

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Basic Correctional Officer Training		
Policy Number: 506.03	Effective Date: 10/11/2016	Page Number 1 of 4
Authority: Bryson/Edge	Originating Division: Executive Division	Access Listing: Level I: All Access

I. Introduction and Summary:

- A. To provide basic skills training in security practices and procedures necessary to function in a correctional setting.
- B. To provide Peace Officer Standards and Training (POST) Council peace officer certification to those employees who may be required to exercise the powers of arrest in the performance of their duties.
- C. **APPLICABILITY:** All GDC Facilities, Private Facilities, County Facilities, and the Office of Professional Development.

II. Authority:

- A. Official Code of Georgia Annotated (O.C.G.A.).
 - 1. 35-8-2 P.O.S.T. Definitions
 - 2. 35-8-7 Powers and duties of the POST Council
 - 3. 35-8-7.1 Authority of the POST Council to refuse or restore certification, discipline or exempt peace officers
 - 4. 35-8-8 Peace officer certification requirements
 - 5. 35-8-11 Basic course completed by certified school
 - 6. 35-8-15 Preparation, maintenance and release of law enforcement employment records
 - 7. 42-2-11 Powers and duties of Board of Corrections
- B. POST Council Uniform Law Enforcement Academy Regulations: Rev. Jan. 1, 2016.
- C. Rules of the Board of Corrections:
 - 1. 125-2-1-.02 Employment
 - 2. 125-2-1-.06 Training requirements
 - 3. 125-2-1-.08 Personnel actions
- D. GDC-SOPs: (This Policy was previously IVP02-0001)
 - 1. 104.09 Filling a vacancy
 - 2. 104.53 Designation of jobs requiring peace officer certification

III. Definitions:

Private Prisons: Facilities managed by private corporations under contract with GDC to house state offenders.

IV. Statement of Policy and Applicable Procedures:

A. ADMINISTRATION

- 1. This two hundred forty (240) hour Basic Correctional Officer Training (BCOT) program is designed to meet the requirements established by the GDC for new

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Correctional Officers and other staff who supervise offenders as a part of their normal duties in state, county, and private facilities.

2. This program serves as the basic training program for all Correctional Officers. Completion of this program is mandated by POST Council for certification as a Correctional Officer in Georgia.

B. COURSE ELIGIBILITY

GDC Rule 125-2-1-.06 requires that all new state Correctional Officers enter BCOT within sixty (60) days of employment. Other job classifications in facilities which require the supervision of offenders (General Trades Craftsmen, Food Service Supervisors, etc.) are eligible to attend BCOT at the Warden's/Superintendent's request.

C. REQUEST PROCESS

1. A BCOT Request Form (Attachment #1) must be received by the Georgia Corrections Academy (GCA) from the responsible Training Officer at least ten (10) working days prior to the beginning date of the program. Registration may also be done by using the GDC Intranet Online Registration.
2. In addition, a POST application for certification packet and required supporting documents must be completed in the POST Data Gateway and approved by POST no later than ten (10) working days before the beginning of the requested course date.
3. Enrollment is limited to the number of available training slots.
4. Facility Human Resources staff should register all cadets for BCOT through the Training Registration link on Captiva. Alternately, training requests for BCOT may be sent to the following address:

Georgia Corrections Academy at Tift College
 BCOT Registrar
 P.O. Box 1529
 300 Patrol Road
 Forsyth, Georgia 31029

5. Training requests should include:
 - a. The course date requested;
 - b. The name of requesting facility;
 - c. The trainee's name, race, sex, Social Security Number;
 - d. Job title;
 - e. Employment date; and
 - f. Facility address and phone number.

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D. NOTIFICATION PROCESS

The POST Unit will send confirmation emails to each facility no later than five (5) business days before the start of the program. Confirmation letters will not be mailed to each trainee. Prior to the beginning of the course, trainees will be notified as to the time, date and location of the BCOT program and other necessary information by their facility Training Officer.

E. CANCELLATION/WITHDRAWAL

If a scheduled trainee is unable to attend training, the facility Training Officer is responsible for notifying the GCA by telephone at (478) 992-2800, as soon as possible. Under no circumstances is a substitution to be made without the approval of the Director of the GCA.

F. RESCHEDULING

Trainees who are withdrawn or canceled will not be automatically rescheduled for the next BCOT class. Facility Training Officers will submit a new training request form following the previously stated procedure for registration.

G. PROGRAM REQUIREMENTS

1. Pursuant to O.C.G.A. § 35-8-8, each applicant is required to successfully complete the POST Entrance Examination. Candidates who do not perform satisfactorily on the examination will not be allowed to attend BCOT. They will be eligible to retake the test after a 30 day waiting period.
2. To complete the BCOT program, the trainee must meet established standards on written examinations which evaluate cognitive knowledge and performance oriented examinations which evaluate psychomotor skills. Additionally, the trainee cannot have absences that exceed five percent (or twelve (12) hours) of the total training program hours.
3. All trainees must meet conduct/behavioral standards as established by the GCA.

H. CADET REMOVALS

1. Cadets may be removed from the BCOT course by the Director of GCA for failure to meet specified academic, performance, or disciplinary standards.
2. If requested by the hiring authority, cadets that are removed from BCOT for failing to meet academic standards will be reconsidered for re-admission to the next BCOT where space is available. Cadets removed from BCOT for failing to meet disciplinary standards must wait a minimum of six (6) months from the date of their removal before re-admission will be considered.

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3. Re-admissions for cadets removed for disciplinary reasons will only be considered after a six-month waiting period and will be based on the joint discretion of the Office of Professional Development Director and the Director of the affected division.

I. CERTIFICATION OF COMPLETION

Upon completion of BCOT each student will be issued a Certificate of Completion. Upon completion of all requirements for certification, POST Council will issue a numbered wallet certification card and a POST Certificate of Certification to the correctional officer.

V. Attachments:

Attachment #1 Basic Correctional Officer Training (BCOT) Request Form

VI. Record Retention of Forms Relevant to this Policy:

Attachment 1: Upon completion, this form shall be retained in the GCA Compliance Unit for two (2) years.