Calling Top Criminal Justice, Psychology or Public Policy Students!

The Adult Probation Department offers a top quality experience for you!

During a two to six month, three to five credit internship course with us you will:

A. Observe and/or participate in varied offices, courts and field locations
B. Become familiar with evidence-based practices in probation
C. Actively work a small caseload of defendants on probation
D. Participate in field experiences at the Pima County Jail, employers and residences while supervising defendants on probation
E. Be trained on and work daily in record-keeping systems
F. Become familiar with additional career opportunities that exist within the department beyond Probation Officer.

Internship Requirements:

A. Be enrolled in a minimum three-credit course internship at a major Arizona university as a senior or graduate student majoring in Criminal Justice, Public Policy and Administration, Psychology or other Behavioral Science. (Hours of the internship can be adjusted to accommodate as many as five credits.)
B. Submit supervisor-verified time records of all hours worked along with statements of skills learned at each office.
C. Submit a copy of any end-of-course summary paper to the Education Services Program Coordinator.

Screening process includes:

A. Completion of an application packet
    1. Intern Packet
    2. Intern Acknowledgement
    3. Intern Insurance Acknowledgement
    4. Emergency Information
    5. Intern Program Information
    6. Intern Registration Form Insurance
    7. Non-EmpIoyee ID Card Application
    8. Drug-Free Workplace Policy
    9. Drug-Free Workplace Agreement

B. A quiz on the Arizona Code of Conduct for Judicial Employees
    1. Link to Arizona Code of Conduct for Judicial Employees
    2. Code of Conduct Intern Questions

C. Two work or academic references
    1. Intern Employment or Academic Reference and Release
    2. Have completed references mailed to: Julie Neff-Encinas, Program Coordinator, Adult Probation Dept., 2695 E Ajo Way, Tucson, AZ 85713

D. A 30-minute interview with the Program Coordinator
E. A criminal background check

Other students with an interest in research or business systems in a public sector setting may be considered for assignment to assist in the development and implementation of departmental information systems projects if or when needed by the court. For further information or to submit an application packet, please contact the Education Services Program Coordinator at **(520) 724-5434** or jneff-encinas@sc.pima.gov.

The Adult Probation Department
Of the Superior Court
In Pima County

Intern Program

The Adult Probation Department
Of the Superior Court in Pima County

Intern Program

Mission Statement

The intern program of the Adult Probation Department of the Superior Court in Pima County will assist the department in facilitating positive change in probationers while enhancing community safety. Dedicated citizens of varying backgrounds shall work in all areas of the department, performing timesaving tasks for staff and providing services for all probationers.

Goals

- Involve the community in the rehabilitation process
- Promote community understanding of community-based supervision
- Increase direct and indirect supervision of probationers
- Enhance the scope of probation services
- Encourage probationers towards more responsible behavior
- Promote better relations between the probation department and the community
- Assist in making the community a safer place to live

Intern Profile

Who is needed:
Residents of the community over 21 years of age shall be recruited as interns. Each will use their life experiences, training and special skills to assist in all phases of probation.

What is expected:

- A genuine commitment to making a difference
- A semester-long commitment of service
- A minimum of 10 hours of service per week
- Complete honest and confidentiality

Why serve as a probation intern?
Interns are team members who supply a vital link to the community, demonstrating to the probationer the public's interest in rehabilitation while providing time-saving services for the department. Intern assistance allows probation officers more time to concentrate on critical areas of caseload management. Interns can offer individual attention and intervention to probationers and enhance probation services. They will work both directly and indirectly with adults who have been convicted of a crime in the Superior Court of Pima County and are currently on probation. They may be assigned to work with one probation officer or with a unit consisting of several officers.

In addition to personal satisfaction, interning in probation will provide pre-professional training, career networking, valuable experience and the opportunity to meet a variety of people from all walks of life.

Intern Duties

Interns may be asked to perform duties in the following areas:

- Crisis intervention
- Assist in investigations
- Court liaison
- Employment/vocational counseling
- Administer assessments or questionnaires
- Social services liaison
- Assist in communications (radio dispatch)
- Clerical tasks, data entry, file management
- Electronically monitored house arrest
- Research analyst

Code of Ethics

The people of Arizona expect of probation officers and staff unfailing honesty, respect for the dignity and individuality of human beings, and a commitment to professional and compassionate service.

Probation Personnel Shall:

- Respect the authority and follow the directives of the Court, recognizing at all times that they are an extension of the Court.
- Endeavor to respect and protect the civil and legal rights of all.
- Serve each case with appropriate concern for the individual's welfare and with no purpose of personal gain.
- Encourage relationships with colleagues of such character to promote mutual respect within the profession and improve the quality of service.
- Make no statements critical of colleagues or their agencies not verifiable and constructive in purpose.
- Respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment.
- Respect the public's right to know, and willingly share information with the public with openness and candor, subject to the law and the individual's right of privacy.
- Respect and protect the right of the public to be safeguarded from criminal activity.
- Record diligently and make available for review any and all case information which could contribute to sound decisions affecting an individual and public safety.
- Report without reservation any corrupt or unethical behavior which could affect either an individual or the integrity of the agency.
- Maintain the integrity of private information; neither seek personal data beyond that needed to perform responsibilities, nor reveal case information to anyone not having proper professional need.
- Distinguish clearly in any public statement those that are personal views and those that are statements and positions on behalf of an agency.
- Endeavor to eliminate discrimination.
- Make all appointments, promotions, or dismissals only on the basis of merit and not in furtherance of partisan or personal political interest.

Probation Personnel Shall Not:

- Use official position to secure privileges or advantages.
- Act in an official capacity in any manner in which personal interest could impair objectivity.
- Use official position to promote any partisan political purposes.
- Accept any gift or favor of a nature to imply an obligation that is inconsistent with the free and objective exercise of professional responsibilities.

The Adult Probation Department
of the Superior Court in Pima County

Certificate of Understanding

As an intern for the Adult Probation Department of the Superior Court in Pima County:

I shall become a representative of the Court and its Adult Probation Department. As an intern, it is incumbent that I uphold the law.

I shall use any identification cards procured through the Adult Probation Department only for probation work and shall return cards upon request.

I understand that misrepresentation of my position, in order to gain special treatment or favors, either in the line of duty or not, is strictly forbidden.

I understand that I am not to carry any weapon while on official business.

I understand that the information with which the Adult Probation Department deals is confidential in nature and I shall not discuss specific cases with persons outside the department.

I understand that I may not remove any case files, or portions thereof, without the approval of the supervising probation officer or supervisor.

I understand that APETS, and any other informational databases, are to be used for official purposes only.

I understand that I must reject any assignment which would involve a friend, acquaintance or relative.

I understand that while working with a probationer, if I become aware of any violations of probation, I must advise the assigned probation officer.

I understand that while I will be assisting a probation officer with a case, final responsibility and authority for all decisions rests with the probation officer and supervisor.

I understand that my status as an intern does not invest me with the authority to arrest or revoke probationers and that I am not to abuse my position by misrepresenting the extent of my authority in working with probationers or members of the community.

I understand that I am to maintain a supportive working relationship with probationers which precludes any socializing or personal involvement.

I understand that my duties do not include money exchanges, personal business transactions, gifts or other gratuities from probationers and I will follow the Code of Ethics for Arizona Probation Personnel.

I acknowledge that I have read and understand the above regulations and policies and agree to abide by them. Failure to do so may be grounds for dismissal.

_____

Signature of Intern Date

_____

Coordinator of the Intern Program Date

Officer Expectations of the Intern

Think safety. Be alert!

- Never discuss your personal life with probationers. Do not follow them on social media; do not accept any friend/follow requests.
- Know the location of emergency exits.
- If alone in a room with a defendant, don't close the door. Position yourself closer to the exit than they are.
- In the field, follow the officer's lead.
- When approaching a door to a house or apartment, don't stand directly in front of it.
- Don't turn your back on a defendant.
- Have the defendant walk in front of you.
- Don't stand between the officer and the defendant.
- Is the defendant left- or right-handed?
- Take precautions to protect both department and personal property.

Ask questions and take notes

- You're here to be exposed to processes.
- Review the sequences of investigation and supervision.
- Compare notes with other interns; you won't necessarily experience a process in A-Z order.
- If you feel something is missing, ask the officer if you can observe the procedure(s) you haven't been exposed to.

Read the materials provided

- If you don't understand something, ask.

Be on time

- Don't expect an officer to wait for you if you're late.
- If there's a problem, make contact before your expected arrival time.

Dress appropriately

- See Dress code suggestions
  - No jeans in court
  - No high heels in the field

Be a sponge

- This is a great opportunity to experience operations in one of the premier departments in the country.

Remember to maintain the confidentiality of what you see, read and hear.

SUPERIOR COURT
INTERN ACKNOWLEDGEMENT

NAME: _____

You have been assigned to intern with the Superior Court beginning _____ and ending _____.

You are aware and agree to the following:

1) You and the supervisor to whom you are assigned will discuss and arrange a work/project plan for you and agree on the number of hours per week you will be available. Except in the case of an emergency, you agree to notify the supervisor of any changes in schedule at least twenty-four (24) hours in advance.

2) While interning for Adult Probation and after, you agree to conform to the rules of conduct and confidentiality governing Superior Court employees.

3) Your appointment as an intern to the Superior Court may be terminated at any time before the date agreed upon, by mutual consent, or by written notice from either you or the supervisor.

4) Your status will be that of an unpaid intern and you understand you will not be eligible for Pima County's group medical or dental, weekly indemnity and life insurance programs, or for other benefits which may be applicable to regular court employees.

5) It is agreed that in no event shall you use your personal automobile or other vehicle while performing service for the Superior Court.

Your participation as an intern is very much appreciated and we hope that you will find it a rewarding experience.

Sincerely,

_____
Program Coordinator

I concur:

_____
Intern

SUPERIOR COURT
INSURANCE ACKNOWLEDGEMENT FOR INTERNS

The Pima County Superior Court has insurance coverage with Arizona State Risk Management. This insurance does not cover interns. By signing this form, you are acknowledging this fact and waive any insurance rights from the Superior Court.

_____ _____

Signature Date

Employee Emergency Information

Date: ___/ /_____

Hire Date: ___/ /0_____

Name: _____

Division: Adult Probation(Internship)

Home Telephone: ( )- -

Employee Identification Number: NA

Spouse: _____

Address: _____

_____

WHO TO NOTIFY IN CASE OF AN EMERGENCY:

(1)Name: _____

Relationship: _____

Address: _____

Telephone: ( )- -

_____

(2)Name: _____

Relationship: _____

Address: _____

Telephone: ( )- -

_____

(3)Name: _____

Relationship: _____

Address _____

Telephone: ( )- -

_____

Other pertinent information: (i.e. doctor(s) name(s), allergic reactions, medical conditions, hospitals to be taken to, children's schools, etc.)

_____

_____

_____

_____

_____

Intern Program Information

1.**Name of Intern**_____
Last First M.I

2.**Name of School**_____

3.**School address**_____
Street City State Zip

4.**Graduation date**_____ **Degree**_____

5.**Name of course which requires internship**_____

6.**Advisor/faculty member who will oversee your internship**_____

7.**Advisor's contact information**_____

8.**Is a report or paper required about your internship?** **Yes**____ **No**_____

INTERN REGISTRATION FORM

This form of the form is to be filled out by the intern. (Please print)

INTERN'S NAME _____ SOCIAL SECURITY # _____

MAILING ADDRESS _____ HOME # _____

LIABILITY COVERAGE: Interns are persons doing State of Arizona work/activities under the direction and control of a State authorized official and are not being paid.

Liability coverage is extended to interns acting at the direction of a State official and within the course and scope of their authorized activities. Interns of the State are provided the same liability protection afforded employees. Thus, interns acting with the course and scope of their State authorized activities may be covered for their liability exposure as authorized interns of the State.

WORKERS' COMPENSATION IS NOT COVERED: Interns are NOT covered by the State's worker's compensation if injured while participating in this program. (Except for interns pursuant to A.R.S. 23-901). Interns are strongly encouraged to obtain medical insurance before participating in this program.

Do you have health insurance? Yes ____ No ____ If yes, please provide the following information:

Name of Medical Insurance Carrier: _____ Policy # _____

I have carefully read the above information and understand its contents. The information provided by me is accurate.

_____ _____

INTERN'S SIGNATURE DATE

This below portion of the form is to be filled out by the Supervisor. (Please print)

SUPERVISOR'S NAME	TITLE	PHONE #
Julie Neff-Encinas	Probation Program Coordinator	520-724-5434
DEPARTMENT	DUTIES OF INTERN	BEGIN DATE / END DATE
Adult Probation	Participate in all aspects of probation officer duties	

	YES	NO
Will the intern be in a state-owned or rented vehicle or an 8 to 15 passenger van?		
Does the intern have a valid driver's license?		
Have you checked the intern's Motor Vehicle Record?		
If yes, has the intern successfully completed the mandatory 15 passenger van training course and been certified?		
Expiration Date of Certification Card:		
Does the intern have previous experience driving a 15-passenger van?		
If YES, describe:		

_____ _____

SUPERVISOR'S SIGNATURE DATE

DISTRIBUTION LIST; agency Personnel Department, Supervisor, Intern

ARIZONA SUPERIOR COURT IN PIMA COUNTY
Non-employee Identification Card Application

Name:_____ **Date:**_____

Address:_____ **Zip:**_____

Telephone Number:_____

Purpose of card: (Include time period of validity, if applicable)

INTERN IN ADULT PROBATION LEARN Program

Start date:
Expiration Date:

Department/Individual Requesting Card: Julie Neff-Encinas, Adult Probation

Authorized Department
Signature:_____ **Date:**_____

Restrictions: (Department Request and/or Security Requirement)

_____
_____
_____
_____

Card Issued by:_____ **Date:**_____

Conditions of Use of Card

Applicant understands that the Superior Court Identification Card issued is to be used as authorized on the card and remains the property of Superior Court. If stated, the card is only valid for the specific period of time indicated on the card. Applicant agrees to return the card to Superior Court at the end of the time period or when requested on demand by the authorizing department, the Security Coordinator, or the Court Administrator's office.

Signature of Applicant:_____ **Date:**_____

I. PURPOSE

The court maintains a drug-free workforce to help ensure a safe, healthy and productive workplace and to foster the trust and confidence of the public. The following rules regarding unlawful or unauthorized substance usage in the workplace have been established to advise employees and contractors of their responsibilities.

II. DEFINITIONS

A. Contractor – A person or business that performs services for the court under an express agreement; not as a court employee.

B. Controlled Substance – Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. § 812), as amended, and Title 13 of Arizona Revised Statutes. Copies are maintained for employee review by Human Resources.

C. Covered Personnel – All court employees, volunteers, interns and temporary/intermittent workers.

D. Court Premises – All court property, including vehicles, lockers, buildings, and parking lots/facilities, and any place the court conducts business.

E. Court Property – All court owned, leased or operated property used by employees, such as vehicles, lockers, desks, closets, etc.

F. Drug – A drug is any chemical substance that produces physical, mental, emotional, or behavioral change in the user, including alcohol.

G. Drug Paraphernalia – Any equipment, implement, product or material that is used or intended for use in concealing an unlawful drug or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body an unlawful drug, controlled substance, or other prohibited substance.

H. Grantor – Any federal agency providing funding to, or contracting with, the court for services.

I. Reasonable Cause/Reasonable Suspicion – a legal standard of proof that is less than probable cause but more than a mere hunch. It must be based on specific and articulable facts, taken together with rational inferences from those facts. For purposes of this policy, those facts may include, and are not limited to, the direct observation of unlawful drug or alcohol use; or the symptom of being under the

influence of drugs or alcohol; observation of a pattern of abnormal or erratic behavior; the arrest or conviction for an unlawful drug or alcohol-related offense, or the identification of covered personnel as the focus of a criminal investigation of unlawful drug possession, use or trafficking; information received from a reliable or credible source or by the admission of the covered personnel; or, evidence that the covered personnel tampered with a previous drug or alcohol test.

J. Under the Influence – Not having the normal use of mental or physical faculties resulting from the introduction into the body of an alcoholic beverage, unlawful drug or a controlled substance.

K. Unlawful Drug – Any substance which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage of is unlawful or regulated under any federal, state, or local law. This includes (but is not limited to) any prescription drug that is abused or, used for any reason, other than a legitimate medical reason, and inhalants used unlawfully.

III. POLICY

The court is a drug-free workplace. The court has the right to conduct inspections of all court property and premises and to implement and conduct reasonable suspicion drug and alcohol screening tests of covered personnel. Consistent with maintaining a drug-free workplace and federal law, the following requirements shall apply:

A. This policy applies to alcoholic beverages, prescription drugs, inhalants, and other lawful or unlawful substances described as drugs, herein. All covered personnel are subject to the provision of this policy.

B. As required in the Arizona Code of Judicial Administration, positions defined as "safety sensitive," shall be subject to random drug screenings.

C. Drug and alcohol screenings will be conducted by a court contracted medical service provider and will proceed according to the protocol established by the medical service provider.

D. Alcoholism and other drug addictions are recognized as diseases responsive to proper treatment. The court maintains a Drug-Free Awareness Program that informs covered personnel about:

1. The dangers of drug abuse in the workplace;

2. The court's policy of maintaining a drug-free workplace;

3. Any available drug counseling, rehabilitation and employee assistance programs available to assist covered personnel;

4. The penalties that may be imposed upon covered personnel for substance abuse violations occurring in the workplace.

E. Violating the Drug-Free Workplace policy, failure to cooperate, refusing to be tested, providing false information, and or omitting material information may subject covered personnel to disciplinary action up to and including termination.

F. Consistent with court policy, as a condition of continued employment with the court, all covered personnel will:

1. Abide by the terms of this policy; and,

2. Immediately notify the court of any criminal drug statute arrest and/or conviction.

G. The court agrees to notify the grantor within ten (10) days after receiving notice of a drug statute conviction from covered personnel.

H. Court management will impose the following sanctions or remedial measures on any covered personnel who are convicted of a drug offense:

1. Take appropriate personnel action against such covered personnel up to and including termination; and/or,

2. Require such covered personnel to satisfactorily participate in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health agency, law enforcement agency or other appropriate agency.

I. Covered personnel involved in a work-related accident where alcohol or drugs are believed to be a contributing factor may be referred to an employee assistance counselor in addition to any other accident investigation activities.

J. Contractors will ensure that their employees who work in court premises understand that the court is a Drug-Free Workplace. Workers suspected of being under the influence will be excluded from the premises. All workers and their tools and possessions are subject to search for drugs, alcohol and other items considered to be a potential security threat.

IV. PROHIBITED ACTS

Any of the following actions constitute a violation of the policy and may subject covered personnel to disciplinary actions(s) up to, and including, termination:

A. Using, selling, purchasing, transferring, possessing, manufacturing, or storing an unlawful drug or drug paraphernalia, or attempting or assisting another to do so.

B. Selling, manufacturing, consuming or possessing an open container of alcohol on court premises, or attempting or assisting another to do so.

C. Working, reporting to work, conducting court business or being in a court facility while under the influence of an unlawful drug or alcohol.

D. Operating a court-owned, leased or rented vehicle while under the influence of an unlawful drug or alcohol, or operating a personal vehicle while conducting court business while under the influence of an unlawful drug or alcohol.

E. The above prohibitions shall not include controlled substances taken according to the verifiable prescription of a licensed physician, where impairment is not reasonably suspected.

V. PREVENTIVE ACTS

A. Covered personnel taking over-the-counter drugs or drugs prescribed by an attending physician must advise his or her direct supervisor, when he/she believes the medication(s) is causing impairment. The supervisor will consult with human resources for guidance to ensure the safety of the employee and the public. All medical information will be kept confidential and only disclosed on a need to know basis as described in the Personnel Records policy.

B. Covered personnel that self-identify as being in need of assistance, prior to the court's establishing reasonable suspicion or discovery of that individual's drug abuse violation(s), may be referred to available employee assistance programming. However, disclosure after the court has discovered a violation shall not preclude disciplinary action. Likewise, disclosure following notification of random drug screening (for safety sensitive positions) shall also not preclude disciplinary action. Refusal to submit to random or reasonable suspicion drug and alcohol screening shall be grounds for disciplinary action up to and including dismissal.

VI. SUPERVISORY AND EMPLOYEE NOTIFICATION

A. All supervisory personnel will receive training regarding this policy and the use of the Employee Assistance Program.

B. Covered personnel will receive copies of this policy and information about the Employee Assistance program.

VII. COORDINATION WITH LAW ENFORCEMENT AGENCIES

A. The unlawful sale, use, purchase, transfer, or possession of an unlawful drug or drug paraphernalia is a violation of the law. The court will report information concerning possession or distribution of any unlawful drug to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during a search of covered personnel and/or court property.

DATED this ____ day of _____, 2012.

_____

Honorable Sarah R. Simmons
Presiding Judge

PIMA COUNTY SUPERIOR COURT
DRUG-FREE WORKPLACE

AGREEMENT

I hereby certify that I have received a copy of, and that I have read and understand the contents of Pima County Superior Court Policy *#202 Drug-Free Workplace*.

Further, I understand that a violation of this policy is grounds for disciplinary action, up to and including termination.

_____
Signature

_____
Name (Please Print)

_____
Employee Identification Number

_____
Department

_____
Division/Unit

_____
Date

Original: Human Resources ***Copy: Employee***

ARIZONA CODE OF CONDUCT
FOR JUDICIAL EMPLOYEES

Before you begin your internship with Pima County Adult Probation, you are required to study the *Code of Conduct for Judicial Employees* (revised version 2/1/2010). This document pertains directly to you, as you are held to the same higher standards as all court employees. Please read it carefully and then answer the following questions:

Intern questions

Part 1

Please write your answers to each question in the space provided. If you need more space, use the back of the paper.

A. **A probationer works at a car wash and has brought you a gift card for 10 free washes.**
   Which canon addresses this situation and how would you deal with this if you were the PO?

B. **An employee has left boxes of Girl Scout cookies at the front reception, along with a box for payment of the cookies that are on display, and order forms for people who wish to order more.**
   Which canon addresses this issue and is this an activity that is permitted among court employees?

C. **It's election time, and an employee has posted flyers on the electronic employee bulletin board about an upcoming visit to Tucson by a candidate for President of the United States.**
   Which canon addresses this issue and what action would you take if you found this on the bulletin board?

D. **In the course of an office visit, an intern realizes that the probationer is the brother of a close friend of the intern.**
   Which canon addresses a situation like this and what should the intern do?

<u>Part 2</u>
Please write three things that surprised you in the canons. Then write three more items that you think are the most important for probation officers to follow.

By signing this document, the intern verifies that he/she has read the Code of Conduct and agrees to follow the canons.

_____ _____
Intern's name **Date**

_____
Intern's signature

THE ADULT PROBATION DEPARTMENT OF THE SUPERIOR COURT IN PIMA COUNTY
INTERN EMPLOYMENT OR ACADEMIC REFERENCE AND RELEASE

The application named below is applying for an internship position. We rely upon well-informed individuals to assist us in the selection of interns with outstanding integrity who will maintain high standards of performance. Will you please assist us by responding to this questionnaire? A release of information signed by the applicant is on the reverse side of this form. Your cooperation in a timely reply will be appreciated. Please submit this form:
by email to jneff-encinas@sc.pima.gov or by mail to

Julie Neff-Encinas
Adult Probation LEARN
2695 E Ajo Way
Tucson, AZ 85713

Company/School Name: _____ Address: _____

Applicant's Name: _____
Note: Information on this form is held in strict confidence and is not available to the applicant.

1. Dates of Employment/Enrollment in class_____ to _____ (approximations accepted)

2. Relationship to Applicant: (Please underline) Co-worker Supervisor Instructor/Professor

3. How long have you known the applicant? _____

4. Please rate the applicant on the following traits: (1= Poor; 2= Fair; 3= Good; 4= Excellent)
   Work Ethic _____
   Skills / Abilities _____
   Attitude _____
   Communication Skills _____
   Leadership Ability _____

5. Please discuss your experiences with the applicant that cause you to recommend him/her for an internship with Adult Probation.
   _____
   _____
   _____
   _____
   _____
   _____
   _____

Your name (printed): _____ Title/Position: _____

Signature: _____ Date: _____

Phone: _____ Email: _____
(These are in case we need to follow up with you for any reason. Your information will not be shared.)

AUTHORIZATION TO RELEASE PERSONAL INFORMATION

APPLICANT: _____

To whom it may concern:

By my signature hereon, I agree as follows:

A. This is your authority to release to the Adult Probation Department of the Arizona Superior Court in Pima County within one year of the date of my signature any information that you may have with reference to me, my employment or academic record.
B. I also authorize you to provide the employee of the Adult Probation Department who bears this authorization with all information personally known to you concerning my personal history, conduct, background and ethics, as part of any background investigation.
C. I hereby release you from liability and I hereby waive any cause of action that I might otherwise assert against you due to your providing information about me to the Adult Probation Department or its agents and employees. This release and waiver is intended to bind my heirs and assigns as well as myself. If you are the employee, officer, agent or representative of any corporation, organization, partnership, association or other entity, I also release this entity and all of its employees, officers, partnerships, owners, and agents from any liability and I waive all causes of action against them, both individually and jointly, for the release of requested information.

I agree that a photocopy of this Authorization to Release Personal Information may be accepted by and will have the same authority as the original.

_____

Name of Applicant (printed)

_____ _____

Signature of Applicant **Date**