

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> External Training Programs		
<b>Policy Number:</b> 506.02	<b>Effective Date:</b> 9/27/2018	<b>Page Number:</b> 1 of 2
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Executive Division - Training	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

The purpose of this policy is to ensure job-relevant training attended by agency employees, that is not sponsored or delivered by the Georgia Department of Corrections (GDC) Training Section or another Georgia POST certified institution/trainer, is recorded as a part of the employee's training history. This policy affects all approved training that is attended by any Departmental employee and is not sponsored or delivered by the GDC's Training Section or another Georgia POST certified institution/trainer.

**II. Authority:**

- A. POST Rule: 464-5.14, Recognition of Courses; and
- B. POST C-12 FAQ Certificates Submitted for Training Credit.

**III. Definitions:**

None.

**IV. Statement of Policy and Applicable Procedures:**

A. Administration:

1. Any employee that attends an approved job-relevant training program that is not sponsored or delivered by the GDC's Training Section or another Georgia POST certified institution/trainer, (i.e. NIC, ACA), will, upon completion of the program, forward to the local Training Officer a copy of the course diploma or certificate of completion, course agenda, and the POST form: "Training Submission Cover Sheet" (Attachment 1). POST certified staff should write their Officer Key number (Okey number) on the copy of their certificate. Section IV must be completed by a POST Certified Instructor or Hiring Authority who is verifying the staff member attended and completed the training.
2. For POST certified staff, the local Training Officer will verify the information is correct, and submit the documents to POST by:
  - a. Email to: [helpdesk@gapost.org](mailto:helpdesk@gapost.org);
  - b. Fax to: (770) 732-5952; or

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c. Mail to: Georgia POST Council  
P.O. Box 439  
Clarksdale, Ga. 30111-0379

3. For non-certified staff, the local Training Officer will enter the course into the student's PeopleSoft record.

**V. Attachments:**

Attachment 1: POST Training Submission Cover Sheet

**VI. Record Retention of Forms Relevant to this Policy:**

Upon completion, all training forms must be kept at local facility training offices and/or regional training offices until storage capacity is exceeded. Training 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.