

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Security Training for Non-Agency Personnel		
Policy Number: 506.06	Effective Date: 1/29/2019	Page Number: 1 of 3
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development)	Access Listing: Level I: All Access

I. Introduction and Summary:

To establish policy and procedures for providing security training for non-certified, non-agency personnel.

II. Authority:

- A. GDC Board Rules: 125-2-1-.06 and 125-3-5-.07; and
- B. GDC Standard Operating Procedures (SOPs): 207.03, Work Assignment Agreement; 207.04, Offender Work Details; and 506.08, GDC Training Requirements.

III. Definitions:

- A. **Employee** - An Employee of a User Agency who supervises state offenders on approved details outside of the Host Facility and has not been granted Peace Officer status by the POST Council. **Example:** Employees of a county sanitation department who supervise offenders working on a trash truck, or non-sworn Employees of the Department of Natural Resources (DNR) who supervise offenders working in a state park.
- B. **Host Facility** - The state or county correctional facility which provides the state offenders who work on approved details for user agencies.
- C. **User Agency** - Any state, county, or municipal entity, other than the GDC, which uses offenders on approved details outside of a correctional facility and provides an Employee who is not a POST certified Peace Officer to supervise these offenders.

IV. Statement of Policy and Applicable Procedures:

- A. Administration:
 - 1. Any Employee of a User Agency who is not a POST certified peace officer and supervises a state offender must complete Pre-Service Orientation (PSO) and annual In-Service Training.

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2. Each User Agency or Host Facility should ensure a POST certified Training Officer at their Facility conducts this training to new employees. If the User Agency or Host Facility does not have a POST certified Training Officer at their facility the Warden or designee of the User Agency or Host Facility, should contact the nearest State Prison Training Officer to schedule new employees for this training.
3. It is recommended that all non-agency Employees also receive Cardio Pulmonary Resuscitation (CPR) and First Aid training prior to performing unsupervised duties involving offenders. This training may also be scheduled through the nearest state prison or by contacting your assigned Training Coordinator.
4. Non-agency Employees shall not be permitted unsupervised contact with offenders until they have completed PSO Training.
5. Annual training requirements shall be a minimum of eight (8) hours of In-Service Training. Topics will be determined by training staff in coordination with Host Facility Warden/Superintendent.
6. The Warden/Superintendent of the Host Facility shall be responsible for informing User Agencies of this procedure.

B. Course Eligibility:

1. Any Employee who is normally assigned to minimum security or trustee offenders on a work detail outside the perimeter of the Host Facility and has met the minimum requirements set by POST as listed in SOP 506.08, GDC Training Requirements, is eligible to attend this training.
2. The Host Facility Warden/Superintendent shall verify that:
 - a. An adequate background investigation of the Employee has been conducted;

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- b. That it has been determined the Employee has no prior felony convictions or criminal history which would preclude the Employee from supervising offenders;
 - c. That the background investigation must be run by a recognized law enforcement agency; and
 - d. This background investigation shall include a fingerprint records check through Georgia Criminal Information Center (GCIC) and through the NCIC.
3. Written documentation of the background investigation must be on file at the Host Facility prior to the Employee attending PSO Training.

C. Registration Process:

1. The Training Coordinator of the Host Facility shall be responsible for notifying User Agencies of the PSO and annual In-Service Training schedule; and
2. The Training Officer will notify the Host Facility of the Employee's performance in training.

V. **Attachments:**

None.

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

None.