

<p><b>RABUN COUNTY SHERIFF'S OFFICE</b></p>  <p><b>General Order Number: 12.02</b></p>	<p><b>Date of Issue</b></p> <p><b>2/23/2016</b></p>	<p><b>Effective Date</b></p> <p><b>2/23/2016</b></p>	<p><b>Revision Date</b></p>
<p>Subject: <b>Basic Mandate Training</b></p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as:</p>	<p>State Certification Standards: 1.6</p>		
<p>Special Instructions:</p>			

**PURPOSE**

The purpose of this general order is to prescribe the policies and procedures of the Rabun County Sheriff's Office concerning current and future State Statutes and the rules of the Georgia Peace Officer's Standards and Training Council in regards to deputies attending the Georgia Basic Mandate Course.

**STATEMENT OF POLICY**

It shall be the policy of the Rabun County Sheriff's Office that all deputies successfully complete the Georgia Basic Mandate course before any assignment in which the deputy is allowed to carry a weapon or is in a position to make an arrest.

**I. GENERAL**

1. Pursuant to O.C.G.A. Statute 35-8-9, entitled "Completion of basic training course required", subsection (a) states "In addition to complying with the pre-employment standards as set forth in Code Section 35-8-8, each and every candidate shall satisfactorily complete a basic training course prior to his or her appointment as a peace officer". Additionally, subsection (c) states "Should any candidate fail to complete successfully the basic training requirements specified in this Code section, he or she shall not perform any of the duties of a deputy involving the power of arrest until such training shall have been successfully completed."
2. All newly hired deputies must successfully complete a Basic Mandate Course of the prescribed amount of hours to meet the minimum standard as previously addressed above before being allowed to carry a firearm or being placed in a position to make an arrest.

3. If the newly hired deputy is already certified as a deputy in the State of Georgia, and that certification has not lapsed, academy training is not necessary. A specific orientation program will be administered, however, to provide the newly hired certified deputy with Sheriff's Office rules, regulations and procedures.
4. Relationship with P.O.S.T. Council certified Training Academies. The Rabun County Sheriff's Office may choose to send recruits to any academy certified by the Georgia P.O.S.T. Council, which provides the course requirements and methods of instruction established by the Council. In its relationship and/or dealings with the various police academies, this agency will be guided by the following principles which govern the stated topics:
  - A. Legal basis for participation in the academy - found in O.C.G.A. 35-8-8 and 35-8-9 requires completion of the Basic Mandate Course as a precursor to employment or appointment as a peace officer.
  - B. Relationship between the agency and academies - the Director of Training will be the liaison between this agency and the academies. This liaison provides an avenue for agency input to the basic program as well as a means of determining participant progress.
  - C. Providing resources to academies - This agency will provide resources such as instructors and facilities, upon written request from the Academy Director to the Sheriff. The decision to provide resources will be governed by manpower needs of the Sheriff's Office, as well as cost effectiveness.
  - D. Legal obligations of Agency to Academy - Recruits attending any P.O.S.T. certified police academy are considered on-duty, and, as such, any liability incurred during the legal performance of their duties at the academy may be the responsibility of this agency, unless it is the result of negligence on the part of the academy.
  - E. There are no financial obligations between this agency and any P.O.S.T. certified academy providing Basic Mandate Training.
  - F. All P.O.S.T. certified training academies provide an orientation handbook to all new recruit personnel at the time academy training begins. Included in the handbook will be information concerning:
    - a. The organization of the academy;
    - b. The academy's rules and regulations;
    - c. The academy's rating, testing and evaluation system;
    - d. Physical fitness and proficiency skill requirements;
    - e. Academy curriculum;
    - f. Daily training schedules.

A. Basic Training Curriculum

It is required that the basic recruit training program include:

- a. A curriculum based on job task analysis of the most frequent assignments of recruit deputies;
- b. Use of competency based evaluation techniques to measure required knowledge, skills, and abilities;
- c. The course content and required hours as established by the Georgia P.O.S.T. Council rules and regulations on Basic Certification for Deputies;
- d. Instruction in the following subject areas, at a minimum:
  - a) Law enforcement role, responsibilities, and relationships (i.e., history of law enforcement, ethics in law enforcement, etc.);
  - b) Administration (i.e. civil and criminal liability);
  - c) Operations (i.e., criminal procedures, criminal law, use of firearms, use of force);
  - d) Auxiliary and Administrative Services (i.e., report writing, note taking);
  - e) Crime and accident scene processing (i.e., familiarization of physical evidence, collection methods, accident scene recording).

## II. ATTENDING GEORGIA BASIC MANDATE

- 1. The Training Division is responsible for generating all paperwork needed by the Georgia P.O.S.T. Council in order that a person may attend Basic Mandate training.
- 2. The procedures for generating such paperwork shall be as follows:
  - A. The appropriate Division Commander will select deputy(s) assigned to that division that they wish to elect to attend the Georgia Basic Mandate training course. This will be brought to the Sheriff and/or Chief Deputy for approval to attend.
  - B. The Training Division will have the deputy(s) complete the Georgia P.O.S.T. Council Application for Certification and ensure that all items are correctly completed and that all necessary paperwork is attached to the application.
  - C. The Training Division will schedule a slot for the P.O.S.T. Entrance Examination to be taken by the deputy(s) selected and complete the Entrance Examination Access Form. The deputies will take the Entrance Examination Access Form to the regional academy and complete the Entrance Examination. After the results of the Entrance Exam have been received from the Georgia P.O.S.T. Council, the Training Division will ensure that the deputy has passed the Entrance Exam and place the completed P.O.S.T. Entrance Examination Acceptable Letter in the appropriate location in the Georgia P.O.S.T. Application for Certification
  - D. The Training Division will contact the Rabun County Human Resources Department if the Deputy is in consideration to attend the Georgia Basic Mandate training course need a medical physical and have the Human Resources Department forward the completed Physician's Affidavit to the Training Division to be attached to the Application for Certification.

- E. The Training Division will then forward all completed paperwork to the Georgia P.O.S.T. Council to be reviewed and have the deputy(s) issued the P.O.S.T. P2 Form to be allowed to attend the Georgia Basic Mandate training course.
- F. The regional academy conducting the academy will be responsible for making all motel arrangements for the student(s).
- G. The deputies will be responsible for following all rules and regulations for attending the Georgia Basic Mandate training course as described in regional academy policies and by the Rabun County Sheriff's Offices rules for attendance.
- H. In the event of a deputy failing due to academic, firearms, and/or other required sections, the deputy's name will be placed at the bottom of the list of deputies in line to attend the Georgia Basic Mandate training course.
- I. If a deputy is allowed to attend the Georgia Basic Mandate training course for a second time, he must do so with the following provisions:
  - a. The Training Division will have to check with the regional academy to that a slot can be obtained for the deputy,
  - b. The Georgia P.O.S.T. Council will need to be contacted so that a revised P.O.S.T. Form 2 can be issued to allow the deputy to re-enter the training course,
  - c. The deputy will be required to pay for the week of class that is to be re taken by paying the Georgia Public Safety Training Center,
  - d. The deputy will be required to take annual leave during the time that the deputy will be making up the week of training.
- J. If a deputy is allowed to attend the Georgia Basic Mandate training course for a second time and fails to successfully complete the training course, the deputy may be terminated or placed in a non-certified position.
- K. If at some point, a deputy fails to complete the Georgia Basic Mandate training course due to a physical injury or illness, he may attend at a later date if the physical injury or the illness is properly documented by a licensed physician. In these cases, the deputy will be allowed to attend the Georgia Basic Mandate training course again with the appropriate Division Commander's approval and a release from a licensed physician of the deputy's injury or illness showing the deputies is physically able to complete the training course.



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