

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Training Requirements for Wardens and Superintendents		
<b>Policy Number:</b> 205.12	<b>Effective Date:</b> 6/1/2016	<b>Page Number</b> 1 of 2
<b>Authority:</b>  Bryson/Ward	<b>Originating Division:</b>  Facilities Division	<b>Access Listing:</b>  Level I: All Access

I. Introduction and Summary:

Training programs shall be of sufficient detail to enable all Wardens and Superintendents to improve their management and operational skills. These programs are to be recognized by the P.O.S.T. Council. The Warden or Superintendent of each institution shall complete a minimum of forty (40) hours of training annually which includes 20 hours of P.O.S.T. approved training.

II. Authority:

- A. This SOP was formerly numbered IIA08-0001.
- B. O.C.G.A. § 35-8-20
- C. Board of Corrections Rule 125-2-1-.06 (1 a-b, 2)
- D. ACA Standards: 4-4083

III. Definitions: None

IV. Statement of Policy and Applicable Procedures:

- A. Training programs shall be provided that allow for forty (40) hours of training annually which includes 20 hours of P.O.S.T. approved training:
  - 1. Power of Arrest shall be lost if minimum training is not completed each year.
  - 2. Training can only be waived, if due to medical disability, providential cause, or other reason deemed sufficient by P.O.S.T. Council.
  
- B. Examples of training courses that meet the requirements may include, but not be limited to, topics where Wardens/Superintendents:
  - 1. Receive instructions in rules and regulations of the GDC.
  - 2. Review and discuss proposed policies, legislation and appropriations.
  - 3. Understand the impact of enactments of the General Assembly and decisions of State and Federal Courts.
  - 4. Hear recommendations of State and County Warden’s Advisory Committee.
  - 5. Set goals and objectives for the future.

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6. Receive reports from the Attorney General's Office and other law enforcement and public safety agencies.
7. Share information relating to mutual progress and common problems.
8. Make tours of other Facilities/Centers for the purpose of observing local procedures used to create a more secure, efficient workplace or to observe new programs or procedures.

C. The Staff Training Section shall have a roster available for circulation during each individual session. All Wardens and Superintendents shall sign the roster to document attendance. Staff Training shall maintain these records on their database.

V. Attachments: None

VI. Record Retention of Forms Relevant to this Policy: None