


<p><b>RABUN COUNTY SHERIFF'S OFFICE</b></p>  <p><b>General Order Number: 12.10</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: Basic Jail Training</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as:</p>	<p>CALEA Standards:</p> <p>State Certification Standards:</p>		

Special Instructions:

**PURPOSE**

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office in regards to sending Jailer Trainees to the Basic Jailer Training Course.

**STATEMENT OF POLICY**

It shall be the policy of the Rabun County Sheriff's Office that all Jailer Trainees are sent to an accredited Basic Jailer Training Course within six months of their starting date of employment with the Rabun County Sheriff's Office in order to be in compliance with Georgia Statutes.

**DISCUSSION**

O.C.G.A. 35-8-24 is as follows:

- (b) Any person employed or appointed as a jailer or juvenile correctional officer six months after January 1, 1999, shall have a period of six months from the date of initial employment to complete the required training course successfully. Any person who fails to complete such training course successfully within six months of the date of initial employment or appointment as a jailer or as a juvenile correctional officer shall be prohibited from working as a jail deputy in a detention facility or as a juvenile correctional deputy in a juvenile correctional facility...

For the purposes of this policy, the term "Training Unit" shall also apply to deputies assigned to the Training Unit of the Rabun County Jail.

## **I. PROCEDURES FOR ATTENDING THE GEORGIA BASIC JAILER TRAINING COURSE**

1. The Training Unit is responsible for generating all paperwork needed by the Georgia P.O.S.T. Council in order that a person may attend Basic Jailer Training Course.
2. The procedures for generating such paperwork shall be as follows:
  - A. The Jail Division Commander will be advised of the order that Jailers assigned to that division need to attend the Georgia Basic Jailer Training Course. The Training Unit will keep a roster showing the date of employment and the six-month cut-off date of all persons hired as a Jail Officer Trainee so that all employees are able to complete the statute requirement.
  - B. The Training Unit will have the Jailer(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 Unit will schedule a slot for the Jailers at a regional academy or at the Georgia Public Safety Training Center and advise the Jailer(s) by memorandum with as much lead time as possible. In some cases, limited notice may be given due to class dates.
  - D. The Training Unit will then forward all completed paperwork to the Georgia P.O.S.T. Council to be reviewed and have the Jailer(s) issued the P.O.S.T. P2 Form to be allowed to attend the Georgia Basic Jailer Training Course.
  - E. The regional academy conducting the academy will be responsible for making all motel arrangements for the student(s). If the course is to be taken at the Georgia Public Safety Training Center, then all lodgings will be provided by the training center.
  - F. The Jailer(s) will be responsible for following all rules and regulations for attending the Georgia Basic Jailer Training Course as described in regional academy policies, the Georgia Public Safety Training rules and regulations, and by the Rabun County Sheriff's Offices rules for attendance.
  - G. In the event of a Jailer failing due to academic and/or other required sections, the Jailer will be required to attend the course before the six month cut-off date. 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 Jailer to re-enter the training course
  - H. If a Jailer is unable to complete the required training course before the six-month cut-off date, the Jailer will be subject to termination or transfer to a position that does not require such certification.

## **II. POLICY CONCERNING LAW ENFORCEMENT DUTIES**

1. Successful completion of the Basic Jail Course DOES NOT authorize a Jail Officer Trainee to perform any law enforcement duties or responsibilities.
2. No Jailer will be allowed to perform any law enforcement duties or responsibilities while employed with the Rabun County Sheriff's Office without successfully completing the Georgia Basic Mandate training course.
3. No Jailer will be allowed to carry a firearm as an employee of the Rabun County Sheriff's Office without successfully completing the Georgia Basic Mandate training course.

This policy shall apply to all personnel who are employed with the Rabun County Sheriff's Office.



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