




# Clayton County Police Department

# PROCEDURES

Subject <b>TRAINING POLICIES</b>			Procedure # <b>F1</b>
Authorizing Signature 	Effective <b>08-13-2021</b>	<input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Rescinds (see below)	Total Pages <b>19</b>

## I. PURPOSE

The Training Unit, by identifying current and practical job-related knowledge, skills and abilities, has the following goals:

- A. Prepare Department personnel to act decisively and correctly in a broad spectrum of situations encountered by law enforcement personnel.
- B. Promote greater job performance by increasing productivity and effectiveness of all Department personnel.
- C. Provide unity of purpose and cooperation among all Department personnel in the delivery of services to the citizens of Clayton County.

## II. POLICY

The Training Unit Coordinator and staff are responsible for the Department's entire training program. The Training Unit's responsibilities include but are not limited to the following:

- A. Planning, developing, and implementing new programs.
- B. Conforming to all Peace Officer Standards and Training Council (GPOSTC) rules, regulations, and policies.
- C. Administering the Departmental training and career development program.
- D. Ensuring proper training is available to personnel and notifying personnel of required training.

- E. Maintaining Department training records.
- F. Ensuring that officers are attending mandatory training.
- G. Evaluating effectiveness of training programs.
- H. Administering the field training and evaluation program.
- I. Providing quarterly firearms qualification and firearm skills development training.
- J. Identifying, selecting, and providing training for qualified personnel who wish to serve as instructors.
- K. Developing, implementing, and coordinating in-service, remedial, and advanced training.
- L. Providing all sworn personnel with legal updates and recent court decisions in a timely manner. The manner and method of distribution will be the responsibility of the Legal Advisor.
- M. Conducting ongoing research in order to provide state-of-the-art programs, which effectively meet Department needs.

### **III. PROCEDURE**

#### **A. Organization**

The Training Unit Coordinator is responsible for the direction and operation of the Training Unit. This person serves as the Training Director for the Department and reports directly to the Special Enforcement & Training Division Commander.

The Training Unit is organized into three (3) functions:

1. Training Administration
2. In-service and Specialized Training
3. Firearms Training

#### **B. Training Programs**

##### **1. General**

The Chief of Police will determine which training programs will require mandatory attendance. Attendance requirements for all training programs will conform to GPOSTC rules.

##### **2. Attendance**

All employees, permanent and probationary, shall attend training sessions as assigned. Accurate and appropriate records shall be kept certifying attendance and diplomas or certificates awarded. Scheduling and notification of training shall be handled on a regular

and predictable basis. Such notification allows the Department, instructors and students to plan and prepare properly.

Employees who fail to notify the Training Unit of an absence for either mandatory or voluntary training will be considered Absent Without Leave (AWOL). Employees may be excused from scheduled training for such events as court appearances or personal emergencies.

3. Notification

Employees shall be notified of all scheduled training classes by the Training Coordinator or appropriate supervisory personnel in one of the following fashions: verbally, via the Department's Daily Bulletin, Department Intranet and County email.

4. Employee Responsibilities

a. Upon receipt of notification, the employee is responsible for advising all appropriate personnel of any conflict that they would anticipate as a result of the scheduled training. Where the employee is unable to attend training (for any reason), the Training Unit will be notified within an adequate time span to either schedule alternate personnel or inform the appropriate training institution that the employee will not be in attendance.

b. In the event of an emergency, and where personnel assigned to the Training Unit cannot be contacted, the employee will contact their immediate supervisor and notify them as to the existing situation. The supervisor will notify the Training Coordinator, as soon as possible, of the employee's inability to report for training.

c. Employees who miss any portion of a training course must notify their immediate supervisor of that fact and a determination will be made regarding continued authorization to attend training. Where the training course is conducted in-house and is considered mandatory training, it is the responsibility of the supervisor to schedule the employee to attend a future course.

d. When an employee is unable to attend scheduled training, and the shift has determined that they have no employee to substitute, the Training Coordinator will be notified within an adequate time span to either schedule alternate personnel from another shift or inform the appropriate training institution that the employee will not be in attendance.

e. Training Coordinator

- 1) Placing employee documentation for training courses that were successfully completed inside the respective employee's training file.
- 2) Notification to the employee's Division Commander, in writing, of employee failure of any scheduled or mandated instructional block. A copy of this notification shall be placed in the employee's training file.
- 3) Scheduling the employee to a relevant remedial training program where the employee has failed to successfully complete any mandated instructional block or where otherwise directed to do so by the Chief of Police.

5. Failure to Attend Training

In the event an employee fails to attend training mandated by policy or by the Chief of Police, and alternative arrangements are not made, memorandum describing the training absence shall be forwarded through the chain of command up to the Chief of Police and the documentation will be included in the employee's Training and Personnel files.

6. Documentation

Upon completion of a class attended outside the Department, the trainee shall complete a Training Completion Report and provide a copy of any certificate received to the Department Training Coordinator. An officer shall report failure of any class to the Training Coordinator and the officer's immediate supervisor, in writing. Indication of completion of Departmental in-service training courses will be maintained in the form of a completed GPOSTC Course Completion Report (Scantron Form Number: F-6163-POST). All required documentation will be submitted upon the first working day following course completion.

7. Demeanor and Attire

While attending training, employees are representatives of the Department and shall conduct themselves in a professional manner. The employee will wear clothing appropriate to the training environment and as authorized by the training authority. Some courses may require wearing uniforms or special attire. Course coordinators will advise class members when certain clothing is necessary. Students are otherwise expected to dress in attire appropriate for presenting a professional appearance.

Unacceptable clothing includes, but is not limited to, flip flops, cut offs, short-shorts, & tank or halter tops.

8. Reimbursement

Employees are required to address all costs associated with any training course provided by the Department or otherwise attended by the employee no matter where such course is provided. Expenses shall be documented within the "Related Expenses" section of the Department's Training Request Form. Determination of reimbursement for any training related expense rests with the Chief of Police and the Finance Director of the Clayton County Board of Commissioners.

Supervisors are encouraged to keep operating expenses within budgetary constraints. Scheduling personnel to training without a specific need on the part of the Department is not an efficient supervisory principle. Supervisors should assist each employee in developing an educational and training based career path which stimulates the interest of the employee while benefiting the Department.

a. Mileage Reimbursement

- 1) Officers with an assigned vehicle will use that vehicle to attend training at the Georgia Public Safety Training Center (GPSTC) in Forsyth, Georgia or other authorized training facility. Officers with an assigned vehicle will utilize County fueling facilities and no reimbursement for use of an assigned vehicle or a personal vehicle is authorized.
- 2) Any officer without an assigned vehicle attending training at the GPSTC or other authorized training facility, will use due diligence to locate an officer having an assigned vehicle so that carpooling with that officer can be arranged. This will require coordination and effort on the part of the employees to adequately schedule time to commute to the training site. No reimbursement for use of a personal vehicle is authorized.
- 3) Any officer without an assigned vehicle attending training at the GPSTC or other authorized training facility, without that officer having an assigned vehicle, will contact his/her Division Commander by 1200 hours on the Friday before class begins to determine if there is a County vehicle to use. If there is a County vehicle available to use, the officer will utilize County fueling facilities and on reimbursement

for use of the assigned vehicle or personally owned vehicle (POV) is authorized.

- 4) When there is no County vehicle available, the employee is attending training in an off-duty capacity or the training is provided outside of the county and the employee must use a POV to attend required/mandatory training, reimbursement for mileage can be requested. The employee must first attempt to request a County vehicle through his/her division commander and if a county vehicle is unavailable, then reimbursement may be requested. The employee may not simply choose to drive a POV and then make a request for reimbursement. It is a responsibility of the supervisor to ensure that reimbursement for mileage is not a requirement in every instance. County transportation should be provided whenever possible.
- 5) If the use of a POV is authorized, reimbursement will be for the mileage between the Department Headquarters building and GPSTC only.
- 6) When the training attended is provided within the county, by the Department, and the employee is attending that training as his or her duty day, they are reporting for work and are not entitled to mileage reimbursement.

b. Additional Reimbursement Requests

- 1) Other types of reimbursement, such as that required for tuition, meals, housing, books, training materials or other training related expenses, is governed by guidelines established by the County Board of Commissioners and are evaluated on a case by case basis.
- 2) Students employed by the Department that attend training courses are not charged for standard, double-occupancy dorm rooms, located on the campus of GPSTC. If another type of lodging is selected by the student, they are not eligible for reimbursement.
- 3) Training at GPSTC is tuition-free, under the sponsorship of the Department, provided the student meet the criteria stated in the GPSTC website:

<https://www.gpstc.org/training-at-gpstc/office-of-the-registrar/student-eligibility/>

C. Training Files and Records

The Training Unit will maintain a training file on all employees of the Department. This file will be updated following an employee's participation in a training program and in accordance with GPOSTC rules and regulations. The file will contain, at a minimum the following: training course names/ dates, copies of certificates, test scores, where available.

Supervisors and employees may review their training files at any time convenient with the Training Coordinator. Training files will be released outside the agency pursuant to the Georgia Open Records Act. A written request will be required prior to the release of any file.

D. Course/Lesson Plans (Maintenance)

The Training Unit, through the use of various types of documentation, will maintain records of each training class offered by the Department, to include: lesson plans, roster of participants and test scores (if applicable).

E. Remedial Training

1. General

All supervisory personnel and training staff should recognize and utilize the effectiveness of remedial training as a positive corrective measure in the disciplinary process.

Every sworn officer is required to qualify in certain critical skills, such as firearms, driving, and first aid. Other frequently utilized skills are report writing, typing, filing, interpersonal communication, resolving of conflicts and decision making. Whenever the employee displays a weakness in any required skill, it is imperative that corrective action be taken. Such corrective action should involve remedial training.

2. Supervisory Recommendation

Whenever remedial training is recommended, the method should be coordinated with the Training Coordinator. The employee's willingness to participate in remedial training is indicative of a positive form of corrective action. If the employee is unwilling to participate, then negative sanctions must apply. All documentation regarding remedial training will be maintained in the employee's training file.

3. Other Recommendation

Remedial training can also be recommended subsequent to or in conjunction with any type of disciplinary action in order to improve employee productivity, knowledge and effectiveness.

- a. If the remedial training resulted from the inability to qualify in certain critical skills areas, then the Training Coordinator or designee is to be notified by that employee's immediate supervisor via a memorandum of request which relates to the specific area of deficiency and requested remedial action. A memorandum of request shall also indicate a suggested time span within which the remediation should take place.
- b. If the remedial training resulted from an observed weakness in other frequently used skills, then the supervisor recommending the remedial training will be responsible for completing the memorandum of request and forwarding it to the Training Coordinator through the chain of command.
- c. If the remedial training is recommended subsequent to or in conjunction with any type of disciplinary action, then the supervisor recommending the remedial training will be responsible for completing the memorandum of request and forwarding it to the Training Coordinator through the chain of command. The determination for remedial training may be accomplished by close line supervision and by proficiency tests during regular training programs. The type of remedial training to best remedy the situation will be at the discretion of the Training Coordinator or designee.

4. Criteria

The criteria utilized to determine the need for remedial training should be as follows:

- a. The officer displays a lack of knowledge in a specific area of required police activity.
- b. The officer displays a lack of skill in a specific area of required police activity.
- c. The officer displays a lack of ability in a specific area of required police activity.

5. Firearm Skills Deficiency

See Departmental Procedures *F3: Firearms*.

F. In-Service Training

The Clayton County Police Department provides in-service training to both sworn and civilian employees throughout the year. This satisfies the GPOSTC requirement of twenty (20) hours of annual training for sworn officers. In-service training will be designed by the training staff and approved by the Chief of Police in accordance with GPOSTC guidelines.



Some courses offered throughout the year include, but are not limited to, the following:

1. State mandated training – minimum of twenty (20) hours
2. Department policy and regulations – policy updates throughout the year via PowerDMS
3. Legal updates to include new statutory and case law (annual training required) – legal updates sent throughout the year via County e-mail by the Department’s legal advisor
4. First aid – annual
5. Defensive driving – triennial training - every three (3) years
6. Less Lethal Force (OC, Taser, ASP) – biennial – every two (2) years
7. Firearms – various types of firearm courses offered throughout the year at the Department’s Firing Range
8. Use of Force Policies – annual review
9. Ethics – biennial training – every two (2) years

It is the responsibility of each individual officer to ensure that the minimum hours required to maintain GPOSTC certification are obtained each year. This requirement includes personnel who are suspended or on extended sick leave. Any officer who fails to meet the minimum annual training requirements will be removed from enforcement duties until such time the officer has obtained a waiver from GPOSTC of the annual training requirements. Officers who do not receive a waiver from GPOSTC are subject to termination at the discretion of the Chief of Police. Officers who have received orders to active military duty are exempt from this requirement while on active duty.

#### G. Outside Training

1. Information concerning upcoming schools and seminars are available through the Training Unit. The Training Unit is responsible for identifying outside organizations, both public and private, that may provide useful training. Members of the Department who locate outside schools or seminars should bring them to the attention of the Training Unit. The Department encourages employees to apply for outside training.
2. To help meet the needs of the Department there are regional academies certified by GPOSTC that provide basic in-service and advanced training. The training programs provided by these facilities are generally available to all Departmental personnel.
3. While the Training Unit normally provides for the training needs of the Department, on occasion, it is beneficial or necessary for

members of the Department to attend training classes at another facility. To attend training held at another facility, the employee shall complete a "Training Request Form." The tuition cost must be submitted with the training request. Normally the county will pay the tuition for all approved training classes, schools, etc. Expenses for travel will be covered or reimbursed based upon approval by the Chief of Police and in accordance with the Clayton County Board of Commissioners Finance Department.

4. Upon approval of the request, the Training Unit will facilitate all registration requirements for training which requires no funding. Where funding has been approved, the employee will be notified of such approval and all registration requirements become the responsibility of that employee. Other than reserving the space at the training facility, the Department has no relationship or input into the other facilities' programs.
5. When an employee who has been approved for training is unable to attend the training course as scheduled, the Training Coordinator must be notified in a timely manner. Notification is required so that the appropriate Registrar may be notified of student cancellation or a substitute can be located and properly advised of the training opportunity. Substitution requires proper authorization by utilizing the Training Request Form. At no time will students be substituted for off-site training courses without proper previous authorization.
6. All employees of the Clayton County Police Department that attend outside training are required to adhere to the policies and procedures, and rules and regulations for all outside training academies. In most cases, the outside training facility will provide each student with verbal or written policies and procedures, and rules and regulations for the training facility.

#### H. Advanced/Specialized Training

1. Accreditation Process Familiarization
  - a. The accreditation process offered by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) has been recognized by the Clayton County Police Department as a means of ensuring effective law enforcement functions by meeting a body of professional standards. These standards will permit the Department to enhance all facets of service provided by:
    - 1) The development of a comprehensive, well thought out, uniform set of written directives.
    - 2) Providing the necessary reports and analyses needed by the Chief of Police and Command Staff personnel

to facilitate fact-based, informed management decisions.

- 3) Ensuring that a preparedness program has been established which addresses natural or man-made critical incidents.
- 4) Strengthening agency accountability, both within the agency and the community, through a continuum of standards that clearly define authority, performance and responsibilities.
- 5) Limiting liability and risk exposure by meeting internationally recognized standards which have been met, as verified by independent outside trained assessors.
- 6) Enhancing the agency's pursuit of professional excellence.

b. Procedure

- 1) The Department will ensure that all employees are familiar with the accreditation process which can be achieved by such means as classroom instruction, memo and periodic attendance by command staff at conferences of the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).
- 2) Current employees will receive accreditation training prior to the agency's on-site assessment.
- 3) Newly hired personnel shall receive accreditation training within thirty days (30) after their employment begins or, if sworn personnel, within thirty days (30) after completing the Basic Law Enforcement Training Course.

c. Accreditation Manager Training

- 1) An essential element of the accreditation process is the Accreditation Manager. The very nature of this assignment indicates a specialty which requires exacting knowledge of every component of the initial assessment process and the on-going reaccreditation cycle.
- 2) Employees who receive assignment to the position of Accreditation Manager shall receive specialized accreditation manager training within one year of being appointed. At a minimum, the training will

include information on the essential components of the process, the standards manual, file maintenance, and panel review process. The individual selected as Accreditation Manager will attend at least one CALEA Conference during each award period.

I. Specialized Training

1. Many functions within the Department require pre-assignment or post-assignment specialized training. The specialized training is intended to help the employee obtain the knowledge, skill and ability to adequately perform the assignment. Specialized training may be provided internally, at regional academies, or by outside private or public organizations.
2. Specialized training shall include provisions for supervised on-the-job training. On-the-job training will begin immediately following the assignment to any of the positions identified below. Normally, additional specialized training will be initiated within thirty (30) days of an employee's assignment, as available. If the training is not available within thirty (30) days, training will commence as soon as practical after the assignment and a memorandum will be referenced to the employee's training file which indicates the reason(s) training was not immediately obtained.
3. The following assignments require pre-assignment or post-assignment specialized training:
  - a. Accident Investigation
  - b. Accreditation Manager
  - c. Aviation Unit
  - d. Canine Unit
  - e. Communications
  - f. Criminal Investigations
  - g. Crime Scene Technician
  - h. Crime Prevention and Community Affairs Officer
  - i. DUI Task Force
  - j. Explosive Ordinance Detail
  - k. Field Training Officer
  - l. Hostage Negotiations Team
  - m. Intelligence Unit
  - n. Internal Affairs
  - o. Public Information Officer
  - p. Records
  - q. Targeted Interdiction and General Enforcement Response (TIGER)

- r. Special Weapons & Tactics Team\*\*
- s. Training Unit Personnel
- t. All Newly-Promoted Employees

\*\* Specialized training relating to S.W.A.T. – The S.W.A.T. Team Commander must approve all unit specific training provided to team personnel. This training should normally include:

3. Preparatory Training

- a. The selection of employees for specialized tasks is normally based on demonstrated knowledge, skills and abilities in field assignments. As soon as possible after assignment, personnel transferred into a specialized unit or promoted shall undergo a period of structured training. Other required training shall be scheduled as soon as practical, and in no case later than twelve (12) months after promotion or reassignment.
- b. The Department supports its officers and employees seeking higher levels of instruction and education through advanced certification programs offered through GPOSTC. Officers aspiring to achieve higher levels of responsibility are encouraged to seek those classes that prepare them for supervision and management positions prior to promotional opportunities.

4. Tactical Unit Training

- a. All Tactical SWAT members will be required to complete a forty (40) hour GPOSTC recognized basic SWAT course within twelve (12) months of their appointment to the team. Crisis (Hostage) Negotiators must complete a 40-hour GPOSTC recognized Hostage Negotiation course within twelve (12) months of their appointment. Personnel attached to the team in the capacity of technical support have no prescribed mandatory training requirements.
- b. The Team Commander and Assistant Team Commander are required to attend a tactical incident management course such as those offered by the National Tactical Officer Association, International Association of Chiefs of Police or other such recognized authority. This course should be attended as soon as possible upon assignment to either of these positions.
- c. Where possible, SWAT members should be cross-trained to handle all SWAT missions/tasks. Monthly training exercises will be conducted and all SWAT members must attend,

unless excused by the SWAT Team Commander or designee. There will be a minimum of sixteen (16) hours of training related to tactics and techniques conducted each month for SWAT personnel.

- d. As a means of assessing team readiness and capability, a simulation drill will be conducted each quarter. Whenever possible, these simulation drills will include personnel from the Crisis Negotiation Team, Explosive Ordinance Disposal and appropriate K9 handlers to enhance unit and team cohesion.
- e. Personnel assigned to the sniper element of S.W.A.T. will receive an additional eight (8) hours of training specific to their primary role quarterly. This training will be authorized and coordinated through the Team Commander or designee.
- f. Members who are absent from training, or who arrive late or leave early due to department-related duties will submit the circumstances in writing to the Team Commander or designee. Members who fail to attend training and whom the S.W.A.T. Team command staff has not excused will be deemed to be absent without leave.

#### J. Probationary (Recruit) Officer Training

When a Probationary Officer is employed, they will attend the first Basic Law Enforcement Training Course (BLETC) available as provided by the GPOSTC recognized regional academy utilized by the Department. The BLETC is administered by instructors selected by the staff of the GPOSTC recognized regional academy to which the Probationary Officer has been assigned. The curriculum of the BLETC is established by the GPOSTC and all academy procedures will adhere to their established protocol.

- 1. Each Probationary Officer is provided with orientation material relevant to the Basic Law Enforcement Training Course by academy staff personnel.

This orientation material contains information regarding:

- a. Organization of the academy;
  - b. Academy's rules and regulations;
  - c. Academy's rating, testing, and evaluation system; and
  - d. Physical fitness and proficiency skill requirements.
- 2. Upon successful completion of mandated training, and unless such training is waived by the Chief of Police, the Probationary Officer will attend a Department specific course of instruction referred to as

the Applied Police Science Course (APS). This course is intended to provide the Probationary Officer with agency specific methods of operation, a working familiarization with departmental policies and procedures and enhance the knowledge, skill and ability established while attending the BLETC. The Probationary Officer must successfully complete all cognitive and practical examinations before entry into the Field Training Program. APS is coordinated and monitored by the Training Coordinator or designee.

3. The duration of APS is determined by the Chief of Police. However, program length is generally four weeks in length. Probationary Officers may be excused from APS attendance upon written permission from the Chief of Police. Once given, record of such exemption shall be maintained in the officer's Department's personnel file, as well as the training file maintained by the Training Unit. Generally, only those Probationary Officers who were certified as peace officers prior to their employment with the Department, and who were employed with another agency for a period of time sufficient to develop the knowledge, skill and ability necessary to function in a solo officer capacity, will be permitted exemption.

#### K. Probationary Officer Curriculum

Probationary Officer Training is provided by regional academy staff and their adjunct instructors, departmental instructors and Field Training Officers (FTO) who have successfully completed GPOSTC instructor or FTO certification courses. Such course completion ensures that all instructors have been trained in the proper use of the evaluation techniques required when measuring Probationary Officer competency in the skills, knowledge and abilities required to successfully function while performing tasks associated with daily police service. Evaluation of all Probationary Officers will follow these established guidelines. Once the individual officer has graduated BLETC and entered training at the Departmental level, evaluation will be accomplished through the use of approved rating forms specific to the task which is being measured.

#### Basic Law Enforcement Training Course

The curriculum of the Basic Law Enforcement Training Course is established by the Georgia Peace Officer Standards and Training Council. Instruction provided by regional academy personnel or their adjunct instructors will follow this established curriculum. Instruction will be provided, but not limited to, the following topics: *Accreditation Process Familiarization, Arson, Auto Theft, Bombs and Explosives, Burglary, Career Development, Communications, Community Oriented Policing, Constitutional Law, Courtroom Demeanor and Testimony, Crime Prevention, Crimes in Progress, Crisis Intervention, Death Investigation,*

*Defensive Tactics, Dynamics of Confrontation, Elder Abuse, Emergency Vehicle Operation, Fingerprinting, Firearms, Firearms Skill Development – Daylight, Firearms Skill Development – Lowlight, First Responder, Fundamentals of Investigation and Crime Scene Processing, Georgia Criminal Law, Hostage Negotiations, Internal Affairs Investigations, Interpersonal Communication, Interviews, Juvenile Law, Law Enforcement Coordination, Mechanics of Arrest, Mental Retardation, Motor Vehicle Law, Narcotics and Dangerous Drugs, Oleoresin Capsicum (OC) Familiarization, Operation of Issued Communications Equipment, Organized Crime and Vice, Patrol and Observation, Physical Fitness, Police and the Public, Police Ethics and Professionalism, Police Officer Liability, Police Stress, Police Vehicle Operations, Preliminary Inquiry, Field Notes and Report Writing, Report Writing, Responding to Rapidly Evolving Critical Incidents, Robbery, Rules of Evidence, Sex Crimes, Standardized Field Sobriety Testing, Terrorism, The Criminal Justice System, Traffic Crash Investigation, Traffic Enforcement, Traffic Stops, Use of Force, Vehicle Pullovers and X26 TASER Certification.*

L. Training Instructors

1. The Clayton County Police Department utilizes both a full-time staff of instructors and part-time instructors. The Chief of Police will appoint all full-time Training Unit staff.

Requirements for appointment as a full-time Training Unit instructor are:

- a. Three (3) years police service;
  - b. Meet GPOSTC requirements for instructor certification; and
  - c. Recommendation of the Assistant Chief and/or Deputy Chief and the Training Coordinator.
2. The Training Coordinator may also utilize other instructors within the Department on an “as needed” basis. Utilization of part-time instructors, who will be utilized in an instructional capacity as a Temporary Duty Assignment (TDA), are approved through the appropriate Division Commander and at the discretion of the Shift Commander relative to available manpower. Part-time instructors, who will provide instruction during time spans that are considered off-duty, are approved by the Training Coordinator. All Departmental instructors must meet the above listed requirements or be supervised by a member of the Training Unit.
  3. All instructors must have obtained a GPOSTC instructor certificate prior to providing instruction. Officers may submit a request to attend General Instructor training. These requests will be reviewed by the Training Committee prior to application. The instructor candidate must also attach memorandum indicating an expressed



area of expertise or interest for which the initial lesson plan will be written and a brief resume.

General Instructor training is two (2) weeks in duration. Major topics include: lesson plans, student performance objectives, instructional techniques, learning theory, testing and evaluation techniques and use of available resources.

4. Upon successful completion of the General Instructor Training Course, the officer will be required to teach at least once per calendar year.
5. The Clayton County Police Department may choose to use outside instructors in some areas. These instructors enhance learning in the Department by their knowledge and expertise. The Chief of Police will approve any fees involved based on available funds.
6. The Training Section will be responsible for locating outside instructors. Outside instructors will be selected based on their expertise in the field, referrals or recommendations. When possible, outside instructors will be GPOSTC certified.
7. Outside instructors will provide lesson plans and student performance objectives prior to providing instruction. The Training Coordinator will contact the outside instructor prior to the scheduled teaching date to ensure that all materials and resources are available. Supplies and materials will be provided by mutual agreement. Compensation, if any, will be mutually agreed upon prior to the teaching date and it will be the responsibility of the Training Coordinator to secure any funds in accordance with Clayton County purchasing rules and regulations.

M. Lesson Plans

1. All training courses will be taught using lesson plans that conform to GPOSTC guidelines. Lesson plans will be on-file for all training courses offered by the Department. Instruction provided without prior lesson plan submission and approval shall be considered unsanctioned. The Training Coordinator will approve all lesson plans and will ensure they meet GPOSTC requirements to include the following material:
  2. Guidelines and format for lesson plan development;
  3. A statement of performance and job-related objectives; and
  4. The content of the training and specification of the appropriate instructional techniques.
5. Testing will be part of most training programs. These may be written tests or practical exercises. GPOSTC instructors have been

trained in testing procedures. Participants will be advised of performance objectives and testing methods at the beginning of all training programs.

- a. Where the test is written, seventy percent (70%) will be considered the minimum passing score unless a greater score is specified by the instructor or designated by the training standard.
- b. Where the test is based upon practical exercise, unless a designated standard has been established (such as with firearm qualification courses), a passing score is obtained where the student performs to the satisfaction of the instructor.

N. Civilian Training

1. The training of civilian personnel is an important part of achieving the goals of the Department and assisting the employee in meeting job requirements.
2. Civilian training will initially consist of the following:
  - a. Orientation concerning Clayton County Government, county policies, rules and regulations, and employee benefits and rights. The Clayton County Personnel Department provides this training.
  - b. Orientation concerning the Department's role, purpose, goals, policies and procedures, working conditions, regulations and responsibilities. The employee's immediate supervisor will provide this training.
3. All civilian positions require some initial training. This helps provide employees with the necessary knowledge, skills, and abilities to perform their job. Training is normally initiated immediately after employment and usually is presented as on-the-job type training. Co-workers or supervisors may perform the informal on-the-job training.
4. Certain civilian positions require more extensive training. Any civilian position that brings them in contact with GCIC/NCIC/CJIS information is required to attend Security/Integrity Training bi-annually which is coordinated by the Training Unit.
5. The Training Unit provides a number of training programs on an annual basis pertaining to civilian positions. Training programs are available to civilian personnel to enhance their knowledge and skills and are posted throughout the Department. Civilian employees interested in attending training should contact the Training Unit via

their chain of command. The agency encourages civilian employees to attend training on an annual basis.

6. Civilian personnel who are promoted to supervisory positions are required to attend training that will enhance their capability to perform in the new position. This training should take place as soon as possible, but within the first twelve (12) months of promotion / assignment.
7. The Clayton County Personnel Department offers several training programs intended to enhance the skills, knowledge, and abilities of county personnel. Employees are encouraged to attend the Employee Professional Development Program, the Managers' Basic Skills Program and the Management Professional Development Program Academy. An alternative to this program is the GPOSTC 120-hour Supervisor Course, which is offered at various law enforcement academies throughout the state. Civilian supervisors or managers who have completed basic supervision training may be selected by their supervisors to attend advanced training from outside professional sources.
8. Many functions within the Department require pre-assignment or post-assignment specialized training. The specialized training is intended to help the employee obtain the knowledge, skill and ability to adequately perform the assignment. Specialized training may be provided internally, at regional academies, or by outside private or public organizations.
9. Records clerks and other civilian personnel will attend any training made available that enhances their professional skills and enables them to better perform the tasks and jobs they are assigned, and/or deemed necessary by state regulations, the Chief of Police, their Division/Unit Commander and the Department Training Coordinator

#### **IV. CANCELLATIONS**

- A. This procedure amends and supersedes the following standard operating procedure: *B9: Training Unit Policies*, dated January 19, 2009.
- B. This procedure cancels the following General Order: *GO: 01-001 – Travel Reimbursement for Officer Attending Training at the Georgia Public Safety Training Center*, dated January 30, 2001.