



# Course Code Guide

*August 25, 2006*



## Generating Course Codes

For the most part, all of the course codes that you will need have already been generated. For advanced, specialized, and basic classes, please refer to the course code lists. These lists will allow you to cross reference from the old course code or course description to the new course code. For training that was previously coded PBIxxxx (Inservice) and PNNxxxx (Non certified) the academy will need to generate a new course code. These new course codes provide a description of the type of training conducted. Below is a description of the code and examples.

The new course codes use six positions. The first three positions are alphabetical, the fourth and fifth positions are numeric and the sixth position is alphabetical.

Position #	1	2	3	4	5	6
Sample code	A	A	A	1	1	A

Position number 1 is the category of training, ie.. advanced, inservice, seminar, recertification, specialized, etc... The codes for position one are found on page 3 with the heading Position 1 "Category". **If you are developing a course code, the only letters available are: "D", "I", "O", "N", "R", "T", "U" and "V". The letters "A", "B", "C" and "S" can not be used since they are Advanced/Specialized Courses which require the submission of an R-4 (Course Recognition Request) and will be rejected when scanned.**

Position number 2 is the topic of the training, ie.. investigations, defensive tactics, firearms, legal, general/miscellaneous, drugs, etc... The codes for position one is found on page 4 with the heading Position 2 "Topic".

Position number 3 is the sub topic of the training, ie.. for a topic of firearms, the subtopics could be semi-auto training, revolver training, rifle, counter sniper, etc... For each topic letter (position 2), there is an entire page of sub topics (see page 9 for firearms subtopics). The subtopics begin on page 5 with the heading Position 3 When Position 2 = "A-Z" Topic Name.

Position 4 and 5 will always be zero's when coding for inservice. These positions are used when coding advanced, specialized, and basic mandate classes. They represent either a numerical sequence, fiscal year or level of training.

Position 6 is used to designate the instructor certification type required for the course being reported. This letter will be the 2nd letter of the instructor code, ie.. Report Writing requires a general instructor (CG09900), the code for position 6 would therefore be a "G". For academy coding purposes, this position will always be used to designate the instructor certification type, in some cases POST may use something other than the instructor type. If this is the case, these codes will be generated at POST.

Following are some examples of common courses that will require the academy to generate a code.

Legal Update Inservice- position 1 = "I", position 2 = "L", position 3 = "M",  
position 4 & 5 = "00" and position 6 = "G" Therefore the code would be  
"ILM00G"

*Firearms Requalification- position 1 = "U", position 2 = "F", position 3 = "R",  
position 4 & 5 = "00" and position 6 = "F" Therefore the code would be  
"UFR00F"*

*Street Survival Seminar- position 1 = "N", position 2 = "D", position 3 = "S",  
position 4 & 5 = "00" and position 6 = "D" Therefore the code would be  
"NDS00D"*

*GCIC Inservice- position 1 = "I", position 2 = "G", position 3 = "B",  
position 4 & 5 = "00" and position 6 = "G" Therefore the code would be  
"IGB00G"*

*FBI National Academy- position 1 = "O", position 2 = "Q", position 3 = "L",  
position 4 & 5 = "00" and position 6 = "G" Therefore the code would be  
"OQL00G"*

*In many instances, a judgement call will be required by the person coding inservice, seminars, out of state training, etc... For instance in the above example of the FBI National Academy, Position 3 could be a "M" (miscellaneous), "S" (supervision) or "N" (management). It is the responsibility of the person who is assigning the code to determine the **most appropriate** code for that position.*

*When submitting seminar or out-of-state training, please include the curriculum and certificate of completion along with the scantron form. This will allow us to verify any information when there is a question regarding the course attended. If the out-of-state course was attended by only a few officers (less than 5), please do not submit a scantron form (C-12) since these forms are rather expensive. This training will be manually entered by POST staff.*

*If anyone ever has any questions when generating a course code, please feel free to contact someone in the Training Standards Division at POST.*

***Position 1 "Category"***

- A. *Advanced Training \**
- B. *Basic \**
- C. *Voluntary Certifications \**
- D. *Computer Based Training*
- E.
- F.
- G.
- H.
- I. *Inservice*
- J.
- K.
- L.
- M.
- N. *Recognized Seminars/ Conferences*
- O. *Out of State Training*
- P. *Non Certified Training*
- Q.
- R. *Roll Call*
- S. *Specialized \**
- T. *Teleconferencing*
- U. *Recertification Courses*
- V. *Video*
- W.
- X. ***Do Not Use. For Internal Use By Computer Only!***
- Y.
- Z.

***\* A course recognition request (POST Form R-4) must be on file with POST in order to use this code for any class taught. If no R-4 is on file, you must use an inservice code.***

***Position 2 "Topic"***

- A. *Career Development*
- B. *Investigations*
- C. *Conflict Management (Domestic, Crisis Intervention)*
- D. *Defensive Tactics*
- E. *Medical Services*
- F. *Firearms*
- G. *General of Miscellaneous*
- H. *Hazardous Materials/ Civil Defense*
- I. *Instructor Courses*
- J. *Jailer*
- K. *School Policing*
- L. *Legal (Juvenile, Procedure, Law, Liability)*
- M. *Mandated*
- N. *Departmental Inservice (when curriculum on file at POST)*
- O.
- P. *Physical Fitness*
- Q. *Supervisory/Management Training (Not 120 hour Super. or Management)*
- R.
- S. *Driver Training*
- T. *Traffic/ Patrol*
- U. *SCUBA/ Swimming*
- V.
- W. *DUI/ Field Sobriety Testing*
- X. *Drugs*
- Y. *Communications*
- Z. *Canine (Drugs, Tracking, Police Service)*

*POSITION "3"*

*When Position "2" = "A" Career Development*

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(#) = Position 4&5 (Level) / Position 6 = Module, if no module, use

- A- Criminal Procedure (01) instructor code
- B- Health & Wellness Awareness (01)
- C- Interpersonal Relations/ Crisis Intervention (01)
- D- First Responder (01)
- E- Officer Survival (01)
- F- Traffic Law (02)
- G- Crime Scene Processing (02)
- H- Specialized Patrol Techniques (02)
- I- Interviews & Interrogations (02)
- J- Search Warrants & Affidavits (02)
- K- Advanced Firearms (02)
- L- Advanced Report Writing (02)
- M- Supervisory Training (03)
- N- Management Training (04)
- O- Executive Training (05)
- P- Departmental Training Officer (06)
- Q- Field Training Officer (07)
- R- Senior Deputy (08)
- S- Basic Deputy Sheriff's Course (08)
- T- Chaplains (09)
- U- Jailer Basic (10)
- V- For POST use only (20 hour waiver) position 4 & 5=FY
- W Y
- X Z

## POSITION "3"

### When Position "2" = "B" Investigations

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- A- Arson
- B- Burglary
- C- Crimes Against Children
- D- Death Investigations
- E- Auto Theft
- F- Fingerprints
- G- Forensic Sciences
- H- Crime Scene Processing
- I- Investigations
- J- Surveillance
- K- Fraud
- L- Forgery
- M- Miscellaneous
- N- Rules of Evidence
- O- Organized Crime, Vice and Gangs
- P- Photography
- Q- Asset Forfeiture
- R- Robbery
- S- Sex Crimes
- T- Crime Scene Technician
- U- Major Case
- V- Questioned Documents
- W Y
- X Z

## **POSITION "3"**

### **When Position "2" = "C" Conflict Management**

---

*A*

*B- Chaplains Training*

*C- Crisis Intervention*

*D- Domestic Violence*

*E- Abuse of the Elderly*

*F*

*G*

*H- Hate Crimes*

*I*

*J*

*K*

*L*

*M- Miscellaneous*

*N*

*O*

*P- Police and the Public .*

*Q*

*R- Conflict Resolution*

*S*

*T*

*U*

*V- Violence in the Workplace*

*W*

*Y*

*X*

*Z*

## *POSITION "3"*

### *When Position "2" = "D" Defensive Tactics*

---

<i>A-</i>	<i>ASP Baton</i>	
<i>B</i>		
<i>C-</i>	<i>Chemical Munitions</i>	
<i>D-</i>	<i>Defensive Tactics</i>	
<i>E-</i>	<i>Executive/Dignitary Protection</i>	
<i>F</i>		
<i>G-</i>	<i>Stun Gun</i>	
<i>H-</i>	<i>Handler 12</i>	
<i>I-</i>	<i>Handgun Retention</i>	
<i>J-</i>	<i>Handcuffing Techniques</i>	
<i>K-</i>	<i>Kubaton</i>	
<i>L</i>		
<i>M-</i>	<i>Miscellaneous</i>	
<i>N</i>		
<i>O-</i>	<i>Oleoresin Capsicum</i>	
<i>P-</i>	<i>PR-24</i>	
<i>Q-</i>	<i>PPCT</i>	
<i>R-</i>	<i>Riot Control</i>	
<i>S-</i>	<i>Officer Survival</i>	
<i>T-</i>	<i>SWAT Training</i>	
<i>U-</i>	<i>Use of Force</i>	<i>X</i>
<i>V</i>		<i>Y</i>
<i>W-</i>	<i>High Risk Warrant Service</i>	<i>Z</i>

**POSITION "3"**

***When Position "2" = "E" Medical Services***

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*A*

*B- Bloodborne Pathogens*

*C- CPR*

*D*

*E- Crash Victim Extrication*

*F- First Aid*

*G*

*H*

*I- Inmate Medical Procedures*

*J*

*K*

*L- Life Saving*

*M- Miscellaneous*

*N*

*O*

*P*

*Q*

*R- First Responder*

*S- Rescue Operations*

*T*

*U* *X*

*V* *Y*

*W* *Z*

**POSITION "3"**

**When Position "2" = "F" Firearms**

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- A- *Armorers Training*
- B- *Sub Machine Gun*
- C- *Counter Sniper*
- D- *SWAT Training*
- E- *Shotgun*
- F
- G- *G.A.L.E.F.I. Training Conference*
- H
- I
- J- *Judgemental Simulator*
- K
- L- *Long Gun/Rifle*
- M- *Miscellaneous*
- N- *Subdued Lighting Conditions*
- O- *Officer Survival*
- P
- Q
- R- *Requalifications*
- S- *Semi Auto Training*
- T- *Revolver Training*
- U
- V
- W Y
- X Z



**POSITION "3"**

**When Position "2" = "H" Hazardous Materials/ Emergency Management**

A

B- Bombs & Explosives

C- Civil Defense

D- Haz Mat Contingency Planning

E- Haz Mat Awareness Level

F- Haz Mat Commander

G- Haz Mat Operator

H- Haz Mat Specialist

I- Haz Mat Technician

J- Haz Mat Transport

K- Hazardous Materials

L

M- Miscellaneous

N- Environmental Crimes

O

P

Q- Terrorism

R- Response Training

S- Radiological Monitoring

T- Fire Safety

U

V

W

Y

X

Z

**POSITION "3"**

***When Position "2" = "I" Instructor Courses***

---

- A- ASP ITC
- B
- C
- D- Defensive Tactics ITC
- E- Driver Training ITC
- F- Firearms ITC
- G- Railroad Grade Crossing Collision INV. ITC
- H
- I- Instructor Training Course
- J
- K
- L- Laser ITC
- M- Miscellaneous
- N- Medical
- O
- P- PR-24
- Q
- R- Radar ITC
- S- Field Sobriety Testing (Grant, position 4&5 = Fiscal Year)
- T- Range Safety Officer
- U- Instructor Updates
- V- Vascar ITC
- W Y
- X Z

## POSITION "3"

### *When Position "2" = "J" Jailer Training*

---

A- Arrest Booking Procedures

B

C- Jailer Basic for Certified Officers (position 4 & 5 = Fiscal Year)

D

E- Emergency Procedures for Jailers

F

G- Inmate Classification

H

I- Inmate Rights

J- Juvenile Justice Training

K

L

M- Miscellaneous

N

O- Jail Operations

P

Q

R

S

T

U

V

W

Y

X

Z

**POSITION "3"**

***When Position "2" = "K" School Police/ Juvenile/ Gangs***

---

*A*

*B*

*C- Youth Crime Prevention*

*D*

*E*

*F*

*G- Gangs*

*H*

*I- School Resource Officer*

*J- Juvenile Procedure*

*K*

*L*

*M- Miscellaneous*

*N*

*O- Juvenile Offender*

*P*

*Q- Interviewing Juveniles*

*R*

*S*

*T*

*U*

*V- School Violence*

*W*

*Y*

*X*

*Z*

**POSITION "3"**

**When Position "2" = "L" Legal**

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- A- *American With Disabilities Act*
- B- *Legal Research*
- C- *Criminal Procedure*
- D- *Constitutional Law*
- E- *Civil Rights Under Color of Law*
- F- *Discrimination in the Workplace*
- G- *Georgia Criminal Law*
- H- *Criminal Justice System*
- I
- J- *Juvenile Procedure*
- K- *Victim's Assistance*
- L- *Liability*
- M- *Miscellaneous*
- N
- O
- P- *Civil Process*
- Q- *Search & Seizure*
- R- *RICO/Asset Forfeiture*
- S- *Search Warrants/Affidavits*
- T- *Traffic Law*
- U- *Legal Update*
- V- *Use Of Force*
- W
- X
- Y
- Z

**POSITION "3"**

**When Position "2" = "M" Mandated (Position 4 & 5 = Fiscal Year)**

A

B

C- *Corrections Officer*

D- *DNR-Ranger*

E- *DNR Ranger Extended*

F- *Forensic Scientist*

G- *GBI Special Agent*

H

I- *GBI Investigator*

J- *Juvenile Corrections*

K

L- *Law Enforcement*

M- *Miscellaneous*

N- *GBI Narcotics Agent*

O- *Communications Officer*

P- *Parole*

Q- *Probation*

R

S- *Extended Basic Mandate*

T

U

V

W

Y

X

Z



**POSITION "3"**

***When Position "2" = "O" Ga. Dept. of Corrections Training*** \_\_\_\_\_

*A*

*B*

*C*

*D*

*E*

*F*

*G*

*H-*

*I*

*J*

*K*

*L*

*M-*

*N*

*O*

*P*

*Q*

*R*

*S-*

*T*

*U*

*V*

*W*

*Y*

*X*

*Z*

**POSITION "3"**

**When Position "2" = "P" Physical Fitness**

---

A

B

C

D

E

F

G

H- *Health Issues*

I

J

K

L

M- *Miscellaneous*

N

O

P

Q

R

S- *Stress*

T

U

V

W

Y

X

Z

## **POSITION "3"**

### ***When Position "2" = "Q" Supervisory/ Management Issues***

---

- A- Executive Issues*
- B- Budgeting/ Administrative Issues*
- C- Chiefs Training*
- D- Communication Skills*
- E- Evaluations*
- F- Managing a Law Enforcement Unit*
- G- Agency Accreditation (CALEA)*
- H*
- I*
- J*
- K*
- L- Leadership Skills*
- M- Miscellaneous*
- N- Management*
- O*
- P- Policy/Procedures*
- Q*
- R*
- S- Supervision*
- T- Sheriff's Training*
- U- Command College Courses*
- V*
- W* *Y*
- X* *Z*

## POSITION "3"

### When Position "2" = "S" Driver Training

---

A- Accident Avoidance

B

C

D- Driver Improvement

E- EVOC

F- Motorcycle

G

H

I

J

K

L

M- Miscellaneous

N

O- Occupant Protection

P- Pursuit Driving

Q

R

S

T

U

V

W

Y

X

Z

**POSITION "3"**

**When Position "2" = "T" Traffic/ Patrol**

---

- A- *Patrol Tactics*
- B- *Transportation of Inmates*
- C- *Crimes in Progress*
- D- *DUI*
- E- *Traffic Enforcement*
- F- *Traffic Direction and Control*
- G
- H- *Preparation for Duty*
- I- *Accident Investigations*
- J
- K
- L- *Laser*
- M- *Miscellaneous*
- N
- O- *Patrol and Observation*
- P- *Accident Photography*
- Q- *Alternate Patrol Techniques*
- R- *Accident Reconstruction*
- S- *Stopwatch/EDST*
- T- *Radar*
- U- *Vehicle Pullovers*
- V- *Vascar*
- W
- X
- Y
- Z

**POSITION "3"**

**When Position "2" = "U" SCUBA/Swimming**

---

A- *Advanced SCUBA*

B- *Basic Open Water*

C- *Swimming Skills*

D- *Dive Master*

E

F

G

H

I

J

K

L

M- *Miscellaneous*

N

O

P

Q

R- *Rescue Diver*

S- *Search & Recovery Diver*

T- *SCUBA Training*

U

V

W

Y

X

Z

**POSITION "3"**

**When Position "2" = "W" Field Sobriety Testing & Impaired Driving**

A- *Administrative License Suspension*

B

C

D- *D.U.I.*

E

F

G- *Standardized Field Sobriety Testing (GPSTC)*

H

I- *Intoximeter*

J

K

L

M- *Miscellaneous*

N

O

P

Q

R

S- *Standardized Field Sobriety Testing (Grant Training position 4&5 = FY'  
position 6= level)*

T

U X

V Y

W Z



**POSITION "3"**

**When Position "2" = "Y" Communications**

---

- A-
- B- *Peer Counseling*
- C- *Communications*
- D- *Dispatcher/ Communications Officer*
- E
- F
- G
- H- *Hostage Negotiations*
- I- *Interviews*
- J- *Interpersonal Communications*
- K- *Privacy and Security*
- L
- M- *Miscellaneous*
- N
- O
- P- *Public/ Media Relations*
- Q
- R- *Report Writing*
- S- *Spanish*
- T- *Courtroom Demeanor & Testimony*
- U
- V
- W
- X
- Y
- Z

**POSITION "3"**

***When Position "2" = "Z" Canine***

---

*A- Animal Control*

*B*

*C*

*D- Drug Dogs*

*E*

*F*

*G*

*H*

*I*

*J*

*K*

*L*

*M- Miscellaneous*

*N*

*O*

*P- Police Service/Patrol*

*Q*

*R*

*S*

*T- Tracking Dogs*

*U*

*V*

*W*

*Y*

*X*

*Z*