

**ARLJ 11**  
**MISDEMEANANT PROBATION DEPARTMENT**

**RULE 11.1**  
**DEFINITION**

A probation department, if a court elects to establish one, is an entity that provides services designed to assist the court in the management of criminal justice and thereby aid in the preservation of public order and safety. The probation department may consist of probation officers, probation clerks, and other positions as determined by the Presiding Judge or their designee. The method of providing these services shall be established by the Presiding Judge or their designee to meet the specific needs of the court.

**RULE 11.2**  
**QUALIFICATIONS AND CORE SERVICES OF PROBATION**  
**DEPARTMENT PERSONNEL**

**(a) Probation Officer Qualifications.**

(1) Education: A Bachelor's degree is required. A course of study in behavioral sciences, criminal justice, or a related field is preferred.

(2) Skills: Communicate effectively, both orally and in writing. Utilize critical thinking and organization to manage complex situations. Employ empathy and interpersonal skills to motivate defendants. Deliver effective and technical presentations.

(3) Complete the Misdemeanant Probation Counselors Academy per WAC 139-10-235 within one year of hire.

(4) A probation officer hired prior to the adoption of the 2025 amendments to ARLJ 11 shall be deemed to have met the qualifications.

**(b) Probation Officer—Core Services.**

(1) Conduct investigations through interviews and research that may include criminal history, contact with victims, personal history, social and economic needs, community resource needs, counseling/treatment needs, work history, and family, employer, and community support.

(2) Monitor and/or supervise defendants according to the risk, needs, and classification systems used by the court.

(3) Evaluate defendants through interview and/or assessments to determine appropriate service referrals. Identify potential barriers and defendant amenability to different types of programs and treatment services. Conduct case management planning with defendants and assess compliance with court ordered probation conditions.

(4) Complete written reports, which may include sentencing and/or sanctioning recommendations to the court. Communicate with judicial officers regarding probation matters. Testify in court as required.

(5) Review reports from agencies providing court ordered services to defendants.

**(c) Probation Clerk Qualifications.**

(1) High school or equivalent diploma and two years' practical experience in social services, criminal justice, or a related field.

(2) Clerical skills including but not limited to data entry, filing, document review, multi-tasking, prioritization, and customer service.

(3) Ability to work with individuals experiencing mental health issues, substance use disorders, and homelessness.

(4) A probation clerk hired prior to the adoption of the 2025 amendments to ARLJ 11 shall be deemed to have met the qualifications.

**(d) Probation Clerk--Core Services.**

(1) Monitor receipt of progress reports and documents regarding compliance with court-ordered probation conditions.

(2) Monitor defendant non-compliance with conditions of sentence per court practice.

(3) Communicate with defendants to collect and verify personal contact information. Provide resource information for court ordered probation conditions and defendant needs.

(4) *Other Duties.* The core services listed under both probation officer and probation clerk are not meant to exclude other duties that may be performed by either classification of employee.

**RULE 11.3**  
**STATUTORY PROBATION SERVICE FEES TO BE USED FOR**  
**PROBATION SERVICES**

All positions, which are funded by statutory probation service fees, shall be limited to working with individuals or cases receiving probation services. Any additional funds raised from statutory probation services fees beyond what is necessary to fund the positions in the probation department shall be used to provide additional levels of probation services.

[Adopted effective September 1, 2001; Amended effective July 9, 2024; September 1, 2025.]