

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
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Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

- I. Introduction and Summary:** This policy explains the training administration requirements for all Professional Development Section staff and units.
- II. Authority:**
- A. Rules of Georgia Peace Officer Standards and Training Council Chapter 464.5: Training Requirements;
 - B. O.C.G.A. §§ 35-8-2, 35-8-7, 35-8-7.1, 35-8-8, 35-8-11, 35-8-15, 35-8-21; 42-2-11, 42-2-53; and 42-10-2;
 - C. GDC Board Rules 125-2-1-.02, 125-2-1-.06, and 125-2-1-.08;
 - D. GDC Standard Operating Procedures 506.02, 506.03, 506.05, 506.06, 506.08, 506.17, 506.18; 104.37; 104.47; 107.03; and 205.13;
 - E. ACA Standards: of Administration of Correctional Agencies, 2nd edition, with 2014 Standards Supplement, 2-CO-1D-01, 2-CO-1D-02, 2-CO-1D-03, 2-CO-1D-04, 2-CO-1D-05, 2-CO-1D-06, 2-CO-1D-07, 2-CO-1D-08, 2-CO-1D-09, and 2-CO-1D-10;
 - F. Standards for Adult Correctional Institutions, 4th edition, with 2014 Standards Supplement ,4-4073, 4-4074, 4-4075, 4-4076, 4-4077, 4-4078, 4-4079, 4-4080, 4-4082, 4-4083, 4-4084, 4-4084-1, 4-4085, 4-4086, 4-4087, 4-4088, 4-4089, 4-4090, 4-4091, 4-4092, 4-4093; and
 - G. Standards for Correctional Training Academies, 1st edition, with 2014 Standards Supplement, 1-CTA-1A-01, 1-CTA-1A-02, 1-CTA-1A-03, 1-CTA-1A-04, 1-CTA-1A-05, 1-CTA-1A-06, 1-CTA-1A-07, 1-CTA-1A-09, 1-CTA-1A-11, 1-CTA-1A-13, 1-CTA-1A-14, 1-CTA-1A-15; 1-CTA-1D-02, 1-CTA-1D-03; 1-CTA-2C-01; 1-CTA-2D-01, 1-CTA-2D-02; 1-CTA- 3A-01, 1-CTA- 3A-02, 1-CTA- 3A-03, 1-CTA- 3A-04, 1-CTA- 3A-05, 1-CTA- 3A-06, 1-CTA- 3A-10, 1-CTA- 3A-11, 1-

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CTA- 3A-12, 1-CTA- 3A-13, 1-CTA- 3A-14, 1-CTA- 3A-15, 1-CTA- 3A-16, 1-CTA- 3A-17, 1-CTA- 3A-18, 1-CTA- 3A-19, 1-CTA- 3A-20, 1-CTA- 3A-23, 1-CTA- 3A-24; 1-CTA-3B-01, 1-CTA-3B-02, 1-CTA-3B-03, 1-CTA-3B-04, 1-CTA-3B-05, 1-CTA-3B-06, 1-CTA-3B-07, 1-CTA-3B-08, 1-CTA-3B-09, 1-CTA-3B-10; 1-CTA-3C-04, 1-CTA-3C-05; 1-CTA-3F-01, 1-CTA-3F-02, 1-CTA-3F-03, 1-CTA-3F-04.

III. Definitions:

A. P.O.S.T. (POST) – Peace Officer Standards and Training

IV. Statement of Policy and Applicable Procedures:

A. Administration and Management:

1. Training Unit managers must get input from their staff and formulate yearly goals for their Unit. Goals must be stated as measurable objectives. The Unit's mission, procedures, and programs must be reviewed for compliance with Division and Unit goals, and departmental policies. Unit input must be compiled into the Division's Annual Strategic Plan and submitted to the Director for review and approval. The Strategic Plan must delineate the Academy's mission within the context of the total correctional system. This document must be reviewed at least annually and updated as needed.
2. The Georgia Corrections Academy (GCA) is headed by a Director who oversees all personnel, volunteers, programs, and activities connected with the Academy. The Director is appointed by the Georgia Department of Corrections (GDC) Commissioner. The qualifications, authority, and responsibilities of the Director and other appointed personnel are specified in writing by statute or by GDC Standard Operating Procedures (SOPs). To be considered qualified, a Director, at a minimum, must possess the following: A Bachelor's degree in an appropriate discipline, five years of related administrative experience, and demonstrated administrative ability and leadership. The Director must be certified by the POST Council per POST Rule 464-5-.19.

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3. The Annual Training Overview document describing the Academy's organization is reviewed annually and updated as needed. It shall include an organizational chart that groups similar function, services, and activities into administrative subunits.
4. The policies and procedures for operating and maintaining the Academy and its satellites must be specified in a manual that is accessible to all employees. This manual shall consist of the POST Uniform Academy Regulations, GDC Training Policies, and State Offices South at Tift College (SOSTC)/Facility Emergency Plans. This manual is reviewed at least annually and updated as needed. New or revised policies and procedure are disseminated to students and staff, as appropriate.
5. There must be regular meetings between the Director and all department heads and between department heads and their key staff members. Such meetings are to be conducted at least monthly. These meetings should be used to remind and enforce Federal and State law and GDC Policies. Meetings must be documented with staff meeting notes. Staff meeting notes must be emailed to the GCA Academy Director and Academy Support Licensing Tech 2. The Academy Director must review and initial the notes. The Academy Support Licensing Tech 2 must maintain physical and electronic copies of the approved notes.
6. Operations and training programs must be monitored through inspections and reviews at least annually. Training Unit Managers must inspect their Instructors during training and testing. Instructor evaluations must be conducted and training documentation inspected to ensure Instructors are providing quality training and meet POST standards. Training Managers must fill out and submit Field Site Visit Forms (FSVF) for each unit under their supervision at least quarterly. These forms, along with Armory Audits and inventories must be emailed to the GCA Academy Director and Academy Support Licensing Tech 2. The Academy Director must review and initial the

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forms. The Academy Support Licensing Tech 2 must maintain physical and electronic copies of the approved forms.

7. The Academy reports its activities at least annually to the Commissioner's Office. The Annual Training Overview document is presented and includes major developments relating Academy progress and objectives.
8. The Academy Director must review and approve all Basic Correctional Officer Training lesson plans at least annually or as needed. Training Unit Managers must review and approve all lesson plans for their respective Units at least annually or as needed. Further delegation for lesson plan review and approval is not authorized.
9. Each training program, course, and class must have a written lesson plan(s). If the program, course, or class has more than one topic/lesson plan, a schedule or agenda is required. The lesson plan(s) and schedule or agenda must be present during each training session and be used by the POST certified Instructor teaching the class.
10. Each program, course, and class must meet the time standard. If a day of training is scheduled for 8 hours, it must be 8 hours long. Lunch does not count toward training hours. Ten minute breaks every hour are allowed.
11. Each Instructor teaching for POST credit must POST certified (General, Specialized, or Guest). The course coordinator / Instructor must be able to produce proof that each Instructor on the platform for a POST credit class has the appropriate credentials.
12. A visitor's book must be maintained at each training site that has the lesson plans, schedule/agenda, and Instructor credentials available. POST Fact Sheet(s) are the preferred method to provide this proof for POST Instructors. Non-POST Instructors must provide a biography/curriculum vitae.

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13. Each student must be present for the training to receive credit. Basic Correctional Officer Training students may miss no more than 5% of the training. In other programs, students may miss no more than 10% of the program. Students who cannot stay in the classroom because of phone calls or other reasons cannot receive POST training credit.
14. Rosters must be entered into the POST database and the completed paper roster uploaded within 5 working days of the class completion.
15. Training plans must contain at least the following information: List of all courses/classes to be offered; Dates the courses/classes are offered; Synopsis of each course/class, including length in hours, target group, objectives, and prerequisite training; and Enrollment information. This information can be found in the Academy Training Course Catalog available on Captiva and on the GCA Training Calendar, available to all GDC staff with Outlook accounts.
16. The Academy's organized system of information retention, storage, retrieval, and review is automated. The information system has a research and decision-making capability relevant to both student and operational needs. GDC staff also have access to Captiva and the GDC Intranet. GDC staff and students at SOSTC have access to the internet via Wi-Fi.
17. The agency and Academy collaborate with criminal justice and service agencies in research activities, information gathering, exchange, and standardization.
18. The Academy uses the Georgia POST audit instrument to annually evaluate its overall performance in writing.

B. Physical Plant:

1. The necessary space and equipment for the student training and staff development programs are available. Staff needs are met through providing

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adequate spaces in locations that are convenient for use. Staff are provided with the following:

- a) Assigned work area or office space;
- b) An area to change clothes and to shower;
- c) An area, room, and/or employee lounge that offers privacy and provides space for meals;
- d) Access to exercise/physical training facilities and equipment; Space for training; and
- e) Toilets and wash basins.

C. Academy Operations:

1. Library and reference services are available to complement the student training and staff development programs. These services are provided as links to online resources. The student training and staff development programs use the resources of public and private agencies, private industries, colleges, universities, and libraries.
2. Daily class attendance must be recorded, certified as accurate by the Instructor, and maintained as required by POST Rules and Academy procedures. Each course of instruction has a class schedule that includes the name of each class, time and date of each class, and scheduled Instructor. There is a standardized, competency-based curriculum supported by appropriate materials and classroom resources.
3. Lesson plans must be on file on the Training Joint Drive. Lesson plans must be present and followed for each class conducted. All lesson plans for POST credit must be developed and updated according to POST requirements. Non-

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POST credit lesson plans must be developed and updated to meet the requirements for attaining a PeopleSoft course code.

4. All firearm Instructors must have POST General and Firearms certifications. All Instructors authorized to train others in the use of chemical agents must be certified by a competent authority to conduct such training. All Instructors must be trained in the treatment of individuals exposed to a chemical agent. All Instructors authorized to train others in the use of force and unarmed self-defense must have POST General and Defensive Tactics certifications. All Instructors must be trained to respond to emergency health-related situations such as the administration of first aid and methods of obtaining assistance.
5. Course curriculum on use of force/self-defense for all security and custody staff must include the use of physical force to instances of justifiable self-defense, protection of others, protection of property, and prevention of escapes, and then only as a last resort and in accordance with appropriate statutory authority. In no event is physical force justifiable as punishment. A written report is prepared following uses of force and is submitted to administrative staff for review.
6. Firearms training courses cover the use, safety, and care of firearms and the constraints on their use. Firearms training courses must include a demonstration of individual student competency. Chemical agents training courses must cover the use and handling of chemical agents, as well as the treatment of individuals exposed to a chemical agent. Chemical agent courses must provide detailed direction for the conduct and supervision of all training and must include a demonstration of individual competency.
7. Firearms, chemical agents, and security equipment are inventoried at least quarterly to determine their condition and expiration dates. A written report is submitted to the Academy Director or designee. Firearms, chemical agents,

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and related security items are stored in a secure but readily accessible depository outside of student and public activity areas.

8. Access to twenty-four-hour emergency medical services is available through 911 Emergency Services. CPR-certified personnel are available to respond within a four-minute period. First aid kits are available in designated areas of the facility based on need, and an automatic external defibrillator is available for use at the facility.
9. In case of serious illness or injury, individuals designated by the student/staff are notified. Permission for notification is obtained from the student/staff prior to need. The notification information is a part of the student/staff personnel file, kept at the student/staff's assigned facility.

V. Attachments:

None.

- VI. Record Retention of Forms Relevant to this Policy:** All training records must be kept at local facility training offices and/or regional training offices until storage capacity is exceeded. Training records must then be boxed, labeled by location and year, and forwarded to the Academy Director's office for storage in Bay D, SOSTC Fleet Warehouse which is climate controlled. After retention for at least seven (7) years, only the Academy Director may direct that training records be destroyed.