

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Certifying a Peace Officer		
<b>Policy Number:</b> 104.10	<b>Effective Date:</b> 8/28/2018	<b>Page Number:</b> 1 of 4
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Administration & Finance Division (Human Resources)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

It shall be the policy of the Georgia Department of Corrections (GDC) to ensure that all employees who are authorized to exercise power of arrest must successfully meet all requirements of GDC, the Peace Officers Standards and Training (P.O.S.T.) Council and receive P.O.S.T. Certification. All GDC staff in positions requiring P.O.S.T. Correctional Officer Certification are required to either possess or gain P.O.S.T. Certification and maintain that Certification.

**II. Authority:**

- A. O.C.G.A. §§ 35-8-7.1, 35-8-8, 35-8-10, and 35-8-15;
- B. GDC Board Rules: 125-2-1-.02 Employment and 125-2-1-.06 Training; and
- C. GDC Standard Operating Procedures (SOPs): 104.12 Fingerprinting Employees, 104.13 Verification of Right to Work in U.S., 104.18 Obtaining and Using Records for Criminal Justice Employment, 104.53 Designation of Jobs Requiring Peace Officer Certification, 506.03 Basic Correctional Officer Training (BCOT), and 506.08 Correctional Training Requirements.

**III. Definitions:**

- A. **Peace Officers** - Individuals who are hired or appointed by GDC and meet all the requirements of GDC and P.O.S.T. are authorized to enforce the criminal laws through the power of arrest, and whose duties include the preservation of public order or the protection of life and property.
- B. **P. O. S. T. Council** - The Georgia Peace Officer Standards and Training Council which administers the regulatory process, sets the standards for training and certification, and provides essential technical assistance to the law enforcement community.

**IV. Statement of Policy and Applicable Procedures:**

- A. Before any individual can be given consideration for employment in a position which requires Peace Officer certification, the candidate must meet the following minimum eligibility requirements for certification:
  - 1. Be at least eighteen (18) years of age;
  - 2. Be a United States citizen;

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3. Have a high school diploma or its recognized equivalent for CO;
4. Possess good moral character under procedures established by the Council;
5. Complete an oral interview with the Appointing Authority (AA) or representative(s), in order to evaluate the applicant's appearance, work history, and ability to communicate;
6. Be found, after examination by a licensed physician or surgeon, to be free from any physical, emotional, or mental condition, which might adversely affect exercising the essential tasks or duties of a peace officer; the original completed physical examination must be submitted to Corrections Human Resources Management (CHRM).

**Note:** The signature of a Physician Assistant, Clinical Associate or nurse will not be accepted in lieu of a licensed physician's signature.

7. Successfully complete the P.O.S.T. Entrance Examination. Candidates who do not perform satisfactorily on the examination will not be allowed to attend BCOT. They will be eligible to retake the test after a 30-day waiting period.
8. GDC requires that all new state Correctional Officers enter BCOT within sixty (60) days of employment. If a CO is unable to complete BCOT within the required timeframe for any reasons, approval for re-admissions will be based on the joint discretion of the Office of Professional Development Director, the Director of the affected division and the Department Human Resources Director.
9. Candidate shall not have been convicted of:
  - a. Any felony crime by any State or Federal Government, for which the punishment could have been imprisonment in any Federal or State prison or other institution; or
  - b. Any misdemeanor crime of domestic violence; or
  - c. Multiple misdemeanors, sufficient to establish a pattern of disregard for the law (e.g., three (3) or more convictions in the past five (5) years); however, this shall not apply to violation of traffic laws and cases involving the operation of motor vehicles, when the applicant has received a "pardon".

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**Note:** These criminal provisions, referred to in IV.A.8.a., IV.A.8.b. and IV.A.8.c. above, will not apply if a pardon has been granted to an offender convicted under the First Offender Act.

10. Candidate is required to submit the final disposition for any charge/arrest of:

- a. Battery (simple battery, aggravated assault, assault, etc.);
- b. Criminal trespass;
- c. Terroristic threats; or
- d. Any violation of the Family Violence Act.

B. A P.O.S.T. application for certification packet and required supporting documents must be completed in the P.O.S.T. Data Gateway and approved by P.O.S.T. no later than ten working days before the beginning of the requested course date. Local Human Resources staff will provide applicant support with the application process. The P.O.S.T. Data Gateway web address is: <https://www.gpostc.org/rtt/login.php>

C. Applicant must submit a copy of the P.O.S.T. package to CHRM.

D. Transfers from non-security to security positions should include a copy of the P.O.S.T. package with the Personnel Action Request (PA).

E. Transfers of P.O.S.T. certified employees within GDC must have a P.O.S.T. form C-11 completed and submitted to GCA/P.O.S.T. Certification by the receiving unit. APA must be submitted to the Personnel Technician in CHRM.

F. Maintaining P.O.S.T. Certification:

1. Employee must immediately notify their AA if they are notified by P.O.S.T. or if they otherwise become aware that their certification will be suspended, revoked or if it is under review.
2. Within 72-hours of becoming aware of the circumstances, the employee must provide the AA with a written explanation of the facts. Failure to do so will result in disciplinary action, up to and including dismissal.

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3. Employee must notify both their AA and P.O.S.T. if arrested or ticketed for any offense other than a minor traffic violation.
  4. Officers certified after January 1, 2012 must recertify every four years. The requirements are listed in SOP 506.08, Correctional Training Requirements.
- V. **Attachments:** None.
- VI. **Record Retention of Forms Relevant to this Policy:** None.