

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 1 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

I. Introduction and Summary:

This policy provides direction in the implementation and operation of state, county, and private staff training programs. This policy applies to all facilities, divisions, offices, and personnel.

II. Authority:

- A. 18 U.S.C. § 922(g) (Gun Control Act of 1968).
- B. O.C.G.A. § 35-8-8 Peace Officer Certification Requirements; § 35-8-10 Persons Subject to Certification Provisions; Exceptions; and § 35-8-21 “Annual Training Requirements.”
- C. Georgia Peace Officer Standards and Training (POST) Rules: 464-3-.11 and Chapter 464-5.
- D. POST Council Uniform Law Enforcement Academy Regulations, (Revised January 1, 2016).
- E. Georgia Department of Corrections (GDC) Board Rules: 125-2-1-.06 Training and 125-2-1-.08 Personnel Actions.
- F. GDC SOPs: 104.37, Working Hours, Overtime and Compensatory Time (FLSA); 104.47, Employee Standards of Conduct; 205.13, Personal Appearance of Uniformed Personnel; and 506.03, Basic Correctional Officer Training.
- G. American Correctional Association (ACA) Standards: CO 2-CO-1D-01 through 2CO-1D-10, CTA 1-CTA-3A-01 through 1-CTA-3A-21, 4-4073, 4-4075 through 4-4077, 4-4082 through 4-4087, 4-4089, 4-4091, 4-4093, 5-ACI-1D-01 through 5-ACI-1D-05, 5-ACI-1D-10 through 5-ACI-1D-18, 4-ALDF-7B-05 through 4-ALDF-7B-10, 4-ALDF-7B-10-1, 4-ALDF-7B-13, 4-ALDF-7B-14, 4-ALDF-7B-17, 4-ACRS-7B-10 through 4-ACRS-7B-17-1, 4-ACRS-7B-19, and 4-ACRS-7E-04.
- H. POST Rule: 464-5.14, “Recognition of Courses;” 464.5 “Training.”

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 2 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

I. POST C-12 FAQ “Certificates Submitted for Training Credit.”

III. Definitions:

- A. POST Credit** - Credit given for those classes presented by a POST certified Instructor (General, Guest, and Specialized, as appropriate), using an approved lesson plan and meeting all POST requirements.
- B. Correctional Officer** - A Peace Officer Standards and Training (POST) certified employee. For ACA standards that lists employees as offender care workers, GDC uses the term Correctional Officer.

IV. Statement of Policy and Applicable Procedures:

- A. GDC employee staff development and training programs are planned, coordinated, and supervised by a qualified supervisory employee.**
 - 1. All Office of Professional Development Instructors and Coordinators must meet POST Council instructor certification requirements and ACA requirements.
 - 2. It is the responsibility of Office of Professional Development to:
 - a. Provide specifically planned, coordinated, and supervised formalized classroom instruction for all employees as required.
 - b. Facilities, Divisions, and Offices will be responsible for:
 - i. Providing additional orientation concerning policies;
 - ii. Practices for employee job assignments; and
 - iii. Specific procedures for employee job assignments.
 - c. Ensure that the staff training program is conducted in accordance with:
 - i. State law;
 - ii. GDC SOP's;

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 3 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

- iii. Georgia POST Council Rules and Regulations;
- iv. Where applicable, court orders or ACA standards; and
- v. Provide available support to a Facility during an emergency situation.

3. Instructors teaching classes for POST credit must:

- a. Be POST certified as an Instructor appropriate to the class being taught.
- b. Use an approved lesson plan that covers all course content, to include:
 - i. Practical exercises;
 - ii. Practical examinations; and
 - iii. Drills.
- c. All lesson plans and related materials must be on site and available for review.
- d. Check student attendance daily, or more often if necessary, and ensure the class roster is completed properly.
- e. Have a course agenda and the pages of the Instructor Fact Sheet from POST that shows all Instructor certifications for all course Instructors on site and available for review.
- f. For all Instructor certifications not granted by POST (ex. Taser Instructor, OC Instructor), a copy of the Instructor's current certificate shall be on site and available for review.
- g. Meet POST standards for:
 - i. Class time;
 - ii. Delivery methods; and
 - iii. Testing.

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 4 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

4. It is the responsibility of the Office of Professional Development to provide appropriate support to other staff training functions within the GDC as required.

B. Training Advisory Committee:

1. The Georgia Corrections Academy (GCA), Field Training Unit (FTU), Leadership Development Unit (LDU), and Special-Operations Training Unit (SOTU) shall implement Training Advisory Committees. These Committees shall:
 - a. Develop training plans;
 - b. Use outside resources, as needed;
 - c. Evaluate training plans;
 - d. Update training plan based on an annual assessment that identifies current job-related training needs; and
 - e. Approve the Unit's training plans.
2. Training plans shall provide for:
 - a. Ongoing evaluation of all basic training programs;
 - b. Pre-service orientation;
 - c. In-service training;
 - d. Advanced training; and
 - e. Specialized training.
3. Written reports shall be prepared annually by each Unit.
4. The GCA Training Advisory Committee is composed of:
 - a. The Academy's Director;
 - b. Representatives from the GDC's Central Office; and
 - c. Operational units.

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 5 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

5. The LDU, FTU, and SOTU committees are composed of:
 - a. The Unit's Manager.;
 - b. Subject matter experts; and
 - c. Representatives from other operational units as appropriate to the subject matter.
6. State facilities shall implement a Training Advisory Committee composed of:
 - a. The Facility's Training Officer and
 - b. Representatives from other Facility departments.
7. The Facility's training plan shall be developed by the Training Advisory Committee. The training plan shall be:
 - a. Developed;
 - b. Use outside resources, as needed;
 - c. Evaluated;
 - d. Update based on an annual assessment that identifies current job-related training needs; and
 - e. The Facility's training and staff development program uses community resources when needed.
8. The Training Advisory Committee shall meet at least quarterly to review progress and resolve problems. A written record of these meetings shall be forwarded to the Warden/Superintendent.
9. Training Advisory Committees are highly recommended at county and private facilities.

C. Staff Training Requirements:

1. Based on GDC SOP's, POST Council Rules and Regulations, statutes, and

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 6 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

where applicable ACA Standards, training procedures have been established to address:

- a. Basic training program;
 - b. Pre-service orientation;
 - c. Annual in-service training;
 - d. Advanced training; and
 - e. Specialized training for all staff.
2. The ACA requires certain topics to be covered in:
 - a. Pre-Service orientation;
 - b. Basic Correctional Officer Training (BCOT); and
 - c. In-Service training.
 3. These topics shall be covered in all Pre-Service, BCOT, and In-Service programs and are listed in Attachment 3, ACA Required Training Topics.

D. Pre-service Orientation (PSO):

1. All new employees must complete a formalized orientation program before undertaking their assignments.
2. Facilities that do not have a full-time trainer on site may schedule their staff for PSO training through the nearest facility with a full-time trainer.
3. All staff are required to attend job-specific orientation provided by:
 - a. Division staff;
 - b. Office staff; or
 - c. Facility staff.

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 7 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

4. All new state full-time employees must complete a formalized forty (40) hour orientation program before undertaking their assignments.
5. All part time staff and contract personnel will receive formal orientation appropriate to their assignments.
6. PSO training for county facilities is optional at the Warden's discretion and should be conducted by the Warden's staff. Documentation of the training should be maintained by the Warden or his/her designee.

E. Basic Correctional Officer Training (BCOT):

1. All Correctional Officers in sworn positions are required to attend BCOT as set out in Georgia POST Council Rules and Regulations and GDC SOP's.
2. BCOT shall be at least one-hundred sixty (160) hours long.
3. BCOT shall serve as the ACA forty (40) hour in-service training requirement for annual training for Correctional Officers in sworn positions in their first year.

F. In-Service Training:

1. As designated by:
 - a. GDC policy;
 - b. Georgia POST Council Rules and Regulations;
 - c. Court order;
 - d. Statutes; and
 - e. Where applicable, ACA, all employees are required to complete a specified number of hours of training annually.
2. O.C.G.A. § 35-8-21 requires twenty (20) hours of in-service training annually for sworn staff.

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 8 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

3. The number of required hours varies for other job classes as outlined below:
 - a. It is the officer's responsibility to complete adequate training and report the training to the Training Officer.
 - b. Failure to attend the required twenty (20) hours of training shall result in an automatic suspension of POST certification.
 - c. If a facility is under court order to receive additional annual training, then the appropriate training shall be included in the annual training plan for this facility.
 - d. Some in-service topics will be deemed mandatory for all employees to attend. These topics and the number of classroom hours for each topic may change annually.
 - f. GDC In-Service Training must be delivered in accordance with SOP 104.37 Working Hours, Overtime and Compensatory Time (FLSA), which explains the guidelines of the Fair Labor Standards Act.
 - g. A training plan shall be developed annually by the Facility Training Officer and approved by the Warden/Superintendent of the facility or his/her designee and the Training Officer. The training plan shall schedule programs for the entire year to meet the Facility's needs.

G. Special Management Unit (SMU)/Tier III Training:

1. The Office of Professional Development shall provide SMU/Tier III training for officers assigned to these units.
2. This program is designed to familiarize employees with concepts and procedures associated with Special Management offenders.

H. Emergency Units:

1. All staff assigned to emergency units shall meet the following training requirements:

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 9 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

- a. Officers must complete forty (40) hours specialized training before assignment; and
- b. Complete forty (40) hours of annual training, which must include sixteen (16) of training specifically related to their emergency unit assignment.

I. Officer Recertification:

1. All staff in POST certified positions who were certified on or after January 1, 2012 shall comply with POST Rule 464-3-.11 Officer Recertification, which requires an officer to recertify every four (4) years.
2. Affected officers must complete the following:
 - a. Required annual training each year twenty (20) hours including:
 - i. Firearms Requalification.
 - ii. Use of Deadly Force.
 - iii. De-Escalation.
 - iv. Community Policing.

NOTE: Officers graduating after January 1, 2012 must complete the required annual training even if they are not actively employed each calendar year.

3. One (1) class from the required GA POST Council Block of Training during the four (4) years (available online at GPSTC/Virtual Academy).
4. Two (2) other classes during the four (4) years (choose any two (2) of the following three (3) courses):
 - a. Elder Abuse (available online at GPSTC).
 - b. Eyewitness ID (available online at GPSTC).
 - c. Domestic Violence (available online at GPSTC).

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 10 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

5. A new POST application in the POST Data Gateway system to “re-certify” (The recertification application can be submitted up to ninety (90) days before certification expires). The following must be included:
 - a. A current Physician’s Affidavit (form shall be provided in application and must be signed within one hundred (180) days of application for re-certification);
 - b. Current Fingerprint Results (both law enforcement agency LIVESCAN or Georgia Applicant Processing Service (GAPS) and must be within one-hundred eighty (180) days of application for re-certification);
 - c. Current Driver’s History (certified copy from GA Department of Driver Services or Driver’s History from employing law enforcement agency and must be within one-hundred eighty (180) days of application for re-certification); and
 - d. A thirty (\$30) dollar recertification fee, which currently is paid by GDC.
6. Failure to complete these requirements shall result in expiration of the basic certification that was issued.

J. Leadership Development Training:

1. The Office of Professional Development shall provide leadership development courses for staff who are being considered for or have been promoted to:
 - a. Security shift supervisor positions;
 - b. Other supervisory positions;
 - c. Deputy Warden or Assistant Superintendent positions;
 - d. Warden or Superintendent positions; or
 - e. Other management positions.
2. Staff should attend these training courses before assuming supervisory/managerial positions, or as soon as possible afterwards.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 11 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

K. Individual Training Requirements:

1. All POST certified staff shall receive the following training, at a minimum:
 - a. First year of employment:
 - i. Forty (40) hours of PSO.
 - ii. BCOT (Meets the annual training requirement for both POST and ACA).
 - b. Annually:
 - i. A minimum of forty (40) hours training, which must include the POST twenty (20) hour training requirements.
2. All full-time GDC, Administrative staff, Contract staff, Managerial staff, Professional Specialists and Support staff who have regular, daily contact with offenders shall receive the following training at a minimum:
 - a. First year of employment:
 - i. Forty (40) hours of PSO; and
 - ii. Forty (40) hours of annual training.
 - b. Annually:
 - i. Forty (40) hours of training.
3. All full-time clerical staff and support employees, GDC or contract, with minimal daily contact with offenders shall receive the following training at a minimum:
 - a. First year of employment:
 - i. Forty (40) hours of PSO; and
 - ii. Sixteen (16) hours of annual training.

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 12 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

- b. Annually:
 - i. Sixteen (16) hours of annual training.
- 4. All part-time employees, GDC or contract, shall receive the following training at a minimum:
 - a. First year of employment:
 - i. PSO training as deemed appropriate to their job assignment; and
 - ii. Annual training as deemed appropriate to their job assignment.
 - b. Annually:
 - i. Annual training as deemed appropriate to their job assignment.
- 5. At all state and county correctional facilities, part-time contract volunteers and temporary part-time employees shall receive at a minimum, eight (8) hours of orientation training and additional training as deemed necessary by the Warden.

L. Rehires-Training for Returning Certified Employees:

All GDC staff in positions requiring POST certification are required to either possess or gain POST certification and then maintain that certification.

M. External Training Programs:

- 1. Any employee, GDC or contract, that attends an approved job-relevant training program that is not sponsored or delivered by the GDC's Office of Professional Development or another Georgia POST certified Facility/Trainer, (i.e. NIC, ACA), will, upon completion of the program, forward to the local Facility Trainer a copy of the course diploma or certificate of completion, course agenda, and the POST form: "Training Submission Cover Sheet" (Attachment 4).

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 13 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

2. POST certified staff should write their Officer Key number (OKey number) on the copy of their certificate.
3. Section IV must be completed by a POST Certified Instructor or Hiring Authority who is verifying the staff member attended and completed the training.
4. For POST certified staff, the local Facility Trainer will verify the information is correct, and submit the documents to POST by:
 - a. Email to: helpdesk@gapost.org;
 - b. Fax to: (770) 732-5952; or
 - c. Mail to: Georgia POST Council
P.O. Box 439
Clarksdale, Ga. 30111-0379
5. For non-certified staff, the local Facility Trainer will enter the course into the student's PeopleSoft record.

N. Firearms Disability:

1. Under 18 U.S.C. § 922(g), it is unlawful for any person convicted of a "misdemeanor crime of domestic violence" to:
 - a. Ship firearms;
 - b. Transport firearms;
 - c. Possess firearms; or
 - d. Receive firearms or ammunition.
2. It also makes it unlawful for any person to sell or otherwise dispose of a firearm or ammunition to any person knowing or having reasonable cause to believe that the recipient has been convicted of such a misdemeanor.
3. This prohibition applies to all Law Enforcement Officers.

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 14 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

4. Anyone convicted of domestic violence may not possess any firearm or ammunition for either official or personal use. Individuals with such a conviction who continue to possess, receive, or transport any firearm or ammunition are committing a Federal felony.
5. Additionally, any supervisor who allows an employee with a domestic violence conviction to continue to use a firearm in an official capacity with the agency is also committing a Federal felony.
6. Employees must have a completed background investigation and be cleared of convictions covered by this law prior to initial firearms training each calendar year.
7. The Personnel Department at each Facility (Human Resources for Central Office staff) shall provide Training staff with a completed:
 - a. Attachment 1 "GDC Background Check Verification Form - Individual Employees."
 - b. Attachment 2 "GDC Background Check Verification Form - Multiple Employees."
8. This form must be completed and presented to the Range Master prior to participating in firearms training.
9. A completed form must be attached to the facility copy of the firearms roster for each participant listed on the roster.
10. Employees who participate in firearms certification training at BCOT are exempted from this requirement for that calendar year.
11. The Background Check Verification Form is valid for firearms training in the current calendar year.
12. Annual background checks should be planned and conducted to coincide with initial scheduled firearms training.

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 15 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

13. Employees are required to report any domestic violence conviction occurring after the annual background check in accordance with SOP 104.47, Employee Standards of Conduct, to their supervisor.

14. Supervisors must take action to suspend the employee's authority to carry firearms and notify the Appointing Authority and training staff immediately.

O. Firearms Training:

1. All employees required to certify with a weapon shall recertify on an annual basis.
2. All firearms certification cards are required to have the expiration date printed on them.
3. All firearms certifications will expire twelve (12) months after the certification date.
4. Annual recertification is mandatory for all security personnel.
5. Security personnel must recertify with the normally issued handgun for their duty position.
6. The Warden may designate a limited number of officers to certify/recertify with the rifle or shotgun at those facilities requiring the use of the rifle and/or shotgun.
7. Security personnel shall be allowed three (3) attempts to certify/recertify with designated weapons.
8. The Facility Training Officer shall notify, in writing to the Warden and Field Training Director employees who fail to certify/recertify.
9. No one shall be taken to the firing range for recertification training unless he or she has had initial firearms training which includes, at a minimum:

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 16 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

- a. Safety Training; and
 - b. Use of Deadly Force training.
- 10. The Training Officer may require the trainee to produce documentation to verify initial firearms training.
- 11. Ammunition for training and recertification shall be furnished to the employee for recertification in accordance with the annual training plan and approved course of fire.
- 12. If the employee fails to attain a qualifying score of eighty (80%) percent on the Department approved course of fire during the scheduled training events in accordance with the annual training plan and lesson plan, the employee must furnish his/her own ammunition for any further qualification attempts.
- 13. The ammunition for the semi-automatic pistol must be:
 - a. Commercially manufactured full metal jacket;
 - b. Semi-jacketed 9mm; and
 - c. Visually inspected and approved by the Range Master before use.
- 14. For initial certification and recertification with the shotgun, ten (10) rounds of shotgun ammunition and two (2) rounds of handgun ammunition shall be furnished to the employee.
- 15. If the employee fails to attain a qualifying score of eighty (80%) percent on the Department approved course, the employee shall be furnished an additional ten (10) rounds of shotgun ammunition and two (2) rounds of handgun ammunition for a second attempt, for a total of twenty (20) shotgun rounds and four (4) handgun rounds.
- 16. For the third (3) and final attempt to certify/recertify, the employee must furnish his/her own ammunition. The ammunition must be:
 - a. Commercially manufactured 12-gauge, 2³/₄" #00 buckshot or low recoil;

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 17 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

- b. Commercially manufactured, full metal jacket or semi-jacketed 9mm; and
 - c. Visually inspected and approved by the Range Master before use.
- 17. For initial certification and recertification with the rifle, twenty-eight (28) rounds of rifle ammunition and two (2) rounds of handgun ammunition shall be furnished to the employee.
- 18. If the employee fails to attain a qualifying score of eighty (80%) percent on the department approved course, the employee shall be furnished an additional twenty-eight (28) rounds of rifle ammunition and two (2) rounds of handgun ammunition for a second attempt, for a total of fifty-six (56) rifle rounds and four (4) handgun rounds.
- 19. For the third (3) and final attempt to certify/recertify, the employee must furnish his/her own ammunition. The ammunition must be:
 - a. Commercially manufactured .223 caliber 55-grain full metal jacket;
 - b. Commercially manufactured, full metal jacket or semi-jacketed 9mm; and
 - c. Visually inspected and approved by the Range Master before use.

NOTE: Many of our facilities do not issue this weapon. Staff shall not be certified with the rifle at facilities that do not issue this weapon. Other facilities that issue this weapon on a limited basis should provide training only to those officers who would potentially be issued the weapon.

V. Attachments:

Attachment 1: GDC Background Check Verification Form - Individual Employees
 Attachment 2: GDC Background Check Verification Form - Multiple Employees
 Attachment 3: ACA Required Training Topics
 Attachment 4: POST Training Submission Cover Sheet

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1, 2, 3, and 4 must be kept at local Facility Training offices and/or Regional Training offices until storage capacity is exceeded. Training

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Correctional Training Requirements		
Policy Number: 506.08	Effective Date: 5/27/2020	Page Number: 18 of 18
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

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.