

## Juvenile Officer State Reimbursement Guidelines

(1) Pursuant to A.C.A. § 16-13-327, intake and probation officers shall be an employee of the judge or judges of the circuit court designated to hear juvenile cases and shall serve at the pleasure of the judge or judges. Therefore, the juvenile judges shall be responsible for signing the reimbursement form for all counties in their district and returning to the Administrative Office of the Courts.

(2) Reimbursable officers must complete initial certification requirements (currently 40 hours of curriculum and testing) within one year of the officer's employment. Initial certification will be offered twice per year in January and July. The first 20 hours of testing will be completed before the 20 hours of in person training in January and July.

(3) Reimbursable officers must maintain their certification during the term of his or her employment. 12 hours are required every calendar year, and the officer has a 12-month grace period to complete any training due for the previous year. AOC will not reimburse until after proof of that year's certification hours has been received. Should an officer leave midyear, they were not required to complete continuing education and they maintained their certification during their term of employment.

(4) The portion to be paid by the state will be the lesser of twenty thousand dollars (\$20,000) per year or one-half (1/2) the probation officer's average salary for the previous year's salaries. Counties cannot receive more than \$20,000.00 for any single officer or slot.

(5) The AOC will reimburse up to 250 spots statewide, as determined by the Juvenile Judges Committee.

(6) Multiple counties in a judicial district may share the cost of the salary of the juvenile officer. One (1) county may be designated as the county to be reimbursed by the state (which is strongly encouraged), or the juvenile judge shall state the amount each county shall be reimbursed. The total cannot exceed \$20,000.00 total.

(7) A county may contract with a service provider for full-time or part-time juvenile officer services, and the circuit judge shall indicate the specific amount of the contractor's salary that is spent providing juvenile officer services for the county. The county or the contractor shall be reimbursed for one-half (1/2) of the portion of the salary that is used for such services, up to twenty thousand dollars (\$20,000). If a county contracts with a service provider to provide juvenile services pursuant to § 16-13-330, the county must submit documentation to the office, including without limitation:

(1) A copy of the contract for the salary year that is being reimbursed;

(2) A copy of each juvenile officer's certification and continuing education hours;

(3) A copy of each juvenile officer's W-2 form for the salary year that is being reimbursed; and

(4) A completed form concerning the employment status of each juvenile officer which shall be designed and distributed by the office.

(8) As long as a county or counties pays a full year's salary between multiple officers, the officers meet all statutory requirements for their employment, and the county submits the required documentation, then the counties can be reimbursed for this one slot, irrespective of whether one or more qualified persons filled that position during the year.

(9) An officer must be in the position for any 12-month period of time or a position must have been filled for any 12-month period of time before reimbursement can be made. The statute does not require that it be the previous calendar year- but a total of any 12 months of employment in that position or for that officer in required to pay for the previous calendar year.