Atlanta Police Department – Standard Operating Procedure			
	APD.SOP.2080 – Training Effective Date: August 26th, 2025		
Chief Darin Schierbaum	Signature by: DS	Date Signed: 8/26/2025	Expires:2029

SIGNIFICANT CHANGES

APD Staff,

The revised APD.SOP.2080 – Training merges three previous SOPs (2080, 2081, and 2082) into a single, streamlined policy. This consolidation ensures consistency and eliminates redundancies across training procedures. Key updates include clarified expectations for training participation, instructor requirements, field training protocols, and the reimbursement process for training expenses. The policy now includes procedures for outside agency training requests and reinforces accountability for attendance and completion. Officers and staff are strongly encouraged to read the updated policy in full to understand their training obligations and opportunities.

Section 4.1.2: The training grounds of the Atlanta Police Academy, including but not limited to, the Emergency Vehicle Operations Course (EVOC), Simulation Center, Rescue Tower, Firearms Range and any other designated training areas, are restricted areas and may not be accessed or utilized without prior written, or direct consent, from the Academy Director, and their designee. Unauthorized use of any training area is strictly prohibited and may result in disciplinary action or denial of future access. All requests for use must be submitted through the appropriate chain of command and approved in advance by the Academy Director or their designee.

Section 4.1.5: In addition, access to the training grounds is strictly prohibited for any individual who is believed to be under the influence of illegal drugs, alcohol, or any prescribed or over-the-counter medication that may cause impairment. The safety and integrity of all training operations require that all personnel on site be fully alert and unimpaired. Any individual suspected of impairment will be denied entry and may be subject to further administrative or disciplinary action

Section 4.2.10: Fraternization between Academy staff and Police Recruits is strictly prohibited. This includes, but not limited to:

1. Romantic or sexual relationships with recruits, regardless of mutual consent.
2. Engaging in excessive personal communication with recruits outside of official training platforms, including social media, text messaging, or phone calls.
3. Socializing in non-professional settings, such as bars, clubs, or private residences.
4. Showing bias or favoritism, or the appearance thereof, and sharing personal information that is not necessary for instructional purposes.

Thank you and stay informed!

Policy and Standards Section
Planning, Research, and Accreditation Unit

TABLE OF CONTENTS

1. PURPOSE 3
2. POLICY 3
3. RESPONSIBILITIES 3
4. ACTION 3
4.1 Training Academy 3
4.2 Selection and Training of Instructors 4
4.3 Lesson Plans 5
4.4 Recruit Training 6
4.5 Field Training Program 6
4.6 Specialized Training 9
4.7 Training Upon Promotion 9
4.8 Civilian Training 9
4.9 In-service Training 10
4.10 Written Roll Call Training 10
4.11 Calhoun Training 11
4.12 Outside Training 12
4.13 Outside Agency Requesting to train at APA 13
4.14 Attendance at Training Functions 14
4.15 Training Records 14
4.16 Testing and Remedial Training 15
4.17 Career Development 15
4.18 Training Reimbursement and Collection Procedure 16
5. DEFINITIONS 17
6. CANCELLATIONS 17
7. REFERENCES 18

1. PURPOSE

The purpose of this policy is to reinforce the Atlanta Police Department's commitment to high standards of training as a foundation for accountability, public trust, and the ethical performance of duty. Consistent and quality training is essential to preparing both sworn and civilian personnel to make sound decisions, apply the law fairly, and engage with the community in a professional and respectful manner. This policy establishes expectations for all mandated and professional training, ensuring that personnel are equipped to meet the evolving demands of modern policing.

2. POLICY

The Atlanta Police Department views training as a professional responsibility and as a critical tool for maintaining the public's trust. Therefore, the Atlanta Public Safety Training Center and its staff, will provide, or make available, training which is required by Georgia POST, the City of Atlanta, and the Department. The Training Section will seek to provide training which allows employees to obtain the knowledge, skills, and abilities to provide a safe and secure environment for the City of Atlanta.

3. RESPONSIBILITIES

3.1 The Training Section commander and/or the Assistant Training Section commander is responsible for all training conducted within the Department or on behalf of the Department. The Training Section commander and/or the Assistant Training Section commander is further responsible for the effective delivery of training, for the operation, organization, and staffing of the Department's training facilities. The Training Section commander will designate a subordinate as the field training coordinator.

3.2 Department, division, and section commanders will implement this directive within their command and ensure that employees are familiar with it.

3.3 The Critical Incident Review Team is responsible for acting as an advisory unit for the development of training and training programs.

3.4 Supervisors will implement this directive within their command and assist in providing employees with training and training opportunities that will improve job performance.

3.5 Instructors of the Department will comply with this directive. All Peace Officer Standards and Training (P.O.S.T.) certified instructors within the department will coordinate their job-related teaching activities with the Training Section. This includes all training conducted within the Department and outside the Department.

3.6 Employees are responsible for complying with this directive and are expected to seek out training opportunities. Employees are further expected to participate fully in approved training activities, to maximize the benefits from them. Employees must follow the procedures established by the Department and the Training Section commander and/or the Assistant Training Section commander for training and related activities as well as procedures regarding the use of the Department's training facilities.

3.7 Employees are required to attend all required Training on the scheduled time and date.

4. ACTION

4.1 TRAINING ACADEMY

4.1.1 The Atlanta Police Academy provides, and is responsible for, Georgia POST basic training for recruits of the Atlanta Police Department. It is further responsible for specialized, in-service, and any other training for Department employees. The goal of the Atlanta Police Academy (APA) is to provide the training necessary for employees to acquire the knowledge, skills, and abilities that will enable the department to provide a safe and secure environment for the citizens of Atlanta.

4.1.2 The training grounds of the Atlanta Police Academy, including but not limited to, the Emergency Vehicle Operations Course (EVOC), Simulation City, Rescue Tower, Firearms Range, and any other designated training areas, are restricted areas and may not be accessed or utilized without prior written, or direct consent, from the Academy Director, and their designee. Unauthorized use of any training area is strictly prohibited and may result in disciplinary action or denial of future access. All requests for use must be submitted through the appropriate chain of command and approved in advance by the Academy Director or their designee.

4.1.3 The Training Section Commander and/or the Assistant Training Section commander will develop written documents outlining operational and administrative requirements of the training facilities, including the following:

1. Annual report, to include but not limited to:
    a. Annual use of force training.
    b. Annual qualification (lethal weapons).
    c. Annual less lethal weapons training.
    d. Use of Force reports analysis; and
    e. Annual vehicle pursuits training and legal updates.
2. Organization & Staffing
3. Administrative & Operational procedures

4.1.4 While attending training at the Training Academy and Firing Range, all sworn employees will wear the approved training uniform unless advised otherwise by the specified course instructions or the class instructor.

4.1.5 Access to the training grounds is strictly prohibited for any individual who is believed to be under the influence of illegal drugs, alcohol, or any prescribed or over-the-counter medication that may cause impairment. Any individual, sworn or civilian, suspected of impairment will be denied entry and may be subject to further administrative or disciplinary action.

4.2 SELECTION AND TRAINING OF INSTRUCTORS

(CALEA 6th ed. standard 33.3.1)

4.2.1 Instructors will be selected based on their desire to instruct, ability, subject matter knowledge, academic credentials, and professional experience. All instructors must be either a Georgia POST Certified Instructor or a subject matter expert in the areas they teach.

4.2.2 Instructors are expected to teach at least once every six (6) months in a training program approved by the department or as required by the Training Section commander.

4.2.3 Part-time instructors are expected to obtain forty (40) hours of training every two years that is related to instructional skills development, a subject matter in which they instruct, or intend to instruct. Full-time instructors are required to obtain forty (40) hours of training every year that is related to instructional skills development, or a subject matter in which they instruct, or intend to instruct.

4.2.4 All instructors will notify the appropriate training coordinator when unable to instruct a scheduled training program at the APA due to exigent circumstances.

4.2.5 If an employee, who is a POST certified instructor, is asked to instruct personnel from another agency or organization, he or she will coordinate the request through the Training Section. This requirement will assist the Training Section's efforts to maximize its resources through the instructor reciprocity program.

4.2.6 Employees who receive POST instructor certification on department time and expense will be required to teach at the APA at least once every twelve (12) months, if the APA scheduled curriculum permits, and a request is made by the Training Section commander.

4.2.7 An employee who intends to conduct training for department employees is required to coordinate such training with the Training Section and comply with all training and department policies.

4.2.8 Professional mentoring from Academy staff is encouraged when conducted within appropriate boundaries and without the suggestion of personal attachment or bias.

4.2.9 To preserve the integrity and professionalism of the training environment, academy staff must maintain a relationship with recruits that is instructional, impartial, and free of any conduct that could compromise objectivity or discipline.

4.2.10 Fraternization between Academy staff and Police Recruits is strictly prohibited. This includes, but not limited to:

1. Romantic or sexual relationships with recruits, regardless of mutual consent.
2. Engaging in excessive personal communication with recruits outside of official training platforms, including social media, text messaging, or phone calls.
3. Socializing in non-professional settings, such as bars, clubs, or private residences.
4. Showing bias or favoritism, or the appearance thereof, and sharing personal information that is not necessary for instructional purposes.

4.2.11 Any suspected violation of this policy will be reported to the Academy Commander or the Office of Professional Standards and may result in disciplinary action, including reassignment, removal from Academy duties and/or possible termination from the department.

4.3 LESSON PLANS

(CALEA 6th ed. standard 33.1.4)

4.3.1 Lesson plans are required for all training and/or blocks of instruction taught or presented in the department. All lesson plans will follow the guidelines established by the Georgia POST Council and must be submitted to the Training Section commander, or their designee, for approval. Once the Training Section commander, or their designee, has approved a lesson plan, it will be maintained on file at the APA.

4.3.2 Lesson plans will include, at a minimum: a statement of the student performance objectives, the content of the training/specification of the appropriate instructional techniques, and identification of any tests used in the training process.

4.4 RECRUIT TRAINING

(CALEA 6th ed. standards 33.4.1, 33.4.2)

4.4.1 All sworn police officers must be current P.O.S.T. certified peace officers in the State of Georgia and will have satisfactorily completed the set course of training at the Atlanta Police Academy (APA) before assuming the duties of a police officer and being authorized to carry a firearm and/or make an arrest in a police capacity.

4.4.2 At the beginning of recruit training, all recruits will be given the Basic Law Enforcement Training Manual, which describes the APA training program and the rules, regulations, policies, and procedures of the Academy.

4.4.3 The APA program includes a curriculum based on a job task analysis of the most frequently performed assignments of police officers. APA training will follow the Georgia P.O.S.T. mandated curriculum needed for police officer basic certification; in addition, to any training required by the Atlanta Police Department.

4.4.5 The APA will continually supervise recruit training and use a variety of evaluation techniques designed to measure the competency of recruits as it concerns required knowledge, skills, and abilities of police officers. Such evaluation techniques will include, but are not limited to written examinations, oral examinations, physical ability standards, agility tests, practical exercises, and other techniques deemed appropriate by the Training Section commander. The staff will evaluate and monitor the recruits' performance daily.

4.4.6 A mandated class coordinator, along with another APA trainer or supervisor, will meet with recruits during the mandate training program if they have concerns regarding, but not limited to: Academics, Behavior, Physical Fitness, and any other issues brought forward to the Recruit Unit Supervisor or Class Coordinator.

4.4.7 At the beginning of each Basic Mandate Training Course, each student will be issued a blank Basic Law Enforcement Training Course (BLETC) evaluation booklet to be completed after receiving the instruction of each class. Students will not be required to identify themselves on the evaluation form and each class coordinator will give the students sufficient time to complete the evaluation after each block of instruction. The class coordinator will collect each completed evaluation booklet at the very end of the BLETC program and compile a summary sheet based on the scores and recommendations indicated on the evaluation booklets. Within five days of the completion of the BLETC the class coordinator and Recruit Unit supervisor will review the evaluations, note overall scores, and document areas for improvements or exceptional performance in a summary sheet which must be submitted to the APA Training Section commander in a timely manner. The student evaluation process will be used as a tool to assess the effectiveness of training methods, classes, and instructors.

4.5 FIELD TRAINING PROGRAM

(CALEA 6th ed. standard 33.4.3)

4.5.1 Following successful completion of the required Recruit Training Program, all recruits must satisfactorily complete the Field Training Program before graduating from the APA. The Field Training Program is designed to provide recruits with practical experience to supplement their classroom training. The Field Training Program will consist of a minimum of four weeks, but generally 12 weeks of field training with a rotation of recruit field assignments every three weeks.

4.5.2 In-state lateral law enforcement officers will be subject to a minimum of four weeks of field training unless they qualify as Equivalency of Training (EOT) lateral. If the lateral officer qualifies as an EOT, their field training will be a range from a minimum of four weeks to twelve weeks depending on their prior knowledge, training, and experience prior to the Atlanta Police Department.

4.5.3 The Field Training Coordinator will oversee the Field Training Program and act as a liaison between the Field Training Officers and the Training Section. The Field Training Coordinator develops a field training assignment schedule for each recruit class before the recruits have completed their academic training. The Field Training Coordinator will ensure that copies are sent to all watch commanders, Field Training Officers, the Field Operations Division, the Communication Division, and the Personnel Unit.

4.5.4 At the end of the classroom portion of basic training, the Field Training Coordinator will ensure that the class coordinator provides each newly sworn officer a copy of their individual Rook Book, the field training assignment schedule, and explain the APA rules governing the Field Training Program; to include the following areas: reporting time, off days, sick time, conduct, department rules, regulations, and evaluation forms.

4.5.5 The Field Training Coordinator is the liaison to monitor each recruit's field training program and make recommendations to the Training Section commander and/or the Assistant Training Section commander regarding the recruit's ability to perform the job of police officer. Each trainee will be issued a Rook Book and is responsible for maintaining it. The book will serve as the permanent copy of their field training experience.

4.5.6 The trainee will report to their assignment(s) promptly, with their Rook Book and all necessary equipment needed to perform the duties of a police officer. Trainees must report to the APA every three weeks with their Rook Book to be reviewed and signed off by the class coordinator. Deficiencies in any areas will be reviewed by the class coordinator and remedial training and/or other corrective actions will be required when necessary.

4.5.7 Trainees will have the same off days as their Field Training Officers. The trainee will not take vacation or any other time off except regularly scheduled off days. He or she will notify the Field Training Coordinator and the watch commander of any need to take time off for emergencies during field training.

4.5.8 Trainees are prohibited from working extra jobs while in field training.

4.5.9 Field Training Officers (FTO)

1. Only police officers who have received Field Training Officer Training (which includes all Senior Patrol Officers) and have been designated as an FTO, will be assigned a trainee in the Field Training Program. If an SPO or FTO is not available, the acting supervisor will select an officer who is the most qualified to assume the FTO or SPO responsibilities.

2. The Department's Training Section commander will select FTO's for the Field Training Program based on the following (P.O.S.T., section 464-13-03):

    - Individual attitude, ability, and desire to participate; with an emphasis placed on their ability to motivate, evaluate, and teach.

    - Recommendation by supervisor or commander.

    - Three years minimum sworn service, with a minimum of two years with the Atlanta Police Department.

- No open O.P.S. complaints.
- Evaluation of the officer's response to a field training scenario and the officer's report writing skills.
- Completion of Field Training Officer Course (40 hours POST credit); and
- Additional annual training to update and enhance their knowledge, skills, and abilities as applicable to the Department's Field Training Program.

3. FTO's will be supervised by their respective watch commanders while on duty and engaged in field training.

4. The FTO will provide the trainee the opportunity to perform the tasks of a police officer. The FTO will set a highly professional example as he or she supervises and monitors the actions of the trainee; making corrections as necessary. The FTO will complete and discuss the daily observation report in the Rook Book with the trainee before the end of each tour of duty. Once the trainee and FTO dates and signs the daily observation report it will remain in the Rook Book so that the class coordinator and future FTO's for this trainee can review the trainee's progress.

    - Upon the trainee's successful completion of the mandate program, the Rook Book will become part of the trainee's permanent training record and will be maintained on file at the APA.
    - The FTO will make recommendations to the Field Training Coordinator regarding the suitability or inability of the trainee to perform the job of a police officer. Suggestions will be made to the APA that the FTO feels would be beneficial to future recruit classes.

5. Watch commanders will ensure the hours worked by each trainee is either captured in the Oracle timekeeping system or is recorded on paper and sent to the APA timekeeper weekly and prior to the end of each pay period. The watch commander will ensure that an alternate FTO is selected if a regular FTO is not working.

6. At the end of each three-week training period, the trainee will report to the APA and review the FTO's evaluations with their FTO Training Coordinator. Trainees whose performance is less than satisfactory while in field training will be immediately remediated during the field training program. If their overall performance in the field training program does not improve, then she or he will be evaluated by the Training Section commander and/or the Assistant Training Section commander for appropriate action.

4.5.10 The trainee will evaluate the FTO at the end of each three-week training period, using the FTO Evaluation Form. The trainee will complete the FTO Evaluation Form; making an honest and objective evaluation of the FTO. The trainee will not review the evaluation report with the FTO. This report will be submitted to the class coordinator and Field Training Coordinator at the end of each three-week training period. Any concerns, issues, or misconduct reported by the trainee against the FTO will be reviewed by the Field Training Coordinator for appropriate action.

4.5.11 The Field Training Coordinator will collect the completed Rook Book at the completion of field training, and it becomes a permanent part of each recruit officer's training file.

4.5.12 The field training records will also be used to evaluate the effectiveness of the FTO. The Field Training Coordinator will determine if the FTO is functioning effectively. If the FTO is not

functioning effectively, the Training Section commander and/or the Assistant Training Section commander will take the appropriate action, including additional training, suspension of FTO duties, revocation of FTO certification, or other actions as necessary and appropriate.

4.5.13 The field training program will be reviewed annually by the Training Section commander and/or the Assistant Training Section commander to determine its effectiveness or if changes need to be made to maintain goals of the training process.

4.6 SPECIALIZED TRAINING

(CALEA 6th ed. standard 33.6.1)

4.6.1 Specialized training will be provided to sworn and civilian employees for those positions that require or necessitate any training beyond the basic training initially received at the APA, through the department, or the City of Atlanta.

4.6.2 Specialized training is designed to develop and/or enhance the skills, knowledge, and abilities specific to that assignment. The type and nature of the training required will vary based on the specific assignment. Assignments that require specialized training include, but are not limited to: Senior Police Officer (SPO), Investigator, SWAT, APEX Unit, High Intensity Traffic Team (HITT), Motors, Crime Scene Unit, Mounted Patrol Unit, Canine Team, Hostage Negotiations, Narcotics, Auto Crimes Enforcement (ACE), Communications, Central Records, ID, Property, etc. (see APD.SOP.2101 "Specialized and Temporary Assignments").

4.6.3 Division, section, and unit commanders will ensure that all employees assigned to positions that require specialized training satisfactorily complete the training requirements for that particular assignment. Failure to complete the specialized training may result in the employee losing his specialized position. The employee may be allowed to re-take and pass the specialized training with the approval of the employee's division commander and the Training Section commander.

4.6.4 Division, section, and unit commanders will continually assess the training needs of officers in specialized positions. Supervisors will coordinate the training needs of specialized officers in their units with the Atlanta Police Academy staff.

4.6.5 Division, section, unit commanders, and supervisors will provide coaching and on-the-job training for employees to increase their effectiveness.

4.7 TRAINING UPON PROMOTION

(CALEA 6th ed. standard 33.8.2)

The Training Section will provide training to all promoted personnel that is applicable to their new duties. Training for newly promoted personnel will occur either prior to their promotion or within twelve months following the promotion, dependent on the department's training schedule and other needs of the department. An employee who fails to attend or pass the promotional training program designated for their new position, may be passed over on a promotional list, demoted, and/or reassigned from their newly promoted position.

4.8 CIVILIAN TRAINING

(CALEA 6th ed. standards 33.6.1, 33.7.1, 33.7.2)

4.8.1 Newly hired civilian employees will receive the appropriate training prior to assuming any job responsibilities; to include at a minimum: orientation to the department's role, purpose, policies, procedures, rules, and regulations; working conditions and regulations pertaining to that position; and the rights and responsibilities of employees. Communication dispatchers require pre-service training in accordance with Georgia POST and departmental requirements.

4.8.2 Civilian employees of the department will receive at least 16 hours of annual training in topics designed to update skills, increase knowledge, enhance abilities for increased efficiency, and promote effectiveness. The Training Section commander will be responsible for the scheduling and coordination of this training.

4.8.3 In addition to annual training for all civilian employees, specialized training for civilians will be provided for appropriate positions as necessary.

4.9 IN-SERVICE & POST MANDATED TRAINING

(CALEA 6th ed. standard 33.5.1)

4.9.1 All sworn employees must complete their annual in-service training within the calendar year. The Training Section commander and/or the Assistant Training Section commander will be responsible for the specific training to be provided; to include, but not limited to: Georgia POST requirements, legal updates, vehicle pursuits, policy/procedure updates, firearms qualifications/training, and any other training as necessary and appropriate. (State Law Enforcement Certification Program, 6th Edition 1.12)

4.9.2 All affected personnel must complete the following critical job tasks training on an annual basis, in compliance with the Georgia Chief of Police State Certification Program requirements (GPAC): (State Law Enforcement Certification Program, 6th Edition Standard 1.3 and 1.13)

a. Search and seizure.
b. Transportation of detainees.
c. Domestic violence/employee.
d. Property and evidence.
e. Off duty conduct.
f. Sexual harassment.
g. Selection and hiring.
h. Citizen complaints/internal affairs.
i. Special Operations/SWAT, etc.
j. Dealing with the mentally ill or persons with diminished capacity; and
k. Ethics training.
l. Unlawful or Improper Bias (Bias Based Profiling) in Public Safety (NEW CALEA 6th ed. Standard 1.2.9d)

4.9.3 Sworn personnel who do not complete their annual POST required training may be assigned to a non-enforcement position, be subject to disciplinary action, lose their power of arrest, and/or may be required to pay a fine to the State of Georgia prior to their P.O.S.T. certification being reinstated.

4.10 WRITTEN ROLL CALL TRAINING

(CALEA 6th ed. standard 33.5.2)

4.10.1 Written Roll Call Training is designed to provide up-to-date information to employees about changes in department policies and procedures. It further provides notification of any changes in criminal law or other areas that affect departmental employees or the performance of their duties. Roll Call Training may also be utilized to provide a refresher or update on policies, procedures, training, and areas of concern that the command staff wants to reemphasize or revitalize.

4.10.2 The Training Section commander and/or the Assistant Training Section commander will prepare, distribute all roll call material, and maintain the records of roll call training materials. Roll Call Training may be conducted in lecture form, video, audio, or online. Notification of available Roll Call Training material will be distributed electronically through the department's email system and will be accessible through PowerDMS. Upon receipt of notification, employees will log onto PowerDMS, complete the Roll Call Training, and electronically sign the documents. The documents must be read and signed within thirty (30) days.

4.10.3 On occasion and when necessary, roll call training will inform division, section, and unit commanders on the recommended training methods to be employed. If a specific training method is indicated, a summary sheet of the training material will accompany a lesson plan. Each year during in-service training, the previous year's Roll Call Trainings will be reviewed with the students.

4.10.4 Division, section, and unit commanders are responsible for ensuring that their employees log onto PowerDMS and complete available Roll Call Trainings. Thirty days after notification of an available Roll Call Training, the Training Section commander will review the Roll Call Training completions on PowerDMS. The Training Section commander will provide the zone commanders with a report of completed Roll Call Trainings. The zone commanders will promptly notify delinquent employees to complete the Roll Call Training within fifteen (15) days. Failure by the employee to complete the Roll Call Training in the allotted time may result in disciplinary action.

4.11 CALHOUN TRAINING

4.11.1 The Training Unit commander will conduct annual mandatory training for all sworn employees on the subjects mandated by the September 26, 2024, Order in Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB.

4.11.2 The Training Academy will conduct Calhoun "approved training" (as defined below) for all sworn employees every even-numbered year after 2018 ("Training Year") by no later than the last day of August, through and including August 2024, with an additional training to be completed by August 2025.

1. The requirements of paragraph 4.2.6 will not apply to sworn officers who work no hours in the month during which training is conducted, or who experience extenuating circumstances making them unavailable to timely complete the training; for example, officers who are on military duty or become hospitalized. Officers who work no hours in the month in which training is conducted are required to complete the Calhoun training within 30 days of their return to active Atlanta Police Department duty.

2. The Calhoun approved training will be presented on-line rather than in-person and will instruct about current Fourth Amendment law regarding detentions, arrests, frisks and searches generally, the topics set forth in Exhibit A and Exhibit B of September 26, 2024 Order in Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB.

3. The Personnel Unit will give the Training Unit the roster of those on extended leave, Family Medical Leave, and/or Military Leave at least 30 days prior to the date of the Calhoun Approved Training.

***Section 4.11, may not be deleted, revised, or amended pursuant to the September 26, 2024 Order in Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB. Consult the City of Atlanta Department of Law with any questions or concerns. ***

4.12 OUTSIDE TRAINING

(CALEA 6th ed. standards 33.2.3, 33.1.3)

4.12.1 The Training Section commander and/or the Assistant Training Section commander will identify, select, and publish information about outside training programs and activities in order; to develop, refine, and upgrade the skills of employees. This information will be maintained at the Training Academy.

4.12.2 All requests for outside training must be coordinated through the Training Section and adhere to the departmental policy and procedures. Requests for outside training should be submitted at least thirty (30) days before the training is scheduled to begin. Employees who are scheduled for outside training will follow the procedures established by the agency or organization conducting the training. In particular, they will report on time and conduct themselves in a professional manner as representatives of the Atlanta Police Department.

4.12.3 The Training Academy will provide all training on department policies and procedures. An employee who receives outside training that is not consistent with a departmental policy, procedure, work rule, written directive, etc.; will consult with their immediate supervisor and notify the Training Section commander, via the chain of command. The notification should be in memorandum form and include date, time, place, instructor's name, topic, copies of relevant material, description of the training, and the inconsistencies noted.

4.12.4 An employee who is referred or wishes to participate in an outside training program that does not require the use of department funds must complete an Outside Training Application (Form APD 810) and submit it to their immediate supervisor for approval. The immediate supervisor should verify the accuracy and completeness of the information as well as the relevancy and the practicality of the training and make a recommendation. The immediate supervisor will forward it through the chain of command to the Training Section as indicated on the Outside Training Application. The Training Section commander will review the request and make a recommendation. The training application outlines the administrative requirements that the employee must meet both before and after the training event. When a training application is disapproved by a commander or supervisor within an employee's chain of command, the employee may appeal the decision, through the chain of command, to the Chief of Police.

4.12.5 If an employee is referred or wishes to participate in an outside training program that requires departmental funds, he or she will complete an Outside Training Application and the authorization for advance of business, training, or convention expenses (schedule F1) indicating the total costs of that training; to include tuition, travel, lodging, and all other expenses associated with that training. If the training is approved, contingent upon the availability of funding, the Fiscal Management will determine whether funds are available. The Fiscal Management will forward the application to the Chief of Police and advise whether funds are available. If the Chief of Police denies the request, he or she will forward the disapproved application to the Training Section commander who will notify the employee's division commander. If the request is granted, the Chief of Police will forward the application to the Fiscal Management which will process the request and forward the approved application to the Training Section commander.

4.12.6 Within seven days of returning from outside training that required Departmental funds, the employee must submit appropriate receipts for travel and lodging to the Fiscal Management. When the employee has complied with these requirements, the Chief of Police will authorize the payment of any reimbursements to the employee.

4.12.7 Outside Training Reimbursement Agreement

1. If the employee signs and accepts the acknowledgement of reimbursement on the Outside Training Application, they agree to work for the Atlanta Police Department for a three-year period following completion of any training that costs more than $1,000.00.

2. Conditions of repayment after receiving training:

   - The employee agrees that if they resign, retire or is involuntarily separated from the employment of the Atlanta Police Department before the completion of the three-year period set out in the Outside Training Application, then he or she will repay the City as follows:

Separation		Repayment Amount
Leaves prior to one year after the agreement		100 %
Leaves after the first year but prior to the end of the second year of the agreement		50 %
Leaves after the second year but prior to the end of the third year of the agreement		25 %

   - The training reimbursement will be applicable to the total expenditures that were disbursed based on the Schedule F1.

4.13 Outside Agency Requesting to train at APA

4.13.1 No outside agency will attend any in-service classes offered by the Atlanta Police Department Training Academy, unless approved by the Academy Director, or their designee.

4.13.2 Specialized training classes will only be made available to other City of Atlanta Departments or outside agencies after Atlanta Police Department employees have had the opportunity to register for available slots, if the training is essential to interdepartmental efforts, or if the funding authority makes it a condition of their support.

4.13.3 If the staff member coordinating the class determines that the course should be opened to other City of Atlanta Departments or other agencies, the staff member will direct a memo to their immediate supervisor seeking approval.

4.13.4 If approved, the staff member coordinating the class will contact other local police training academies or other City of Atlanta Departments to make them aware of the training opportunity, and to advise them of how to apply for a slot. A higher priority will be given to law enforcement agencies or City of Atlanta Departments that have assisted the Atlanta Police Department with training opportunities. If multiple training slots are available, the coordinator may send e-mails to give notice of the class availability.

4.13.5 All firearms training and/or any training utilizing the range must be coordinated through the Academy Range Master prior to seeking approval and the Range Master is responsible for ensuring that all outside agency participants have completed all required waivers and have been informed of range policies and safety rules.

4.13.6 Training requests that originate from outside or other Atlanta agencies, that want to utilize the academy staff and/or the facility will be officially requested on agency letterhead and submitted to the Atlanta Police Academy Director for approval. The request to provide training should include the courses to be taught, the number of students, the duration of the training, the location of the training, and any other information that will explain the nature of the request.

4.13.7 The Academy Director will review the training request, and if approved, the appropriate academy staff supervisor will ensure that the training is coordinated by the Recruit Unit, Professional Development Unit, or Firearms Training Unit staff.

4.14 ATTENDANCE AT TRAINING FUNCTIONS

(CALEA 6th ed. standard 33.1.2)

4.14.1 The Training Section is responsible for documenting attendance at training and maintaining attendance records.

4.14.2 Employees who are scheduled for training will follow the policies and procedures established by the Training Section commander. Employees will attend all training when scheduled, report on time for all training classes, comply with applicable rules and regulations regarding conduct, dress, and participation.

4.14.3 Any absence from training must be approved and excused by the Training Section commander, or their designee. Employees may be granted an excused absence in cases of court subpoenas, planned vacation, or any other reason deemed reasonable by the Training Section.

4.14.4 The first sustained violation for being absent from training without the absence being approved by the Training Section commander, the Assistant Training Section commander, or their designee, will be disciplined with a minimum one (1) day suspension and the suspension of Extra Job privileges for a minimum period of thirty (30) days.

4.14.5 Employees are allowed excused absences for no more than 5% of the total time of the training course. Excused absences for more than 5% of the training or unexcused absences will result in no credit for that training.

4.15 TRAINING RECORDS

(CALEA 6th ed. standards 33.1.6, 33.1.7)

4.15.1 The Training Section will initiate, maintain, and update records of all training received by department employees; to include recruit training, in-service training, specialized training, outside training, and any other POST approved or department approved training. Records will include, at a minimum, the date(s) of training, the type of training, any certificates received, attendance records, and test scores.

4.15.2 The Training Section will maintain records of each training class it conducts to include at a minimum: the course content (lesson plans), names of agency attendees, and the performance of individual attendees as measured by tests (if administered).

4.15.3 Training Records Retention

1. Employee training records will be retained for up to ten (10) years after the employee retires or otherwise terminates employment with the Department.

2. Once the employee's training records have reached that ten (10) year threshold, they will be transferred to the Logistical Support Unit and destroyed in accordance with APD.SOP.1050 - Records Management policy.

4.16 TESTING AND REMEDIAL TRAINING

(CALEA 6th ed. standard 33.1.5)

4.16.1 The department will administer tests that utilize the student performance objectives, measure participant knowledge of materials, and the ability to successfully demonstrate job related skills. All tests will be reviewed and approved by the Training Section commander and/or the Assistant Training Section commander.

4.16.2 Remedial training will be required for all employees as indicated by a failure to successfully complete a required component of a specific training program or as an element of the disciplinary process. Failure to successfully complete and pass mandated remedial training or training required as a result of the disciplinary process may result in additional disciplinary action or termination.

4.16.3 Remedial training and training required as a result of the disciplinary process will be scheduled as soon as practical by the Training Section. The employee's job status during this period will be determined based on policy and the decision of the Chief of Police.

4.16.4 Remedial Training will be required for all employees as indicated by a sustained complain of unlawful or improper bias. (CALEA 6th ed. Standard 1.2.9d)

4.16.5 Failure to Qualify During Annual Firearms Training

(CALEA 6th ed. standard 1.3.11c)

1. The Firearms Training Unit will conduct firearms training annually to ensure that all sworn employees demonstrate proficiency with the issued service pistol and other authorized firearms. Employees who fail to initially qualify with the service pistol will be remediated and allowed a second qualification attempt that same training day.

2. Employees who fail to qualify or do not demonstrate adequate proficiency in weapons operation and safety will be placed in a non-enforcement status.

3. Within forty-five (45) days of being placed in a non-enforcement status, the employee will be scheduled for remedial training and given a **minimum** of five (5) attempts to pass the course.

4. Employees who fail to qualify will remain in a non-enforcement status and be required to complete the fifty-six (56) hour Recruit Mandate Firearms Training Course with the next scheduled class. Upon successful completion, the employee will return to full duty.

5. In the event that the employee does not achieve one passing score during Recruit Mandate Firearms Training, the employee will be recommended for termination.

4.17 CAREER DEVELOPMENT

(CALEA 6th ed. standard 33.8.1)

4.17.1 In an effort to encourage professional development, advanced education, and to improve law enforcement services, Georgia P.O.S.T. offers a series of advanced certifications beyond the basic law enforcement certification required of all police officers. Advanced certifications are based on experience, education, additional training, and include: Intermediate Certification, Advanced Certification, Supervisory Certification, Management Certification, and Executive Certification.

4.17.2 All employees are encouraged to obtain advanced certifications. The Training Section will make available to interested employees the requirements for obtaining these certifications. Employees may also access the Georgia P.O.S.T. website (gapost.org) to obtain applications and other information for advanced certifications.

4.17.3 The Training Section commander or the Assistant Training Section commander will ensure that employees assigned to career development activities be familiar with, and receive training in: general counseling techniques, techniques for assessing skills, knowledge, and abilities; salary, benefits, training opportunities of the agency, educational opportunities, and incentive programs; awareness of the cultural background of ethnic groups in the program, record-keeping techniques, career development programs of other jurisdictions, and the availability of outside resources.

4.18 TRAINING REIMBURSEMENT AND COLLECTION PROCEDURE

4.18.1 This section establishes collection procedures for the reimbursement of salary and training expenses pursuant to Georgia Code Section 35-8-22.

4.18.2 The Atlanta Police Department will seek reimbursement for all or part of a sworn employee's salary, training, and/or miscellaneous expenses from any Georgia state, county or city law enforcement agency when that employee resigns from the Atlanta Police Department prior to the completion of two years (24 months) of sworn service and is subsequently employed as a peace officer by another agency.

4.18.3 The Administrative Operations and Employee Services section commanders, or their designee, will implement this directive and the Chief Administration Officer, or their designee, is responsible for seeking reimbursement for training expenses as provided herein.

4.18.4 The Background and Recruitment Unit commander, or their designee, will provide applicants who are seeking employment with the Atlanta Police Department as sworn peace officers with the Employee Training Reimbursement Agreement (APD Form 257) prior to their initial employment with the department. After the applicant agrees and signs the form, a copy will be placed in their background file as well as their personnel file upon hire.

4.18.5 The Personnel Unit commander, or their designee, will monitor sworn APD employee resignations to determine those employees who resign from the department prior to completing two years of sworn service.

4.18.6 The Personnel Unit commander, or their designee, will check the online POST Officer Records computer file system to determine if the employee has been hired by another law enforcement agency in Georgia. If the former sworn officer has been hired by another law enforcement agency in Georgia, the Personnel Unit commander, or a designee, will prepare an informative memorandum and provide the following information to the Chief Administrative Officer, or their designee, within five (5) business days of discovery. The memorandum will include but is not limited to the following:

1. Name of employee.
2. A copy of the letter of resignation with the effective date.
3. Completion date of peace officer mandated and formalized training.
4. Officer's salary scale before entering the academy and during academy training.

5. Signed Recruit Training Reimbursement Agreement.

6. Name, address, and Chief Executive Officer of the hiring agency; and

7. An itemized statement of salary and training expenses.

4.18.7 If the initial check of POST records does not disclose the former APD officer is employed by another law enforcement agency in Georgia, the Personnel Unit commander, or their designee, will run biannual status checks until the two-year time requirement expires on each affected former employee.

4.18.8 The Personnel Unit commander, or their designee, will send a letter by certified return receipt mail to the subsequent hiring agency. If, after sixty days, the department is unable to collect on the account, the Chief Administrative Officer, or their designee, will notify the City of Atlanta Law Department and the City of Atlanta Department of Finance, that it has been unable to collect on the account; submit the account to the Law Department and to the City of Atlanta Department of Finance for further collection activity.

4.18.9 The Personnel Unit commander will forward to the Law and Finance Departments, the following:

1. An itemized listing of the training costs.
2. The salary paid to the officer while in training.
3. A copy of the initial demand letter with certified receipt green card.
4. A copy of the signed Employee Agreement Letter referencing the reimbursement policy as required in Georgia Code Section 35-8-22.

4.18.10 If the former APD employee has less than fifteen (15) months of sworn service with APD, the total expense of training, including salary paid during training, must be reimbursed to the Atlanta Police Department, unless otherwise provided by an employment contract to the contrary.

4.18.11 If the former APD employee has at least fifteen months, but less than twenty-four months of sworn service with APD, one-half of the total expense of training, including salary paid during training, must be reimbursed to the Atlanta Police Department; unless otherwise provided by an employment contract to the contrary.

4.18.12 Reimbursement payments will be deposited with the Department of Finance.

5. DEFINITIONS

Approved Absences: Any absence that had been granted approval and excused by the Training Section commander, or their designee. Excused Absences may also be approved in cases of court subpoenas, planned vacation, or any other reason deemed reasonable by the Training Section commander, or their designee.

6. CANCELLATIONS

APD.SOP.2080 “Training”, Issued September 7, 2021.
APD.SOP.2081 -Training Reimbursement and Collection (Archived)
APD.SOP.2082 – Protocol for outside agencies training (Archived)

7. REFERENCES

March 19, 2012 Order in Walker, et al. v. Reed, et al., 1:11-CV-3334-CAP.

September 26, 2024 Order in Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB

Commission on Accreditation for Law Enforcement Agencies (CALEA) 6th Edition Standards 1.3.11 c;33.1.1; 33.1.2; 33.1.3; 33.1.4; 33.1.5; 33.1.6; 33.1.7; 33.2.1; 33.2.2; 33.2.3; 33.3.1; 33.4.1; 33.4.2; 33.4.3; 33.5.1; 33.5.2; 33.5.3; 33.6.1; 33.7.1; 33.7.2; 33.8.1; 33.8.2.

State Law Enforcement Certification Program, 5th Edition Standards 1.12 and 1.13

Georgia Code Section 35-8-22 – Reimbursement of Training Expenses

Georgia POST Council Rules 464-13-03 – Field Training Officer Certification Requirements
Georgia POST Council Rules 464-5 – Training Requirements