


Atlanta Police Department Policy Manual		Standard Operating Procedure
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1. PURPOSE

This directive establishes the Department's policy regarding training activities and the role of the Training Section.

2. POLICY

The Atlanta Police Department shall provide or make available to employees training which is required by Georgia POST, the City of Atlanta, and the Department; as well as any other training necessary, to ensure the effective and efficient operation of the Department. The Department shall seek to provide training to allow 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 is responsible for all training conducted within the Department or on behalf of the Department. The 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 shall designate a subordinate, as the field training coordinator.
- 3.2 Department, division, and section commanders shall implement this directive within their command and ensure that employees are familiar with it.
- 3.3 The Training Committee is responsible for acting as an advisory board for the development of training and training programs.



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- 3.4 Supervisors shall implement this directive within their command and assist in providing employees with training and training opportunities that shall improve job performance.
- 3.5 Instructors of the Department shall comply with this directive. All Peace Officer Standards and Training (P.O.S.T.) certified instructors within the department shall 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 for training and related activities as well as procedures established by the Training Section commander for the use of the Department's training facilities.
- 3.7 Employees are required to attend all required Training on the scheduled time and date.

Authorization to work an extra job may be immediately suspended by any supervisor for any of the following reasons: failure to produce a valid extra job permit on the demand of any Atlanta Police supervisor; any change in the conditions of the original application; failure to abide by the rules, regulations, policies and procedures of the Department; unsatisfactory performance in the course of on-duty employment; emergency mobilization of personnel; or any other circumstances which would warrant suspension or revocation of off-duty employment in accordance with this directive.
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 HJAPA is to provide the training necessary for employees to acquire the knowledge, skills, and abilities that shall enable the department to provide a safe and secure environment for the citizens of Atlanta.
 - 4.1.2 The Training Section Commander shall 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



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3. Staffing
4. Administrative procedures
5. Operating procedures

- 4.1.3 While attending training at the Training Academy and Firing Range all sworn employees shall wear a black polo, tan or grey khakis (pants) and black gloss or leather shoes. The polo shall have the employee's initials and last name embroidered above the right breast and the Atlanta Police/City of Atlanta seal embroidered above the left breast. Sworn employees may also wear Class A, B, or Department Uniforms. These guidelines shall apply to all training courses at the Training Academy and Firing Range, unless otherwise specified for specialized training courses.
- 4.2 Training Committee
(CALEA 6th ed. standard 33.1.1)
- 4.2.1 The Training Committee shall assist in the development and evaluation of training needs for the department. The Training Committee shall act in an advisory capacity for the development of training programs and make recommendations to the Training Section commander.
- 4.2.2 The Training Section commander shall serve as chair of the Training Committee. The committee shall be comprised of at least four other people from within the department. The Criminal Investigations Division (CID), Field Operations Division (FOD), Professional Development Division (PDD), and Community Services Division (CSD) commanders shall be responsible for appointing at least one member from their respective commands to serve on the Training Committee. The Training Section commander may also ask other persons, including experts from outside the department, to serve on the committee. Members shall serve a one-year term, with the exception of the chair. No more than one half of the committee may be replaced in a calendar year. If a member resigns, or otherwise leaves the committee, the chair shall ensure a suitable replacement is named.
- 4.2.3 The Training Committee shall meet at least two times each year, at dates and times determined by the Training Section commander. The responsibilities of the committee at the meetings shall include: a review of the recruit training program, a review of specialized training opportunities, evaluating police training and educational needs of the Department, evaluation of teaching methods, review of computer skills, remedial training, and any other areas of concern.
- 4.2.4 The Training Section commander shall be responsible for reviewing the findings and recommendations of the Training Committee and taking any necessary and appropriate action as it concerns the training needs of the department. The Training Section commander is also responsible for reporting the findings and recommendations of the Training Committee to the Chief of Police, or his or her designee.
- 4.2.5 The Training Unit commander shall conduct annual mandatory training for all sworn employees on the subjects mandated by the November 29, 2018 Order in Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB; the May 13, 2015 Order in Anderson v. City of Atlanta, et al., 1:11-CV-03398-SCJ; and the March 19, 2012 Order in Walker, et al. v. Reed, et al., 1:11-CV-3334-CAP.

This Section, 4.2.5, may not be deleted, revised, or amended pursuant to the court orders referenced herein. Consult the City of Atlanta Department of Law with any questions or concerns.



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- 4.2.6 The Training Academy shall 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.
1. The requirements of paragraph 4.2.6 shall 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 may be presented on-line rather than in-person and shall instruct about current Fourth Amendment law regarding detentions, arrests, frisks and searches generally, the topics set forth in Exhibit A and Exhibit B of November 29, 2018 Order in Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB.
 3. The Personnel Unit shall 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.
 4. Calhoun approved training shall include training on the Demographics/Stop & Think form in the department’s Record Management System (RMS) and its proper use, including a “flow chart” explaining when the Demographics/Stop and Think tab is required and not required.

****Section 4.2.6, may not be deleted, revised, or amended pursuant to the November 29, 2018 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. ****

- 4.3 Recruit Training
(CALEA 6th ed. standards 33.4.1, 33.4.2)
- 4.3.1 All sworn police officers must be current P.O.S.T. certified peace officers in the State of Georgia and shall have satisfactorily completed the prescribed course of training at the Atlanta Police Academy (HJAPA) before assuming the duties of a police officer and being authorized to carry a firearm and/or make an arrest in a police capacity.
- 4.3.2 At the beginning of recruit training, all recruits shall be given the Basic Law Enforcement Training Manual, which describes the HJAPA training program and the rules, regulations, policies, and procedures of the Academy.
- 4.3.3 The HJAPA program includes a curriculum based on a job task analysis of the most frequently performed assignments of police officers. HJAPA training shall 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.
- 4.3.5 The HJAPA shall 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 shall 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 HJAPA staff shall continually supervise recruit training.



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The staff shall evaluate and monitor the recruits' performance; assessing and documenting their progress on at least a weekly basis.

1. Each mandate class coordinator, along with another HJAPA trainer or supervisor, shall meet with each recruit officer at least three times during the mandate training program to review the recruit's progress. The meetings shall be documented.

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

4.4 Field Training Program (CALEA 6th ed. standard 33.4.3)

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

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

4.4.3 At the end of the classroom portion of basic training, the Field Training Coordinator shall 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 HJAPA rules governing the Field Training Program; to include, the following areas: reporting time, off days, sick time, compensatory time, conduct, department rules, regulations, and evaluation forms.

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

4.4.5 The trainee shall report to his or her assignment(s) promptly, with their Rook Book and all necessary equipment. The trainee shall be prepared to perform all the duties of a police officer. Trainees must report to the HJAPA every two weeks with their Rook Book to be reviewed and signed off by the class coordinator. Any deficiencies in any areas shall be reviewed by the class coordinator and remedial training and/or other corrective actions shall be required when



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

4.4.6 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, shall 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 shall select FTO's for the Field Training Program based on the following (P.O.S.T., section 464-13-03):
 - a. Individual attitude, ability, and desire to participate; with an emphasis placed on their ability to motivate, evaluate, and teach;
 - b. Recommendation by supervisor or commander;
 - c. Three years minimum sworn service, with a minimum of two years with the Atlanta Police Department;
 - d. No open O.P.S. complaints;
 - e. Evaluation of the officer's response to a field training scenario and the officer's report writing skills;
 - f. Completion of Field Training Officer Course (40 hours POST credit); and
 - g. Additional annual training to update and enhance their knowledge, skills, and abilities as applicable to the Department's Field Training Program.
3. FTO's shall be supervised by their respective watch commanders while on duty and engaged in field training.
4. The FTO shall provide the trainee the opportunity to perform the tasks of a police officer. The FTO shall set a highly professional example as he or she supervises and monitors the actions of the trainee; making corrections as necessary. The FTO shall 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 shall remain in the Rook Book so that the class coordinator and future FTO's for this trainee can review the trainee's progress.
 - a. Upon the trainee's successful completion of the mandate program, the Rook Book shall become part of the trainee's permanent training record and shall be maintained on file at the HJAPA.
 - b. The FTO shall make recommendations to the Field Training Coordinator regarding the suitability or inability of the trainee to perform the job of a police officer. Suggestions shall be made to the HJAPA that the FTO feels would be beneficial to future recruit classes.



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5. Watch commanders shall ensure the hours worked by each trainee is either captured in the Kronos timekeeping system or is recorded on paper and sent to the HJAPA timekeeper weekly and prior to the end of each pay period. The watch commander shall ensure that an alternate FTO is selected if a regular FTO is not working.
 6. At the end of each two-week training period, the trainee shall report to the HJAPA and review the FTO's evaluations with his or her class coordinator. Trainees whose performance is less than satisfactory while in field training shall be immediately remediated during the field training program. If their overall performance in the field training program does not improve, then she or he shall be evaluated by the Training Section commander for appropriate action.
- 4.4.7 The trainee shall evaluate the FTO at the end of each two-week training period, using the FTO Evaluation Form. The trainee shall complete the FTO Evaluation Form; making an honest and objective evaluation of the FTO. The trainee shall not review the evaluation report with the FTO. This report shall be submitted to the class coordinator and Field Training Coordinator at the end of each two-week training period. Any concerns, issues, or misconduct reported by the trainee against the FTO shall be reviewed by the Field Training Coordinator for appropriate action.
 - 4.4.8 The Field Training Coordinator shall collect the completed Rook Book at the completion of field training and it becomes a permanent part of each recruit officer's training file.
 - 4.4.9 The field training records shall also be used to evaluate the effectiveness of the FTO. The Field Training Coordinator shall determine if the FTO is functioning effectively. If the FTO is not functioning effectively, the Training Section commander shall take the appropriate action, including additional training, suspension of FTO duties, revocation of FTO certification, or other actions as necessary and appropriate.
 - 4.4.10 The field training program shall be reviewed annually by the Training Section commander to determine its effectiveness or if changes need to be made to maintain goals of the training process.
- 4.5 Specialized Training
(CALEA 6th ed. standard 33.6.1)
 - 4.5.1 Specialized training shall be provided to sworn and civilian employees for those positions that require or necessitate any training beyond the basic training initially received at the HJAPA, through the department, or the City of Atlanta.
 - 4.5.2 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 shall 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").
 - 4.5.3 Division, section, and unit commanders shall 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



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specialized training with the approval of the employee's division commander and the Training Section commander.

- 4.5.4 Division, section, and unit commanders shall continually assess the training needs of officers in specialized positions. Supervisors shall coordinate the training needs of specialized officers in their units with the HJAPA.
- 4.5.5 Division, section, unit commanders, and supervisors shall provide coaching and on the job training for employees to increase their effectiveness.
- 4.6 Training Upon Promotion
(CALEA 6th ed. standard 33.8.2)
- 4.6.1 The Training Section shall provide training to all promoted personnel that is applicable to their new duties. Training for newly promoted personnel shall occur either prior to their promotion or within twelve months following the promotion, dependent on the department's training schedule. An employee who fails to attend or pass the promotional training program designated for his or her new position, may be passed over on a promotional list, demoted, and/or reassigned from their newly promoted position.
- 4.7 Civilian Training
(CALEA 6th ed. standards 33.6.1, 33.7.1, 33.7.2)
- 4.7.1 Newly hired civilian employees shall 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.
- 4.7.2 Civilian employees of the department shall 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 shall be responsible for the scheduling and coordination of this training.
- 4.7.3 In addition to annual training for all civilian employees, specialized training for civilians shall be provided for appropriate positions as necessary.
- 4.8 In-service Training
(CALEA 6th ed. standard 33.5.1)
- 4.8.1 All sworn employees must complete their annual in-service training within the calendar year. The Training Section commander shall 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)
- 4.8.2 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;



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- 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.

- 4.8.3 A sworn "employee" who does not complete their annual In-Service Training may be assigned to a non-enforcement position, be subject to disciplinary action, lose their power of arrest, and may be required to pay a fine to the State of Georgia prior to their P.O.S.T. certification being reinstated.
- 4.9 Roll Call Training
(CALEA 6th ed. standard 33.5.2)
- 4.9.1 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.
- 4.9.2 The Training Section commander shall 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-tape, audio tape, or online. Notification of available Roll Call Training material shall be distributed electronically through the department's email system and shall be accessible at <http://training.atlantapd.org/>. Upon receipt of notification, employees shall log onto <http://training.atlantapd.org/>, complete the Roll Call Training, and electronically sign the documents. The documents must be read and signed within thirty (30) days. The HJAPA shall keep a record of the electronic signatures on file.
- 4.9.3 On occasion and when necessary, roll call training shall 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 shall accompany a lesson plan. Each year during in-service training, the previous year's Roll Call Trainings shall be reviewed with the students.
- 4.9.4 Division, section, and unit commanders are responsible for ensuring that their employees log onto <http://training.atlantapd.org/> and complete available Roll Call Trainings. Thirty days after notification of an available Roll Call Training, the Training Section commander shall review the



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Roll Call Training completions on <http://training.atlantapd.org/>. 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.

- 4.10 Outside Training
(CALEA 6th ed. standards 33.2.3, 33.1.3)
- 4.10.1 The Training Section commander shall identify, select, and publish information about outside training programs and activities in order; to develop, refine, and upgrade the skills of employees. This information shall be maintained at the Training Academy.
- 4.10.2 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 shall follow the procedures established by the agency or organization conducting the training. In particular, they shall report on time and conduct themselves in a professional manner as representatives of the Atlanta Police Department.
- 4.10.3 The Training Academy shall 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.; shall consult with his or her 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.
- 4.10.4 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). The employee shall submit it to his or her 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 shall forward it through the chain of command to the Training Section as indicated on the Outside Training Application. The Training Section commander shall 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.
- 4.10.5 If an employee is referred or wishes to participate in an outside training program that requires departmental funds, he or she shall 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 shall determine whether funds are available. The Fiscal Management shall 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 shall forward the disapproved application to the Training Section commander who shall notify the employee's division commander. If the request is granted, the Chief of Police shall forward the application to the Fiscal Management which shall process the request and forward the approved application to the Training Section commander.



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- 4.10.6 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 shall authorize the payment of any reimbursements to the employee.

4.10.7 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 in excess of \$1,000.00.
2. Conditions of repayment after receiving training:
 - a. 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 shall 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 %

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

4.11 Selection and Training of Instructors
(CALEA 6th ed. standard 33.3.1)

- 4.11.1 Instructors shall 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.
- 4.11.2 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.
- 4.11.3 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.
- 4.11.4 All instructors shall notify the appropriate training coordinator when unable to instruct a scheduled training program at the HJAPA due to exigent circumstances.
- 4.11.5 If an employee, who is a POST certified instructor, is asked to instruct personnel from another agency or organization, he or she shall coordinate the request through the Training Section. This requirement shall assist the Training Section's efforts to maximize its resources through the instructor reciprocity program.



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- 4.11.6 Employees who receive POST instructor certification on department time and expense shall be required to teach at the HJAPA at least once every twelve (12) months, if the HJAPA scheduled curriculum permits, and a request is made by the Training Section commander.
- 4.11.7 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.
- 4.12 Lesson Plans
(CALEA 6th ed. standard 33.1.4)
 - 4.12.1 Lesson plans are required for all training and/or blocks of instruction taught or presented in the department. All lesson plans shall follow the guidelines established by the Georgia POST Council and must be submitted to the Training Section commander for approval. Once the Training Section commander has approved a lesson plan, it shall be maintained on file at the HJAPA.
 - 4.12.2 Lesson plans shall 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.
- 4.13 Attendance at Training Functions
(CALEA 6th ed. standard 33.1.2)
 - 4.13.1 The Training Section is responsible for documenting attendance at training and maintaining attendance records.
 - 4.13.2 Employees who are scheduled for training shall follow the policies and procedures established by the Training Section commander. Employees shall attend all training when scheduled, report on time for all training classes, comply with applicable rules and regulations regarding conduct, dress, and participation.
 - 4.13.3 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.
 - 4.13.4 The first sustained violation for being absent from training without the absence being approved by the 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. Extra Job suspension shall be in accordance with Section 4.6.14 or APD.SOP.2060 Extra Jobs.
 - 4.13.5 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 shall result in no credit for that training.
- 4.14 Training Records
(CALEA 6th ed. standards 33.1.6, 33.1.7)
 - 4.14.1 The Training Section shall 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 shall include,



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at a minimum, the date(s) of training, the type of training, any certificates received, attendance records, and test scores.

- 4.14.2 The Training Section shall 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).
- 4.14.3 Training Records Retention
 - 1. Employee training records will be retained until twenty (20) years after the employee retires or otherwise terminates employment with the Department.
 - 2. Once the employee's training records have reached that twenty (20) year threshold, they will be transferred to the Logistical Support Unit and destroyed in accordance with APD.SOP.1050 - Records Management and Retention.
- 4.15 Testing and Remedial Training
(CALEA 6th ed. standard 33.1.5)
 - 4.15.1 The department shall administer tests that utilize the student performance objectives, measure participant knowledge of materials, and the ability to successfully demonstrate job related skills. All tests shall be reviewed and approved by the Training Section commander.
 - 4.15.2 Remedial training shall 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.
 - 4.15.3 Remedial training and training required as a result of the disciplinary process shall be scheduled as soon as practical by the Training Section. The employee's job status during this period shall be determined based on policy and the decision of the Chief of Police.
 - 4.15.4 Failure to Qualify During Annual Firearms Training
(CALEA 6th ed. standard 1.3.11c)
 - 1. The Firearms Training Unit shall 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 shall 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 shall be scheduled for remedial training and given a minimum of five (5) attempts to pass the course.
 - 4. Employees who fail to qualify shall 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 shall return to full duty.



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

4.16 Career Development (CALEA 6th ed. standard 33.8.1)

- 4.16.1 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.
- 4.16.2 All employees are encouraged to obtain advanced certifications. The Training Section shall 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.
- 4.16.3 The Training Section commander shall 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.

4.17 Training Reimbursement and Collection Procedure

- 4.17.1 This section establishes collection procedures for the reimbursement of salary and training expenses pursuant to Georgia Code Section 35-8-22.
- 4.17.2 The Atlanta Police Department shall 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.
- 4.17.1 The Chief Administration Officer, or their designee is responsible for seeking reimbursement for training expenses as provided herein.
- 4.17.4 The Administrative Operations and Employee Services section commanders, or their designee, shall implement this directive.
- 4.17.5 The Background and Recruitment Unit commander, or their designee, shall provide applicants who are seeking employment with the Atlanta Police Department as sworn peace officers The Employee Training Reimbursement Agreement (APD Form 257) prior to their initial employment with the department and place the signed copy in the applicant's background file.
- 4.17.6 All applicants seeking employment with the Atlanta Police Department as sworn peace officers, shall sign The Employee Training Reimbursement Agreement (APD Form 257) prior to their initial employment with the department.



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- 4.17.7 The Background and Recruitment Unit commander, or their designee, shall provide a copy of The Employee Training Reimbursement Agreement (APD Form 257) to the Personnel Services Unit commander upon the applicant's employment with the department. This form shall be placed in the employee's personnel file.
- 4.17.8 The Personnel Unit commander, or their designee, shall monitor sworn APD employee resignations to determine those employees who resign from the department prior to completing two years of sworn service.
- 4.17.9 The Personnel Unit commander, or their designee, shall 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, shall 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 shall 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.
- 4.17.10 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, shall run biannual status checks until the two-year time requirement expires on each affected former employee.
- 4.17.11 The Personnel Unit commander, or their designee, shall 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, shall 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.
- 4.17.12 The Personnel Unit commander shall 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.



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4. A copy of the signed Employee Agreement Letter referencing the reimbursement policy as required in Georgia Code Section 35-8-22.

- 4.17.13 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.
- 4.17.14 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.
- 4.18.15 Reimbursement payments shall be deposited with the Department of Finance.

5. DEFINITIONS

- 5.1 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.

7. REFERENCES

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

November 29, 2018 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

APD.SOP.2101 "Specialized and Temporary Assignments"

Form APD 257 "Recruit Training Reimbursement Agreement"

Form APD 810 "Outside Training Application"

Form APD 847 "Specialized Training Registration"

Schedule F1 "Authorization for Advance of Business"

Georgia Code Section 35-8-22

Georgia Peace Officer Standards and Training Council Rules 464-13-03 and 464-5

8. SIGNIFICANT CHANGES



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Section 4.13.4 was revised to read:

The first sustained violation for being absent from training without the absence being approved by the 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. Extra Job suspension shall be in accordance with Section 4.6.14 or APD.SOP.2060 Extra Jobs.