCE

REQUIREMENT	CITE	YES	NO	COMMENTS
Person convicted of misdemeanor domestic violence complete domestic violence treatment at program approved by DHS or probation department.	ARS 13-3601.01 (A)			
Person convicted of a second domestic violence offense within 60 months of the first offense shall be placed on supervised probation. These offenses do not have to occur within the same jurisdiction.	ARS 13-3601.01 (B)			
Offender pays for cost of domestic violence treatment	ARS 13-3601.01 (C)			
Probation department has approved misdemeanor domestic violence treatment program(s)	ARS 13-3601.01			
Probation department approved treatment program(s) comply with DHS Interim Guidelines	AZ DHS, BHS Agency Rules 7-1-03			
Treatment personnel meet education, training and experience requirements	AZ DHS, BHS Agency Rules 7-1-03			
Treatment program has necessary policies and procedures	AZ DHS, BHS Agency Rules 7-1-03			
Treatment program has required treatment components	BHS Agency Rules 7-1-03			
Treatment Plan based on intake interview.	AZ DHS, BHS Agency Rules 7-1-03			

REQUIREMENT	CITE	YES	NO	COMMENTS
Treatment program has policy and procedure for notifying court of client noncompliance	AZ DHS, BHS Agency Rules 7-1-03			
Intake interview includes legal status and history, history of abuse, number and ages of children and significant others, substance abuse history, assessment of client danger to self or others, history of contributing medical and/or mental health conditions, and psychological history	AZ DHS, BHS Agency Rules 7-1-03			
Treatment plan includes method of documenting and evaluating progress, goals and objectives for client (including time frames and method for assessing progress), description of services and activities for client, and dated signature of client	AZ DHS, BHS Agency Rules 7-1-03			
Treatment program provides signed certificate of completion to court within 15 days	AZ DHS, BHS Agency Rules 7-1-03			
Completion certificate contains court case number, completion date, client's name, and name, address and telephone number of treatment provider	AZ DHS, BHS Agency Rules 7-1-03			
Copy of completion certificate provided to client and copy kept in client's record	AZ DHS, BHS Agency Rules 7-1-03			
Treatment provider has mechanism to warn victim in timely fashion if there is a perceived threat or risk to victim	AZ DHS, BHS Agency Rules 7-1-03			