GEORGIA PEACE OFFICER STANDARDS AND TRAINING COUNCIL

UNIFORM ACADEMY REGULATIONS

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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 certification (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

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.

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.

Course Recognition 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.

Course Roster

The electronic roster generated in the POST Data Gateway listing the students who are enrolled in any course (basic, advanced, career, specialized, seminar, in-service, etc.). Instructors for the course must identify the status of the enrolled student in the course as either passed or failed. Once students have been placed on a basic course roster as attending the first day of class, the student cannot be removed from the roster, and must have a status given for the class of either passed or failed. Specific failure reasons must also be identified such as academic failure, withdrawn, withdrawn medical, and misconduct.

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. This bank is generated and maintained at the academy level. Questions must be approved by an academy staff member that is trained in test item writing.

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 Topic List.

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 familiarization. Performance Examinations will be graded on a 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 R-4 (Course Recognition)
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.

Reportable Injury
An injury which requires medical treatment by Emergency Medical Technicians, nurse practitioners, physician's assistant, or licensed physicians or osteopaths including, but not limited to, lacerations which requires sutures, broken bones, and concussions. This also includes an illness such as cardiac or stroke events, loss of consciousness, etc.

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

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

Topic List (Topics passed or failed in any Basic Course)
A list of the individual course topics that a student passed, failed or has not taken.

Training Hour
In order to qualify for POST approved training credit, each hour of training must be 50 minutes (plus or minus 5 minutes) in duration.

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
Project Careers/Career Development
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.

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 meets POST requirements for instructors as defined in POST rules.

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 an unexcused 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.

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 course roster and topic list are updated in the POST Data Gateway for the student dismissed 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 be 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, of 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 Certification and Training Standards Division Director, in writing, via upload to the POST Data Gateway 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. Uploads that exceed the file size limits should be mailed to the POST auditor or Certification & Training Standards Division Director via email or U.S. Postal Service within the 5 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. Written notification to the POST Certification and Training Standards Division Director 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,
- Acknowledgment 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 a POST approved application. The POST approved application 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, the academy director shall electronically submit the course roster to POST.

1.4.4 A completed course shall be submitted electronically to POST within five (5) business days of the course completion date. The completed course shall include the completion status (pass/fail) of each enrolled student, and a topic list (if applicable).

1.4.5 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.

1.5 Injury Reporting

1.5.1 If any student or instructor sustains a reportable injury during mandated training, the academy director must notify POST, in writing, within 5 business days following the injury. If an injury results in death, POST is to be notified immediately.

1.5.2 The academy director shall immediately initiate an inquiry to determine the cause of the injury. A written report detailing the events and circumstances shall be completed by the academy director and submitted to POST within 5 business days following the completion of the inquiry. Should the inquiry take more the 30 calendar days, the academy director shall provide a written update detailing the status of the inquiry to POST every 30 calendar days.

1.5.3 If, at the time of the incident or during the inquiry, the academy director determines that a law may have been violated, he/she shall immediately notify POST.

1.5.4 The Executive Director of POST reserves the right to appoint POST staff to conduct the inquiry. The Executive Director may call upon the GBI or other law enforcement agency to assist in or lead the inquiry.

1.6 Medical Withdrawal/Dismissal

1.6.1 Any student who is no longer free from any physical, emotional, or mental conditions which might adversely affect his or her exercise of the powers or duties of a peace officer; as enumerated in O.C.G.A. 35-8-8 (a) (7) shall be dismissed from the academy.

1.6.2 At the discretion of the academy director, or if required by POST, the student shall be required to submit to an exam by a licensed physician or surgeon prior to continuing in the academy. This exam will be conducted at the student's expense. If the student refuses to be examined by a licensed physician or osteopath per this regulation, the student will not be allowed to return.

1.6.3 A student may withdraw from the academy if they no longer comply with O.C.G.A. 35-8-8 (a) (7). Before a student may return to the current or subsequent course, the student shall submit to an exam by a licensed physician or surgeon at the student's expense.

1.6.4 The academy director shall ensure that the student's status is updated on the course roster, a topic list is entered in the POST Data Gateway and a written explanation of the student's medical withdrawal/dismissal is uploaded to the POST Data Gateway within five business days.

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 thirteen (13) periodic written examinations shall be administered during the BLETC. These will include:

"8" periodic examinations (typically weekly)
"1" Hazardous Materials examination
"1" First Aid examination (if required by accrediting institution)
"1" Cardio Pulmonary Resuscitation (CPR) examination (if required by accrediting institution).
"1" Judgmental 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 Master Question Bank (MQB) when developing periodic written examinations.

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 8 periodic written examinations.

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

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 topic list;

(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 status is updated on the course roster, and a topic list is entered in the POST Data Gateway within five business days.

2.1.7 The written examination in the EVOC course shall count as one of the required periodic examinations.

2.1.8 Advanced/Specialized courses/topics which lead to a specialized certification and are taught in the Basic Law Enforcement Training (extended) Course must comply with Section 10 (Refresher/In-Service classes) of these regulations.

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 topic list will be submitted denoting the missed performance examination and topics not taken as a result of the dismissal. A new course roster with the topic list for that student will be completed by the Academy when the student is scheduled 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 BLETC course code in the POST Data Gateway;

(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 status is updated on the course roster and topic list entered in the POST Data Gateway within five business days.

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 comply with 1.3.4 of this regulation and ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

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 topic list ~~;~~

(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 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 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 status is updated on the course roster in the POST Data Gateway-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.

3.2 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 unexcused 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 status is updated on the course roster in the POST Data Gateway-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 comply with 1.3.4 of this regulation and ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

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 one 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:

Written Examination

One fifty (50) item test which consists of questions from the Master Question Bank is administered at the end 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 results 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.

4.3.3 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 comply with 1.3.4 of this regulation and ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

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 80% 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 80% 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 80% 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 80% 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 topic list;

(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 status is updated on the course roster in the POST Data Gateway within five business days.

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 status is updated on the course roster in the POST Data Gateway 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 unexcused absences.

5.2.2 Students shall not be absent for more than 5% of the Basic Correctional Officer Training.

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 status is updated on the course roster in the POST Data Gateway and uploaded to the POST Data Gateway 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 comply with 1.3.4 of this regulation and ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

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 COMMUNITY SUPERVISION OFFICER TRAINING COURSE

6.1. TESTING IN THE BASIC COMMUNITY SUPERVISION OFFICER TRAINING COURSE

6.1.1 Testing for the BASIC COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION Officer Training Course.

6.1.3 Written examination questions for the BASIC COMMUNITY SUPERVISION Officer Training Course shall be randomly generated from the BASIC COMMUNITY SUPERVISION Officer Training Course curriculum.

6.1.4 The content of each periodic written examination in the COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION Officer Training Course.

The academy director or designee shall further assist the student by identifying appropriate remedial assignment 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 BASIC COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION Officer Training Course as provided for in Regulation 6.1.6.

6.1.8 Performance examinations shall be administered periodically throughout the BASIC COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION Officer Training Course.

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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION Officer Training Course.

6.1.11 Firearms qualification in the BASIC COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION Officer Training Course, each student must successfully achieve a qualifying score of 80% 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 80% 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 COMMUNITY SUPERVISION Officer Training Course who is unable to successfully achieve a qualifying scores of 80% 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 80% or greater shall be notified of such in writing and dismissed from the BASIC COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 80% or greater.

6.1.13 The agency head or designee of any student dismissed from the Basic Community Supervision 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 80% 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 status is updated on the course roster in the POST Data Gateway 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION Officer Training Course are not eligible for unexcused absences.

6.2.3 Students shall not be absent for more than 5% of the BASIC COMMUNITY SUPERVISION Officer Training Course.

6.2.4 Student absences from the BASIC COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION Officer Training Course for absenteeism in excess of 5% and who are subsequently authorized to attend the BASIC COMMUNITY SUPERVISION Officer Training Course must successfully complete the entire course.

Students re-entering the academy at a subsequent session of the BASIC COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 status is updated on the course roster in the POST Data Gateway within five business days.

6.3 DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION Officer Training Course.

6.3.2 The agency head or designee of any student dismissed from the BASIC COMMUNITY SUPERVISION 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 comply with 1.3.4 of this regulation and ensure that a copy of such agency head or designee notification is maintained by the academy for future reference.

6.3.3 Whenever a student is dismissed from the BASIC COMMUNITY SUPERVISION 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.

6.3.4 Students dismissed from the BASIC COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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 COMMUNITY SUPERVISION 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~~7) periodic written examinations shall be administered during the Basic Juvenile Correctional Officer Training Course.

7.1.3 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.

7.1.4 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.

7.1.5 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.

7.1.6 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.

7.1.7 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.

7.1.8 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.

7.1.9 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.

7.1.10 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.

7.1.11 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 status is updated on the course roster in the POST Data within five business days.

7.1.12 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.

7.1.13 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.

7.1.14 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 unexcused absences.

7.2.2 Students shall not be absent for more than 5% of the Basic Juvenile Correctional Officer Training Course.

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 status is updated on the course roster in the POST Data Gateway 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 comply with 1.3.4 of this regulation and that a copy of such agency head or designee notification is maintained by the academy for future reference.

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.

8.0 BASIC JUVENILE PROBATION OFFICER TRAINING COURSE

8.1 TESTING IN THE BASIC JUVENILE PROBATION OFFICER TRAINING COURSE

8.1.1 Testing for the Basic Juvenile Probation 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 (7) periodic written examinations shall be administered during the Basic Juvenile Probation Officer Training.

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

8.1.4 The content of each periodic written examination in the Basic Juvenile Probation 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 twenty-five 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 Juvenile Probation Officer Training.

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 Juvenile Probation 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 Juvenile Probation 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 Juvenile Probation 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 Juvenile Probation Officer Training.

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

Failure by a student on a third periodic written examination retest shall result in the student’s dismissal from the Basic Juvenile Probation 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 Juvenile Probation 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 Juvenile Probation Officer Training as provided for in Regulation 8.1.6.

8.1.8 Performance examinations shall be administered periodically throughout the Basic Juvenile Probation 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 Juvenile Probation 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 Juvenile Probation 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 Juvenile Probation 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 Juvenile Probation Officer Training.

8.1.11 Firearms qualification in the Basic Juvenile Probation 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 Juvenile Probation 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 Juvenile Probation Officer Training.

8.1.12 Students dismissed from the Basic Juvenile Probation 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 Juvenile Probation Officer Training must successfully complete the entire program.

8.1.13 The agency head or designee of any student dismissed from the Basic Juvenile Probation 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 status is updated on the course roster in the POST Data Gateway within five business days.
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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 Juvenile Probation 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 Juvenile Probation Officer Training is a Georgia Peace Officer Standards and Training Council certified general, specialized, professional, or guest instructor.

8.2 ATTENDANCE IN THE BASIC JUVENILE PROBATION OFFICER TRAINING

Because of the comprehensive building-block nature of the basic course, it is vital that students attend the entire Basic Juvenile Probation 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 Juvenile Probation Officer Training are not eligible for unexcused absences.

8.2.2 Students shall not be absent for more than 5% of the Basic Juvenile Probation Officer Training.

8.2.3 Student absences from the Basic Juvenile Probation 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 Juvenile Probation Officer Training for absenteeism in excess of 5% and who are subsequently authorized to attend the Basic Juvenile Probation 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 Juvenile Probation 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 status is updated on the course roster in the POST Data Gateway within five business days.

8.3 DISCIPLINE AND GRIEVANCE PROCEDURES IN THE BASIC JUVENILE PROBATION 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 Juvenile Probation Officer Training.

8.3.2 The agency head or designee of any student dismissed from the Basic Juvenile Probation 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 comply with 1.3.4 of this regulation and that a copy of such agency head or designee notification is maintained by the academy for future reference

8.3.3 Whenever a student is dismissed from the Basic Juvenile Probation 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.

8.3.4 Students dismissed from the Basic Juvenile Probation 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 Juvenile Probation Officer Training must successfully complete the entire program.

9. 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)

9.1 TESTING IN ADVANCED/SPECIALIZED CERTIFICATION COURSES

9.1.1 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 or academy approved proctor.

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

9.1.3 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.

9.1.4 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.

9.1.5 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.

9.1.6 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.

9.1.7 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.

9.1.8 A student who fails an Advanced/Specialized Certification Course taught within a Basic Mandate (extended) Course may be allowed to retake a written/performance exam without having to retake the entire Advanced/Specialized Certification Course in accordance with 1.1.3 and 1.1.6 of these regulations.

9.2 ATTENDANCE IN ADVANCED/SPECIALIZED CERTIFICATION COURSES

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

9.2.2 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.

9.3 DISCIPLINE AND GRIEVANCE PROCEDURES IN ADVANCED/SPECIALIZED CERTIFICATION COURSES

9.3.1 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.

9.3.2 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.

9.3.3 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.

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

9.4 COURSE RECOGNITION

POST Rule 464-5-.14 Recognition of Courses. The Council may certify or recognize any advanced/specialized training course that is conducted by a certified school or by an institution other than a certified school, provided such school or institution has complied with all rules, policies, guidelines, and procedures adopted by Council.

9.4.1 A POST Certified Instructor who wishes to submit an Advanced/Specialized Certification Course for approval, must submit a Course Recognition Form (R4) to the Certification and Training Standards Division Director.

9.4.2 The POST Certified Instructor must provide the following information for each instructional topic within the course:

Course title and total course hours
Topic title
Lesson purpose/terminal performance objectives

Student Performance Objectives/Enabling Objectives
Hours
Instructional Method
Classroom type
Course materials
Course references
Student materials
Course prepared by
Date course prepared/revised

9.4.3 The instructor will provide information on student prerequisites, if any.

9.4.4 The instructor will provide the course completion requirements, such as the minimum scores for a cognitive/performance exam or other type of evaluation.

9.4.5 The instructor will provide the percentage of the course that must be completed if greater than required by these regulations.

10. REFRESHER (IN-SERVICE) COURSES

10.1 ATTENDANCE IN REFRESHER COURSES

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.

10.2 DISCIPLINE AND GRIEVANCE PROCEDURES IN REFRESHER COURSES

10.2.1 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.

10.2.1 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.

10.2.2 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.

11. GENERAL TESTING PROCEDURES

11.1 TESTING AND ETHICS

11.1.1 The Council ensures the security of the tests by establishing rules and procedures for test administration.

11.1.2 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.

11.1.3 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.

11.1.4 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.

11.1.5 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.

11.1.6 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 H.

11.1.7 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.

11.1.8 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.

11.2 ACADEMY IDENTIFICATION

11.2.1 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.

11.3 TEST ADMINISTRATION AND CONTROL

11.3.1 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.

11.3.2 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.

11.3.3 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.

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

11.3.5 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.

11.3.6 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.

11.4 REVIEW / RELEASE OF TESTING MATERIALS

11.4.1 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.

11.4.2 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.

11.4.3 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.

11.5 TESTING IRREGULARITIES AND ACADEMIC DISHONESTY

11.5.1 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.

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

11.5.3 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.

11.6 SCORING

11.6.1 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.

11.6.2 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.

11.6.3 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.

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

11.7 TEST RESULTS

11.7.1 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.

11.7.2 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.

12. ONLINE, CORRESPONDENCE, VIDEO OR COMPUTER BASED TRAINING

12.1 DEFINITIONS

12.1.1 The Council sets forth the definitions of acceptable use of correspondence courses, on-line (internet) training, and use of video or computer based training as follows:

Independent Online Learning: This approach involves a narrated (audio and/or video) slide presentation which may be viewed by public safety personnel who register online through our web portal at any time. The course content is presented with established learning objectives supported by narrated and written content. This type of presentation is generally provided in a format that runs one (1) to two (2) hours to keep the students interested, presents the key information, and then use of a product to show proof of completion of the required training or use of a test to measure learning. Some of these programs will be accompanied by handouts for reference or as reading assignment within the training. This methodology is useful for informative in-service or refresher training topics.

Interactive Online Learning: This approach involves a combination of independent online learning modules complemented with scheduled discussion sessions between the student(s) and instructor(s). The modules and discussion sessions are mandatory and linked with attendance requirements for a given course. The course content is presented with established learning objectives supported by narrated and written content, followed by question/answer review sessions, may include completion of assigned work projects and involves dedicated time for instructor-student interaction via a web-based technology which is documented and verifiable.

This type of presentation is generally provided in a format that is longer than one (1) hour and includes several topics or modules of instruction. These modules may be scheduled to be completed over a specified period of time to allow for flexibility in scheduling for both instructors and students. This methodology is useful for cognitive-only topics which are basic, intermediate or advanced in nature. Successful course completion will require obtaining an established minimum score on a web-based written examination, the completion of work product which will be evaluated for pass/fail based on established criteria, or both.

Blended Learning: Blended learning is comprised of a combination of independent or interactive online learning followed by mandatory participation in scheduled face-to-face training session(s). These training sessions will be designed to complement the information learned during the independent or interactive online learning sessions by providing students with opportunities to discuss, clarify and apply the learned concepts in instructor-guided activities.

This presentation format will provide students the opportunity to learn the cognitive-based foundation of knowledge for intermediate, advanced and specialized courses under the guidance of assigned instructors via web-based technology. The content is based on established learning objectives supported by narrated and written content with question/answer review sessions, may include work project completion and instructor-student interaction via a web-based technology prior to attending the face-to-face training session.

12.2 COURSE LENGTH MEASUREMENTS

12.2.1 Measuring time in an online training environment should be by either the actual training time of lecture, video, or audio to equal a minimum of 45 minutes for 1 hour of POST credit or based on the average reading rate of 9000 words per hour. The online course must meet these basic standards for POST training credit issuance.

12.2.2 The training must be law enforcement related training for POST credit.

12.2.3 Online courses using lecture, video, or audio are recommended to have course progress time stamping or time recording measures to track an officer's completion.

12.3 COURSE APPROVAL

12.3.1 In order for an online training course to be approved for POST credit, academies must submit a course recognition approval request. If the course recognition request is approved, an online training course code will be issued for use by the academy.

12.3.2 Agencies wanting to use online training will have to have a POST certified instructor administer the training under these guidelines. It is the POST certified instructor's responsibility to insure that the POST standards are met.

12.3.3 Agencies that have a departmental academy must gain POST recognition approval per this section.

12.4 TESTING

12.4.1 The online course must have a product to show proof of completion of the training objectives by the student. Products could include, but not be limited to, formative and/or summative examinations, research papers, presentations, demonstrations, discussion sessions, journal entries, evaluations of concepts, class activity requirements such as section reviews, or meeting a set standard of course completion defined by a rubric.

12.4.2 If tests or quizes are utilized in an online course, the minimum passing score must be no lower 70%.

12.5 TRAINING SUBMISSIONS

12.5.1 Officers completing online course requirements must receive some proof of completion from the course for their records. Proof of completion could be in the form of a certificate of completion, training transcript, or some type of record of completion notification (such as email).

12.5.2 The proof of completion needs to have the officer's name, date of training completion, number of hours of training, course topic, academy name, and a personal identifier for the officer such as the POST Data Gateway Officer Key number. No social security numbers or other personal identity information should be used for publication on a proof of completion.

12.6 ACKNOWLEDGMENT OF OFFICER RESPONSIBILITY

12.6.1 Online courses should provide officers with instructions regarding their responsibility in the completion of the course. An acknowledgment of the ethical requirements in independent learning courses is required. Codes of ethics for both students and instructors are included in the appendices of the Uniform Academy Regulations.

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):

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

Candidate (Respondent) Notification of Infraction

MEMORANDUM FOR RECORD

Date: _____

Subject: Violation of Academy Rule or Regulation

1.) Candidate _____, you are hereby notified that you are under investigation for possible violation of the academy's rules and regulations. The specific violation that you have allegedly committed is as follows:

_____
_____
_____

You will be given an opportunity to offer information into this incident on (date) _____. After your information is offered, a decision will be made by the academy director if further investigation is necessary. Your agency will be given notice of this infraction allegation on (date) _____ by copy of this memorandum.

You will be notified by the academy director or their designee if any actions will be taken in this incident. If an action is decided, you will be afforded an informal administrative due process. <u>The academy director is the final authority in the matter</u>.

You do not have a right to call or question witnesses, compel the production of documents or evidence, or to be represented by legal counsel at this informal due process hearing. After you have been given the opportunity to make a statement to the academy director, you will be notified of the director's decision. If an action is to be taken, you, your agency, and the Georgia Peace Officer Standards and Training Council will be notified in writing of the specific reason for the action. If no action is taken, you, your agency, and the Georgia Peace Officer Standards and Training Council will be notified in writing of the same.

Printed Name of Instructor/Course Coordinator	**Date**
Signature of Instructor/Course Coordinator	**Date**

I acknowledge receipt of this violation notification. My signature on this form only acknowledges receipt and does not imply guilt or innocence regarding this allegation.

Printed Name of Candidate	**Name of Employing Agency**
Signature of Candidate	**Date**

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 prompted 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

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:

_____ _____

Student Signature Date

Appendix F

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 G

Test Administration Inspection Report

Test Administration Inspection Report

As the Academy Director for (Name of Academy) _____, I conducted an inspection of the test administration on (date) _____ given at (location – include if on-site or off-site) _____.

The test was given for (course) _____, and the test was administered by (name of instructor or proctor) _____.

This inspection was (announced or unannounced) _____.

As a result of my inspection, my comments for the record are as follows:
(Describe performance of the test administrator including any aspects regarding exceptional performance, detrimental performance, and improvement initiatives.)

_____

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_____

This form is used to show administrative monitoring on a periodic basis for course tests given under the auspices of this academy. This form will be maintained by the academy for a period of three (3) years as a reference to indicate compliance with POST regulations.

_____ _____

Signature of Academy Director **Date**