


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 12.01</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: ANNUAL TRAINING</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Annual Training; Training Unit</p>	<p>State Certification Standards: 1.3, 1.6, 1.7, 1.12, 1.13, 1.14, 1.15, 1.16, 1.17, 1.18</p>		

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures for the amount of training hours that employees with the Rabun County Sheriff's Office are required to obtain each year and to notify sworn deputies of a failure to meet annual training requirements as provided for under Georgia Statute.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that all sworn, certified deputies with the Rabun County Sheriff's Office receive at least 40 hours of training annually on required topics as directed by the Sheriff of Rabun County or his designees. The amount of required training hours may be changed as directed by the Sheriff of Rabun County.

It shall also be the policy of the Rabun County Sheriff's Office to remove from law enforcement duties any sworn deputy who fails to meet the minimum annual training requirements as provided for under Georgia Statute.

DISCUSSION

Maintaining a current level of training is very important in the law enforcement community since legal decisions are always changing the accepted norms of law enforcement actions. With this in mind, the certified deputies employed with the Rabun County Sheriff's Office are expected to participate in obtaining the annual training required to:

1. Maintain the level of training hours as provided for in Georgia Statute 35-8-21; and
2. Maintain the level of professionalism expected of the employees of the Rabun County Sheriff's Office.

35-8-21 (O.C.G.A) provides as follows:

- (a) During the calendar year 1989 and during each calendar year thereafter, any person employed or appointed as a peace officer shall complete 20 hours of training as provided in this Code Section; provided, however, that any peace officer serving with the Department of Public Safety who is a commissioned officer shall receive annual training as specified by the Commissioner of Public Safety.
- (b) During the calendar year 2006 and during each calendar year thereafter, any person employed or appointed as a peace officer shall receive and successfully complete training on the Constitutional and legal limitations on the use of deadly force, the agencies policy regarding use of deadly force and demonstrate proficiency in the safe and effective use of their primary handgun carried and/or used by each particular officer.
- (c) The training required by subsection (a) of this Code Section shall be completed in sessions approved or recognized by the Georgia Peace Officer Standards and Training Council.
- (d) Peace officers who satisfactorily complete the basic course of training in accordance with the provisions of this chapter after April 1 in any calendar year shall be excused from the minimum annual training requirement for the calendar year during which the basic course is completed.
- (e) Any peace officer that does not fulfill the training requirements of this Code Section shall lose his/her power of arrest.
- (f) A waiver of the requirement of training in this Code Section may be granted by the Georgia Peace Officers Standards and Training Council, in its discretion, upon the presentation of evidence by the peace officer that he was unable to complete such training due to disability, providential cause, or other reason deemed sufficient by the council.
- (g) Any person who is registered or certified with the council as a retired peace officer is excused and exempt from compliance with this Code Section. A retired peace officer may voluntarily comply with the requirements of this Code Section. Nothing in this subsection shall be deemed to grant an exemption to persons required to complete the annual training requirement of this Code Section.

DEFINITIONS

O.C.G.A. — The "Official Code of Georgia Annotated"

GEORGIA P.O.S.T. COUNCIL — The "Georgia Peace Officers Standards and Training Council."

I. GENERAL REQUIREMENTS

- A. All Georgia P.O.S.T. certified Peace Officers employed with the Rabun County Sheriff's Office must receive a minimum of 40 hours of In-Service training annually that is acceptable to the Georgia P.O.S.T. Council in order to maintain their peace officer certification with the Rabun County Sheriff's Office.
- B. Deputies who successfully complete the Georgia Basic Mandate training course prior to the 1st of April of the on the calendar year are required to comply with the 40 hour In-Service training requirement in addition to the training received in the Georgia Basic Mandate training course.

- C. Deputies who complete the Georgia Basic Mandate training course between the 1st of April and the 30th of September during the calendar year must obtain a minimum of 20 hours of In-Service training in addition to that training received during the Georgia Basic Mandate training course.
- D. **All** employees (civilian included) that will be operating a Rabun County Sheriff's Office vehicle is required to attend the eight (8) hour National Safety Council Defensive Driving Course.
- E. Newly hired individuals previously certified by the Georgia P.O.S.T. Council are required to comply with the 40 hours of annual In-Service training requirement if their employment date is between the 1st of January and the 30th of September of the calendar. Those hired between the 1st of October and the 31st of December of the calendar year are exempt from the 40 hour In-Service training with the exception of the following classes:
 - 1. Glock 40 caliber Transitional Training;
 - 2. Rabun County Sheriff's Office Policy on the Use of Force Training;
 - 3. New Hire Orientation;
 - 4. ASP (Expandable Baton) Training; and
 - 5. OC Pepper Spray.

II. NON-CERTIFIED OFFICERS ASSIGNED TO THE Rabun COUNTY Detention Center

Officers who are not Georgia P.O.S.T. certified Peace Officers and who are assigned to the Rabun County Detention Center are required to do the following:

- A. Attend the Georgia Basic Jail Officers training course within six months of employment with the Rabun County Sheriff's Office; and
- B. Attend the Jail Orientation class as conducted by the Training Division.

III. CIVILIAN EMPLOYEES

Civilian employees of the Rabun County Sheriff's Office will be required to attend training that will benefit their job performance and enhance their ability to advance within the Rabun County Sheriff's Office.

IV. ANNUAL TRAINING

- A. All sworn officers are required to receive annual training on topics to include, but not limited to the following:
 - 1. Legal updates;
 - 2. Use of Force policy;

3. Vehicle Pursuit policy;
 4. Police Ethics;
 5. Biased Based Profiling;
 6. Electronic Controlled Weapons;
 7. Critical Tasks;
 - a. Search and Seizure
 - b. Transportation of Prisoners
 - c. Domestic Violence / Employee
 - d. Property & Evidence
 - e. Off Duty Conduct
 - f. Sexual Harassment
 - g. Selection and Hiring
 - h. Citizens Complaints/I.A.
 - i. Special Operations/SWAT
 - j. Communicable Pathogen Protection
 8. Mental Illness Recognition Training; and
 9. Any other training as deemed appropriate by the Sheriff of Rabun County or his designee(s) or prescribed by law.
- B. In addition to the above listed training, the following training will be prescribed for sworn officers:
1. Firearms qualification training;
 2. OC Pepper Spray / Foam;
 3. M/X 26 Taser;
 4. ASP (Expandable Baton) refresher training.
- C. During annual training on the "Use of Force", all deputies taking part in the training will receive a copy of the Rabun County Sheriff's Office "Use of Force" Policy, if revisions or changes have been made to the policy. All deputies will be required to sign an acknowledgement they received training and/or a copy of the Use of Force policy and a copy of the acknowledgement will be placed in the employee's files.

V. FAILURE TO MEET TRAINING REQUIREMENTS

- A. It will be the responsibility of the Training Director or designee to conduct an annual audit of all POST certified deputies employed by the Rabun County Sheriff's Office to determine if all annual POST training requirements have been met to include the Firearms Requalification & Use of Deadly Force by each deputy. The Training Director or designee will generate a written report to submit to the Chief Deputy no later than November 1st of each calendar year. The following will be included in the audit:
1. Deputies in compliance with POST annual requirements; and

2. Any deputy NOT in compliance.

The report shall include exactly what is needed by each individual deputy not in compliance, to meet the POST annual requirements. The report is to serve as a means to ensure compliance with all POST annual requirements.

- B. **It is the responsibility of each individual to ensure that he/she receives the required 20 hour annual training prior to the end of each calendar year.** This requirement includes personnel who are suspended, on extended sick leave, or on light duty. Exceptions will be determined on a case-by-case basis by each Division Commander and will be forwarded to the Sheriff or his designee(s) in writing.
- C. Any individual who fails to meet the Georgia Statute annual training requirement will be removed from law enforcement duties and may be terminated from employment with the Rabun County Sheriff's Office.
- D. Any individual who fails to meet the departmental annual training requirement will be subject to disciplinary actions for failure to follow this General Order.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County