


<p><b>RABUN COUNTY SHERIFF'S OFFICE</b></p>  <p><b>General Order Number: 12.03</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>DEPARTMENTAL TRAINING PROGRAM</b></p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as:  Departmental Training Program  Training Unit</p>	<p>State Certification Standards: 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 of the Rabun County Sheriff's Office in regards to the Departmental Training Program.

**STATEMENT OF POLICY**

It shall be the policy of the Rabun County Sheriff's Office to train all employees to their fullest potential in order to prepare them for every aspect of their positions.

**DISCUSSION**

The training of employees is an integral part of an individual's entire career with the Rabun County Sheriff's Office. It is the foundation for departmental effectiveness and individual productivity. It prepares employees to act correctly, decisively, and ethically under a broad spectrum of circumstances. Training enhances organizational efficiency through the wise use of personnel and equipment resources in a manner that promotes co-operation and unity of purpose.

The citizens of Rabun County have an expectation that they will be served by law enforcement personnel and civilian employees who comply with established professional practices and legal requirements. Additionally, the Rabun County Sheriff's Office and its employees may be civilly liable for failing to meet and maintain acceptable performance standards. Therefore, the department is committed to providing the best possible entry level and in-service training to all employees.

## DEFINITIONS

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

OJT — On-the-Job-Training

### I. GOALS OF THE TRAINING PROGRAM

- A. Ensure departmental personnel are adequately prepared to perform their assigned duties both on an individual and collective basis.
- B. Increase individual productivity and departmental effectiveness.
- C. Provide remedial training to those who fail to maintain or practice established performance standards.
- D. Keep employee informed of professional law enforcement practices, revisions to legal requirements, and changes to departmental policies and procedures.

### II. FUNCTION OF THE TRAINING PROGRAM

The departmental training program is the foundation for individual career development and organizational effectiveness. The program includes those courses mandated by statute law as well as components of instruction unique to this department that are designed to achieve the goals outlined above. Specially, the training program provides employees with the knowledge, skills, and abilities necessary to prepare them for assignments of greater responsibility. Likewise, the departmental training program is not rigid or static, but is designed to keep pace with enhanced professional practices, with revised certification standards, and with new State and Federal legal requirements.

### III. TRAINING UNIT

- A. The Training Unit has overall responsibility for managing the training programs of the Rabun County Sheriff's Office. The specific duties are to:
  - 1. Provide support to the Field Training and Evaluation Program;
  - 2. Plan and develop training programs;
  - 3. Advise the members of the command staff on the status of departmental training; and
- B. The Training Unit is under the Chief Deputy and is directly responsible to ensure that required administrative procedures are followed in accordance with the Georgia P.O.S.T. Council standards. The Training Unit will:
  - 1. Notify all personnel on the availability of in-service training, required training, advanced specialized training, and basic training;
  - 2. Maintain employee training records;

3. Process individual training requests and class registrations;
4. Submit update information for Georgia P.O.S.T. training records;
5. Establish liaison with the regional academies and the Georgia Public Safety Training Center;
6. Arrange for training instructors/classes;
7. Instruct classes as required;
8. Ensure that training programs are attended and if not attended, notify appropriate commander(s);
9. When appropriate, requisition funds from the Georgia P.O.S.T. Council for all training in which the department could receive tuition and/or subsistence reimbursement;
10. Coordinate outside requests for departmental instructors; and
11. Serve on any committees dealing with training and providing input.

#### **IV. SUPERVISOR RESPONSIBILITIES**

Training is an inherent obligation of any supervisor, regardless of rank. Supervisors must ensure that all officers and employees properly perform their assigned tasks and are familiar with their specific job responsibilities. Specifically, supervisors will:

- A. Identify employees whose work performance does not satisfy minimum standards or safety requirements and for taking appropriate corrective actions, to include the requesting of remedial training at the earliest possible time;
- B. Attendance does not unreasonably interfere with the normal operations of the supervisor's area of responsibility;
- C. Assist employees in planning their long range training needs in support of individual career development objectives for professional growth and advancement;
- D. Coordinate with the Training Unit to ensure each newly assigned employee receives the required initial training as prescribed at the earliest possible date; and
- E. Provide on the job training (OJT) as needed to assigned employees.

#### **VI. DIVISION COMMANDER'S RESPONSIBILITIES**

- A. Monitoring the annual training and advanced specialized training of assigned employees to ensure their compliance with the General Order so that class attendance does not unreasonably interfere with the normal operations of the supervisor's area of responsibility;
- B. Ensuring that assigned employees attend required certification and advanced training as prescribed by the Georgia P.O.S.T. Council and other advanced specialized training as specified in this General Order;

- C. Coordinating OJT when necessary;
- D. Coordinating remedial training when necessary;
- E. Scheduling roll call training when necessary;
- F. Serving on any committees dealing with training when necessary; and
- G. Approving/disapproving training requests submitted by assigned employees.

## VII. COMPONENTS OF TRAINING PROGRAM

### A. Orientation Training

The purpose of the department's orientation course is to provide all new employees with information required for them to efficiently perform their assigned duties. The Training Unit is responsible for providing all newly hired employees the following:

1. The individual job description;
2. Departmental Organization, Chain of Command, Mission Statement, and Goals;
3. Departmental role, purpose, policies and procedures;
4. Rabun County personnel practices, benefits, pay, and related matters, responsibilities and rights of employees, and working conditions;
5. Familiarization with the Certification/Accreditation process and procedures;
6. Mental Illness;
7. Consular Notification;
8. Expandable Baton Certification (if needed);
9. Defensive Tactics (if needed);
10. Emergency Detention Center procedures (Rabun County Detention Center);
11. O.C. Pepper Spray;
12. Interpersonal Communications; and
13. Code of Conduct/Ethics
14. Communicable Pathogen Protection
15. Any other training as deemed appropriate by the Sheriff or his designee(s).

### B. Health Related Training

The Patrol Captain will establish health related training with the assistance of health authorities and the Training Unit. Such training will include the following:

1. Recognition of signs and symptoms and knowledge of action required in potential emergency situations;
2. Administration of first aid;
3. Cardiopulmonary Resuscitation (CPR);
4. Methods of obtaining necessary assistance;
5. Signs and symptoms of mental illness, retardation, and chemical dependency; and
6. Procedures for patient transfers to appropriate medical facilities or health care providers.

C. Basic Mandate Training

All officers being transferred to a position where they will be a sworn deputy and subject to enforcing the laws of the state of Georgia will be sent to the Georgia P.O.S.T. Council Basic Mandate training course before they are actually placed in this position. Successfully completing the Georgia P.O.S.T. Council Basic Mandate Training course will be required before a deputy is sworn in as a deputy sheriff. For further information on Basic Mandate Training refer to General Order 12.03.

D. Field Training Program

Prior to permanent assignment to Uniform Patrol Division, deputies will successfully complete the Field Training and Evaluation Program. This program will consist of the phases outlined in the Departmental Field Training Program policy. This training course is designed to give new Uniform Patrol Deputies the skills to effectively perform their duties. The trainee's evaluations will be sent to the Training Unit where they will become part of the employee's training record. For further information on the Field Training and Evaluation Program, refer to General Order 12.07

E. Administrative Division Training

Prior to assignment to the Administrative Services Division, deputies must successfully complete the Uniform Patrol Officer Field Training and Evaluation Program. This requirement may be waived based on the deputy's training and experience by the Sheriff or his designee(s). Once assigned to the Administrative Division, deputies will attend Court Security, Civil Process classes, and other classes deemed necessary for their assignment as soon as possible.

E. Criminal Investigative Division Training

Prior to permanent assignment to Criminal Investigative Division, deputies will successfully complete the Uniform Patrol Officer Field Training and Evaluation Program. This requirement may be waived based on the deputy's training and experience by the Sheriff or his designee(s). Once assigned to the Criminal Investigative Division, deputies will attend Criminal Procedures, Criminal Investigations, Interviews and Interrogations, and any other classes deemed necessary for their assignment as soon as possible.

F. Weapons Training

Weapons training is required for all sworn, certified deputies and is covered in General Order No. 12.11.

G. Civilian Personnel Training

1. In addition to orientation training provided to all newly hired employees, civilian personnel shall receive on the job training as directed by their supervisor.
2. Personnel requiring specialized training to satisfy certification standards are:
  - a. GCIC/NCIC operator; and
  - b. Terminal Agency Coordinator.

#### H. Remedial Training

Remedial training will be provided for all personnel on an as needed basis and is covered in General Order 12.09 (Remedial Training).

#### I. Training In New/Revised Policies And Procedures

1. When directed, the Training Unit or the Office of Professional Standards/Accreditation Manager will schedule special training for supervisors and other employees concerning new/revised policies and procedures. Such training may be given in a classroom setting on a roll call basis.
2. All personnel will be given annual refresher training on the department's policies and procedures as directed by the Sheriff or his designee(s).

#### J. Advanced Specialized Training

1. This training is designed to develop special law enforcement skills or to raise the knowledge and abilities of employees assigned to positions possessing unique certification or performance requirements.
2. Duties requiring advanced specialized training include, but are not limited to:
  - a. Field Training Officer;
  - b. Georgia P.O.S.T. Instructor;
  - c. Canine Handler;
  - d. Radar Operator;
  - e. Intoximeter Operator;
  - f. Departmental Training Officer;
  - g. Traffic Accident Investigator;
  - h. Crime Search Technician;
  - i. Any other position as deemed needed by the Sheriff or his designee(s).
3. The Division Commander responsible for that particular function will coordinate with the Training Unit to ensure that:
  - a. All necessary certification requirements are satisfied before an individual performs the duties associated with the specialty;
  - b. Once certified, deputies satisfy all re-certification requirements and receive other appropriate job enhancement training associated with the function;
  - c. Any deputy failing to properly satisfy a prescribed certification requirement particular to a specialization, is removed from the assignment until appropriate remedial measures can be taken;
  - d. Necessary support services are provided; and
  - e. All related certification documentation is forwarded to the Training Office for file.
4. Personnel assigned to the above duties will be required to initiate the appropriate training within 30 days of assignment to the duty. Personnel will also receive supervised OJT from their immediate supervisor on applicable departmental policy and procedures related to their position or assignment.

## K. Supervisory Training

Personnel assigned to or selected for supervisory positions will participate in various leadership and management level courses. Whenever possible, these will be scheduled as soon as possible following the assumption of their duties (within 12 months) or prior to the employee assuming the position:

## VIII. TRAINING ADMINISTRATION

### A. Training Attendance

1. Individual training attendance will be documented on the Georgia P.O.S.T. Form C12 in accordance with Georgia P.O.S.T. procedures and on the departmental In-service Training Record and/or entered by the Officer's O-key number. A copy of these forms will be a permanent record as maintained by the Training Unit.
2. Deputies who fail to complete these forms will not receive credit for the class(s) attended.
3. Personnel will attend training as directed by their supervisors or the Training Unit for remedial or professional development purposes, in order to maintain required certification standards, to improve supervisory skills, and to maintain job related proficiency.
4. Training will be announced by the Training Unit or by departmental bulletins or memorandums.

**5 It is an individual responsibility to attend mandatory training provided by the department.** If mandatory training must be missed because of family/medical emergency, unexpected operational requirements, or by court appearance, make up training will be scheduled.

**6 It is an individual responsibility to attend and successfully complete training requirements required to maintain certification requirements.** Individuals are responsible for arranging to attend remedial or make up training as necessary.

7. In order for individuals to receive training credit for class attendance, they must attend the Georgia P.O.S.T. required amount of instruction and when necessary, satisfy testing requirements as established by the Georgia P.O.S.T. Council or by departmental requirements.

### B. Approval To Attend Training

1. All personnel who desire to attend training that will require them to be absent from their normally scheduled duties, must first obtain the approval form their Division Commander. Approval will be based on:
  - a. The appropriateness of the training to the individual's duty assignment, professional development objectives, and/or the needs of the department;

- b. Availability of other personnel to satisfy scheduling and operational requirements; and
  - c. Availability of funds (when required) to support the request.
2. Requests to attend Academy training will be submitted at least 30 days prior to the class/course (when possible) by using the Rabun County Sheriff's Office "Request for Training" form. These forms will be forwarded through the chain of command to the Division Commander for approval/disapproval.
  3. All disapproved training requests will be returned to the requesting individual with an explanation for the denial within five business days.
  4. Any individual approved for a training class who does not attend without giving at least five days prior notice to the Training Unit, must submit to the Chief Deputy in writing, with copies to his/her chain of command, why he/she was absent from the training class.

#### C. Other Training Sources

Specific information may be requested about courses to be given from any other agency or facility. Approval to attend such training will be made on a case-by-case basis.

#### D. Departmental Sponsored Training

1. All departmental sponsored training will be taught using lesson plans that conform to the Georgia P.O.S.T. guidelines. Lesson plans will be approved by the Training Unit to ensure that they include the following information:
  - a. A statement of performance objectives;
  - b. The content of the training;
  - c. Specification of the appropriate instructional techniques; and
  - d. Identification of any tests or performance evaluations used in the training.

#### E. Training Areas

1. Roll call training may be provided at the Rabun County Sheriff's Office.
2. Weapons training will be provided for at the firing range or other suitable training area.
3. Other departmental sponsored training requiring larger classrooms will be held at the Rabun County Detention Center Training Room or other appropriate location.

#### F. Testing

1. For the purpose of evaluating the participants in a training program/class, a class pretest and/or posttest may be required. When possible, instructors will administer a test to all attendees upon completion of the training.
2. All tests should be competency based, use performing objectives, and measure participant knowledge of and ability to use job related skills. These may be written tests or practical exercises. Students must achieve a passing grade of at least eighty percent (80%) unless otherwise specified.



3. Instructors are responsible for developing test questions in accordance with the Georgia P.O.S.T. Council instructional standards.

G. Instructors

General Qualifications:

1. The specific eligibility criteria, training, and certification requirements, and the various skills, knowledge, and abilities required for instructors are outlined in the published rules of the Georgia P.O.S.T. Council. Instructor training will include:
  - a. Lesson plan development;
  - b. Performance Objective(s) development;
  - c. Instructional Techniques;
  - d. Student testing and evaluation; and
  - e. Use of training aids, audiovisual equipment, and other resources.
2. Only personnel within the department who possess the desire to be an instructor, who satisfy the minimum Georgia P.O.S.T. Council eligibility criteria, who display considerable knowledge and interest in a particular area of law enforcement, and who are recommended by members of their chain of command because of exceptional duty performance will be selected to attend P.O.S.T. Instructor training.



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