



**GEORGIA PEACE OFFICER STANDARDS  
AND TRAINING COUNCIL**

**UNIFORM ACADEMY REGULATIONS**

**January 1, 2007**

# Table of Contents

<b>INTRODUCTION</b> .....	1
<b>DEFINITIONS</b> .....	2
<b>GENERAL REGULATIONS</b> .....	5
1. STATE MANDATED TRAINING COURSES .....	5
1.1. TESTING IN STATE MANDATED TRAINING COURSES .....	5
1.2. ATTENDANCE IN A STATE MANDATED TRAINING COURSE .....	7
1.3. DISCIPLINE AND GRIEVANCE PROCEDURES IN A STATE MANDATED TRAINING COURSE .....	8
1.4. BASIC MANDATE COURSE ADMINISTRATION .....	12
<b>SPECIFIC REGULATIONS</b> .....	13
2. BASIC LAW ENFORCEMENT TRAINING COURSE .....	13
2.1. TESTING IN THE BASIC LAW ENFORCEMENT TRAINING COURSE .....	13
2.2. ATTENDANCE IN THE BASIC LAW ENFORCEMENT TRAINING COURSE .....	16
2.3. DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC LAW ENFORCEMENT TRAINING COURSE .....	16
3. BASIC JAIL OFFICER TRAINING COURSE .....	18
3.1. TESTING IN THE BASIC JAIL OFFICER TRAINING COURSE .....	18
3.2. ATTENDANCE IN THE BASIC JAIL OFFICER TRAINING COURSE .....	21
3.3. DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC JAIL OFFICER TRAINING COURSE .....	22
4. BASIC COMMUNICATIONS OFFICER TRAINING COURSE .....	24
4.1. TESTING IN THE BASIC COMMUNICATIONS OFFICER TRAINING COURSE .....	24
4.2. ATTENDANCE IN THE BASIC COMMUNICATIONS OFFICER TRAINING COURSE .....	26
4.3. DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC COMMUNICATIONS OFFICER TRAINING COURSE .....	27
5. BASIC CORRECTIONAL OFFICER TRAINING .....	28
5.1. TESTING IN THE BASIC CORRECTIONAL OFFICER TRAINING COURSE .	28
5.2. ATTENDANCE IN THE BASIC CORRECTIONAL OFFICER TRAINING .....	32
5.3. DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC CORRECTIONAL OFFICER TRAINING .....	33

6.	BASIC PROBATION OFFICER TRAINING COURSE .....	34
6.1.	TESTING IN THE BASIC PROBATION OFFICER TRAINING COURSE .....	34
6.2	ATTENDANCE IN THE BASIC PROBATION OFFICER TRAINING COURSE .	39
6.3	DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC PROBATION OFFICER TRAINING COURSE .....	39
7.	BASIC JUVENILE CORRECTIONAL OFFICER TRAINING COURSE .....	41
7.1.	TESTING IN THE BASIC JUVENILE CORRECTIONAL OFFICER TRAINING COURSE .....	41
7.2	ATTENDANCE IN THE JUVENILE CORRECTIONAL OFFICER TRAINING COURSE .....	44
7.3	DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC JUVENILE CORRECTIONAL OFFICER TRAINING COURSE .....	45
8.	PAROLE OFFICER TRAINING COURSE .....	46
8.1.	TESTING IN THE BASIC PAROLE OFFICER TRAINING COURSE .....	46
8.2	ATTENDANCE IN THE BASIC PAROLE OFFICER TRAINING .....	49
8.3	DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC PAROLE OFFICER TRAINING .....	50
9.	MUNICIPAL PROBATION OFFICER TRAINING COURSE .....	52
9.1	TESTING IN THE MUNICIPAL PROBATION OFFICER TRAINING COURSE .....	52
9.2	ATTENDANCE IN A MUNICIPAL PROBATION OFFICER TRAINING COURSE .....	54
9.3	DISCIPLINE AND GRIEVANCE PROCEDURES IN A MUNICIPAL PROBATION OFFICER TRAINING COURSE .....	54
10.	ADVANCED/SPECIALIZED CERTIFICATION COURSES .....	55
10.1	TESTING IN ADVANCED/SPECIALIZED CERTIFICATION COURSES .....	55
10.2	ATTENDANCE IN ADVANCED/SPECIALIZED CERTIFICATION COURSES .....	55
10.3	DISCIPLINE AND GRIEVANCE PROCEDURES IN ADVANCED/SPECIALIZED CERTIFICATION COURSES .....	57
11.	REFRESHER COURSES .....	58
11.1	ATTENDANCE IN REFRESHER COURSES .....	58
11.2	DISCIPLINE AND GRIEVANCE PROCEDURES IN REFRESHER COURSES .....	58

12.	GENERAL TESTING PROCEDURES .....	59
12.1	TESTING AND ETHICS .....	59
12.2	ACADEMY IDENTIFICATION .....	60
12.3	TEST ADMINISTRATION AND CONTROL .....	60
12.4	REVIEW / RELEASE OF TESTING MATERIALS .....	61
12.5	TESTING IRREGULARITIES AND ACADEMIC DISHONESTY .....	61
12.6	SCORING .....	62
12.7	TEST RESULTS .....	62

**APPENDICES**

- Appendix A: Report of Testing Irregularity Forms
- Appendix B: Notification of Infraction
- Appendix C: Course Proctoring Guidelines
- Appendix D: Model Test Administration Policy
- Appendix E: POST Entrance Exam Administrator’s Manual
- Appendix F: Student Code of Ethics

## INTRODUCTION

The purpose of these Regulations is to provide uniformity in conducting and managing all State administered courses for POST recognized training credit.

These Regulations are broken into General Regulations and Specific Regulations.

### **General Regulations -**

General Regulations apply to all State Mandated Training Courses

### **Specific Regulations -**

Specific Regulations are written for each Basic Training Course, Advanced/Specialized Training and/or Refresher (In-Service) Training.

In general, Testing, Attendance and Discipline/Grievance regulations are constant in the administration of these courses. However, it is recognized that each type of training has some specific regulations that will be addressed.

When checking these POST Regulations:

- (1) First check the General Regulations, then
- (2) check the Specific Regulations which are located under each classification of training.

In addition to the Regulations we have also included a Definition Section for your clarification. This will promote uniformity throughout the system and will insure that everyone is treated in a like manner.

## DEFINITIONS

### **Academy Director**

POST rule 464-5-.09 states that a certified school shall employ a school director who is certified by the Council. Said school director shall be employed on a full-time basis to perform duties directly related to the operation of the school, and such other duties as the Council may direct. A school director employed by a regional police academy or a state training academy shall be assigned no additional duties by the sponsoring agency which conflict with his/her duties as school director. This definition shall also include those individuals employed by the Georgia Public Safety Training Center and assigned responsibilities for the operation of regional training facilities as training managers.

### **Advanced/Specialized Course**

Advanced/Specialized is an approved training program beyond the basic course of instruction which has as its primary goal the development of special skills or that training that raises the proficiency level within that specialized skill to an advanced level of competency which is different from Refresher/In-Service training.

**Advanced** training is defined as any training beyond Basic training which is not required nor leads to an additional certification. These courses can be conducted by any agency.

**Specialized** training is any training that leads to a certifications (ex. Radar, Field Training Officer, Departmental Training Officer, Instructor training, Project Careers/Career Development). These courses may **ONLY** be conducted through a state certified academy.

### **Basic Training Course**

Basic training is the curriculum prescribed by POST to satisfy the minimum mandatory requirements of the Peace Officer Standards and Training Act O.C.G.A. 35-8.

### **Career Development Courses**

See section "Project Careers."

### **Certified Academy**

A school certified by POST to conduct Training.

### **Certified Instructor**

Any instructor certified by POST as a General Instructor, Specialized Instructor, or Guest Instructor.

### **Curriculum Objectives (Training Objective; Enabling Objective; Student Performance Objective)**

A student oriented specific statement which tells the student exactly what is expected of him/her in terms of achievement during the course of instruction.

### **Emergency Medical Training**

This definition includes First Aid training, Cardiopulmonary Resuscitation training and any other medically specific training as identified in each basic discipline.

### **GDAC/GSAC**

Georgia Double Action Course or the Georgia Semi-Automatic Course.

**Instructional Area or Functional Area**

A functional or instructional area is a grouping of similar subjects/topics within a specified curriculum (e.g. Legal, Basic Law, Procedure, etc. . .)

**Master Question Bank (MQB)**

A compilation of standardized test questions which an academy/instructor must use in order to generate a written examination.

**Non-Reimbursable**

No state monies shall be expended for the training. The student shall be responsible for paying all training cost

**Part Time Student**

A student who is not required to attend the entire basic training program. The student will only be required to attend those topics specifically identified on the Basic Course Authorization (P-2.)

**Performance Examination**

A "performance examination" shall be defined as a method of testing. It requires the student to demonstrate a predetermined level of competence in knowledge, skills, or abilities required in the training objectives. In accomplishing these objectives, conditions should be used which simulate the real-life job environment consistent with the Program of Instruction and the Basic Course Curriculum in a basic training course. Included in this definition are qualifications and familiarizations. Performance Examinations will be graded on pass/fail basis.

**Periodic Written Examination**

Any cognitive examination which test specific block(s) of instruction to include weekly examinations or topic specific examinations.

Periodic examinations may take the form of:

**Weekly Examinations** - which test a number of topics on one examination

**Topic Specific Examinations** - which test the knowledge of only one topic (ex. First Aid, CPR, Hazardous Materials..etc)

**POI - (Program of Instruction)**

A general outline on a specific course which establishes essential elements of instruction.

**POST or POST Council**

The Georgia Peace Officer Standards and Training Council is a governmental agency which sets the minimum certification requirements for all criminal justice entities in the State.

**POSTForm 2 and POSTForm 2A**

POSTForm 2 is issued by POST and is evidence that an applicant has satisfied all the pre-certification requirements outlined in the P.O.S.T. Act and represents POST approval to attend a Basic Course of Instruction.

POSTForm 2A is completed by an Academy and submitted to POST reflecting a student's standing within a Basic Course of instruction. It will reflect all the individual topics that a student has passed, failed, or has not taken.

**POSTForm C-12**

A form used to establish attendance within any POST recognized course. (This is also called a Course Completion Report)

**POSTForm R-4**

A form used to submit a new course to POST for approval and for the issuance of a course code number. All Advanced/Specialized courses will have a POST approved R-4 on file at POST that will outline the specific objectives of the course.

**Practical Exercise**

Defined as an exercise that enhances a student's understanding of a particular topic. Practical exercises are not used as an examination.

**Project Careers/Career Development**

These are career development certifications approved by POST to include Intermediate, Advanced, Supervisory, Management, and Executive Certificates. These courses fall under the Specialized training definition.

**Refresher (In-Service) Courses**

Refresher or In-Service is any training program drawn from the curriculum of a basic training course, which generally is offered for the purpose of updating or refreshing an officer's knowledge and basic skills level.

**SPO's - (Student Performance Objectives) or TPO's - (Terminal Performance Objectives)**

Training goals for a specific training block of instruction

**Voluntary Certifications**

These courses are voluntary and those successfully completing these courses and meeting all other requirements may receive a State Certification. These courses fall under the Specialized training classification of training. An example of some are:

- FTO - Field Training Officer
- DTO - Departmental Training Officer
- RADAR
- LIDAR
- Police Chaplain
- Project Careers
- Arson Investigator
- Bomb Technician
- Senior Instructor Trainer
- Master Instructor Trainer

## GENERAL REGULATIONS

### 1. STATE MANDATED TRAINING COURSES

#### 1.1. TESTING IN STATE MANDATED TRAINING COURSES

1.1.1 Testing shall consist of two types:

- (1) written examinations which evaluate cognitive knowledge using test questions that are drawn from a State Approved Master Question Bank (MQB)
- (2) performance examinations which evaluate psychomotor skills through familiarization exercises or through qualification standards approved by POST.

1.1.2 The content of each periodic written examination shall directly relate to the content of the learned behavior or knowledge being assessed as defined by the Program of Instruction and the curriculum objectives in the State Mandated Training Course.

All examinations must be administered by an Academy Staff member.

1.1.3 Students shall be required to achieve a minimum passing grade of at least 70% on each of the written examinations in a State Mandated Training Course. Some select courses of study may require a higher score in order to pass. The passing score will be approved by POST on each examination given in a course of instruction.

Any student who is not in attendance during a periodic written examination shall be deemed to have failed that examination and may be eligible for a retest.

The academy director or his designee shall review each periodic written examination, after the periodic written examination has been administered and graded, to ensure that each student has an opportunity to clarify questions and answers.

1.1.4 Performance examinations may be administered periodically throughout a State Mandated Training Course in accordance with the Program of Instruction and may be grouped together in order to evaluate performance which includes a combination of psychomotor skills.

The academy director shall be responsible for developing and implementing specific performance examination evaluations for each performance examination required in a State Mandated Training Course through the development of hypothetical situations within which the student's psychomotor skills will be evaluated.

Each performance examination shall be graded on a pass-fail basis consistent with the student performance objectives.

Practical exercises for State Mandated Training Courses are optional and have no bearing on the requirement that the student achieve a minimum passing score of 70% on the written post examination or a pass/fail on a performance examination.

1.1.5 The hypothetical situation which generates the student's performance on a performance examination shall directly relate to the psychomotor skill being evaluated.

Each student shall successfully demonstrate the required psychomotor skills in order to achieve a passing grade on any performance examination.

- 1.1.6 Any student who fails to successfully demonstrate the required psychomotor skills on a performance examination on the first graded attempt shall be provided structured remediation by the academy director or designee prior to being retested.

Any student who is not in attendance during a psychomotor examination shall be deemed to have failed that examination and may be eligible for a retest.

Structured remediation shall take the form of an evaluation of the student's performance as it relates to the required skills, a demonstration of the required skills, and reasonable time for structured practice of the required psychomotor skills.

A performance examination retest shall be conducted in such a manner so as to provide the student with as identical a re-creation of the initial hypothetical situation used in the performance examination as possible.

A student shall be permitted one performance examination retest per performance examination failure.

A student who is unable to successfully demonstrate the required psychomotor skills on the performance examination retest shall be notified of such in writing and dismissed from the State Mandated Training Course.

**NOTE EXCEPTION:** See Uniform Law Enforcement Academy Regulation 2.1.7 for the exception to this regulation as it relates to students who fail the performance examination during Emergency Vehicle Operations Course (EVOC).

- 1.1.7 Students dismissed from a State Mandated Training Course for failure to meet the minimum academic requirements including, but not limited to, periodic written examinations, performance examinations, and/or firearms qualifications, which have been established by POST and who are subsequently readmitted must complete all failed portions and portions not taken to earn credit for the course.

- 1.1.8 The agency head or designee of any student dismissed from a State Mandated Training Course due to failure to achieve a passing grade on a periodic written examination or failure to successfully demonstrate required psychomotor skills on a performance examination shall be notified in writing of that dismissal within five business days from the dismissal.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

- 1.1.9 It shall be the responsibility of the academy director to ensure that test questions which have been selected from either the MQB or other POST approved questions are treated in a confidential manner and that printed test questions are disposed of in a manner which will ensure that they cannot be re-created.

The academy director shall notify the POST Training Standards Division Director whenever the confidentiality of an examination has been compromised and, whenever possible, specifically identify the test questions which have been compromised.

- 1.1.10 It shall be the responsibility of the academy director to ensure that a State Mandated Training Course is instructed in a manner consistent with the applicable Program of Instruction and Course Curriculum and that the academy has a current lesson plan on file for each block of instruction.

The academy director shall have the discretion to modify instructional hours for a specific block of instruction within a functional area.

- 1.1.11 It shall be the responsibility of the academy director to ensure that each instructor who instructs during a State Mandated Training Course is a POST certified general, specialized, or guest instructor.

## **1.2 ATTENDANCE IN A STATE MANDATED TRAINING COURSE**

Because of the comprehensive building-block nature of courses, it is vital that students attend the entire training course. Though emergencies do arise, absence must be kept to a minimum and the following regulations applied:

- 1.2.1 Aside from a verified emergency, student absences shall be kept to a minimum. Students attending a training course are not eligible for a non-excused absence. However, students are allowed excused absences. In order to be excused, all absences must be approved by the academy director. (examples of an excused absence would be involuntary absences due to a subpoena or illness)
- 1.2.2 If a student is absent from a required performance examination and it is determined at that time that the performance examination cannot be made up during the current course, then that student shall be dismissed from the State Mandated Training Course.
- 1.2.3 Students shall not be absent for more than 5% of a State Mandated Training Course. The 5% regulation shall apply to high liability topics individually and shall be cumulative toward the entire course. High Liability topics are those topics which require a "specialized" instructor. Some examples of these topics are: Firearms, Emergency Vehicle Operations, Defensive Tactics, Judgmental Pistol Shooting, and Emergency Medical Training. Students shall not sign a POSTForm C-12 until the course is completed.
- 1.2.4 Student absences from a State Mandated Training Course for any reason shall be reported to the student's agency head or designee.

The academy director shall have the discretion to determine the means of notifying the student's agency head or designee of any student absence.

A student shall be deemed absent for one hour if that student fails to report within fifteen minutes of the start of any hour of instruction, unless that student's absence has been excused by the academy director.

- 1.2.5 The agency head or designee of any student dismissed from a State Basic Mandated Training Course due to excessive absenteeism shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POSTForm 2, a written explanation of the student's dismissal, and a completed POSTForm 2A, if applicable, are forwarded to the Georgia Peace Officer Standards and Training Council within five business days.

### **1.3 DISCIPLINE AND GRIEVANCE PROCEDURES IN A STATE MANDATED TRAINING COURSE**

- 1.3.1 Each POST certified academy shall establish and enforce certain objective rules of conduct. These rules should be established to ensure the safety of all students and to preserve a proper learning environment.

Each Academy Director is expected to ensure that an explanation of the standards of academic conduct is given to all students at the beginning of the course. This explanation will include, but not limited to:

- what cheating and other acts of academic dishonesty are;
- parameters and expectations about working with other students and under what circumstances it is allowed;
- give examples of plagiarism, impermissible collaboration, and other similar practices that may be related to the course;
- explain the "zero tolerance" rule for cheating;
- explain the policies, procedures, and penalties for any cheating or other acts of academic dishonesty violations;
- explain the criteria for evaluating student performance;
- explain test administration procedures and the role of the proctors during exams
- provide a list of all resources available to students at your facility related to such topics as a library, learning center, tutoring, and counseling;
- explain access to study materials located at the facility, on the internet, or other locations;
- explain policies related to absences when exams are conducted including what are considered legitimate absences.

In addition to such local regulations, the following standardized regulations shall be adhered to by all students attending a State Mandated Training Course.

- 1.3.2 Any student reasonably believed by the academy director to have consumed and/or be under the influence of alcoholic beverages, drugs, or a combination of alcoholic beverages and drugs during academy operating hours shall be dismissed from any Training Course.
- 1.3.3 Any student reasonably believed by the academy director to be cheating on a periodic written examination or on a performance examination shall be dismissed from any Training Course.

"Cheating" shall include, but not be limited to:

- use of unauthorized equipment, materials, books, or study aids during a test or examination;

- viewing another student's examination paper or answer sheet,
- aiding another student to cheat, by receiving, giving assistance not expressly authorized by the instructor in preparation for any examination, performance evaluation, or written or oral assignment,
- offering or selling, giving, lending, or otherwise furnishing to any unauthorized person material which can be shown to contain the questions or answers to any scheduled test to be given by the Academy at a subsequent date without written authorization from the Director of the Academy,
- attempting to obtain or obtaining in an unauthorized manner, prior to administration of the test, or possession of test questions which have been randomly generated by, individually selected from, or contained in the Master Question Bank, or other unauthorized information,
- possessing or distributing a test prior to its administration, without the express permission of the instructor, and
- cooperating or aiding in any of the above.

“Acts of academic dishonesty” shall include, but not be limited to:

- using the work of another person or student and submitting the work as their own or plagiarism,
- providing materials, information, or other assistance to another person with the knowledge that such aid could be used in any cheating or academic dishonesty method described,
- providing false information in connection with any inquiry regarding academic integrity,
- forging signatures, altering documents, or falsifying information on any official academy document related to academic or administrative functions,
- accessing computerized information or academy records without express authorization from the Director of the Academy for the purpose of viewing, modifying, or releasing information or interfering with the use or availability of the computer system or information,
- writing or performing homework assignments for another student,
- copying the work of another student,
- attempting to or altering/tampering with the exam record, grade, or the exam or an answer on an already graded exam (ex: in an attempt to falsely negotiate for a higher grade)
- unauthorized collaborating on an assignment,
- undertaking any activity for the purpose of creating or obtaining an unfair academic advantage over the other students' academic work,
- stealing, destroying, or altering another student's academic work,
- hiding, mis-shelving, mutilating, or otherwise abusing resource materials in a library, learning center, or other resource area for the purpose of keeping others from using them,
- offering or actually taking an examination or doing homework for another student,
- behavior which is disruptive, prevents information or instruction from being given clearly, or upsets the learning environment so that others are negatively affected in regards to their ability to gather information given,
- working in a group on a homework assignment that was assigned as individual work,
- providing a fictitious excuse for the purpose of delaying the taking of an exam or completing a project,

- offering money, any item or service to an instructor for the purpose of gaining academic advantage for yourself or another,
- cooperating or aiding in any of the above.

Each student must read, comprehend, and select an answer for each test question. Reading, paraphrasing, or clarifying a test question for an individual student is prohibited. An individual test question may be clarified for an entire class. Providing individual assistance including, but not limited to, reading questions and allowing the student to provide a verbal response, is prohibited.

- 1.3.4 It shall be the responsibility of the academy director to immediately notify the student's agency head or designee and the POST Training Standards Division Director in writing within five business days of the dismissal of any student from a State Mandated Training Course as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference. Written notification to the POST Certification and Training Standards Division shall be made as prescribed by POST rules and procedures.

- 1.3.5 Whenever a student is dismissed from a State Mandated Training Course as a result of disciplinary action, the student shall be provided an informal due process hearing.

The staff instructor or course coordinator shall provide the initial notification of the infraction to the student in writing (see sample notice – Appendix B). This instructor could be the only witness or the first staff instructor informed of the infraction. The staff instructor or course coordinator shall question the student involved in the infraction at the earliest convenience (day of discovery, witnessing of the event, etc. is recommended).

A written report using the testing irregularity/academic incident report form (Appendix A) describing the details of the incident and the student's response will be completed by the instructor. The instructor shall provide their evaluation of the incident in this report. This report will be given to the academy director upon completion. The instructor will offer the student involved in the infraction an opportunity to provide a written response to the incident to the academy director within one academy business day of the incident. The instructor is responsible for gathering witness statements and any evidence related to the incident. The instructor will provide all original witness statements and evidence to the academy director.

The academy director shall provide a written notice of the infraction and the student's options in the hearing process. At the time this notice is provided, the academy director shall have reviewed the testing irregularity/academic incident report, a copy of the student's response, and any other witness statements or evidence related to the incident. If at this point the academy director determines that an internal or external investigation is needed, the director shall initiate such an investigation. This investigation may be conducted by the sponsoring agency's internal investigation unit, by impartial parties (such as members of the academy advisory board or instructors from the adjunct faculty of the academy) or academy staff not directly involved in the incident.

The academy director shall be responsible for ensuring that the informal due process hearing is provided in a timely manner. In this informal hearing, the academy director will be the only judge and will make a final ruling.

The student shall not have a right to call or question witnesses, compel the production of documents, compel the production of evidence, or to be represented by legal counsel at the informal due process hearing. At the informal due process hearing:

- 1) the student shall be notified of the specific reason for dismissal, and
- (2) the student shall be provided with the opportunity to make a statement.

The sanctions available are as follows:

- No action
- Written warning (A written notice to the student that continued or repeated violations of specified policies/procedures may result in further disciplinary action.)
- Disciplinary probation (Suspension of a recommended sanction such as expulsion which coupled with any future violation would be cause for immediate implementation of the previously suspended sanction.)
- Expulsion without prejudice (Student is expelled from the academy at this point, but the student would be allowed to return to the academy after a period of between 6 months and 2 years to complete the academy.)
- Dismissal

The academy director has final authority and is the final appeal in the hearing process.

The assignment of sanctions by the academy director should be accomplished with the intent of maintaining consistency and fairness. The degree of the sanction should be directly correlated to the extent and severity of the violation. Some considerations in this assignment of sanctions are:

- Degree of premeditation or spontaneity when the violation was committed,
- Acknowledgement of the violation and consequences,
- Indirect hardships (loss of financial support (primary wage earner), future employment, etc.)
- Health, personal, and family related problems
- Academic and performance record in the academy.

The academy director shall inform the student of the disciplinary sanction in writing. The academy director's decision is final.

1.3.6 The Discipline and Grievance Procedures regulations apply equally to all students in a State Mandated Training Course.

1.3.7 The academy director will confidentially maintain all records of disciplinary actions for a period of five years from the incident. After the period of five years, the records shall be destroyed unless the academy director deems that the record be kept beyond that date for a specified reason.

## 1.4 BASIC MANDATE COURSE ADMINISTRATION

- 1.4.1 Each academy shall provide POST with a six (6) month schedule for their basic courses. The schedule shall contain the anticipated start and end date of the basic course(s). This schedule must be submitted to POST a minimum of four (4) weeks prior to the start of the first basic course on the schedule.
- 1.4.2 The Basic Training Course shall be administered by schools certified in accordance with the Rules of the Georgia Peace Officer Standards and Training Council. No person shall be permitted into the basic course without authorization from POST (POST Form 2 or P-2.) The POST Form 2 indicates that the candidate has met all pre-employment requirements outlined in O.C.G.A. § 35-8 and satisfied the requirement of POST Rule 464-3-.01.
- 1.4.3 On the first day of each Basic Course a letter from the academy director shall be mailed or submitted via facsimile (fax) to POST stating that all candidates have a valid POST Form 2. The letter shall contain, at a minimum: academy name, date of course commencement, course number and class roster. The class roster shall indicate the candidates' name, social security number and agency name or sponsor.
- Note: The class roster may be presented as an attachment.
- 1.4.5 A course closing package shall be submitted to POST within five (5) business days of the course completion date. The course closing package shall include the Academy name, date package submitted, date course started, date course graduated, class roster, POST Form 2, and POST FORM 2A (if applicable). The class roster shall contain, at a minimum: student name, social security number, agency name or sponsor and completion status (pass/fail/withdrew.)
- 1.4.6 Students authorized by the Georgia Peace Officer Standards and Training Council to attend a subsequent session of a State Mandated Course shall do so on a non-reimbursable basis.

## SPECIFIC REGULATIONS

### 2. BASIC LAW ENFORCEMENT TRAINING COURSE (BLETC)

#### 2.1 TESTING IN THE BASIC LAW ENFORCEMENT TRAINING COURSE

2.1.1 A minimum of fourteen (14) periodic written examinations shall be administered during the BLETC. These will include:

- "8" Weekly examinations
- "1" Hazardous Materials examination
- "1" Georgia Crime Information Center (GCIC)/Communications examination
- "1" First Aid examination
- "1" Cardio Pulmonary Resuscitation (CPR) examination
- "1" Judgemental Pistol Simulation (JPS) examination
- "1" Emergency Vehicle Operations Course (EVOC) examination

2.1.2 Written examination questions for BLETC shall be randomly generated from the POST's Master Question Bank (MQB) when developing periodic written examinations.

Questions not included in the MQB may be used on periodic written examinations only with the expressed written approval of the POST Training Standards Division Director.

Each periodic weekly examination shall contain a minimum of fifty written examination questions which have been randomly generated from the POST's MQB. Topical exams may contain fewer questions depending on the nature of the material being tested. Part-time student exams may contain fewer than fifty questions. Additionally, it is not required that a part-time student be administered 14 periodic written examinations.

Currently the fields of study which require a passing score above 70% in the BLETC are:

- |                      |                  |
|----------------------|------------------|
| GCIC/ Communications | - passing is 90% |
| EVOC                 | - passing is 80% |

In the event that a first aid or cardiopulmonary resuscitation course which has been adopted and implemented by the academy director requires that students achieve a passing grade in excess of 70%, the standard dictated by the adopted and implemented course shall prevail.

2.1.3 Students who fail to achieve a passing grade on a periodic written examination shall be retested after a minimum of three calendar days have passed following the notification of such periodic written examination failure.

Remediation shall be available such that a student will review their written examination under the supervision of the academy director or designee to determine subject area deficiencies as they relate to the Program of Instruction and the BLETC Curriculum.

The academy director or designee shall further assist the student by identifying appropriate remedial assignments and by addressing specific questions which the

student might pose.

Students shall only be allowed one retest per periodic written examination failure in a BLETC.

The retest of a periodic written examination shall consist of the same cognitive student performance objectives and type of questions as were used on the failed periodic written examination. The retest of a periodic written examination may consist of the same examination, a reordered version of the initial periodic written examination, or a revised examination from the MQB.

Failure of the student to achieve a passing grade on the examination retest shall result in the dismissal of the student from the BLETC.

A student who achieves a passing grade on an examination retest shall remain in the BLETC.

Failure by a student on the third periodic examination shall result in the student's dismissal from the BLETC regardless of that student's overall academic average.

- 2.1.4 Whenever a student fails to achieve a passing grade on a periodic written examination in the BLETC, that student shall be notified in writing of the failure and the consequences of any further periodic written examination failures. A copy of this written notice shall be forwarded to the student's agency head or designee.

The written notification shall contain an explanation of how the failure of the periodic written examination may be corrected by means of a periodic written examination retest, unless the periodic written examination failure constitutes the third such periodic written examination failure and results in the student's dismissal from the BLETC as provided for in Regulation 2.1.3.

- 2.1.5 Firearms qualification in the BLETC shall be conducted in accordance with the Georgia Double Action Course (GDAC) or the Georgia Semi-Auto Course (GSAC) as adopted by POST. To successfully complete the firearms range qualification requirement of the BLETC, each student must successfully achieve two qualifying scores of 80% or greater on the GDAC or the GSAC with their respective departmental issued or approved weapon.

A minimum of 400 rounds of ammunition shall be fired by each student in practice and qualification.

In the event that a student fails to achieve two qualifying scores of 80% or greater with the initial 400 rounds of ammunition, the student may, at the discretion of the academy director, be authorized an additional number of rounds of ammunition, not to exceed 400, for remediation, practice and qualification.

- NOTE:** The maximum number of rounds of ammunition available for each student is 800 (400 mandatory rounds and a maximum of 400 discretionary rounds.)

A student who is unable to successfully achieve two qualifying scores of 80% or greater shall be notified of such in writing and dismissed from the BLETC.

The student shall be required to fire under severely subdued lighting conditions for familiarization purposes on a course of fire approved by the academy director.

Additionally, each student shall be required to fire a minimum number of 5 rounds of shotgun ammunition or a type specified by the academy director for familiarization purposes.

2.1.6 Students dismissed from the BLETC for failure to meet the minimum academic requirements including, but not limited to, periodic written examinations, performance examinations, and/or firearms qualifications, which have been established by POST and who are subsequently readmitted to the BLETC must successfully complete:

- (1) blocks of instructions specifically identified on the new POSTForm 2;
- (2) any performance examination on which the student failed to demonstrate the required psychomotor skills; and
- (3) firearms qualifications if the student failed to achieve two qualifying scores of 80% or greater.

The academy director shall ensure that the student's POSTForm 2, a written explanation of the student's dismissal (if other than academic), and a completed POSTForm 2A are forwarded to the POST within five business days after the completion of the course.

2.1.7 Any student who fails to successfully demonstrate the required psychomotor skills on a performance examination retest during the Emergency Vehicle Operations portion of the BLETC may be allowed to complete the remainder of the BLETC and retake EVOC at the next available offering, if the employing/sponsoring agency so desires. The written examination in the EVOC course shall count as one of the required periodic examinations.

When a student in the BLETC fails Emergency Vehicle Operations, the academy shall notify the student's employing/sponsoring agency of such failure. If the agency indicates their desire for the student to remain in class, the student shall be allowed to continue in the BLETC. If the agency desires for the student to remain in class, a letter from the chief executive of the agency should be sent to the academy director stating his/her wishes for the student to remain in the current BLETC. If no letter is received from the agency within five (5) business days, the student shall be dismissed from the academy.

At the completion of the class, a POSTForm 2 (P-2) and 2A shall be returned to POST indicating failure of Emergency Vehicle Operations. The subsequent letter from the agency expressing their desire for the student to continue shall also be forwarded to POST in the course completion package. Upon receipt, a non-reimbursable P-2 shall be issued to the agency indicating that the student must complete Emergency Vehicle Operations. Once the regional academy, that originally trained the student, receives the new P-2 and the required tuition, repeat students may attend EVOC at the Georgia Public Safety Training Center or another academy approved to conduct EVOC, on a space available basis and shall be scheduled by the regional academy the student attended through the Director of Regional Training at

the Georgia Public Safety Training Center or other approved academy. Upon successful completion of the course the student or agency must send the academy a copy of the EVOC diploma. The academy will then return the P-2 and diploma to POST and issue the student a basic course completion certificate.

## **2.2 ATTENDANCE IN THE BASIC LAW ENFORCEMENT TRAINING COURSE**

2.2.1 If a student is absent from a required performance examination and it is determined at that time that performance examination cannot be made up during the current course, then that student shall be dismissed from the Basic Law Enforcement Training Course. At the end of the course, the student's POSTForm 2A will be submitted denoting the missed performance examination and topics not taken as a result of the dismissal. A new POSTForm 2, if requested by the hiring agency, will be issued by POST for that student to attend another offering of the Basic Law Enforcement Training Course in order to complete the performance examination and topics previously not taken.

2.2.2 Students dismissed from the BLETC for absenteeism in excess of 5% and who are subsequently authorized to attend another BLETC must successfully complete:

- (1) blocks of instruction specifically identified on the new POSTForm 2;
- (2) any performance examination on which the student failed to demonstrate the required psychomotor skills; and
- (3) firearms qualifications if the student failed to achieve two qualifying scores of 80% or greater.

Students re-entering the academy at a subsequent session of the BLETC shall do so on a non-reimbursable basis.

2.2.3 The agency head or designee of any student dismissed from the BLETC due to excessive absenteeism shall be notified in writing of that dismissal within five business days of that dismissal.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POSTForm 2, a written explanation of the student's dismissal, and a completed POSTForm 2A are forwarded to POST within five business days of the completion of the course.

## **2.3 DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC LAW ENFORCEMENT TRAINING COURSE**

2.3.1 The agency head or designee of any student dismissed from a Training Course as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy shall be notified in writing of that dismissal within five business days of the dismissal.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

Additionally, the academy director shall ensure that the student's POSTForm 2, a

written explanation of the student's dismissal, and a completed POSTForm 2A are forwarded to the POST within five business days of the completion of the course.

### 2.3.2

Students dismissed from the BLETC as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy and who are subsequently authorized to attend another BLETC must successfully complete:

- (1) blocks of instruction specifically identified on the new POSTForm 2;
- (2) any performance examination on which the student failed to demonstrate the required psychomotor skills; and
- (3) firearms qualifications if the student failed to achieve two qualifying scores of 80% or greater.

### **3. BASIC JAIL OFFICER TRAINING COURSE**

#### **3.1. TESTING IN THE BASIC JAIL OFFICER TRAINING COURSE**

3.1.1 Testing for the Basic Jail officer Training Course shall consist of two types:

(1) written examinations which evaluate cognitive knowledge, and

(2) performance examinations which evaluate psychomotor skills.

3.1.2 A written final examination shall be administered on the final day of the course that will be a cumulative final over all subjects covered during the Basic Jail Officer Training Course.

There shall be written examinations which test first aid and cardiopulmonary resuscitation as required by the Emergency Services Program of Instruction in the Basic Jail Officer Training Course.

3.1.3 Written examination questions for the Basic Jail Officer Training Course shall be randomly generated from the Georgia Peace Officer Standards and Training Council's Master Question Bank when developing a written examinations.

Questions not included in the Master Question Bank may be used on a written examinations only with the expressed written approval of the Georgia Peace Officer Standards and Training Council Training Standards Division Director.

3.1.4 The content of a written examination in the Basic Jail Officer Training Course shall directly relate to the content of the learned behavior or knowledge being assessed as defined by the Program of Instruction and the Basic Course Curriculum. Each a written examination shall contain a minimum of fifty written examination questions which have been randomly generated from the Georgia Peace Officer Standards and Training Council's Master Question Bank.

3.1.5 Students shall be required to achieve a passing grade of at least 70% on the examination(s) in the Basic Jail Officer Training Course. Additionally, students shall be required to achieve a passing grade established by the adopted course on the first aid and cardiopulmonary resuscitation written examination as reflected in the Emergency Medical Services Program of Instruction in the Basic Jail Officer Training Course.

The academy director shall have the discretion to adopt and to implement such first aid and cardiopulmonary resuscitation tests as may be available from or equivalent to the American Red Cross or the American Heart Association.

In the event that a first aid or cardiopulmonary resuscitation course which has been adopted and implemented by the academy director requires that students achieve a passing grade in excess of 70%, the standard dictated by the adopted and implemented course shall prevail.

The academy director or his designee shall review each a written examination, after the a written examination has been administered and graded, to ensure that each student has an opportunity to clarify questions and answers.

3.1.6 Students who fail to achieve a passing grade on a written examination or on the Emergency Medical Services written examinations in the Basic Jail Officer Training Course shall be retested after a minimum of three calendar days have passed following the notification of such a written examination failure.

Remediation shall be available such that a student will review their written examination under the supervision of the academy director or designee to determine subject area deficiencies as they relate to the Program of instruction and the Basic Course Curriculum in the Basic Jail Officer Training Course.

The academy director or designee shall further assist the student by identifying appropriate remedial assignments and by addressing specific questions which the student might pose.

Students shall be permitted to retest after the failure of a written examination one time per a written examination failure in the Basic Jail Officer Training Course.

The retest of a written examination shall consist of the same cognitive student performance objectives, number of questions, and type of questions as were used on the failed a written examination or Emergency Medical Services examination. The retest of a a written examination may consist of a reordered version of the initial written examination.

Failure of the student to achieve a passing grade of at least 70% on the written examination or Emergency Medical Services retest shall result in the dismissal of the student from the Basic Jail Officer Training Course.

A student who achieves a passing grade on a written examination or Emergency Medical Services retest shall remain in the Basic Jail Officer Training Course.

3.1.7 Whenever a student fails to achieve a passing grade on a written examination or Emergency Medical Services examination in the Basic Jail Officer Training Course, that student shall be notified in writing of the written examination failure and the consequences of any further written examination failures.

The written notification shall contain an explanation of how the failure of the a written examination may be corrected by means of a written examination retest, unless the a written examination failure constitutes the third such a written examination failure and results in the student's dismissal from the Basic Jail Officer Training Course as provided for in Regulation 3.1.5.

3.1.8 Performance examinations shall be administered periodically throughout the Basic Jail Officer Training Course in accordance with the Program of Instruction and may be grouped together in order to evaluate performance which includes a combination of psychomotor skills.

A "performance examination" shall be defined as a method of testing which requires the student to demonstrate a predetermined level of competence in knowledge, skills, or abilities required in the training objectives in conditions which simulate the real-life job environment consistent with the Program of Instruction and the Basic Course Curriculum in the Basic Jail Officer Training Course.

The academy director shall be responsible for developing and implementing specific performance examination evaluation forms for each performance examination required in the Basic Jail Officer Training Course.

Each performance examination shall be graded on a pass-fail basis consistent with the student performance objectives identified for that specific block of instruction.

The academy director shall have the responsibility to develop hypothetical situations within which the student's psychomotor skills will be evaluated in a performance examination.

- 3.1.9 The hypothetical situations which generate the student performance on a performance examination shall directly relate to the psychomotor skill being evaluated.

Each student shall successfully demonstrate the required psychomotor skills in order to achieve a passing grade on any performance examination. Each student must successfully demonstrate the required psychomotor skills on each of the performance examinations in order to be eligible to complete the Basic Jail Officer Training Course.

- 3.1.10 Any student who fails to successfully demonstrate the required psychomotor skills on a performance examination on the first graded attempt shall be provided structured remediation by the academy director or designee prior to being retested.

Structured remediation shall take the form of an evaluation of the student's performance as it relates to the required psychomotor skills, a demonstration of the required psychomotor skills, and reasonable time for structured practice of the required psychomotor skills.

A performance examination retest shall be conducted in such a manner so as to provide the student with as identical a re-creation of the initial hypothetical situation used in the performance examination as possible.

A student shall be permitted one performance examination retest per performance examination failure.

A student who is unable to successfully demonstrate the required psychomotor skills on the performance examination retest shall be notified of such in writing and dismissed from the Basic Jail Officer Training Course.

- 3.1.11 Students dismissed from the Basic Jail Officer Training Course for failure to meet the minimum academic requirements including, but not limited to, written examination(s) and performance examinations which have been established by the Georgia Peace Officer Standards and Training Council and who are subsequently readmitted to the Basic Jail Officer Training Course must successfully complete the entire training course.

- 3.1.12 The agency head or designee of any student dismissed from the Basic Law Jail Officer Course due to failure to achieve a passing grade on a written examination, failure to successfully demonstrate required psychomotor skills on a performance examination shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POSTForm 2 and a written explanation of the student's dismissal are forwarded to the Georgia Peace Officer Standards and Training Council within five business days.

- 3.1.13 It shall be the responsibility of the academy director to ensure that test questions which have been randomly generated by, individually selected from, or included in the Master Question Bank are treated in a confidential manner and that printed test questions are disposed of in a manner which will ensure that they cannot be re-created.

The academy director shall notify the Georgia Peace Officer Standards and Training Council Training Standards Division Director in writing whenever the confidentiality of the Master Question Bank has been compromised and, whenever possible, specifically identify the test questions which have been compromised.

- 3.1.14 It shall be the responsibility of the academy director to ensure that the Basic Jail Officer Training Course is instructed in a manner consistent with the applicable Program of Instruction and Basic Course Curriculum and that the academy has a current lesson plan on file for each block of instruction.

The academy director shall have the discretion to modify instructional hours for a specific block of instruction within a functional area.

- 3.1.15 It shall be the responsibility of the academy director to ensure that each instructor who instructs during the Basic Jail Officer Training Course is a Georgia Peace Officer Standards and Training Council certified general, specialized, professional, or guest instructor.

### **3.2 ATTENDANCE IN THE BASIC JAIL OFFICER TRAINING COURSE**

- 3.2.1 Absent a verified emergency, student absence shall be kept to a minimum. Students attending the Basic Jail Officer Training Course are not eligible for non-excused absences.
- 3.2.2 Students shall not be absent for more than 5% of the Basic Jail Officer Training Course in compliance with General Regulation 1.2.2.
- 3.2.3 Student absences from the Basic Jail Officer Training Course for any reason shall be reported to the student's agency head or designee.

The academy director shall have the discretion to determine the means of notifying the student's agency head or designee of any student absence.

A student shall be absent if that student fails to report within thirty minutes of the scheduled starting time for the Basic Jail Officer Training Course, unless that student's absence has been excused for cause by the academy director.

- 3.2.4 Students dismissed from the Basic Jail Officer Training Course for absenteeism in excess of 5% and who are subsequently authorized to attend the Basic Jail Officer Training Course must successfully complete the entire course.
- 3.2.5 The agency head or designee of any student dismissed from the Basic Jail Officer Training Course due to excessive absenteeism or absenteeism in the blocks listed in 3.2.2 shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POSTForm 2 and a written explanation of the student's dismissal are forwarded to the Georgia Peace Officer Standards and Training Council within five business days.

### **3.3 DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC JAIL OFFICER TRAINING COURSE**

- 3.3.1 Each Peace Officer Standards and Training Council certified academy shall establish and enforce certain objective rules of conduct.  
  
In addition to such local regulations, the following standardized regulations shall be adhered to by all students attending the Basic Jail Officer Training Course:

- 3.3.2 The agency head or designee of any student dismissed from the Basic Jail Officer Training Course as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

Additionally, the academy director shall ensure that the student's POSTForm 2 and a written explanation of the student's dismissal are forwarded to the Georgia Peace Officer Standards and Training Council within five business days.

- 3.3.3 Whenever a student is dismissed from the Basic Jail Officer Training Course as a result of disciplinary action, the student shall be provided an informal due process hearing. The academy director shall be responsible for ensuring that the informal due process hearing is provided in a timely manner.

The student shall not have a right to call or question witnesses, compel the production of documents, compel the production of evidence, or to be represented by legal counsel at the informal due process hearing. At the informal due process hearing:

- (1) the student shall be notified of the specific reason for dismissal, and
- (2) the student shall be provided with the opportunity to make a statement.

- 3.3.4 Students dismissed from the Basic Jail Officer Training Course as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy and who are subsequently authorized to attend the Basic Jail Officer Training Course must successfully complete the entire training course.
- 3.3.5 The Discipline and Grievance Procedures regulations apply equally to all students in the Basic Jail Officer Training.

## **4. BASIC COMMUNICATIONS OFFICER TRAINING COURSE**

### **4.1. TESTING IN THE BASIC COMMUNICATIONS OFFICER TRAINING COURSE**

4.1.1 A minimum of two periodic written examinations shall be administered during the Basic Communications Officer Training Course.

4.1.2 Written examination questions for the Basic Communications Officer Training Course shall be randomly generated from the Georgia Peace Officer Standards and Training Council's Master Communications Officer Question Bank when developing periodic written examinations.

Questions not included in the Master Question Bank may be used on periodic written examinations only with the expressed written approval of the Georgia Peace Officer Standards and Training Council Training Standards Division Director.

4.1.3 Students shall be required to achieve a passing grade on each of the periodic written examinations in the Basic Communications Officer Training Course as follows:

#### **4.1.3.1 Written Examination # 1 (Pretest)**

One five(5) item test which consists of multiple choice questions is administered at the beginning of the cognitive session during the registration process.

There is no minimum passing score established for this test. The purpose of this test is to provide the Course Coordinator an idea of the base of knowledge that each student brings to the class.

#### **4.1.3.2 Written Examination #2**

One fifty (50) item test which consists of multiple choice and true/false questions is administered at the end of class on the morning of the last day of class which covers the enabling objectives for all topics delivered to that point.

Students must pass this written examination with at least seventy percent (70 %) accuracy. Students who fail to pass this test shall be provided remediation (refer to 1.1.6) and then will be given one opportunity for a re-test which will be scheduled for the lunch period of the last day of class. If student fails the test a second time they will be dismissed from the training program.

4.1.4 Students who fail to achieve the required minimum score on a periodic written examination in the Basic Communications Officer Training Course shall be retested on the same day following the notification of such periodic written examination failure.

Remediation shall be available such that a student will review their written examination under the supervision of the academy director or designee to determine subject area deficiencies as they relate to the Program of Instruction and the Basic Course Curriculum in the Basic Communications Officer Training Course.

The academy director or designee shall further assist the student by identifying appropriate remedial assignments and by addressing specific questions which the student might pose.

Students shall be permitted to retest after the failure of a periodic written examination one time in the Basic Communications Officer Training Course.

The retest of a periodic written examination shall consist of the same cognitive student performance objectives, number of questions, and type of questions as were used on the failed periodic written examination. The retest of a periodic written examination may consist of a reordered version of the initial periodic written examination.

Failure of the student to achieve a required minimum score on a periodic written examination retest shall result in the dismissal of the student from the Basic Communications Officer Training Course.

A student who achieves a passing grade on a periodic written examination retest shall remain in the Basic Communications Officer Training Course.

- 4.1.5 Whenever a student fails to achieve a passing grade on a periodic written examination in the Basic Communications Officer Training Course, that student shall be notified in writing of the periodic written examination failure and the consequences of failure on the retest.

The written notification shall contain an explanation of how the failure of the periodic written examination may be corrected by means of a periodic written examination retest. Failure on the retest shall result in the student's dismissal from the Basic Communications Officer Training Course as provided for in Regulation 4.1.4.

Students authorized by the Georgia Peace Officer Standards and Training Council to attend a subsequent session of the Basic Communications Officer Training Course shall do so on a non-reimbursable basis.

- 4.1.6 A performance examination shall be administered at the end of the Basic Communications Officer Training Course in accordance with the Program of Instruction.

The academy director shall be responsible for strict adherence to the approved procedures in the standardized evaluation guidelines and performance scenarios approved for use in the Basic Communications Officer Training Course.

Each student will be given the opportunity for a minimum of four practice evaluations prior to the beginning of the actual performance evaluations. Each performance examination shall be graded on a pass-fail basis consistent with the student performance objectives identified for the standardized evaluation guidelines

Structured remediation will be provided between practice scenarios to assist students with necessary improvements prior to testing and shall take the form of an evaluation of the student's performance as it relates to the required psychomotor skills, a demonstration of the required psychomotor skills, and reasonable time for structured practice of the required psychomotor skills.

- 4.1.7 A student must successfully demonstrate the required psychomotor skills on four performance examination scenarios during the performance examination in order to be eligible to complete the Basic Communications Officer Training Course.

- 4.1.8 Any student who fails to successfully demonstrate the required psychomotor skills on a

performance examination on the first graded attempt shall be provided structured remediation by the academy director or designee prior to being retested.

Structured remediation shall take the form of an evaluation of the student's performance as it relates to the required psychomotor skills, a demonstration of the required psychomotor skills, and reasonable time for structured practice of the required psychomotor skills.

A performance examination retest shall be conducted in such a manner so as to provide the student with as identical a re-creation of the initial hypothetical situation used in the performance examination as possible.

A student shall be permitted one performance examination retest. Upon the failure of a performance examination re-test or a second performance examination scenario, the student shall be dismissed from training.

A student who is unable to successfully demonstrate the required psychomotor skills on the performance examination retest or a second performance examination scenario shall be notified of such in writing and dismissed from the Basic Communications Officer Training Course.

4.1.9 Students dismissed from the Basic Communications Officer Training Course for failure to meet the minimum academic requirements including, but not limited to, periodic written examinations and performance examinations, which have been established by the Georgia Peace Officer Standards and Training Council and who are subsequently readmitted to the Basic Communications Officer Training Course must successfully complete the entire course.

4.1.10 It shall be the responsibility of the academy director to ensure that each instructor who instructs during the Basic Communications Officer Training Course is a Georgia Peace Officer Standards and Training Council certified general or guest instructor.

## **4.2 ATTENDANCE IN THE BASIC COMMUNICATIONS OFFICER TRAINING COURSE**

4.2.1 Students shall not be absent for more than 5% of the Basic Communications Officer Training Course.

However, regardless of the 5% allowance for excused absences, in accordance with O.C.G.A. § 35-8-23, "On and after July 1, 1998, the basic training course for communications officers shall include training in the use of telecommunications devices for the deaf (TDD's), and no person shall on or after that date be certified by the council under this Code section unless such person has satisfactorily completed such training." Therefore, all students must attend 100% of the block instruction entitled Communications Impaired Callers in order to successfully complete the course and receive certification.

4.2.2 Students dismissed from the Basic Communications Officer Training Course for absenteeism in excess of 5% and who are subsequently authorized to attend the Basic Communications Officer Training Course must successfully complete the entire class.

Students re-entering the academy at a subsequent session of the Basic

Communications Officer Training Course shall do so on a non-reimbursable basis.

- 4.2.3 In compliance with 1.2.2, students in the Basic Communication Officer Training may not be absent for more than 5% of the total course time.

**4.3 DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC COMMUNICATIONS OFFICER TRAINING COURSE**

- 4.3.1 All students attending the Basic Communications Officer Training Course are required to adhere to the rules and regulations established by the Georgia Peace Officers Standards and Training Council and each respective academy director. Failure to comply with these rules and regulations may result in the student's dismissal from the Basic Communications Officer Training Course.
- 4.3.2 Students dismissed from the Basic Communications Officer Training Course as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy and who are subsequently authorized to attend the Basic Communications Officer Training Course must successfully complete the entire course.

## **5. BASIC CORRECTIONAL OFFICER TRAINING**

### **5.1. TESTING IN THE BASIC CORRECTIONAL OFFICER TRAINING COURSE**

5.1.1 Testing for the Basic Correctional Officer Training shall consist of two types:

- (1) written examinations which evaluate cognitive knowledge, and
- (2) performance examinations which evaluate psychomotor skills.

5.1.2 A minimum of seven periodic written examinations shall be administered during the Basic Correctional Officer Training. There shall be written examinations which test first aid and cardiopulmonary resuscitation as required by the First Aid and Cardiopulmonary Resuscitation Program of Instruction in the Basic Correctional Officer Training.

5.1.3 Written examination questions for the Basic Correctional Officer Training shall be randomly generated when developing periodic written examinations.

5.1.4 The content of each periodic written examination in the Basic Correctional Officer Training shall directly relate to the content of the learned behavior or knowledge being assessed as defined by the Program of Instruction and the Basic Course Curriculum.

Each periodic written examination shall contain a minimum of fifty written examination questions which have been randomly generated.

5.1.5 Students shall be required to achieve a passing grade of at least 70% on each of the periodic written examinations in the Basic Correctional Officer Training.

Additionally, students shall be required to achieve a passing grade of at least 80% on the First Aid and Cardiopulmonary Resuscitation written examinations as reflected in the First Aid and Cardiopulmonary Resuscitation Program of Instruction in the Basic Correctional Officer Training curriculum.

The academy director shall have the discretion to adopt and to implement such First Aid and Cardiopulmonary Resuscitation tests as may be available from or equivalent to the American Red Cross or the American Heart Association.

In the event that a first aid or cardiopulmonary resuscitation course which has been adopted and implemented by the academy director requires that students achieve a passing grade other than 80%, the standard dictated by the adopted and implemented course shall prevail.

The academy director or his designee shall review each periodic written examination, after the periodic written examination has been administered and graded, to ensure that each student has an opportunity to clarify questions and answers.

5.1.6 Students who fail to achieve a passing grade of at least 70% on a periodic written examination or 80% on the First Aid and Cardiopulmonary Resuscitation written examinations in the Basic Correctional Officer Training shall be retested after a minimum of three calendar days have passed following the notification of such periodic written examination failure. In the event a student fails the written examination at the end of week four, the student will be allowed to take the written

examination the morning of graduation provided they sign a wavier of the three day minimum. This will allow the student to graduate with their class.

Remediation shall be available such that a student will review their written examination under the supervision of the academy director or designee to determine subject area deficiencies as they relate to the Program of Instruction and the Basic Course Curriculum in the Basic Correctional Officer Training.

The academy director or designee shall further assist the student by identifying appropriate remedial assignments and by addressing specific questions which the student might pose.

Students shall be permitted to retest after the failure of a periodic written examination one time per periodic written examination failure in the Basic Correctional Officer Training.

The retest of a periodic written examination shall consist of the same cognitive student performance objectives, number of questions, and type of questions as were used on the failed periodic written examination or First Aid and Cardiopulmonary Resuscitation examination. The retest of a periodic written examination may consist of a reordered version of the initial periodic written examination.

Failure of the student to achieve a passing grade of at least 70% on the periodic written examination or 80% on the First Aid and Cardiopulmonary Resuscitation retest shall result in the dismissal of the student from the Basic Correctional Officer Training.

A student who achieves a passing grade of at least 70% on a periodic written examination or 80% on the First Aid and Cardiopulmonary Resuscitation retest shall remain in the Basic Correctional Officer Training.

Failure by a student on any three of the periodic written examinations not designated as periodic written examination retests shall result in the students dismissal from the Basic Correctional Officer Training regardless of that student's overall academic average.

- 5.1.7 Whenever a student fails to achieve a passing grade of at least 70% on a periodic written examination or 80% on the First Aid and Cardiopulmonary Resuscitation examination in the Basic Correctional Officer Training, that student shall be notified in writing of the periodic written examination failure and the consequences of any further periodic written examination failures.

The written notification shall contain an explanation of how the failure of the periodic written examination may be corrected by means of a periodic written examination retest, unless the periodic written examination failure constitutes the third such periodic written examination failure and results in the student's dismissal from the Basic Correctional Officer Training as provided for in Regulation 5.1.6.

- 5.1.8 Performance examinations shall be administered periodically throughout the Basic Correctional Officer Training in accordance with the Program of Instruction and may be grouped together in order to evaluate performance that includes a combination of psychomotor skills.

A "performance examination" shall be defined as a method of testing which requires

the student to demonstrate a predetermined level of competence in knowledge, skills, or abilities required in the training objectives in conditions which simulate the real-life job environment consistent with the Program of Instruction and the Basic Course Curriculum in the Basic Correctional Officer Training.

The academy director shall be responsible for developing and implementing specific performance examination evaluation forms for each performance examination required in the Basic Correctional Officer Training.

Each performance examination shall be graded on a pass-fail basis consistent with the student performance objectives identified for that specific block of instruction.

The academy director shall have the responsibility to develop hypothetical situations within which the student's psychomotor skills will be evaluated in a performance examination.

- 5.1.9 The hypothetical situations that generate the student performance on a performance examination shall directly relate to the psychomotor skill being evaluated.

Each student shall successfully demonstrate the required psychomotor skills in order to achieve a passing grade on any performance examination. Each student must successfully demonstrate the required psychomotor skills on each of the performance examinations in order to be eligible to complete the Basic Correctional Officer Training.

- 5.1.10 Any student who fails to successfully demonstrate the required psychomotor skills on a performance examination on the first graded attempt shall be provided structured remediation by the academy director or designee prior to being retested.

Structured remediation shall take the form of an evaluation of the student's performance as it relates to the required psychomotor skills, a demonstration of the required psychomotor skills, and reasonable time for structured practice of the required psychomotor skills.

A performance examination retest shall be conducted in such a manner so as to provide the student with as identical a re-creation of the initial hypothetical situation used in the performance examination as possible.

A student shall be permitted one performance examination retest per performance examination failure.

A student who is unable to successfully demonstrate the required psychomotor skills on the performance examination retest shall be notified of such in writing and dismissed from the Basic Correctional Officer Training.

- 5.1.11 Firearms qualification in the Basic Correctional Officer Training shall be conducted in accordance with the Georgia Double Action (modified) Course.

To successfully complete the firearms range qualification requirement of the Basic Correctional Officer Training, each student must successfully achieve two qualifying scores of 70% or greater on the Georgia Semi-Auto Course (GSAC) or the Georgia Double Action Course (GDAC), as adopted by POST. On qualification day, students will be allowed to shoot a maximum of five firing orders to obtain two qualifying scores of 70% or greater. Students who fail to qualify will be retested the following week and

be allowed to shoot three firing orders to obtain the two qualifying scores of 70% or greater.

A minimum of 200 rounds of ammunition shall be fired by each student in practice and qualification.

A student who is unable to successfully achieve two qualifying scores of 70% or greater shall be notified of such in writing and dismissed from the Basic Correctional Officer Training.

The student shall be required to fire a minimum of 24 rounds of ammunition under severely subdued lighting conditions for familiarization purposes on a course of fire approved by the academy director.

5.1.12 Students dismissed from the Basic Correctional Officer Training Program for failure to meet the minimum academic requirements including, but not limited to, periodic written examinations, performance examinations, and/or firearms qualifications, which have been established by POST and who are subsequently readmitted to the Basic Correctional Officer Training Program must successfully complete:

- (1) blocks of instructions specifically identified on the new POSTForm 2;
- (2) any performance examination on which the student failed to demonstrate the required psychomotor skills; and
- (3) firearms qualifications if the student failed to achieve qualifying scores as required.

The academy director shall ensure that the student's POSTForm 2, a written explanation of the student's dismissal (if other than academic), and a completed POSTForm 2A are forwarded to the POST Certification Unit within five business days after the completion of the course.

5.1.13 The agency head or designee of any student dismissed from the Basic Correctional Officer Training due to failure to achieve a passing grade of at least 70% on a periodic written examination, failure to successfully demonstrate required psychomotor skills on a performance examination, or failure to achieve three consecutive scores averaging 70% or greater on the approved firearms course shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POSTForm 2 and attached written documentation of the student's dismissal, are forwarded to the POST Certification Unit within five business days.

5.1.14 It shall be the responsibility of the academy director to ensure that test questions are treated in a confidential manner and that printed test questions are disposed of in a manner which will ensure that they cannot be re-created.

5.1.15 It shall be the responsibility of the academy director to ensure that the Basic Correctional

Officer Training is instructed in a manner consistent with the applicable Program of Instruction and Basic Course Curriculum and that the academy has a current lesson plan on file for each block of instruction.

The academy director shall have the discretion to modify instructional hours for a specific block of instruction within a functional area.

- 5.1.16 It shall be the responsibility of the academy director to ensure that each instructor who instructs during the Basic Correctional Officer Training is a Georgia Peace Officer Standards and Training Council certified general, specialized, professional, or guest instructor.

## **5.2 ATTENDANCE IN THE BASIC CORRECTIONAL OFFICER TRAINING**

Because of the comprehensive building-block nature of the basic course, it is vital that students attend the entire Basic Correctional Officer Training. Though emergencies do arise, absence must be kept to a minimum and the following regulations applied:

- 5.2.1 Absent a verified emergency, student absence shall be kept to a minimum. Students attending the Basic Correctional Officer Training are not eligible for non-excused absences.
- 5.2.2 Students shall not be absent for more than 5% of the Basic Correctional Officer Training. Students shall not sign a POSTForm C-12 until the course is completed.
- 5.2.3 Student absences from the Basic Correctional Officer Training for any reason shall be reported to the student's agency head or designee.

The academy director shall have the discretion to determine the means of notifying the student's agency head or designee of any student absence.

A student shall be absent if that student fails to report within fifteen (15) minutes of the scheduled starting time for the Basic Correctional Officer Training, unless that student's absence has been excused for cause by the academy director.

- 5.2.4 Students dismissed from the Basic Correctional Officer Training for absenteeism in excess of 5% and who are subsequently authorized to attend the Basic Correctional Officer Training must successfully complete the entire program unless the absenteeism is due to medical reasons.
- 5.2.5 The agency head or designee of any student dismissed from the Basic Correctional Officer Training due to excessive absenteeism shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POSTForm 2 and attached written documentation of the student's dismissal, are forwarded to the POST Certification Unit within five business days.

### **5.3 DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC CORRECTIONAL OFFICER TRAINING**

5.3.1 Each Peace Officer Standards and Training Council certified academy shall establish and enforce certain objective rules of conduct.

In addition to such local regulations, the following standardized regulations shall be adhered to by all students attending the Basic Correctional Officer Training.

5.3.2 The agency head or designee of any student dismissed from the Basic Correctional Officer Training as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POSTForm 2 and attached written documentation of the student's dismissal, are forwarded to the POST Certification Unit within five business days.

5.3.3 Whenever a student is dismissed from the Basic Correctional Officer Training as a result of disciplinary action, the student shall be provided an informal due process hearing.

The academy director shall be responsible for ensuring that the informal due process hearing is provided in a timely manner.

The student shall not have a right to call or question witnesses, compel the production of documents, compel the production of evidence, or to be represented by legal counsel at the informal due process hearing. At the informal due process hearing:

- (1) the student shall be notified of the specific reason for dismissal, and
- (2) the student shall be provided with the opportunity to make a statement.

5.3.4 Students dismissed from the Basic Correctional Officer Training as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy and who are subsequently authorized to attend the Basic Correctional Officer Training must successfully complete the entire program.

## **6. BASIC PROBATION OFFICER TRAINING COURSE**

### **6.1. TESTING IN THE BASIC PROBATION OFFICER TRAINING COURSE**

6.1.1 Testing for the Basic Probation Officer Training Course shall consist of two types:

- (1) written examinations which evaluate cognitive knowledge, and
- (2) performance examinations which evaluate psychomotor skills.

6.1.2 A minimum of six (6) periodic written examinations shall be administered during the Basic Probation Officer Training Course.

6.1.3 Written examination questions for the Basic Probation Officer Training Course shall be randomly generated from the Basic Probation Officer Training Course curriculum.

6.1.4 The content of each periodic written examination in the Basic Probation Officer Training Course shall directly relate to the content of the learned behavior or knowledge being assessed as defined by the Program of Instruction and the Basic Course Curriculum.

Each periodic written examination shall contain a minimum of fifty written examination questions generated from the Basic Probation Officer course curriculum.

6.1.5 Students shall be required to achieve a passing grade of at least 70% on each of the periodic written examinations in the Basic Probation Officer Training Course.

The academy director or his designee shall review each periodic written examination, after the periodic written examination has been administered and graded, to ensure that each student has an opportunity to clarify questions and answers.

6.1.6 Students who fail to achieve a passing grade of at least 70% on a periodic written examination in the Basic Probation Officer Training Course shall be retested after a minimum of three calendar days have passed following the notification of such periodic written examination failure.

Remediation shall be available such that a student will review their written examination under the supervision of the academy director or designee to determine subject area deficiencies as they relate to the Program of Instruction and the Basic Course Curriculum in the Basic Probation Officer Training Course.

The academy director or designee shall further assist the student by identifying appropriate remedial assignments and by addressing specific questions which the student might pose.

Students shall be permitted to retest after the failure of a periodic written examination one time per periodic written examination failure in the Basic Probation Officer Training Course.

The retest of a periodic written examination shall consist of the same cognitive student performance objectives, number of questions, and type of questions as were used on the failed periodic written examination. The retest of a periodic written examination may consist of a reordered version of the initial periodic written examination.

Failure of the student to achieve a passing grade of at least 70% on the periodic written examination retest shall result in the dismissal of the student from the Basic Probation Officer Training Course.

A student who achieves a passing grade of at least 70% on a periodic written examination retest shall remain in the Basic Probation Officer Training Course.

Failure by a student on any three of the periodic written examinations not designated as periodic written examination retests shall result in the students dismissal from the Basic Probation Officer Training Course regardless of that student's overall academic average.

- 6.1.7 Whenever a student fails to achieve a passing grade of at least 70% on a periodic written examination in the Basic Probation Officer Training Course, that student shall be notified in writing of the periodic written examination failure and the consequences of any further periodic written examination failures.

The written notification shall contain an explanation of how the failure of the periodic written examination may be corrected by means of a periodic written examination retest, unless the periodic written examination failure constitutes the third such periodic written examination failure and results in the student's dismissal from the Basic Probation Officer Training Course as provided for in Regulation 6.1.6.

- 6.1.8 Performance examinations shall be administered periodically throughout the Basic Probation Officer Training Course in accordance with the Program of Instruction and may be grouped together in order to evaluate performance which includes a combination of psychomotor skills.

A "performance examination" shall be defined as a method of testing which requires the student to demonstrate a predetermined level of competence in knowledge, skills, or abilities required in the training objectives in conditions which simulate the real-life job environment consistent with the Program of Instruction and the Basic Course Curriculum in the Basic Probation Officer Training Course.

The academy director, or designee, shall be responsible for developing and implementing specific performance examination evaluation forms for each performance examination required in the Basic Probation Officer Training Course.

Each performance examination shall be graded on a pass-fail basis consistent with the student performance objectives identified for that specific block of instruction.

The academy director, or designee, shall have the responsibility to develop hypothetical situations within which the student's psychomotor skills will be evaluated in a performance examination.

- 6.1.9 The hypothetical situations which generate the student performance on a performance examination shall directly relate to the psychomotor skill being evaluated.

Each student shall successfully demonstrate the required psychomotor skills in order to achieve a passing grade on any performance examination.

Each student must successfully demonstrate the required psychomotor skills on each of the performance examinations in order to be eligible to complete the Basic

## Probation Officer Training Course.

- 6.1.10 Any student who fails to successfully demonstrate the required psychomotor skills on a performance examination on the first graded attempt shall be provided structured remediation by the academy director or designee prior to being retested.

Any student who is not in attendance during a psychomotor examination shall be deemed to have failed that examination and may be eligible for a retest.

Structured remediation shall take the form of an evaluation of the student's performance as it relates to the required psychomotor skills, a demonstration of the required psychomotor skills, and reasonable time for structured practice of the required psychomotor skills.

A performance examination retest shall be conducted in such a manner so as to provide the student with as identical a re-creation of the initial hypothetical situation used in the performance examination as possible.

A student shall be permitted one performance examination retest per performance examination failure.

A student who is unable to successfully demonstrate the required psychomotor skills on the performance examination retest shall be notified of such in writing and dismissed from the Basic Probation Officer Training Course.

- 6.1.11 Firearms qualification in the Basic Probation Officer Training Course shall be conducted in accordance with the Georgia Double Action Course or the Georgia Semiautomatic Pistol Course as adopted by the Georgia Peace Officer Standards and Training Council.

To successfully complete the firearms range qualification requirement of the Basic Probation Officer Training Course, each student must successfully achieve a qualifying score of 70% or greater on the Georgia Double Action Course or the Georgia Semiautomatic Pistol Course with their respective departmental issued or approved weapon.

A minimum of 350 rounds of ammunition shall be fired by each student in practice and qualification.

In the event that a student fails to achieve a qualifying score of 70% or greater after firing the minimum of 350 rounds of ammunition allocated by the academy, the student may, at the discretion of the academy director, be authorized an additional 50 rounds of ammunition for qualification.

Nothing in these regulations shall preclude the academy director from requiring that the student furnish the additional 50 rounds of ammunition beyond the initial 350 rounds of ammunition initially allocated for each student.

Under no circumstances shall a student in the Basic Probation Officer Training Course who is unable to successfully achieve a qualifying scores of 70% or greater be permitted to fire more than 400 rounds of ammunition for practice and qualification.

A student who is unable to successfully achieve a qualifying score of 70% or greater shall be notified of such in writing and dismissed from the Basic Probation Officer Training Course.

The student shall be required to fire a minimum of 50 rounds of ammunition under severely subdued lighting conditions for familiarization purposes on a course of fire approved by the academy director.

6.1.12 Students dismissed from the Basic Probation Officer Training Course for failure to meet the minimum academic requirements including, but not limited to, periodic written examinations, performance examinations, and firearms qualifications, which have been established by the Georgia Peace Officer Standards and Training Council and who are subsequently readmitted to the Basic Probation Officer Training Course must successfully complete:

- (1) blocks of instructions specifically identified on the POSTForm 2A;
- (2) any performance examination on which the student failed to demonstrate the required psychomotor skills; and
- (3) firearms qualifications if the student failed to achieve a qualifying scores of 70% or greater.

6.1.13 The agency head or designee of any student dismissed from the Basic Probation Officer Training Course due to failure to achieve a passing grade of at least 70% on a periodic written examination, failure to successfully demonstrate required psychomotor skills on a performance examination, or failure to achieve a qualifying score of 70% or greater on the approved firearms course shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POSTForm 2 and a written explanation of the student's dismissal are forwarded to the Georgia Peace Officer Standards and Training Council within five business days.

6.1.14 It shall be the responsibility of the academy director to ensure that test questions which have been randomly generated are treated in a confidential manner and that printed test questions are disposed of in a manner which will ensure that they cannot be re-created.

The academy director shall notify the Georgia Peace Officer Standards and Training Council Training Standards Division Director in writing whenever confidentiality has been compromised and, whenever possible, specifically identify the test questions which have been compromised.

6.1.15 It shall be the responsibility of the academy director, or designee to ensure that the Basic Probation Officer Training Course is instructed in a manner consistent with the applicable Program of Instruction and Basic Course Curriculum and that the academy has a current lesson plan on file for each block of instruction.

The academy director shall have the discretion to modify instructional hours for a specific block of instruction within a functional area.

6.1.16 It shall be the responsibility of the academy director to ensure that each instructor who instructs during the Basic Probation Officer Training Course is a Georgia Peace Officer Standards and Training Council certified general, specialized, professional, or guest instructor.

## **6.2 ATTENDANCE IN THE BASIC PROBATION OFFICER TRAINING COURSE**

6.2.1 Because of the comprehensive building-block nature of the basic course, it is vital that students attend the entire Basic Probation Officer Training Course. Though emergencies do arise, absence must be kept to a minimum and the following regulations applied:

6.2.2 Absent a verified emergency, student absence shall be kept to a minimum. Students attending the Basic Probation Officer Training Course are not eligible for non-excused absences.

6.2.3 Students shall not be absent for more than 5% of the Basic Probation Officer Training Course. Students shall not sign a POSTForm C-12 until the course is completed.

6.2.4 Student absences from the Basic Probation Officer Training Course for any reason shall be reported to the student's agency head or designee.

The academy director shall have the discretion to determine the means of notifying the student's agency head or designee of any student absence.

A student shall be absent if that student fails to report within fifteen minutes of the scheduled starting time for the Basic Probation Officer Training Course, unless that student's absence has been excused for cause by the academy director, or designee.

6.2.5 Students dismissed from the Basic Probation Officer Training Course for absenteeism in excess of 5% and who are subsequently authorized to attend the Basic Probation Officer Training Course must successfully complete the entire course.

Students re-entering the academy at a subsequent session of the Basic Probation Officer Training Course shall do so on a non-reimbursable basis.

6.2.6 The agency head or designee of any student dismissed from the Basic Probation Officer Training Course due to excessive absenteeism shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POSTForm 2 and a written explanation of the student's dismissal forwarded to the Georgia Peace Officer Standards and Training Council within five business days.

## **6.3 DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC PROBATION OFFICER TRAINING COURSE**

6.3.1 Each Peace Officer Standards and Training Council certified academy shall establish and enforce certain objective rules of conduct.

In addition to such local regulations, the following standardized regulations shall be adhered to by all students attending the Basic Probation Officer Training Course.

6.3.2 The agency head or designee of any student dismissed from the Basic Probation Officer Training Course as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy shall be notified in writing of that dismissal within five business days.

The academy director, or designee shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

Additionally, the academy director, or designee shall ensure that the student's POSTForm 2 and a written explanation of the student's dismissal are forwarded to the Georgia Peace Officer Standards and Training Council within five business days.

6.3.3 Whenever a student is dismissed from the Basic Probation Officer Training Course as a result of disciplinary action, the student shall be provided an informal due process hearing.

The academy director shall be responsible for ensuring that the informal due process hearing is provided in a timely manner.

The student shall not have a right to call or question witnesses, compel the production of documents, compel the production of evidence, or to be represented by legal counsel at the informal due process hearing. At the informal due process hearing:

(1) the student shall be notified of the specific reason for dismissal, and

(1) the student shall be provided with the opportunity to make a statement.

6.3.4 Students dismissed from the Basic Probation Officer Training Course as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy and who are subsequently authorized to attend the Basic Probation Officer Training Course must successfully complete the entire course.

6.3.5 The Discipline and Grievance Procedures regulations apply equally to all students including, but not limited to, pre-service students, sponsored part-time students, sponsored full-time students, and sponsored part-time or reserve students in the Basic Probation Officer Training Course.

## **7. BASIC JUVENILE CORRECTIONAL OFFICER TRAINING COURSE**

### **7.1. TESTING IN THE BASIC JUVENILE CORRECTIONAL OFFICER TRAINING COURSE**

7.1.1 Testing for the Basic Juvenile Correctional Officer Training Course shall consist of two types:

- (1) written examinations which evaluate cognitive knowledge, and
- (2) performance examinations which evaluate psychomotor skills.

7.1.2 A minimum of six (6) periodic written examinations shall be administered during the Basic Juvenile Correctional Officer Training Course.

7.1.4 The content of each periodic written examination in the Basic Juvenile Correctional Officer Training Course shall directly relate to the content of the learned behavior or knowledge being assessed as defined by the student performance objectives on file with Georgia POST.

Each periodic written examination shall contain a minimum of twenty written examination questions.

7.1.5 Students shall be required to achieve a passing grade of at least 70% on each of the periodic written examinations in the Basic Juvenile Correctional Officer Training Course.

Any student who is not in attendance during a periodic written examination shall be deemed to have failed that examination and may be eligible for a retest.

The academy director or his designee shall review each periodic written examination, after the periodic written examination has been administered and graded, to ensure that each student has an opportunity to clarify questions and answers.

7.1.6 Students who fail to achieve a passing grade of at least 70% on a periodic written examination in the Basic Juvenile Correctional Officer Training Course shall be retested after a minimum of three calendar days have passed following the notification of such periodic written examination failure.

Remediation shall be available such that a student will review their written examination under the supervision of the academy director or designee to determine subject area deficiencies as they relate to the program and the Basic Course Curriculum in the Basic Juvenile Correctional Officer Training Course.

The academy director or designee shall further assist the student by identifying appropriate remedial assignments and by addressing specific questions which the student might pose.

Students shall be permitted to retest after the failure of a periodic written examination one time per periodic written examination failure in the Basic Juvenile Correctional Officer Training Course.

The retest of a periodic written examination shall consist of the same cognitive student performance objectives, number of questions, and type of questions as were

used on the failed periodic written examination. The retest of a periodic written examination may consist of a reordered version of the initial periodic written examination.

Failure of the student to achieve a passing grade of at least 70% on the periodic written examination retest shall result in the dismissal of the student from the Basic Juvenile Correctional Officer Training Course.

A student who achieves a passing grade of at least 70% on a periodic written examination retest shall remain in the Basic Juvenile Correctional Officer Training Course.

Failure by a student on any three of the periodic written examinations not designated as periodic written examination retests shall result in the student's dismissal from the Basic Juvenile Correctional Officer Training Course regardless of that student's overall academic average.

- 7.1.7 Whenever a student fails to achieve a passing grade of at least 70% on a periodic written examination in the Basic Juvenile Correctional Officer Training Course, that student shall be notified in writing of the periodic written examination failure and the consequences of any further periodic written examination failures.

The written notification shall contain an explanation of how the failure of the periodic written examination may be corrected by means of a periodic written examination retest, unless the periodic written examination failure constitutes the third such periodic written examination failure and results in the student's dismissal from the Basic Juvenile Correctional Officer Training Course as provided for in Regulation 7.1.6.

- 7.1.8 Performance examinations shall be administered periodically throughout the Basic Juvenile Correctional Officer Training Course in accordance with the Program of Instruction and may be grouped together in order to evaluate performance which includes a combination of psychomotor skills.

A "performance examination" shall be defined as a method of testing which requires the student to demonstrate a predetermined level of competence in knowledge, skills, or abilities required in the training objectives in conditions which simulate the real-life job environment consistent with the Program of Instruction and the Basic Course Curriculum in the Basic Juvenile Correctional Officer Training Course.

The academy director shall be responsible for developing and implementing specific performance examination evaluation forms for each performance examination required in the Basic Juvenile Correctional Officer Training Course.

Each performance examination shall be graded on a pass-fail basis consistent with the student performance objectives identified for that specific block of instruction.

The academy director shall have the responsibility to develop hypothetical situations within which the student's psychomotor skills will be evaluated in a performance examination.

- 7.1.9 The hypothetical situations which generate the student performance on a performance examination shall directly relate to the psychomotor skill being evaluated.

Each student shall successfully demonstrate the required psychomotor skills in order to achieve a passing grade on any performance examination.

Each student must successfully demonstrate the required psychomotor skills on each of the performance examinations in order to be eligible to complete the Basic Juvenile Correctional Officer Training Course.

- 7.1.10 Any student who fails to successfully demonstrate the required psychomotor skills on a performance examination on the first graded attempt shall be provided structured remediation by the academy director or designee prior to being retested.

Any student who is not in attendance during a psychomotor examination shall be deemed to have failed that examination and may be eligible for a retest.

Structured remediation shall take the form of an evaluation of the student's performance as it relates to the required psychomotor skills, a demonstration of the required psychomotor skills, and reasonable time for structured practice of the required psychomotor skills.

A performance examination retest shall be conducted in such a manner so as to provide the student with as identical a re-creation of the initial hypothetical situation used in the performance examination as possible.

A student shall be permitted one performance examination retest per performance examination failure.

A student who is unable to successfully demonstrate the required psychomotor skills on the performance examination retest shall be notified of such in writing and dismissed from the Basic Juvenile Correctional Officer Training Course.

- 7.1.12 Students dismissed from the Basic Juvenile Correctional Officer Training Course for failure to meet the minimum academic requirements including, but not limited to, periodic written examinations and performance examinations which have been established by the Georgia Peace Officer Standards and Training Council and who are subsequently readmitted to the Basic Juvenile Correctional Officer Training Course will begin as a new student.

- 7.1.13 The facility/program director or designee of any student dismissed from the Basic Juvenile Correctional Officer Training Course due to failure to achieve a passing grade of at least 70% on a periodic written examination or failure to successfully demonstrate required psychomotor skills on a performance examination shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such facility/program director or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POSTForm 2, and a written explanation of the student's dismissal is forwarded to the Georgia Peace Officer Standards and Training Council within five business days.

- 7.1.14 It shall be the responsibility of the academy director to ensure that test are treated in a confidential manner and that printed test questions are disposed of in a manner which will ensure that they cannot be re-created.

- 7.1.15 It shall be the responsibility of the academy director to ensure that the Basic Juvenile Correctional Officer Training Course is instructed in a manner consistent with the applicable Program of Instruction and Basic Course Curriculum and that the academy has a current lesson plan on file for each block of instruction.

The academy director shall have the discretion to modify instructional hours for a specific block of instruction within a functional area.

- 7.1.16 It shall be the responsibility of the academy director to ensure that each instructor who instructs during the Basic Juvenile Correctional Officer Training Course is a Georgia Peace Officer Standards and Training Council certified general, specialized, professional, or guest instructor.

## **7.2 ATTENDANCE IN THE JUVENILE CORRECTIONAL OFFICER TRAINING COURSE**

Because of the comprehensive building-block nature of the basic course, it is vital that students attend the entire 160 hour Basic Juvenile Correctional Officer Training Course. Though emergencies do arise, absence must be kept to a minimum and the following regulations applied:

- 7.2.1 Absent a verified emergency, student absence shall be kept to a minimum. Students attending the Basic Juvenile Correctional Officer Training Course are not eligible for non-excused absences.

- 7.2.2 Students shall not be absent for more than 5% of the Basic Juvenile Correctional Officer Training Course. Students shall not sign a POSTForm C-12 until the course is completed.

- 7.2.3 Student absences from the Basic Juvenile Correctional Officer Training Course for any reason shall be reported to the student's facility/program director or designee.

The academy director shall have the discretion to determine the means of notifying the student's facility/program director or designee of any student absence.

A student shall be absent if that student fails to report within fifteen minutes of the scheduled starting time for the Basic Juvenile Correctional Officer Training Course, unless that student's absence has been excused for cause by the academy director.

- 7.2.4 Students dismissed from the Basic Juvenile Correctional Officer Training Course for absenteeism in excess of 5% and who are subsequently authorized to attend the Basic Juvenile Correctional Officer Training Course must successfully complete the entire program unless the absenteeism is due to medical reasons.

- 7.2.5 The facility/program director or designee of any student dismissed from the Basic Juvenile Correctional Officer Training Course due to excessive absenteeism shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such facility/program director or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POSTForm 2, and a written explanation of the student's removal are forwarded to the Georgia Peace Officer Standards and Training Council within five business days.

### **7.3 DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC JUVENILE CORRECTIONAL OFFICER TRAINING COURSE**

7.3.1 Each Peace Officer Standards and Training Council certified academy shall establish and enforce certain objective rules of conduct.

In addition to such local regulations, the following standardized regulations shall be adhered to by all students attending the Basic Juvenile Correctional Officer Training Course.

7.3.2 The agency head or designee of any student dismissed from the Basic Juvenile Correctional Officer Training Course as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

Additionally, the academy director shall ensure that the student's POSTForm 2, and a written explanation of the student's dismissal are forwarded to the Georgia Peace Officer Standards and Training Council within five business days.

7.3.3 Whenever a student is dismissed from the Basic Juvenile Correctional Officer Training Course as a result of disciplinary action, the student shall be provided an informal due process hearing.

The academy director shall be responsible for ensuring that the informal due process hearing is provided in a timely manner.

The student shall not have a right to call or question witnesses, compel the production of documents, compel the production of evidence, or to be represented by legal counsel at the informal due process hearing. At the informal due process hearing:

- (1) the student shall be notified of the specific reason for dismissal, and
- (2) the student shall be provided with the opportunity to make a statement.

7.3.4 Students dismissed from the Basic Juvenile Correctional Officer Training Course as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy and who are subsequently authorized to attend the Basic Training Course again must do so as a new student.

7.3.5 The Discipline and Grievance Procedures regulations apply equally to all students including, but not limited to, in-service, pre-service students, or privately sponsored students.

## **8. PAROLE OFFICER TRAINING COURSE**

### **8.1. TESTING IN THE BASIC PAROLE OFFICER TRAINING COURSE**

8.1.1 Testing for the Basic Parole Officer Training shall consist of two types:

- (1) written examinations which evaluate cognitive knowledge, and
- (2) performance examinations which evaluate psychomotor skills.

8.1.2 A minimum of six (6) periodic written examinations shall be administered during the Basic Parole Officer Training. There shall be written examinations which test first aid and cardiopulmonary resuscitation as required by the First Aid and Cardiopulmonary Resuscitation Program of Instruction in the Basic Parole Officer Training.

8.1.3 Written examination questions for the Basic Parole Officer Training shall be randomly generated when developing periodic written examinations.

8.1.4 The content of each periodic written examination in the Basic Parole Officer Training shall directly relate to the content of the learned behavior or knowledge being assessed as defined by the Program of Instruction and the Basic Course Curriculum.  
Each periodic written examination shall contain a minimum of fifty written examination questions which have been randomly generated. Topical exams may contain fewer questions depending on the nature of the material being tested.

8.1.5 Students shall be required to achieve a passing grade of at least 70% on each of the periodic written examinations in the Basic Parole Officer Training.

The academy director shall have the discretion to adopt and to implement such First Aid and Cardiopulmonary Resuscitation tests as may be available from or equivalent to the American Red Cross or the American Heart Association.

In the event that a first aid or cardiopulmonary resuscitation course which has been adopted and implemented by the academy director requires that students achieve a passing grade other than 80%, the standard dictated by the adopted and implemented course shall prevail.

The academy director or his designee shall review each periodic written examination, after the periodic written examination has been administered and graded, to ensure that each student has an opportunity to clarify questions and answers.

8.1.6 Students who fail to achieve a passing grade on a periodic written examination in the Basic Parole Officer Training shall be retested after a minimum of three calendar days have passed following the notification of such periodic written examination failure.

Remediation shall be available such that a student will review their written examination under the supervision of the academy director or designee to determine subject area deficiencies as they relate to the Program of Instruction and the Basic Course Curriculum in the Basic Parole Officer Training.

The academy director or designee shall further assist the student by identifying appropriate remedial assignments and by addressing specific questions which the student might pose.

Students shall be permitted to retest after the failure of a periodic written examination one time per periodic written examination failure in the Basic Parole Officer Training.

The retest of a periodic written examination shall consist of the same cognitive student performance objectives, number of questions, and type of questions as were used on the failed periodic written examination or First Aid and Cardiopulmonary Resuscitation examination. The retest of a periodic written examination may consist of a reordered version of the initial periodic written examination.

Failure of the student to achieve a passing grade on the periodic written examination shall result in the dismissal of the student from the Basic Parole Officer Training.

A student who achieves a passing grade on a retest shall remain in the Basic Parole Officer Training.

Failure by a student on a third periodic written examination retest shall result in the student's dismissal from the Basic Parole Officer Training regardless of that student's overall academic average.

- 8.1.7 Whenever a student fails to achieve a passing grade on a periodic written examination in the Basic Parole Officer Training, that student shall be notified in writing of the periodic written examination failure and the consequences of any further periodic written examination failures.

The written notification shall contain an explanation of how the failure of the periodic written examination may be corrected by means of a periodic written examination retest, unless the periodic written examination failure constitutes the third such periodic written examination failure and results in the student's dismissal from the Basic Parole Officer Training as provided for in Regulation 8.1.6.

- 8.1.8 Performance examinations shall be administered periodically throughout the Basic Parole Officer Training in accordance with the Program of Instruction and may be grouped together in order to evaluate performance that includes a combination of psychomotor skills.

A "performance examination" shall be defined as a method of testing which requires the student to demonstrate a predetermined level of competence in knowledge, skills, or abilities required in the training objectives in conditions which simulate the real-life job environment consistent with the Program of Instruction and the Basic Course Curriculum in the Basic Parole Officer Training.

The academy director shall be responsible for developing and implementing specific performance examination evaluation forms for each performance examination required in the Basic Parole Officer Training.

Each performance examination shall be graded on a pass-fail basis consistent

with the student performance objectives identified for that specific block of instruction.

The academy director shall have the responsibility to develop hypothetical situations within which the student's psychomotor skills will be evaluated in a performance examination.

- 8.1.9 The hypothetical situations that generate the student performance on a performance examination shall directly relate to the psychomotor skill being evaluated.

Each student shall successfully demonstrate the required psychomotor skills in order to achieve a passing grade on any performance examination. Each student must successfully demonstrate the required psychomotor skills on each of the performance examinations in order to be eligible to complete the Basic Parole Officer Training.

- 8.1.10 Any student who fails to successfully demonstrate the required psychomotor skills on a performance examination on the first graded attempt shall be provided structured remediation by the academy director or designee prior to being retested.

Structured remediation shall take the form of an evaluation of the student's performance as it relates to the required psychomotor skills, a demonstration of the required psychomotor skills, and reasonable time for structured practice of the required psychomotor skills.

A performance examination retest shall be conducted in such a manner so as to provide the student with as identical a re-creation of the initial hypothetical situation used in the performance examination as possible.

A student shall be permitted one performance examination retest per performance examination failure.

A student who is unable to successfully demonstrate the required psychomotor skills on the performance examination retest shall be notified of such in writing and dismissed from the Basic Parole Officer Training.

- 8.1.11 Firearms qualification in the Basic Parole Officer Training shall be conducted in accordance with the Georgia Double Action Course (GDAC/GSAC), as adopted by POST.

To successfully complete the firearms range qualification requirement of the Basic Parole Officer Training, each student must successfully two qualifying scores of 80% or greater on the Georgia Double Action Course (GDAC/GSAC) with their departmental issued or approved weapon.

A minimum of 400 rounds of ammunition shall be fired by each student in practice and qualification.

In the event that a student fails to achieve two qualifying scores of 80% or greater with the initial 400 rounds of ammunition, the student may, at the discretion of the academy director, be authorized an additional number of rounds of ammunition, not to exceed 400, for remediation, practice and qualification.

**NOTE:** The maximum number of rounds of ammunition available for each student is 800 (400 mandatory rounds and a maximum of 400 discretionary rounds.)

A student who is unable to successfully achieve two qualifying scores of 80% or greater shall be notified of such in writing and dismissed from the Basic Parole Officer Training.

8.1.12 Students dismissed from the Basic Parole Officer Training for failure to meet the minimum academic requirements including, but not limited to, periodic written examinations, performance examinations, and firearms qualifications, which have been established by the Georgia Peace Officer Standards and Training Council and who are subsequently readmitted to the Basic Parole Officer Training must successfully complete the entire four week program

8.1.13 The agency head or designee of any student dismissed from the Basic Parole Officer Training due to failure to achieve a passing grade of at least 70% on a periodic written examination or failure to successfully demonstrate required psychomotor skills on a performance examination shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POST Form 2 and attached written documentation of the student's dismissal, are forwarded to POST within five business days.

8.1.14 It shall be the responsibility of the academy director to ensure that test questions are treated in a confidential manner and that printed test questions are disposed of in a manner which will ensure that they cannot be re-created.

8.1.15 It shall be the responsibility of the academy director to ensure that the Basic Parole Officer Training is instructed in a manner consistent with the applicable Program of Instruction and Basic Course Curriculum and that the academy has a current lesson plan on file for each block of instruction.

The academy director shall have the discretion to modify instructional hours for a specific block of instruction within a functional area.

8.1.16 It shall be the responsibility of the academy director to ensure that each instructor who instructs during the Basic Parole Officer Training is a Georgia Peace Officer Standards and Training Council certified general, specialized, professional, or guest instructor.

## **8.2 ATTENDANCE IN THE BASIC PAROLE OFFICER TRAINING**

Because of the comprehensive building-block nature of the basic course, it is vital that students attend the entire Basic Parole Officer Training. Though emergencies do arise, absence must be kept to a minimum and the following regulations applied:

- 8.2.1 Absent a verified emergency, student absence shall be kept to a minimum. Students attending the Basic Parole Officer Training are not eligible for non-excused absences.
- 8.2.2 Students shall not be absent for more than 5% of the Basic Parole Officer Training. Students shall not sign a POSTForm C-12 until the course is completed.
- 8.2.3 Student absences from the Basic Parole Officer Training for any reason shall be reported to the student's agency head or designee.

The academy director shall have the discretion to determine the means of notifying the student's agency head or designee of any student absence.

- 8.2.4 Students dismissed from the Basic Parole Officer Training for absenteeism in excess of 5% and who are subsequently authorized to attend the Basic Parole Officer Training must successfully complete the entire program unless the absenteeism is due to medical reasons.
- 8.2.5 The agency head or designee of any student dismissed from the Basic Parole Officer Training due to excessive absenteeism shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POSTForm 2 and attached written documentation of the student's dismissal, are forwarded to POST within five business days.

## **8.3 DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC PAROLE OFFICER TRAINING**

- 8.3.1 Each Peace Officer Standards and Training Council certified academy shall establish and enforce certain objective rules of conduct.

In addition to such local regulations, the following standardized regulations shall be adhered to by all students attending the Basic Parole Officer Training.

- 8.3.2 The agency head or designee of any student dismissed from the Basic Parole Officer Training as a result of a violation of these rules or a violation of policies, procedures, or rules which are specific to the academy shall be notified in writing of that dismissal within five business days.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POSTForm 2 and attached written documentation of the student's dismissal, are forwarded to POST within five business days.

- 8.3.3 Whenever a student is dismissed from the Basic Parole Officer Training as a result of disciplinary action, the student shall be provided an informal due process hearing.

The academy director shall be responsible for ensuring that the informal due process hearing is provided in a timely manner.

The student shall not have a right to call or question witnesses, compel the production of documents, compel the production of evidence, or to be represented by legal counsel at the informal due process hearing. At the informal due process hearing:

9. the student shall be notified of the specific reason for dismissal, and
10. the student shall be provided with the opportunity to make a statement.

- 8.3.4 Students dismissed from the Basic Parole Officer Training as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy and who are subsequently authorized to attend the Basic Parole Officer Training must successfully complete the entire program.

## **9. MUNICIPAL PROBATION OFFICER TRAINING COURSE**

### **9.1 TESTING IN THE MUNICIPAL PROBATION OFFICER TRAINING COURSE**

9.1.1 A minimum of three (3) periodic written examinations shall be administered during the Municipal Probation Officer Training Course.

9.1.2 Written examination questions for Municipal Probation Officer Training Course shall be randomly generated from the POST's Master Question Bank (MQB) when developing periodic written examinations.

Questions not included in the MQB may be used on periodic written examinations only with the expressed written approval of the POST Training Standards Division Director.

Each periodic weekly examination shall contain a minimum of fifty written examination questions which have been randomly generated from the POST's MQB. Topical exams may contain fewer questions depending on the nature of the material being tested, but must be approved by POST.

9.1.3 Students who fail to achieve a passing grade on a periodic written examination shall be retested after a minimum of three calendar days have passed following the notification of such periodic written examination failure.

Remediation shall be available such that a student will review their written examination under the supervision of the academy director or designee to determine subject area deficiencies as they relate to the Program of Instruction and the Basic Course Curriculum.

The academy director or designee shall further assist the student by identifying appropriate remedial assignments and by addressing specific questions which the student might pose.

Students shall only be allowed one re-take per periodic written examination failure in a Basic Municipal Probation Officer Training Course.

The retest of a periodic written examination shall consist of the same cognitive student performance objectives and type of questions as were used on the failed periodic written examination. The retest of a periodic written examination may consist of the same examination, a reordered version of the initial periodic written examination, or a revised examination from the MQB.

Failure of the student to achieve a passing grade on the examination retest shall result in the dismissal of the student from the Basic Municipal Probation Officer Training Course.

A student who achieves a passing grade on an examination retest shall remain in the Basic Municipal Probation Officer Training Course.

Failure by a student on the third periodic examination shall result in the students dismissal from a Basic Municipal Probation Officer Training Course regardless of that students overall academic average.

- 9.1.4 Whenever a student fails to achieve a passing grade on a periodic written examination in a Basic Municipal Probation Officer Training Course, that student shall be notified in writing of the failure and the consequences of any further periodic written examination failures.

The written notification shall contain an explanation of how the failure of the periodic written examination may be corrected by means of a periodic written examination retest, unless the periodic written examination failure constitutes the third such periodic written examination failure and results in the student's dismissal from a Basic Municipal Probation Officer Training Course as provided for in Regulation 9.1.3.

- 9.1.5 Firearms qualification in the Municipal Probation Officer Training Course shall be conducted in accordance with the Georgia Double Action Course (GDAC/GSAC) as adopted by POST.

To successfully complete the firearms range qualification requirement of the Municipal Probation Officer Training Course, each student must successfully achieve two qualifying scores of 80% or greater on the GDAC/GSAC with their respective departmental issued or approved weapon.

A minimum of 400 rounds of ammunition shall be fired by each student in practice and qualification.

In the event that a student fails to achieve two qualifying scores of 80% or greater on the first two graded attempts, the student may, at the discretion of the academy director, be authorized an additional 400 rounds of ammunition for practice and qualification.

A student who is unable to successfully achieve two qualifying scores of 80% or greater shall be notified of such in writing and dismissed from the Municipal Probation Officer Training Course.

The student shall be required to fire under severely subdued lighting conditions for familiarization purposes on a course of fire approved by the academy director.

Additionally, each student shall be required to fire a minimum number of 5 rounds of shotgun ammunition or a type specified by the academy director for familiarization purposes. The performance examination shall be designed to adequately familiarize the student with the knowledge, skills and abilities required.

- 9.1.6 Students dismissed from a Basic Municipal Probation Officer Training Course for failure to meet the minimum academic requirements including, but not limited to, periodic written examinations, performance examinations, and/or firearms qualifications, which have been established by POST and who are subsequently readmitted to the Basic Municipal Probation Officer Training Course must successfully complete the entire course.

The academy director shall ensure that the student's POSTForm 2 and a written explanation of the student's dismissal, if other than academic, are forwarded to the POST within five business days after the completion of the course.

## **9.2 ATTENDANCE IN A MUNICIPAL PROBATION OFFICER TRAINING COURSE**

9.2.1 If a student is absent, due to an excused absence, for a required performance examination and that performance examination cannot be made up during the current course, then that student's POSTForm 2 will be submitted at the end of the course denoting a failure.

9.2.2 Students dismissed from a Basic Municipal Probation Officer Training Course for absenteeism in excess of 5% and who are subsequently authorized to attend another Basic Municipal Probation Officer Training Course must successfully complete the entire course.

Students re-entering the academy at a subsequent session of a Basic Municipal Probation Officer Training Course shall do so on a non-reimbursable basis if the absence was due to an un-excused absence.

9.2.3 The agency head or designee of any student dismissed from the Basic Municipal Probation Officer Training Course due to excessive absenteeism shall be notified in writing of that dismissal within five business days of that dismissal.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

The academy director shall ensure that the student's POSTForm 2 and a written explanation of the student's dismissal are forwarded to POST within five business days of the completion of the course.

## **9.3 DISCIPLINE AND GRIEVANCE PROCEDURES IN A MUNICIPAL PROBATION OFFICER TRAINING COURSE**

9.3.1 The agency head or designee of any student dismissed from a Training Course as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy shall be notified in writing of that dismissal within five business days of the dismissal.

The academy director shall ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

Additionally, the academy director shall ensure that the student's POSTForm 2 and a written explanation of the student's dismissal are forwarded to the POST within five business days of the completion of the course.

9.3.2 Students dismissed from a Basic Municipal Probation Officer Training Course as a result of a violation of these regulations or a violation of policies, procedures, or rules which are specific to the academy and who are subsequently authorized to attend another Basic Municipal Probation Officer Training Course must successfully complete the entire course.

## **10. ADVANCED/SPECIALIZED CERTIFICATION COURSES**

(Advanced Courses can be conducted by an individual agency, however Specialized Courses can only be conducted through a Certified Police Academy)

### **10.1 TESTING IN ADVANCED/SPECIALIZED CERTIFICATION COURSES**

10.1.1 Testing in an Advanced/Specialized Certification Course shall consist of two types:

- (1) written examinations which evaluate cognitive knowledge, and
- (2) performance examinations which evaluate psychomotor skills.
- (3) all testing for Project Careers/Career Development courses **MUST** be administered by an academy staff member.

10.1.2 Written examination questions for each of the Advanced/Specialized Certification Courses shall be standardized and shall be approved in writing by the POST Training Standards Division Director.

10.1.3 Students who fail to achieve a minimum passing grade on the written examination for any Advanced/Specialized Certification Course shall not be provided with an opportunity to retest and shall not receive any training credit for attending the course.

10.1.4 A student who fails to successfully demonstrate the required psychomotor skills on a required performance examination in an Advanced/Specialized Certification Course shall not be provided with structured remediation nor be retested.

10.1.5 Advanced/Specialized Certification Courses which require firearms qualification as a condition of completion shall be conducted in accordance with the requirements for that specific course.

10.1.6 Students who fail to attain a minimum passing grade on the examination for any Advanced/Specialized Certification Course and who subsequently attends that course at a later date shall be required to attend and successfully complete the entire course.

10.1.7 Upon successful completion of an Advanced/Specialized Certification Course, that student will be provided with a certificate issued by the respective Academy. This certificate will be proof of the students passing of the course.

### **10.2 ATTENDANCE IN ADVANCED/SPECIALIZED CERTIFICATION COURSES**

10.2.1 Due to the comprehensive building-block nature of the Advanced/Specialized Certification Courses, it is vital that students attend the entire course.

10.2.2 Students who fail to attend a minimum of 90% of any Advanced/Specialized Certification Course and who subsequently attends that course at a later date shall be required to attend and successfully complete the entire course.

### **10.3 DISCIPLINE AND GRIEVANCE PROCEDURES IN ADVANCED/SPECIALIZED CERTIFICATION COURSES**

10.3.1 Each academy shall establish and enforce certain objective rules of conduct.

In addition to such local regulations, the following standardized regulations shall be adhered to by all students attending any Advanced/Specialized Certification Course.

10.3.2 It shall be the responsibility of the academy director to notify the student's agency head or designee and the POST Training Standards Division Director in writing within five business days of the dismissal of any student from an Advanced/Specialized Certification Course as a result of a violation of these regulations, a violation of policies, procedures, or rules which are specific to the academy.

10.3.3 Any student who is dismissed from any Advanced/Specialized Certification Course for disciplinary reasons and who subsequently attends that course at a later date shall be required to attend and successfully complete the entire course.

10.3.4 The Discipline and Grievance Procedures regulations apply equally to all students who are admitted to the Advanced/Specialized Certification Courses.

## **11. REFRESHER COURSES**

### **11.1 ATTENDANCE IN REFRESHER COURSES**

11.2.1 Due to the short duration of Refresher courses, it is vital that students attend the entire course.

Aside from any verified emergency, student absences shall be kept to a minimum.

Students may not receive partial credit for a refresher class. In order to receive training credit they must attend 90% of the entire course.

### **11.2 DISCIPLINE AND GRIEVANCE PROCEDURES IN REFRESHER COURSES**

11.3.1 Each academy shall establish and enforce certain objective rules of conduct.

In addition to such local regulations, the following standardized regulations shall be adhered to by all students attending any Refresher course.

11.3.1 Any student who is dismissed from any Refresher course for disciplinary reasons and who subsequently attends that course at a later date shall be required to attend and successfully complete the entire course.

11.3.2 The Discipline and Grievance Procedures regulations apply equally to all students including, but not limited to, employed full-time students, employed part-time or reserve students, and other students who are admitted to any Refresher course.

## 12. GENERAL TESTING PROCEDURES

### 12.1 TESTING AND ETHICS

- 12.1.1 The Council ensures the security of the tests by establishing rules and procedures for test administration.
- 12.1.2 The Council ensures fairness of the testing process by creating and maintaining a Master Test Question Bank for the Basic Law Enforcement Training Course, establishing codes of ethics for both instructors and students, implementing test administration procedures, and monitoring the activities of academies related to test administration, grading, and academic discipline.
- 12.1.3 Each Academy shall have a formal test administration and security policy that includes at a minimum instructions regarding test handling, reviews of exams for preparation for instruction, reviews following the test, grading, and responses to test security breaches.
- 12.1.4 Academy Directors shall ensure their staff's knowledge, understanding, and adherence to POST procedures related to testing ethics, test security and administration, and academic procedures for testing, grading, and discipline. It is the responsibility of the Academy Director to train and instruct each of their instructors on these aspects. This instruction shall include test administrations that require procedural modifications and shall emphasize the need to follow written directions.
- 12.1.5 Academy Directors shall ensure that staff development relating to testing must enable instructors or other test administration personnel to respond knowledgeably to questions related to testing, including the tests, scores, scoring procedures, and other interpretive materials.
- 12.1.6 Academy Directors are responsible for monitoring the test administration process during each course conducted under the academy's auspices (both on and off site). Monitoring will be done by announced and unannounced inspections of test administrations. A form for documenting these inspections is included as Appendix A.
- 12.1.7 Academy Directors shall define unethical testing practices for basic training in their policies and procedures to include at a minimum and not limited to the following:
- Encouraging students to be absent the day of testing;
  - Encouraging students to not to do their best because of purposes of the test;
  - Using secure test items or modified secure test items for instruction;
  - Changing student responses at any time
  - Interpreting, explaining, or paraphrasing the test directions or the test items;
  - Not testing all eligible students;
  - Failing to provide needed modifications during testing, if available;
  - Modifying scoring programs including answer keys, equating files, and lookup tables;
  - Modifying student records solely for the purpose of raising test scores;
  - Using a single test score to make individual decisions; and

- Misleading the public concerning the results and interpretations of test data.

12.1.8 In the event of a violation of these rules, the POST Council may, in accordance with other POST rules, impose any one or more of the following sanctions:

- Reprimand an individual;
- Deny application for certification; and
- Suspend or revoke an individual's officer or instructor certification.

## **12.2 ACADEMY IDENTIFICATION**

12.2.1 Each academy administering written examinations shall adopt a method of distinguishing the identity of the academy administering the exam.

Identification markings such as control or serial numbers, academy logos, or academy name shall appear on each page of each test administered.

## **12.3 TEST ADMINISTRATION AND CONTROL**

12.3.1 Academy Directors are responsible for developing local policies and procedures to ensure maximum test security in coordination with the rules, regulations, policies, and procedures of the Georgia Peace Officer Standards and Training Council. The academy director is also responsible for ensuring test security within their facility and maintaining up-to-date testing guidelines.

12.3.2 Academy Directors have the primary responsibility for test security. Academy Directors will institute security measures to ensure test questions are protected from distribution. Directors will strictly control access to tests and will record access for POST inspection and audit purposes. "Access" to test materials by academy personnel means handling materials but do not include reviewing tests or analyzing test items. The academy director shall designate personnel who are authorized to have access to materials.

12.3.3 The Academy Director shall store test materials in a secure, locked area. The director shall only allow test materials to be distributed immediately prior to test administration. Before each test administration, the instructor administering the test shall accurately count and distribute test materials. Immediately after each test administration, the instructor shall collect, count, and return all test materials to the secure, locked storage area.

12.3.4 Academy Directors will strictly enforce and monitor the responsibilities assigned to their instructors regarding the proctoring of tests.

12.3.5 All examinations shall be in the physical or visual control of the individual administering the test. Every examination shall be administered by an academy staff member who is;

- (1) The Academy Director or,
- (2) The Course Coordinator or,
- (3) An academy staff member who is a P.O.S.T. Certified Instructor qualified to administer the exam.
- (4) An academy certified proctor that meets POST requirements.

12.3.6 Academy Directors will have the ability to specify a proctor for specific exams as long as the proctor meets the following requirements:

- The proctor has been given the academy rules and regulations regarding test administration and the POST guidelines for proctors.
- The proctor has had a formal oral review of the academy rules and the POST guidelines by the Academy Director.
- The proctor has been in a classroom with another academy instructor during an exam for the administration of at least one test and evaluated by the instructor for their ability to properly conduct a test administration.
- The proctor has been given the instructor code of ethics, an explanation on the purpose of the instructor code of ethics acknowledgement, and signed a copy for the academy's proctor file.
- Proctors may be used for a performance based exams only if they are a certified POST instructor for the topic area being tested.
- Proctors may be used for conducting POST Entrance Examinations if they are employed as academy staff and have signed the POST Entrance Examination contract.

## **12.4 REVIEW / RELEASE OF TESTING MATERIALS**

12.4.1 The Academy Director shall not let any person copy, reproduce, or paraphrase in any manner or for any reason the test materials (written or electronic) without their express written authorization.

12.4.2 Occasionally a course instructor may have the need to review a part or the entire test to ensure the required material is being appropriately covered during the instructional process. When this need occurs, the academy shall make sure that sufficient safeguards are implemented to ensure the integrity of the testing process.

12.4.3 The Academy Director will inform all students, staff, instructors, and other administrators of measures regarding breaches of test security. Any person who learns of any breach of security, loss of materials, failure to account for materials, or any other deviation from required security procedures shall immediately report that information to the instructor or academy director. It shall be responsibility of the Academy Director to immediately notify the Georgia Peace Officer Standards and Training Council Certification and Training Division of this breach. The reporting form for test irregularities shall be used for the purpose of providing the details of the breach and the academy's response to the incident to the Georgia Peace Officer Standards and Training Council Certification and Training Division once a response has been determined.

## **12.5 TESTING IRREGULARITIES AND ACADEMIC DISHONESTY**

12.5.1 Academy Directors will immediately notify the Council's Certification and Training Division at the discovery of a testing irregularity or breach and submit a detailed final report of any testing irregularities to the Council in the required format once a response has been determined. Details of the incident are expected to be clearly delineated regarding the incident and any actions taken by the academy in response to the incident.

12.5.2 Academy Directors shall thoroughly investigate any reports of cheating or other forms of academic dishonesty.

12.5.3 Students may report allegations regarding any Academy Director or Instructor's behavior or acts during the administration, grading, or discipline of any exam (academic or performance) to sponsoring agency's administration or the Investigations Division of the Council. If the Investigations Division is the first notified, it will notify the sponsoring agency of the student of the allegation and perform any duties related to this allegation according to POST rules. All sponsoring entities are expected to adhere to POST rules and notify POST of the incident within the five business days of the incident.

## **12.6 SCORING**

12.6.1 Academy Directors are responsible for making sure that each test is scored according to established procedures and guidelines. Academy Directors will establish a written procedure for excluding test items (questions) from scoring on any written tests. "Exclusion" means that a test question is "not counted" toward the student's scores. In the policy regarding the excluding of test questions, the following should be included:

- the reasons for excluding an item should be defined;
- the process required to obtain approval for removal of items from scoring;
- documentation requirements;
- and the process of reporting faulty items to POST for review using the testing irregularity form.

12.6.2 Academy Directors shall maintain quality control during the entire grading/scoring process, which consists of handling and editing documents, scanning answer documents, and producing electronic files and reports. Quality control shall address minimum accuracy and scoring consistency.

12.6.3 Academy Directors shall implement and enforce practices and procedures that protect the confidentiality of the students at all times when publicizing the test results. Publicizing test scores that contain the names of individual students is unethical.

12.6.4 Academy Directors shall strictly control security of answer keys and item-specific scoring rubrics.

## **12.7 TEST RESULTS**

12.7.1 POST Council, academy directors, instructors, and any other administrators shall use the test scores appropriately. This means that it is recognized that a test score is only one piece of information and must be interpreted together with other scores and indicators. It is recognized that in some advanced courses that only one written test is given for the course. Test data helps instructional and training staff to understand patterns and practices. The academy directors shall ensure that all instructors analyze and report test data ethically and within the prescribed limitations.

12.7.2 Academy Directors shall release test scores to students, employers, instructors, and POST Council staff with interpretive materials required Academy Directors shall not allow items and associated materials on a secure test into the public domain.

# Appendix A

Report of Testing Irregularity Forms

# **REPORT OF TESTING IRREGULARITY (PART 1)**

(Part 1 must be completed and submitted to POST within 5 days of test administration.

## **ACADEMY INFORMATION:**

\_\_\_\_\_  
Test Administrator's Name

\_\_\_\_\_  
Academy/Training Facility Name Conducting Test

\_\_\_\_\_  
Report Date

(\_\_\_\_\_) -  
\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address of Test Administrator

\_\_\_\_\_  
Test Date

## **STUDENTS INVOLVED IN THE INCIDENT:**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Agency Employing Student

\_\_\_\_\_  
Agency Contact

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Agency Employing Student

\_\_\_\_\_  
Email - Agency Contact

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Agency Employing Student

\_\_\_\_\_  
Email - Agency Contact

## **TEST ADMINISTRATOR'S STATEMENT:**

*As the test administrator, it is my opinion that a testing irregularity occurred during a test administered at the above location and on the date indicated. This incident is described in detail as follows (Attach any pertinent documentation, if necessary):*

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\_\_\_\_\_  
Signature of Test Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Academy Director

\_\_\_\_\_  
Date

## **REPORT OF TESTING IRREGULARITY (PART 2)**

### **Follow-up for Reported Testing Irregularity**

(Part 2 must be completed and submitted to POST within 15 days of the test administration)

As the Academy Director for (Name of Academy) \_\_\_\_\_, I have reviewed the attached Report of Testing Irregularity (Part 1) with the appropriate instructors/staff, conducted an investigation, and determined the following:

- The reporting testing irregularity is not a misadministration and no further action is needed. My explanation for this determination is as follows:

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- The reporting testing irregularity is not a misadministration but further action is needed. My explanation for this determination is as follows:

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- The reporting testing irregularity is a misadministration. My explanation for this determination is as follows:

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Based on this determination, I have chosen to:

- I plan to administer a different form of the test to student(s), or I have already administered a different form of the test to student(s) on (date) \_\_\_\_\_. Student(s) were notified of the plan on (date) \_\_\_\_\_. Original score on the test was deleted from the test record file on (date) \_\_\_\_\_.

- I will not administer a different form of the test to student(s) because the investigation revealed an act of academic dishonesty on the part of the student. A POST P2A will be sent as prescribed describing the incident and action taken.

- I plan to take the following action instead: \_\_\_\_\_

\_\_\_\_\_  
Signature of Academy Director

\_\_\_\_\_  
Date

# Appendix B

Notification of Infraction



# Appendix C

Course Proctoring Guidelines

# **Proctoring Guidelines for POST Certified Courses**

**PURPOSE:** These guidelines are set as a means for academy directors to train proctors in the role of test administration.

**GOAL:** It is the goal of the Georgia Peace Officer Standards and Training Council (POST) that all tests be administered uniformly and fairly to all students attending POST certified courses.

## **PROCTOR RESPONSIBILITIES**

### **1. *Read POST Regulations including Instructor and Student Codes of Ethics***

Prior to being designated as a proctor, all proctors are required to read the POST rules in the Uniform Law Enforcement Academy Regulations (ULEAR) regarding testing. These sections are: ***Testing in State Mandated Training Courses*** (ULEAR 1.1), ***Discipline and Grievance Procedures in a State Mandated Training Course*** (ULEAR 1.3), and ***General Testing Procedures*** (ULEAR Chapter 12). Proctors must understand that POST rules have the effect of law in Georgia. Proctors must acknowledge receipt and training regarding these rules on the acknowledgement form of this document.

### **2. *Maintain test security at all times.***

POST rules place strict limits on access and handling of tests. Proctors should not read tests (test questions/content/answers) at any time unless specifically directed by the academy director to do so. Proctors shall not disclose the contents of any secure tests by discussing with students under any circumstances. Disclosing the contents of any secure tests in oral, written, or electronic/digital format is a direct violation of POST Rules and the Instructor Code of Ethics.

In order to maintain test security, proctors shall insure the following:

- No one will copy test items by any means for future use. All POST academy tests are secure tests.
- Students are not allowed to take tests or answer documents from the testing room.
- Test materials must be properly accounted for in dissemination and collection. Once a test is completed, all test materials must be collected, counted, and secured as directed by the academy director.
- Proctors are not allowed to grade tests, and proctors should at no time have access to answer materials.
- Proctors shall not modify, change, alter, or tamper with any student documents at any time.
- Proctors shall not administer psychomotor skills or scenario type tests unless they are a certified instructor in the topic area being tested.

- 3. Proctors insure that the physical conditions in the room are appropriate for testing.**  
Proctors should be sure that distractions and interruptions are minimized in the test administration process. Quiet, orderly rooms with adequate lighting should be standard during testing.

Proctors should not carry phones into the environment if at all possible.

Proctors should be cognizant of seating arrangements, and efforts should be made to prevent students from sharing responses.

Proctors should make sure that no information regarding the test is displayed in any manner in the room. Such information should be removed or covered.

- 4. Proctors make sure that students are given proper materials for testing.**  
Proctors ensure that students have only the materials required for the test. Academy directors shall provide proctors with written instructions for both the proctor and students. These instructions will list the materials that can be used for reference, if any. The proctor should not read the test instructions to students at any time.

***No electronic devices such as palm pilots, cell phones, or any type of photographic equipment shall be allowed in the classroom during testing.***

- 5. Proctors make sure that testing procedures are followed.**

Proctors should move frequently throughout the room during the test. Proctors should position themselves when not moving to allow unobstructed viewing of all students.

Proctors need to look to make sure students are working appropriately on their tests. Proctors must be aware that both verbal and non-verbal interactions can have an effect on students during the testing process and should refrain from them when possible.

**Proctors cannot indicate answers to students.**

**Proctors cannot help students.**

**Proctors must remain in the room for the entire time during the test administration.**

Proctors should refrain from carrying out other personal or professional duties during the test administration.

- 6. Proctors must assist students if emergencies occur or restroom breaks are needed.**  
Proctors must be given instructions from the academy director on how to handle emergencies and restroom breaks prior to the test administration. These instructions will also be provided to the students by the academy director.

Remember to create as little distraction to the other students as possible while handling either the emergency or break.

- 7. Proctors shall immediately report all testing irregularities according to the directions from the academy director.**

A testing irregularity or suspected irregularity must be reported as directed immediately. Immediate reporting can assist in determining if, in fact, an irregularity has occurred. Some examples of testing irregularities are:

- Failing to follow designated instructions.
- Failing to refrain from interpreting, explaining, or paraphrasing test directions or test items.
- Leaving students unsupervised with access to secure test materials.
- Discovering that students have reviewed secure test materials prior to the test.
- Giving students instruction on the concepts tested during the test administration.
- Failing to remove or cover instructional materials in the classroom related to the concepts tested.
- Paraphrasing, omitting, revising, or rewriting the directions or script for the test administration.
- Providing additional time beyond the allotted and designated time frame.
- Cheating during the test.
- An illness or emergency occurring in the test room during the test.
- Discovery of someone reading or tampering with student responses (i.e., altering, changing, modifying, erasing, or scoring) student responses to the test questions.
- A failure to properly return testing materials at the end of the testing period.

**8. Proctors shall always strive to maintain student confidentiality.**

Conducting a fair test administration is the primary goal in any test. Information about individual students should not be shared with anyone, and if you do become aware of any student information, you shall treat the information as confidential.

***I have read these guidelines and agree to strictly adhere to them in the role of proctor for this academy.***

\_\_\_\_\_  
Printed Name of Proctor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Proctor

Date Evaluated as a Proctor: \_\_\_\_\_ Evaluated by: \_\_\_\_\_

Academy Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix D

Model Test Administration Policy

## **MODEL TEST ADMINISTRATION POLICY FOR ACADEMIES**

This is a sample policy. It is intended for use as a guide to assist academies in drafting a policy that encompasses the POST requirements as well as their own specific needs and circumstances.

### **I. Purpose**

To establish procedures for the administration of all tests administered at **(Academy Name)**. Tests shall include both cognitive and psychomotor tests for which scores are recorded for the purpose of assessing an individual's successful comprehension, understanding, and application of knowledge and skills stated as objectives during a designated course.

### **II. Policy**

It is the policy of **(Academy Name)** to ensure testing is administered to students attending POST certified training in compliance with all POST rules and regulations. These rules are applicable to all academy staff, instructors, students, and participants in any course.

### **III. Test Administration**

The Academy Director is responsible for all tests administered at **(Academy Name)**. The Academy Director is responsible for providing all persons involved in the administration of tests at **(Academy Name)** with the proper information governing test administration from both POST and **(Academy Name)**.

The Academy Director is responsible for the security of all tests at **(Academy Name)**. All exams and answer keys will be stored in a designated cabinet. This cabinet shall remain properly secured at all times, and access is only provided at the direction of the academy director.

All persons provided access to any secure exam will read and sign the POST Test Administration Security agreement. The Academy is responsible for maintaining these records for a period of two years.

The Academy Director shall make sure that testing rules are prominently posted in the classroom prior to the beginning of any course, and the Academy Director will ensure that these rules are covered during orientation of the students and prior to each test. Test Administrators shall cover testing rules with all students prior to the exam.

No electronic devices shall be present during an exam without the explicit permission of the academy director. These devices include, but not limited to, cell phones, PDAs, digital cameras, recorders, and any other type device that could be used to record or copy exam/test materials.

During open book exams, test administrators will strictly control what items students have available to them for this purpose. Administrators shall be explicit with written instructions about what materials are acceptable for reference during such an exam. Test Administrators shall assign numbers to all materials issued to students for use during exams (especially open book exams) that are re-used. Books or materials that are re-used for each course shall be checked at the end of each exam when the student

turns in the exam. The checks shall look for any markings or indications made in the book of test answers or test questions. Students shall be held accountable for marking any test type items in the course materials re-used for open book exams/tests.

#### **A. Entrance Exam Procedures**

POST sets procedures for conducting all Entrance Exams.

All academies shall use the POST Examiner's manual for the Multiple Assessment Programs and Services Tests. (See Appendix E in the Uniform Law Enforcement Academy Regulations.)

#### **B. Paper-and-Pencil Test Administration**

The use of paper-and-pencil tests require that exact numbers of tests and test answer pages are provided to the students. By producing and only providing exact numbers, the prevention of additional tests being available is reduced. If additional copies of exams are produced, they should be shredded immediately. During the copying process, tests shall not be left unattended at the copy machine at any time.

Only academy staff or proctors approved by the academy director shall have access to produce paper-and-pencil tests.

The answer pages from students should be properly collected and protected at the time of completion.

All students shall be given a student number that should be properly recorded on all paper-and-pencil tests. The student number will assist in tracking and maintaining of all tests.

Academy staff and proctors shall limit that amount of writing materials that are available to students to prevent copying of test items. No electronic devices such as palm pilots, cell phones, or any type of photographic equipment shall be allowed in the classroom during testing.

All computer files of tests shall be password protected, and the password maintained by the academy director.

Downloading, copying, or file sharing of tests shall be prohibited. Electronic test files shall be properly maintained and secured by the academy director.

#### **C. Scenario Test Administration**

Scenario Test scripts and scoring forms will be properly secured by the Academy Director.

Coordination and dissemination of the scripts and scoring forms shall be limited to only personnel involved in the administration of the test.

The scoring forms for scenarios shall not be shared with recruits to protect the integrity of these exams.

The scripts and scoring forms shall be promptly collected at the end of the testing period and properly secured.

Demonstration scenarios and demo evaluation forms shall be allowed for preparing students, and these shall be copies that are secured like tests and destroyed immediately after use. These are not to be shared with the students.

Instructors are allowed and encouraged to emphasize the evaluation criteria during their instruction. However, students shall not have access to, be allowed to possess, or be given copies of the evaluation form at any time.

#### **IV. Exam/Test Review**

Only persons that have signed the Academy Test Security Agreement will be allowed to conduct exam or test reviews.

If someone has reviewed the exam prior to teaching the class, it is to be clear that instructors are **not** to “teach the test” by doing any of the following:

- Stating that this is a “test question” in either explicit or implied form.
- Focusing only on specific test content instead of the training performance objectives.
- Sharing questions, answers, scripts, scoring measures, or specific test related items in any manner which excludes other non-tested objectives material.
- Providing handouts that indicate test items specifically.
- Providing any exam materials that are not explicitly approved for distribution to the class by the academy director.

All post-test reviews should be conducted as soon as possible after the test. This review will allow students to have a prompt response for any test questions that may need further explanation. Some guidelines to follow are:

Allow students to follow along with test questions presented while the reviewer reads out the answer to each question. If copies of the test are provided for students to follow along, they should be numbered and all tests accounted for after review. No electronic devices such as palm pilots, cell phones, or any type of photographic equipment shall be allowed in the classroom during testing or test review.

The reviewer should present the answers consecutively without pause or emphasis. Students may ask the reviewer to provide further explanation by raising their hand.

Reviewers should complete the review with only the minimal discussion required.

The reviewer may require students to write a brief paragraph for each question that was missed on an exam during the review. The paragraph can be used to by instructors to measure student understanding and comprehension of the training concept/objective, and it can be a useful tool for remediation purposes.

If a student has a question regarding a specific learning objective as a result of one of the questions on the test, the student should address this in writing to the course

coordinator. The response will be determined by the course coordinator if it is necessary to address to the class as a whole or if it is an individual response. The response should be documented by the course coordinator.

The reviewer should be aware and document if any of the following occur:

- Certain test items are questionable as they pertain to the content of the material or the coverage of the material by the instructor.
- An item is deemed misleading by the format of the question.
- An item is deemed to contain content that is not accurately stated in its relation to the stated objective.
- An item is deemed by the students as not covered in the Peace Officer Reference Text, the Lesson Plan, or other provided course materials.

The reviewer will notify the academy director of these items, and an appropriate response will be determined and approved by the academy director. The response shall be shared with the class, and a written record maintained of the response by the academy director.

#### **V. Scoring**

The person administering the tests shall take the tests directly to be either scanned for scoring or read for grading. Tests and answer keys shall not be left unattended or in open view during this scoring process. If tests cannot be immediately scored, they will be properly secured according to the directions of the academy director.

The items identified during review requiring a response shall be handled promptly in relation to grading and scoring. POST testing irregularity form shall be completed for any test questions or issues identified during the exam process.

#### **VI. Test/Exam Maintenance and Destruction**

After grading/scoring, all answer sheets of students achieving a passing score shall be destroyed unless otherwise designated by the academy director. Answer sheets of students that failed the exam shall be properly stored and secured for the purpose of remediation. Once remediation is completed, the academy director will decide when such answer sheets may be destroyed.

Copies of any master answer keys shall be immediately destroyed after the exam.

#### **VII. Remediation**

When a student fails a test, POST rules for remediation shall be followed. Any exams, answer sheets, or scoring forms used to assist the instructor with remediation shall be properly protected, secured, and destroyed. The academy director is responsible for making sure that all remediation testing materials are properly handled.

#### **VIII. Reasonable Accommodations**

The Academy Director is allowed to make reasonable accommodations to qualified students.

Any requests for reasonable accommodations shall be documented by the academy director, and all safeguards for testing materials shall be followed during the reasonable accommodation.

Reasonable accommodations do not include the reading of the test by an instructor. Options include, but are not limited to, providing additional testing time, providing a quiet room free from distractions, and other accommodations determined by the director to be reasonable based on the student's request. The request and the accommodation granted shall be documented by the academy director and maintained in the student's record.

**IX. Test Security Breach**

It shall be the responsibility of all instructors and students to immediately report any observed breaches of test security to the academy director.

# Appendix E

POST Entrance Exam Administrator's Manual



**GEORGIA PEACE OFFICER STANDARDS  
AND TRAINING COUNCIL**

**Entrance Exam Administrator's Manual**

**January 1, 2007**

# TABLE OF CONTENTS

<b>COMMUNICATING WITH POST</b> .....	<b>3</b>
<b>PURPOSE OF EXAMINER'S MANUAL</b> .....	<b>3</b>
<b>TEST ADMINISTRATOR'S RESPONSIBILITIES</b> .....	<b>3</b>
<b>TEST SECURITY</b> .....	<b>4</b>
<b>TEST SECURITY BREACHES</b> .....	<b>4</b>
<b>ADVANCE PREPARATIONS</b> .....	<b>4</b>
1. Deciding on a Testing Room or Rooms.....	5
2. Addressing Common Concerns (Physical Conditions, Delays, Noise, etc.) .....	6
3. POST Observers .....	6
4. Requests for media coverage .....	7
5. Materials needed.....	7
<b>TEST CENTER ADMISSION</b> .....	<b>7</b>
Seating the examinees.....	8
<b>SCRIPT FOR TEST ADMINISTRATION AND INSTRUCTIONS</b> .....	<b>8</b>
<b>AFTER THE TEST ADMINISTRATION</b> .....	<b>9</b>
<b>TESTING IRREGULARITIES</b> .....	<b>9</b>
Cheating .....	9
Examinee disturbance.....	9
Dismissal for cause .....	9
Defective materials .....	9
Item errors .....	10

<b>Failure to follow directions .....</b>	<b>10</b>
<b>Requests that test scores be canceled .....</b>	<b>10</b>
<b>Examinee Concerns .....</b>	<b>10</b>
<b>Reasonable Accommodations .....</b>	<b>10</b>
<b>EMERGENCIES .....</b>	<b>11</b>
<b>Emergency Evacuation .....</b>	<b>11</b>
<b>SCRIPT .....</b>	<b>12</b>

## COMMUNICATING WITH POST

Call the POST Certification and Training Standards Division for any problems of the following nature:

- (a) lack of sufficient testing materials,
- (b) emergencies prior to or on test date, or
- (c) test security.

## PURPOSE OF EXAMINER'S MANUAL

This manual is designed to provide the examiner with the instructions and information necessary to conduct a consistent and fair test administration. Some specific suggestions to help you perform these functions smoothly and effectively are presented.

As the test administrator, you are a vital part of the POST test administration system. Generally, you are the first person to introduce the Georgia Peace Officer Standards and Training Council to a candidate, and it is important to help the candidates understand what POST is and the role it will play in their future in law enforcement.

## TEST ADMINISTRATOR'S RESPONSIBILITIES

Please remember these basic responsibilities as the test administrator:

- Read this Manual before you administer the test. If you still have questions after reading this publication, please e-mail, or telephone POST to resolve your questions. Please don't limit your communications with POST to test administration times. Comments and suggestions are always welcome.
- To conduct the testing sessions carefully and efficiently according to instructions to ensure equal treatment for all examinees.
- To deal sympathetically with individual examinee concerns.
- Are responsible for maintaining all aspects of test security from the moment you receive the test until you return them to POST
- To protect examinees from disturbance.

It is also important that you read the POST rules in the Uniform Law Enforcement Academy Regulations (ULEAR) regarding testing. These sections are: **Testing in State Mandated Training Courses** (ULEAR 1.1), **Discipline and Grievance Procedures in a State Mandated Training Course** (ULEAR 1.3), and **General Testing Procedures** (ULEAR Chapter 12). You must understand that POST rules have the effect of law in Georgia.

***Please ensure that the administration at your center will be efficient, fair, and secure by following the directions in this booklet explicitly.*** The scores of all examinees will be valid only if test administrators follow the same testing procedures and give the same instructions.

## TEST SECURITY

The POST System of secure test administration allows examinees to demonstrate their qualifications for Basic Course training. Test administrators will ensure the following:

- No examinee sees the tests before the administration begins.
- Every examinee does his or her work without assistance.
- Every examinee take the test under a uniform set of Prescribed conditions.
- No examinee suffer a disadvantage (or an advantage) of any kind during the test administration because of race, sex, or handicap.
- No one reproduce, copy, or photograph any of the examination questions or parts of them.
- No person takes test documents or answer documents from the room but the test administrator.
- No person alters, modifies, changes, or tampers with any student documents at any time.
- Test security is maintained at all times including any breaks and during the test itself.

### ***TEST SECURITY BREACHES***

If a breach of security or test material loss occurs prior to the test date, telephone the POST Certification and Training Standards Division immediately. If the breach of security occurs during the actual test administration, do not dismiss any examinee and call POST immediately. Test administrators will be required to promptly complete and submit the **Testing Irregularity** form in the ULEAR – Appendix A for any security breaches.

## ADVANCE PREPARATIONS

Both law and principle require administration of the test in centers that **are not** segregated in terms of race or disability. Please make certain that all facilities at your center; testing rooms, rest rooms, and lunch rooms (if examinees have access to lunch rooms on the premises); meet this requirement.

Before examinees arrive for a test, post directions to guide them to the testing rooms and rest rooms.

Up to the point of entering the testing room, examinees have dealt with the POST testing system in terms of application forms and correspondence with distant, unknown persons. Examinees are also aware that their tests will be evaluated by an electronic device. Therefore, you should conduct every examination in a sympathetic way to bring a human touch to this process.

While humanizing the examination process is important to the success of the program, it should not be difficult. The following suggestions underline tactics that you may have already found successful.

- Make staff visible. Have your testing staff wear a badge, name tag, or some other identification which will allow registrants who are lost, confused, or in need of assistance to find them easily.
- Treat all examinees equally and recognize how deeply examinees can be affected by the psychological atmosphere of the testing center. Efforts to make all examinees feel equal and relaxed will be appreciated
- Recognize questions from examinees in the sequence in which they raise their hands.
- Greet examinees cheerfully. By words and behavior, show the examinees that they are welcome and that you are present to help them in every way you can.
- Tolerate some nervous noise before the test starts. Most people under stress tend to relieve their tensions through talk and movement. Your examinees will not be able to even whisper while a test is in progress. As long as their talk stays within reasonable bounds during admission, seating, and other preliminaries, let them exhibit normal behavior.
- Be patient in responding to questions before the test begins. Most questions are sincere and well meant. So long as examinees confine their queries to the mechanics of the testing, do your best to answer.
- If an individual is wasting time with baiting questions, inform that person that you will come back to him or her for individual help, and get on with the test.
- Be prompt and sympathetic in responding to a question on procedure during the test. An examinee who raises a hand and whispers a request for additional help in understanding test procedure should receive your courteous, unobtrusive attention if he or she clearly needs it.
- Be reasonable about requests to leave the room.
- If you have someone in the group who is cheating or disturbing others. Treat him or her reasonably and firmly, and carry on with the test in your usual way.
- Be sure to bid the examinees good-bye in a warm way at the end of the test.

## ***1. Deciding on a Testing Room or Rooms***

Please use the following guides to assist in your decision for a test location:

- Try to use rooms that will accommodate at least 35 examinees.
- Make sure the lighting, heat, and ventilation in each testing room will allow the examinees to give their full attention to the test. The physical characteristics of many assembly rooms and auditoriums (for example, seats without writing surfaces) prevent them from being suitable testing rooms.
- A good writing surface is important. When taking the test, examinees should keep their answer sheets flat on the surface in front of them. The examinees should not have to pick up or shift either the test book or answer sheet because of lack of space.
- If lapboards are unavoidable, they should be adequate for their purpose. An examinee should not have to hold or steady the lapboard while attempting to write.
- Use of an amplifier or public address system is entirely acceptable for reading directions to examinees in one very large room.
- Testing rooms should not contain maps, periodic tables, bulletin boards, posters, charts, or any other materials related to the subject of the test.

- Every testing room should have a clock that the examinees can see clearly. If this is not possible, during the test administration, post on a blackboard, dry erase board, or flip chart, the time remaining for the test at regular intervals.  
**Do not use a stopwatch in timing any test.**

## **2. Addressing Common Concerns (Physical Conditions, Delays, Noise, etc.)**

Examinees typically identify physical conditions at the center such as overcrowding, inadequate writing surfaces, inadequate lighting, and extreme room temperatures as issues with the test location.

Test center procedures, especially delayed testing, is a common complaint. Although participants are informed that the reporting time given on their testing schedule does not mean that the test itself will begin at that time, they tend to become irritated if the preliminary activities (check-in, seating, test distribution) take much more than a half hour. Test administrators should make every effort to be efficient in their preliminary activities. If necessary, explain to candidates why or if there may be delays, and apologize for any delays that may occur.

Other examinee complaints involve:

- distracting noises
- restrictive smoking rules
- no visible clock or posting of time remaining on the chalkboard
- cheating,
- rude test center staff
- disorganized test center staff
- distracting test center staff
- inattentive test center staff (to their testing duties) during the test administration.

Most complaints can be prevented by careful planning and preparation, training of test staff, and adherence to instructions.

## **3. POST Observers**

An observer from POST may visit your center on the testing date. The observer will be either announced (you will be notified he or she is coming) or unannounced (you will not be notified and the observer will arrive at the center shortly before the test administration). The observer may want to monitor the effects of changes in the administrative procedures, may advise you on the best way to handle a problem or may relay questions to POST Staff with more specialized experience. A POST observer is basically involved to review the details of the testing operation and to receive suggestions for improvements.

#### **4. Requests for media coverage**

In order that examinees may be allowed to present their best effort, no unauthorized persons, including vendors, reporters, journalists, photographers, or other members of the print or electronic media should be permitted to observe or photograph an actual test administration or even enter the test room.

Journalists and photographers should also be encouraged to remain away from the test site after the administration. They should be encouraged to limit coverage of the POST test administration to meetings with examinees or administrators, with their consent, after the administration, away from the classrooms, hallways, and other areas of the test site.

Test center administrators are requested to inform POST of any request from media for information about or coverage of a test. In particular, administrators should be alert to individuals who might attempt to record audio portions of a test. Persons with recording equipment, whatever their purpose, should not be allowed in or allowed to remain near the testing area.

#### **5. Materials needed**

For all testing sessions, the following materials will be needed in the testing room at the beginning of the test:

1. Soft black lead pencils, No. 2 ½ or softer, with an eraser, one for each examinee, plus some extra pencils in case examinee breaks a point. Soft lead pencils must be used to insure accurate results with the machine-scored answer sheet.
2. Two test booklets for each examinee plus an extra copy for the administrator of the test.
3. One answer sheet for each examinee plus one extra copy for the administrator.
4. A copy of the Examiner's Manual.
5. Code that was assigned to you as the Examiner by POST for use during test administration. You will provide this code to the examinees during the instructional phase of the test.

### **Test Center Admission**

The test administrator will admit each examinee to the center by checking his or her Entrance Exam Access form and their driver's license. This Entrance Exam Access form must be signed, verifying the individual as an applicant or employee and should indicate the department's name he or she represents. **(If the Entrance Exam Access Form is not signed DO NOT admit the person to the test center. DO NOT collect these at this point because the examinee will need them at a later time during the test.)**

Also check the driver's license, compare the picture with the physical appearance of the examinee, and compare the name of the license with the name on the EE Access Form. If there is any question of the identity of the examinee, note this on the **Testing Irregularity** form in the ULEAR – Appendix A.

## **Seating the examinees**

When you assign seats to examinees as they enter the testing room, please observe the following general rules:

- Test administrators should have unimpeded access to every examinee.
- Examinees should be seated so that they cannot look at their neighbors' responses or exchange information.
- Direct examinees to their seats; **do not allow examinees to select their own seats.**
- Seating examinees in approximate alphabetical order is one method that may prevent friends from communicating for any purpose during the test. (But don't seat examinees with the same last name near each other).
- Regular testing arrangements (such as directing examinees to alternate sides of a room) that examinees could anticipate and circumvent are not acceptable.
- Smoking, eating and drinking will not be allowed during the test so please post on a sign or inform examinees prior to entry in the testing room.
- **Left-handed examinees** should be seated in a separate row or in the last seat of each row of right-handed examinees. If chairs with right-handed table arms cannot be avoided, seat your left-handed examinees with a vacant chair to their left for use as a writing surface.

## **SCRIPT FOR TEST ADMINISTRATION AND INSTRUCTIONS**

Please read the enclosed script (**pages 12-22**) for administering this test. It is important that this script is read exactly as written to ensure that all instructions are properly given.

To begin the script please read all of the **bold font** material following where it reads **TEST ADMINISTRATOR SAYS:**

At locations where you see the word (**PAUSE**), you are to pause your reading. At locations where you see the word (**ACTION**), you are to perform the action designated at that time.

Prior to beginning the script the test administrator should explain to students how restroom breaks and emergencies will be handled. This should be done with consideration for providing little or no distraction to other students while handling the emergency or restroom break.

Remind students that personal data assistants (PDAs), cell phones, or any type of photographic equipment is not allowed in the testing room so that this can be handled prior to entering the testing room.

## **AFTER THE TEST ADMINISTRATION**

After you have dismissed the examinees at the end of the test session and put the test materials in a secure place, make a final check of the testing room to be certain nothing has been left behind.

In addition to securing the test materials, you must also submit the completed answer sheets and the Administrator's Roster Sheet to POST Council for scoring.

### **Testing Irregularities**

#### ***Cheating***

If you suspect that one examinee is copying from another or that two or more examinees are exchanging information, change their seats and enter on the testing irregularity form (ULEAR – Appendix A) the names and Social Security numbers of the persons involved, including the one whose work was copied, and your observations. Be as specific as possible in reporting any irregularities that occur.

#### ***Examinee disturbance***

If an examinee's behavior during the test disturbs others and prevents them from doing their best work, warn the examinee that he or she will be dismissed if the behavior persists.

#### ***Dismissal for cause***

Because of the need to maintain order in the testing room as well as test security, you have authority to dismiss an examinee for misconduct. However, dismissal from the testing room may have grave consequences for an examinee and should be a last resort. In certain cases, you may be reluctant to dismiss an examinee for fear of embarrassment, disturbance to other examinees, or physical reprisal. Be sure to describe such situations on your notes. You should dismiss when warranted, but use your best judgment in handling each situation.

Take no action until you are certain an examinee has given or received assistance, used prohibited aids, disturbed other people taking the test, or purposely worked longer than the time allowed on the test after being warned. When you are sure, immediately collect all that examinee's test materials and dismiss him or her from the room. Tell the examinee only that failure to abide by the test regulations has made your action necessary.

Give a full account of the circumstances on the testing irregularity form and include with it the answer sheet of the dismissed examinee.

#### ***Defective materials***

List all cases of defective materials on the testing irregularity form.

### ***Item errors***

If an examinee thinks that a test item is incorrect, tell the examinee to continue with the test and you will report the matter to POST. Make a note of the item on the testing irregularity form.

### ***Failure to follow directions***

If an examinee has been marking answers in the test book instead of on the answer sheet, ask him or her to continue working on the test but to mark the answers from that point on at the appropriate place on the answer sheet.

If an examinee has been marking answers on a wrong part of the answer sheet, supply an unused answer sheet and ask that he or she continue the test at the appropriate place.

No examinee should be asked to start over and lose time if a failure to follow directions has been discovered. Assure the examinee that you will notify POST of the problem.

List on your notes and the details of all such cases, describing the action you took on the testing irregularity form. Return to POST with all answer sheets and test books that have been used in these cases. POST will, if possible, give the examinee proper credit for his or her answers.

### ***Requests that test scores be canceled***

Before leaving the testing room, an examinee may, for some reason, request that a test score be canceled. If an examinee becomes ill or otherwise incapacitated, you should ask whether he or she wants the score canceled. Record the details of all such cases on the testing irregularity form.

### ***Examinee Concerns***

We encourage examinees to write to POST if they have any concerns or complaints about any aspect of the testing program they participate in, including the conditions under which they take the test.

### ***Reasonable Accommodations***

The Academy Director is allowed to make reasonable accommodations to qualified students.

Any requests for reasonable accommodations shall be documented by the academy director, and all safeguards for testing materials shall be followed during the reasonable accommodation.

Special provisions for examinees with exceptional needs Insofar as possible, handicapped persons should be served through regular testing procedures at regular administrations (e.g., seating examinees in wheel chairs within the regular testing room or seating examinees with hearing deficiencies where sightlines will permit lip-reading). In some cases, however, other special accommodations may have to be made.

## **EMERGENCIES**

POST relies on your best judgment, your academy's policies and procedures, and your planned responses when dealing with emergencies and other exceptional situations.

Even when you have planned carefully, an emergency may occur on the administration date. For example, a storm or flash flood may prevent examinees from reaching your test center, a power failure may affect lights or heat in the building, or a disturbance such as a loud parade may prove distracting to your examinees. Should something like this happen, decide whether to cancel the administration or to find an alternate location. If you decide not to test, call POST immediately to arrange a makeup administration. If you make this decision after the examinees have arrived, call POST before you dismiss them. Tell the examinees to keep their Entrance Exam Access Forms for use on the makeup date.

In some emergency cases, a group of nervous or excited examinees may ask for a makeup date. On the other hand, examinees who have traveled a considerable distance to the center may want to continue testing. Once again, you will be the best judge of what to do. You may, of course, call POST Administrators for advice.

### ***Emergency Evacuation***

In cases of emergency evacuation, the Administrator's primary concern should be the physical safety of the examinees and his or her administrative staff.

When an emergency occurs, the Supervisor should immediately:

- Note the reset watch time and, if time permits,
- Ask examinees to put their answer sheets inside the test books and close them.
- Evacuate the examinees.
- If time permits, collect the test books.
- Contact POST.

On a rare occasion, a disturbing situation may arise in the testing room. Someone may faint or have a nosebleed, and several other examinees may stop their work to help. Remedy the situation in the most practical way. If necessary, ask the examinees to close their test books while a pair of them helps the affected person from the room.

Keep track of the time lost and add that amount of time to the end of the section or test in which the time loss occurred. Proceed calmly.

If you must move to another room, be sure to keep track of the time lost and make it up. Don't allow the examinees to talk during the move.

## **SCRIPT**

### **TEST ADMINISTRATOR SAYS:**

Good morning. My name is (say your name) and I represent (say the name of the academy).

As you are all aware the law requires all peace officer candidates to successfully complete an Academy Entrance Exam before being admitted to Basic Training. This is the test you will be taking today.

Today you are going to take two tests which will give you a chance to show that you can read and comprehend what you have read at a level required to pass the basic course. I shall distribute the materials you will need.

Each of you will receive a test booklet and a separate answer sheet. I will also give you a sheet of scratch paper on which you may do any figuring you need to do.

Do not open the test booklets until you are told to do so.

During this test administration, if an examinee is discovered engaging in any kind of misconduct - giving or receiving help; using notes, books, or papers of any kind; using recording or photographic devices; removing test materials or notes from the testing room; taking part in

an act of impersonation - the examinee may be dismissed.

The Peace Officer Standards and Training Council reserves the right to cancel any test score if, in the sole opinion of POST, there is any reason to question its validity.

**(PAUSE)**

**(ACTION)**

- 1. Hand a test book, scratch paper, and answer sheet directly to each examinee (Do not ask examinees to pass materials).**
- 2. Give them to examinees one at a time, in serial number order, as you go down a row.**
- 3. Make sure that each examinee has one test book and one answer sheet, begin the test script again.**

**TEST ADMINISTRATOR SAYS:**

You are going to mark your answers to all the questions for this test on the separate answer sheet. You will do no writing or marking in the test booklet.

Look at your answer sheet. In the upper left hand corner of your answer sheet you should see a block called "Admin. Code." Please write \* in the blocks and darken the corresponding spaces below each mark. \* - *NOTE: This is the code that was given to each test administrator and is unique to you.*

During the test, DO NOT mark outside of each space as this may effect your final score.

(PAUSE)

TEST ADMINISTRATOR SAYS:

In the upper right hand corner are three statements, please read the first two and indicate your response by darkening the correct answer, then read the third statement and sign your name in the appropriate space.

(PAUSE)

TEST ADMINISTRATOR SAYS:

Has anyone answered yes to statements 1 or 2?

(PAUSE)

(ACTION)

***If someone answers yes, determine if the problem can be resolved. If not, dismiss the individual from the exam and collect all test materials from that individual.***

TEST ADMINISTRATOR SAYS:

Look at the Name Block. In this block, in the empty boxes above the columns of letters, you are to print your name.

Print your last name first, one letter to a box. Then proceed to the next block and print your first name. Then proceed to the next block and print your middle initial. Do this now. When you have finished, stop and wait for further instructions.

**(PAUSE)**

**(ACTION)**

***Circulate around the room, making sure examinees are printing their names correctly. Determine if examinees have finished then proceed with the script.***

**TEST ADMINISTRATOR SAYS:**

In the alphabet columns below the boxes where you printed your name, darken one letter in each column to match the letters of your name. In the first column, darken the letter that is the same as the first letter in your last name, and then continue until you have made one mark in each column for each letter of your full name. Make each mark heavy, but small and neat, so that it just covers each letter.

**(PAUSE)**

**(ACTION)**

***Give help if needed. Circulate around the room checking to be sure pupils are marking the letters correctly. Determine if examinees have finished then proceed with the script.***

**TEST ADMINISTRATOR SAYS:**

Now look at the box that says Social Security Number. In the empty boxes above the columns of numbers, you are to write your Social Security Number. In the boxes below, darken one number in each column to match the numbers of your Social Security Number.

Look at the next box where it says AGENCY CODE at the top. In the empty boxes above the columns of numbers, you are to write the agency number as it appears in the top right hand corner of your Entrance Exam Access Form. In the columns below the boxes, darken the corresponding character in each column to match that of your agency code.

**(PAUSE)**

**(ACTION)**

***Check to make sure the students understand how to mark the columns. Once you have checked, proceed with the script.***

**TEST ADMINISTRATOR SAYS:**

In the next block, HOME TELEPHONE NUMBER, indicate the area code and phone number in the appropriate boxes and darken the correct boxes under each number.

In the block that says SEX, mark the box that says male if you are a man or female if you are a woman.

Next is the TEST DATE, indicate the month, day and year you are taking this Exam by darkening in the appropriate numbers below. Today's date is: //

Next is your BIRTH DATE, indicate the month, day and year you were born in the boxes and darken the appropriate spaces below each number.

In the block that says HIGHEST EDUCATION LEVEL, darken the box that corresponds to the present level of formal education that you have obtained.

In the block that says ZIP CODE, please print your home zip code in the boxes and then darken the corresponding spaces below each box.

In the block that says ETHNICITY, darken the appropriate box. American Indian category includes Alaskan Natives; Hispanic category includes persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin culture; and Caucasian category includes Caucasians other than Hispanic.

**(PAUSE)**

**(ACTION)**

***Cursory check to see that all information has been filled in. Once you have checked, then proceed with the script.***

**TEST ADMINISTRATOR SAYS:**

Turn over your answer sheets so you can record the answers to the test questions.

**(PAUSE)**

**(ACTION)**

***Distribute Test #1 (Reading) to each examinee. Once all are distributed, resume the script.***

**TEST ADMINISTRATOR SAYS:**

Do not open the test booklet until you are told to do so.

The first test will measure your ability to understand what you read. Each question tests one of the following:

- Identifying Word and/or Phrase Meaning through Context
- Understanding Literal and Interpretive Meaning
- Understanding Writers' Assumptions, Opinions and Tone

As you take the test, answer all questions by marking the letter of your chosen answer on the answer sheet. Do not write in this test booklet.

There are 45 questions and the time allowed is 45 minutes. Work as quickly as you can. Do not spend too much time on any one question.

If you find a question difficult to answer, go on to the next one. You may have time to return to the difficult question later.

You should mark an answer to every question even if you are not sure of the correct answers for some of them. Your score will be the number of correct answers.

When the test examiner says stop you must close the test booklet and stop writing. I will come and collect your test booklet from you at the end of this section.

Are there any questions regarding these instructions?

**(PAUSE )**

**(ACTION)**

***Answer only questions related to instructions if there are any.***

**TEST ADMINISTRATOR SAYS:**

You may open your test booklet and begin now.

**(ACTION)**

***Circulate through the room at least two times during this test. As soon as possible after the test has started, count the unused books and the number of examinees. Make sure that you have not passed out more tests than there are examinees present.***

- 1. Keep a close watch on the assigned area in the test room to prevent any attempt to copy, or to remove pages from test booklets during the test or rest period.***
- 2. Permit only one examinee at a time to go to a rest room. Two or more examinees may go at the same time only if***

***another administrator accompanies them. Never under any circumstances leave the testing room unattended.***

***When section of this test is completed, ask all examinees to close their booklets. Collect test #1 and distribute test #2 to all students.***

***When all test #2 booklets are distributed, resume script.***

**TEST ADMINISTRATOR SAYS:**

**DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE TOLD TO DO SO.**

This second test will measure your knowledge of sentence structure. Sentence structure involves the ways that parts of a sentence are put together and what makes a sentence complete.

Each question tests one of the following:

- Using Complete Sentences
- Relating Ideas in Sentences Logically
- Making Meaning Clear

As you take the test, answer all questions by marking the letter of your chosen answer on the answer sheet.

Do not write in this test booklet.

There are 30 questions and the time allowed is 30 minutes. Work as quickly as you can.

Do not spend too much time on any one question.

If you find a question difficult to answer, go on to the next one. You may have time to return to the difficult question later.

You should mark an answer to every question even if you are not sure of the correct answers for some. Your score will be the number of correct answers. When the test examiner says stop you must close the test booklet and stop writing.

**DO NOT OPEN THE TEST BOOKLET UNTIL YOU ARE TOLD TO DO SO.**

If you finish the test before the time is up, please remain seated until you are instructed to leave. I will collect all test booklets and answer sheets from each of you individually at the end of the test.

Are there any questions regarding these instructions?

**(PAUSE)**

**(ACTION)**

***Answer only questions related to instructions if there are any.***

**TEST ADMINISTRATOR SAYS:**

You may open your test booklet and begin now.

**(ACTION)**

***When the second test is complete, collect the test booklets individually from each examinee. Do not have them passed to you along rows. This ensures your having one from each examinee, and makes collecting the test materials easier.***

***To protect test book security, count the test booklets before collecting the answer sheets. Make sure that examinees have not left their answer sheets inside the books.***

***Once you are certain you have all the test books, have the examinees remain seated and call them up one at a time. After the examinee has given you the answer sheet, collect the Entrance Exam Access Form.***

***Then inform the examinee that their agency will be notified, by mail, in 5-7 working days of the test results. The examinee can then leave the room and another examinee called up to repeat the process.***

# Appendix F

Student Code of Ethics

## **POST Basic Mandate Student Code of Conduct and Ethics**

As a Georgia Peace Officer Standards and Training Council Peace Officer Candidate, I understand and agree to the following:

### **POST MISSION STATEMENT**

*It is the mission of the Georgia Peace Officer Standards and Training Council (P.O.S.T.) to provide the citizens of Georgia with qualified, professionally trained, ethical and competent peace officers and criminal justice professionals.*

*The Georgia P.O.S.T. Council administers the regulatory process, sets the standards for training and certification, and provides essential technical assistance to the law enforcement community.*

*The Georgia P.O.S.T. Council provides the highest degree of excellence in public safety service and eliminates unqualified individuals from the law enforcement profession.*

### **PROFESSIONAL CONDUCT**

As a POST Certified law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality, and justice.

I recognize the privilege of being a POST certified officer and the public faith bestowed in me. I hereby adopt and accept the following code of conduct:

- I shall conduct myself at all times in a manner consistent with the **highest** ethical standards.
- I shall maintain the public trust, highest integrity, and good reputation of the Georgia Peace Officer Standards and Training Council.
- I will exhibit the ethical code of the Georgia Peace Officer Standards and Training Council as an officer to my fellow students, my instructors, my department and the public.
- My actions as a student will always protect my fellow students' and the instructors' physical or mental well-being. I will act unselfishly in this aspect with the highest regard for others as my foundation.
- I will conduct myself in a manner that will bring credit to the law enforcement profession. I will carry out my duties for the highest public good and strive vigilantly to be free from personal or private interest motivations that could negatively affect the public's perspective of me and my profession.
- My strength of character will prevent ethical dilemmas for myself and others. I will accept only those benefits that are reasonably judged to be fair and unrelated to any of my pending/future decisions or actions.
- Honesty, courtesy, consideration and respect for the rights and privileges of others will be my guiding values and principles.
- Knowing that my conduct affects the efficiency, safety and discipline of this class, I shall conduct myself in a manner that is free of any behavior that could be deemed as harassing, profane, demeaning, discriminatory, harmful, or unfair.

- My attitude shall reflect an “ethical state of mind” at all times. Characteristics of this ethical state of mind will include optimism, enthusiasm, confidence, commitment, honor, and appreciation of my moral obligations instead of the tools of cynicism.
- Respect for the diverse population of this country shall be understood, exhibited, and practiced at all times.
- My own personal scholarship and preparation will be the method by which I gain the highest level of instruction.
- Consequences for any incident involving my lack of self discipline, my bad decisions, or my unwillingness to address ethical problems within myself are expected. I commit to pay the price for “doing things right” and timely addressing these issues.
- I shall strictly adhere to all rules regarding testing and performance evaluations. I shall give and ask for assistance only when it is expressly authorized. Materials, tests/exams, resources, and other training aids shall be used only in the manner dictated by either rule or direction of the training instructors.
- I understand that items that are strictly used for tests, test questions, performance evaluations, or other measurements of academic or physical performance are the property of POST and the training academy. This property shall be protected, and I shall resist any temptation to use these items in any manner which could cause a question of the integrity of me or the instructional staff.
- My self respect will be exhibited in my appearance in uniform, business attire, or field training attire. Respect and care of any equipment and property used during the course of my training and instruction will be my responsibility.
- I understand the need to model the effective use of force in both conversation and in interactions with others. Once this knowledge is gained, I will follow this standard.
- My participation in this training will endeavor to include the following:
  - ❖ Encouragement of my fellow students to do their best;
  - ❖ Motivation to eagerly learn;
  - ❖ Practice of methods in the correct and ethical manner;
  - ❖ Sincere appreciation and respect for the instructor’s efforts to provide new knowledge or skills;
  - ❖ Effective listening which leads to retention and comprehension;
  - ❖ Constructive communication to assist my classmates in improvement;
  - ❖ Willingness to allow my fellow students to struggle with learning in a supportive environment and recognizing that the best learning sometimes takes place in overcoming obstacles; and
  - ❖ Genuine caring for a profession that I have chosen to learn, to practice, and to grow within as an individual;

My participation in any law enforcement training facility, department, or educational/training venue shall constitute my acceptance of the specific requirements and the general standards stated above.

Agreed to by:

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Student Signature

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Date

# Appendix G

Instructor Code of Ethics

## **POST INSTRUCTOR CODE OF CONDUCT AND ETHICS**

As a Georgia Peace Officer Standards and Training Council certified instructor, I understand and agree to the following:

### **POST MISSION STATEMENT**

*It is the mission of the Georgia Peace Officer Standards and Training Council (P.O.S.T.) to provide the citizens of Georgia with qualified, professionally trained, ethical and competent peace officers and criminal justice professionals.*

*The Georgia P.O.S.T. Council administers the regulatory process, sets the standards for training and certification, and provides essential technical assistance to the law enforcement community.*

*The Georgia P.O.S.T. Council provides the highest degree of excellence in public safety service and eliminates unqualified individuals from the law enforcement profession.*

### **PROFESSIONAL CONDUCT**

As a law enforcement officer and POST certified instructor, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality, and justice.

I recognize the privilege of being a POST certified instructor and the public faith bestowed in me. I hereby adopt and accept the following code of conduct:

- I shall conduct myself at all times in a manner consistent with the **highest** ethical standards.
- I shall maintain the public trust, highest integrity, and good reputation of the Georgia Peace Officer Standards and Training Council.
- I will exhibit the ethical code of the Georgia Peace Officer Standards and Training Council as an instructor to my students, my fellow instructors, my department and the public.
- My actions as an instructor will always protect my students' physical or mental well-being. I will act unselfishly in this aspect with the highest regard for others as my foundation.
- I will conduct myself in a manner that will bring credit to the law enforcement profession. I will carry out my duties for the highest public good and strive vigilantly to be free from personal or private interest motivations that could negatively affect the public's perspective of me and my profession.
- My personal standards of behavior will allow me to remain objective, fair, and present impartial decisions in my instruction and actions. My strength of character will prevent ethical problems, and I will accept only those benefits that are reasonably judged to be fair and unrelated to any of my pending/future decisions or actions.
- Honesty, courtesy, consideration and respect for the rights and privileges of students, fellow instructors, and citizens throughout the State will be my guiding values and principles.
- Knowing that my conduct affects the efficiency, safety and discipline of my classes, I shall strive to be the instructor that students wish to teach them. My classes shall be free of conduct that could be deemed as harassing, profane, demeaning, discriminatory, harmful, or unfair.

- My attitude shall reflect an “ethical state of mind” in all areas of instruction. Characteristics of my classroom will include optimism, enthusiasm, confidence, commitment, honor, and appreciation of my moral obligations instead of the tools of cynicism.
- Respect for the diverse population of this country shall be understood, exhibited, and practiced in my classroom at all times.
- My own personal scholarship and preparation will be the method by which I provide the highest level of instruction.
- Consequences for any incident involving my lack of self discipline, my bad decisions, or my unwillingness to address ethical problems within myself or others are expected. I commit to pay the price for “doing things right” and addressing these issues timely throughout my tenure.
- Protection of all tests and performance evaluations will be my responsibility. Integrity of the testing process will be unquestioned under my instruction. I will strictly adhere to all rules, regulations, and ethical practices related to testing, performance evaluations, and any test result interpretations.
- Properly and adequately communicating to all students the rules of the tests, expectations for academic or physical performance, grading methods or scales, and interpretation of the results within this ethical standard is understandably my task.
- My self respect will be exhibited in my appearance in uniform, business attire, or field training attire. Respect will be maintained and communicated to my students in terms of care of any equipment and property used during the course of training and instruction.
- I will model effective use of force in conversation and in interactions with students and others.
- My instruction will endeavor to include the following:
  - ❖ Encouragement of all students to do their best;
  - ❖ Presentation of material in a manner that creates an environment of eager learning;
  - ❖ Demonstration and practice of methods in the correct and ethical manner avoiding the temptation to show “how not to do something”;
  - ❖ Sincere appreciation for the struggle and stress that may accompany the efforts to gain new knowledge or skills;
  - ❖ Inspiration for both the gifted and challenged learner;
  - ❖ Constructive directions to correct mistakes and guide improvement;
  - ❖ Experience to allow students to fail and make mistakes in an environment that shows the understanding that sometimes the best learning takes place in overcoming obstacles; and
  - ❖ Genuine assistance to help every learner to achieve their goals;

My instruction in any law enforcement training facility, department, or educational/training venue shall constitute my acceptance of the specific requirements and the general standards stated above.

Agreed to by:

\_\_\_\_\_

Instructor Signature

\_\_\_\_\_

Date

Instructor Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# Appendix H

Test Administration Inspection Report

