

# Georgia Department of Public Safety

## Policy Manual

SUBJECT <b>TRAINING</b>	POLICY NUMBER <b>23.02</b>
DISTRIBUTION <b>ALL EMPLOYEES</b>	DATE REVISED <b>9/30/2013</b>

### 23.02.1 Purpose

The purpose is to establish policy and procedures governing the training of Georgia Department of Public Safety members.

### 23.02.2 Policy

It is the policy of the Georgia Department of Public Safety to provide the best training available to its members. The Georgia Department of Public Safety Training Academy is responsible for recruit training, in-service training, advanced and specialized training for members of the department. In addition, advanced training at other academies or institutions may be approved consistent with established criteria.

### 23.02.3 Procedures

#### A. Administration

The Georgia Department of Public Safety operates a training academy under the command of the Director of Training. The Director of Training is responsible for all aspects of the academy to include: the academy's goals and responsibilities, organization and staffing, administrative and operating procedures.

The Director of Training shall have a staff commensurate with the training needs of the Georgia Department of Public Safety. Before being assigned to the training academy, instructors must have successfully completed:

1. The Georgia Peace Officer Standards and Training (P.O.S.T.) Council General Instructor Course, and
2. At least one of the following specialized instructor certification courses: Firearms, Driver Training, Defensive Tactics, or Speed Detection.

#### B. Academy Facilities

The Georgia Department of Public Safety Training Academy is located at the Georgia Public Safety Training Center (GPSTC), 1000 Indian Springs Drive, Forsyth, Georgia. Training academy facility needs are provided by the GPSTC, including classroom facilities adequate for all courses, office space for the Training Staff, physical fitness facilities, a library, a paved driving facility, and a firearms facility. The Georgia Department of Public Safety Training Staff coordinates all Georgia Department of Public Safety training conducted at the GPSTC. Guest instructors are used on an as needed basis.

### C. Guest Instructors

All guest instructors shall be approved by the Director of Training prior to teaching.

#### 1. Adjunct instructors

- a. Adjunct instructors are departmental members not assigned to the Training Division who are specialists/trained in the subject they teach. All sworn adjunct instructors are required to be POST I.T. certified. In addition, all sworn adjunct instructors who teach driving, firearms, defensive tactics, or a speed timing device class must be certified by POST as a specialized instructor in that respective field.
  - b. Adjunct instructors will be disqualified from serving as an instructor for the following reasons:
    - 1) Receiving a corrective action (corrective interview or more severe) within twelve months of serving as an instructor;
    - 2) Receiving an overall rating of "Did not meet" on the annual Performance Management Form;
    - 3) Determination by the Director of Training that the adjunct instructor should no longer be permitted to function as an adjunct instructor upon the evaluation of their performance as an adjunct instructor.
    - 4) For other reasons at the discretion of the Commissioner of the Department of Public Safety
  - c. Post/Unit Commanders shall notify the Director of Training in writing if section C(1)b subsection 1) or 2) occur.
2. Outside instructors are non-departmental members who are specialists in the field they teach. They are not required to be a certified instructor.

### D. Application for Additional Training

Personnel wanting to attend advanced training courses at the Georgia Public Safety Training Center are subject to the following procedures:

1. MCCD, Capitol Police, IA and Executive Security personnel shall make a written request to the Lieutenant Colonel through proper channels.
2. GSP personnel shall make a written request to the Commanding Officer through proper channels.
3. The Lieutenant Colonel/Commanding Officer will approve or disapprove each request, and forward those approved to the Director of Training. When openings become available, the Director of Training shall submit a list of all approved personnel to the Lieutenant Colonel/Commanding Officer for detachment.

### E. Course Attendance

Any departmental employee who must be absent from any scheduled training shall notify the Troop Commander/Division Director. It shall be the Troop

Commander's/Division Director's responsibility to notify the Training Academy of any absences and to ensure the training is rescheduled.

#### F. Basic Trooper School

1. The Georgia Department of Public Safety Training Academy shall be responsible for providing training to all basic recruits. The Training Division's Standard Operating Procedures (SOP) shall govern the Trooper school training. Such training shall reflect the efforts of the Department to provide current instruction, which offers innovative, effective and efficient methods or techniques to accomplish the goals and mission of the Georgia State Patrol.
2. Candidates for Trooper School shall successfully complete a physical fitness test prior to the Background Investigation part of the hiring process. Guidelines for the test are set forth by the Training SOP.
3. Any individual employed by the Georgia State Patrol to be a Trooper shall be required to attend and successfully complete Basic Trooper School Training.
4. Any injury that prevents a cadet from participating in the following instruction shall be dismissed from Basic Trooper School.
  - a. Firearms Training 2 weeks
  - b. Driver Training 2 weeks
  - c. Defensive Tactics 4 days
  - d. Accident Investigation 3 weeks
  - e. Pursuit Intervention 3 days
  - f. Tactical Firearms 3 days
  - g. Any P.O.S.T. mandated class that cannot be made up during the current trooper school.

An injured cadet may be excused from physical training for up to two weeks. After two weeks, the Director of Training shall determine whether the cadet's level of participation in physical training is sufficient to continue Basic Trooper School.

#### G. In-Service Training

All sworn members of the Georgia Department of Public Safety shall attend the annual Departmental in-service training as set forth by the GSP Training Division. The Commissioner may excuse a member from Departmental in-service training. All sworn personnel are required by P.O.S.T. to accumulate 20 hours of annual in-service training to maintain their certification. It is the individual member's responsibility to attend training to maintain their P.O.S.T. certification.

#### H. RADAR/Intoxilyzer Re-certification

The Troop/Region/Unit Commander shall monitor the certification of all sworn members on the operation of the Intoxilyzer and RADAR in accordance with the rules

and regulations of the Georgia Bureau of Investigations Division of Forensic Sciences and P.O.S.T. The Post/Unit Commander shall ensure all members under their supervision attend the required recertification training in a timely manner in order to keep certifications current.

#### I. Remedial Training

Members of the Georgia Department of Public Safety may at times be required to attend and successfully complete remedial training when deficiencies are detected in the member's job performance.

1. Remedial training shall be required for sworn departmental members who are unable to show a minimum level of proficiency in the following critical areas:
  - a. Weapons training;
  - b. Driver training, and
  - c. Field training. (Remedial training shall not exceed one additional field assignment.)
2. Remedial training may also be required when:
  - a. A member fails to achieve performance standards;
  - b. A Troop/Region Commander makes the determination that a member has demonstrated deficiencies in specific areas and remedial training would benefit the member, or
  - c. Used as a disciplinary or corrective measure.
3. Remedial training shall be scheduled for the next available training session. Members requiring remedial training in a critical area (e.g. driving, weapons and field training) shall be reassigned to another duty or be put on administrative leave until such training is successfully completed.

Non-participation in remedial training may result in disciplinary action up to and including termination.

#### J. Promoted Members

The Georgia Department of Public Safety Training Division will arrange for or shall provide the necessary training to newly promoted members as soon as practical.

#### K. Outside Training

Members of the Georgia Department of Public Safety periodically attend training outside the Georgia Department of Public Safety Training Academy. Any outside training shall be utilized only in accordance with Georgia Department of Public Safety policies and procedures. Upon completion the Post Commander/Unit Supervisor shall give instruction regarding the agency's policies and procedures related to the outside training.

L. Travel

Travel to any kind of training at Departmental expense necessitates approval via Special Order in conjunction with existing policies on travel expenses and travel.

M. Member Training Records

1. The Training Division utilizes the Georgia Peace Officer Standards and Training (GAPOST) Data Gateway as the official training record for all sworn members. Additionally, a SharePoint Folder of training related correspondence (certificates of training, etc.) is maintained by the Training Division on each sworn member. It is the sworn member's responsibility to monitor their GAPOST training record as well as their SharePoint Folder to ensure the information is accurate. Discrepancies should be addressed to the Training Director (or designee).
2. Annually by November 1<sup>st</sup>, all sworn employees shall pull their POST training record and review for any deficiencies. All supervisors shall review the training records for all their assigned sworn employees.
3. Annually by November 15<sup>th</sup>, the Training Division shall pull the agency's deficiency report. All deficiencies will be reported to the respective Commanding Officer.
4. It shall be the responsibility of the sworn employee to rectify any and all deficiencies within five business days upon notification of such deficiencies.
5. Any Departmental member receiving training outside the GPSTC shall submit a copy of the course completion certificate to the Director of Training in order to maintain current training records.
6. The preferred method of submitting course completion certificates is by scanning and emailing to trainingrecords@gsp.net.

#### **23.02.4 Advanced Training**

- A. Personnel wanting to attend advanced training courses shall adhere to the following procedures:
1. All personnel shall make a written request to the Lieutenant Colonel through the chain of command.
  2. Only members with a minimum of five years of service remaining before retirement at the time of application will be considered.
  3. Selection Process
    - a. The operational needs of the Department shall be considered in the selection process;
    - b. The highest ranking applicant shall normally be given preference;
    - c. The member must have received a "meets expectations" or above on their last three annual performance evaluations.

- d. A committee designated by the Commissioner will review the list of applications and make recommendations for selection.
  - e. As a general rule, members may only be selected to attend one advanced training program at a time.
  - f. The Commissioner will authorize and forward the nomination of the selected member to the appropriate agency or institution.
  - g. A current list of applicants and enrolled students shall be maintained in the Lt. Colonel's Office.
- B. FBI National Academy
- 1. Members holding the rank of Sergeant First Class and above may apply.
  - 2. The member must be in excellent physical condition, capable of sustained strenuous exertion and regular participation in the use of firearms, physical training, and defensive tactics, which will be confirmed by a thorough physical examination (submitted when requested by FBI) by a medical doctor of the member's choice and at the member's expense.
  - 3. Members selected for attendance must agree to remain in law enforcement for a minimum of three years after graduation.
- C. Georgia Law Enforcement Command College / Professional Management Program
- 1. Members applying to attend these programs must meet Department of Public Safety as well as Columbus State University requirements before being considered for enrollment in either program.
  - 2. Approval for enrollment in these two programs is contingent upon the participant being prepared to commit a substantial amount of time, effort, and hard work toward achieving a worthwhile goal. Participation in either of these programs is a benefit, not only to the Department, but to the individual as well. Because of the Department's substantial monetary investment in providing tuition, training time, and associated expenses, participants will be expected to devote their utmost attention toward successfully completing the program.
  - 3. In order for the Department to benefit from its investment in a participating employee, that employee is expected to continue serving for at least three years following completion of the program.
  - 4. The Administrator of the Command College/Professional Management Program will determine final selection for admission and class placement. Upon notification of acceptance, the member will be provided with contact person(s), schedules and other information relevant to the admission process.
  - 5. Georgia Law Enforcement Command College
    - a. The Georgia Law Enforcement Command College is by design tailored for middle, upper, and executive level law enforcement managers. It is primarily focused on providing a program of advanced management studies and intense training for present and future law enforcement executives. It is compatible with both undergraduate and graduate degree programs. Applicants currently holding a bachelor's degree *may* apply for enrollment in

the graduate program (Master of Public Administration) and will receive graduate credit for Command College courses. Others will qualify to receive undergraduate credit in the Criminal Justice Program. Students may opt to enroll only in the Command College and not seek further academic credit. The Command College alone consists of a 280-hour program divided into seven 40-hour modules and requires a minimum of two years to complete. The seventh module includes an extensive final research project. Three semester hours of university undergraduate or graduate credit (where applicable) and 40 hours of P.O.S.T. training are awarded for each module.

- b. Applicants must have successfully completed 90 *quarter* hours or 60 *semester* hours from an accredited college or university to enroll in the Command College.
  - c. The Department will only fund 12 classes. This includes modules and auxiliaries.
  - d. Members holding the rank of Sergeant or above may apply.
  - e. Attendance is normally funded entirely by the Department. However, any eligible Sergeant or above may elect to attend at their own expense without having to wait for selection as described in this policy statement. In such incidences, and upon the written approval of the Commissioner, such members shall be allowed to attend the training in an *on-duty* status and likewise be approved to use their assigned Department vehicle.
  - f. Other sworn members may elect to attend at their own expense. In these incidences, the sworn member shall have written approval from the Commissioner. The sworn member shall also be required to pay all their own expenses; they shall not use a Departmental vehicle and cannot attend in an *on-duty* status.
  - g. No member below the rank of Sergeant shall be approved to attend, regardless of the funding source.
6. Georgia Law Enforcement Professional Management Program
- a. The Georgia Law Enforcement Professional Management Program is designed to provide training similar to the Georgia Law Enforcement Command College for students who may not meet either the academic or Command College requirements. The program's focus is on providing advanced management studies to supervisors who wish to develop professional skills necessary to advance their careers. The program consists of a 160-hour program divided into four 40-hour modules. The program takes one year to complete. Three semester hours of university undergraduate or graduate credit (where applicable) and 40 hours of P.O.S.T. training are awarded for each module.
  - b. No previous college or university credit is required for admission to the program.
  - c. Members holding the rank of Corporal or above may apply. Chief Communications Equipment Officers may also apply.
  - d. Only supervisory personnel (Corporal and above) will be selected for admission to the Professional Management Program regardless of the

funding source. As with the Command College, any eligible supervisor who wishes to attend the program without having to wait for selection by the Department may do so at their own expense. Upon the written approval of the Commissioner, the member will be permitted to attend the training in an *on-duty* status and will be authorized to use their assigned Department vehicle.

- e. Other sworn members may elect to attend at their own expense. In these incidences, the sworn member shall have written approval from the Commissioner. The sworn member shall also be required to pay all their own expenses; they shall not use a Departmental vehicle and cannot attend in an *on-duty* status.

D. Other Academies and Institutions

- a. Approval to attend other advance training not specifically addressed in this policy statement shall be contingent on the applicability of the training, manpower considerations, and the availability of funding.
- b. In approving such training, the member's rank, current duty assignment, and other relevant information shall be considered.
- c. Other academies and institutions where such training may occur include, but is not limited to, the following:
  - 1) The Institute of Police Technology and Management (IPTM);
  - 2) Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI), and
  - 3) Northwestern University Center for Public Safety.