



P.O.S.T. Update

January 2013

Suspension of Certification for Failure to Maintain the Required Annual Training begins January 1, 2013

Effective January 1, 2013, any officer that does not complete the annual required training from the previous year will have their certification suspended. The POST Data Gateway system will notify officers that they will have until January 30th to update their training records with any outstanding training from the previous year. On January 31st if the officer's training record is not updated, the POST Data Gateway system will notify officers that their certification has been suspended for failure to complete the required annual training. Officers that did not complete the training will be required to make up the incomplete training and apply for a waiver.

Agency heads will also be notified of any officers that POST records indicate that they did not complete the required annual training for 2012. Agencies are encouraged to run agency deficiency reports to check and make sure that all of their officers are in compliance with their annual training. Career reports will indicate deficiencies for officers that may not have completed the required training. Twenty hours of POST approved annual (calendar year) training became required for officers in 1989. Firearms Requalification and Use of Deadly Force training became required in 2006 as a part of the twenty hours of required annual training.

Under OCGA §35-8-20 executives are required to obtain twenty (20) hours of executive training, and they are also required to obtain at least one hour of Firearms Requalification and Use of Deadly Force training for a total of twenty-two (22) hours of annual training.

Frequently Asked Questions (FAQs) for Suspension of Certification for Failure to Maintain the Required Annual Training

Who is affected by this POST Rule?

All peace officers that were actively employed as a peace officer for at least one calendar day in 2012 are required to get twenty (20) hours of training including firearms requalification & use of deadly force training. **POST Rule 464-5-.20 Emergency Suspension for Failure to Maintain Training** only applies to the previous year's annual training requirement (which starts with the year 2012).

IMPORTANT NOTE: Officers not completing the required annual training in 2012 do not have their arrest authority until a POST waiver is granted. These officers would have lost their arrest authority automatically on January 1, 2013.

If my POST training record does not show that I completed annual training requirements in a year prior to 2012, will my certification be suspended?

No, it will not be suspended in 2013. However, according to POST records, you do not show that you have met the annual training requirements, and therefore, you do not have your arrest authority if you did not complete the required training. You will need to either submit proof of the required training or obtain a waiver to return to compliance with this requirement for your arrest authority. POST staff will resume checking previous years in the near future and will resume notifying officers & agencies of identified deficiencies from any years prior to 2012.

How will officers be notified that POST does not have record of completion for their required 2012 training?

Officers will be notified by email and a notice will be placed for view when an officer logs in using their PDG Gateway log-in.

How will agency heads be notified that any of their employed peace officers are showing lack of completion of their required POST 2012 training?

When an agency head logs in to the POST Data Gateway a notice will be placed for their view. A web link will be provided where the agency head can look at the officers listed to see which have been identified with their agency. The list will be in alphabetical order by agency name.

What is the time frame for officers to show that they got the required training or complete a waiver?

Peace officers have until January 30, 2013 to either show that they completed the required training or obtain a waiver. If they have not done either of these by midnight on January 30, 2013, their peace officer certification will be suspended effective on January 31, 2013.

What if my peace officer's training history does not show that I completed the required training, but I actually completed the required training?

The officer will need to provide proof to POST that the training was completed. Proof may be in the form of a certificate, transcript, or instructor record that an officer completed the training. Since September 1, 2011, POST certified instructors have been able to enter their training classes directly into the POST Data Gateway system. If a class is missing that you completed that was taught by a POST certified instructor, you will need to contact that instructor to see why the training is not showing on your training history. If the training was online training that was completed through the Georgia Public Safety Training Center, **please wait until after January 10, 2013** to contact GPSTC regarding any GPSTC training missing from your record.

What if I actually completed the required training, but I cannot show proof that I did?

If the officer cannot provide documented proof to POST that the training was completed, the officer will need to make up the required training and apply for a waiver. POST training credit is primarily instructor driven, and instructors have the ability to directly enter training classes that they have taught into the POST Data Gateway system. If it was not entered as completed in the POST Data Gateway system, then the training is not considered to have been completed.

If I did not get the required training or cannot show proof of completing the required training, how do I avoid having my certification suspended?

You will need to make up the required training and apply for a waiver. Waiver information can be found at web link http://www.gapost.org/pdf_file/20HRWAIIV.pdf, and waiver instructions can be found

at web link http://www.gapost.org/pdf_file/trngwaiver.pdf. A waiver must be granted prior to January 31st to avoid suspension of your certification.

What if a peace officer was actively serving in the military during 2012 and the agency kept the officer listed as employed on their agency roster while the officer was serving?

The officer's certification will be suspended if the agency shows that the officer was actively employed for one calendar day in 2012 as a peace officer and the officer did not get the required training. The agency can either remove the officer from their agency roster for the period of time that he was actively employed in the military during 2012, or the officer can submit a waiver request for military reason by showing proof of active service by providing military orders for 2012 or a DD214 showing active duty military service in 2012. Officers serving in the military do not have to make up the required training prior to the granting of a waiver. There is no processing fee for military waivers.

What if a peace officer had medical reasons that prohibited the officer from completing the required training in 2012?

The peace officer's certification will be suspended if the agency shows that the officer was actively employed for one calendar day in 2012 as a peace officer and the officer did not get the required training. The officer will need to make up the required training, request a medical waiver, and have it granted prior to January 31, 2013. There is no processing fee for medical waivers.

What if a peace officer's medical reasons still prohibit the officer from being able to make up the training & obtain a waiver for 2012?

If the officer cannot make up the required training, receive a medical training waiver from POST, and have it granted prior to January 31, 2013, the officer's certification will be suspended on January 31, 2013.

What if an agency head has a peace officer listed as employed with their agency in 2012 for not getting their training, but the agency submitted a Change of Status (C11) to POST showing that the officer is no longer employed with the agency?

The POST Data Gateway system should show their change of employment status or the C11 should be shown as "pending approval" in the POST Data Gateway system. If the peace officer is no longer employed with your agency, the officer's arrest authority would not be under your agency's responsibility. If you did not complete a Change of Status (C11) in the POST Data Gateway system, then please do so. Please see instructions at web link http://www.gapost.org/pdf_file/c11_inst.pdf.

What if a peace officer graduated from an academy in 2012? When does a peace officer that graduated in 2012 meet the annual training requirement for their arrest authority?

Under the POST Act (OCGA §35-8-21), peace officers graduating from the academy after April 1 **do not** have to complete the annual training requirements. If a peace officer graduated on or before April 1, the peace officer must complete the annual training requirements.

What if I completed online training through the Georgia Public Safety Training Center's web site but it is not showing on my POST training history yet?

Please wait until after January 10, 2013 to "re-check" your history before you call GPSTC. GPSTC is trying to have all the training entered by January 10, 2013. If it is not on your POST training history after January 10, 2013, then you will need to contact GPSTC. If you have a copy of the completion certificate for the course, you may submit it directly to POST for training credit by faxing a copy of

the certificate with your Officer Key number on the certificate to (770)-732-5952. The main phone number for the GA Public Safety Training Center is (478)-993-4000.

If I am a juvenile corrections officer working for the Department of Juvenile Justice, what are my requirements? Is my training being reported to POST?

Department of Juvenile Justice (DJJ) corrections officers have the same twenty hour training requirement under the POST Act except for Firearms Requalification and Use of Deadly Force. Firearms Requalification and Use of Deadly Force are not taught in the Basic Juvenile Corrections Officer course, and therefore, DJJ corrections officers do not have to complete these two training classes each year. As of this update, DJJ has reported the annual training for 2012, and they are going to be submitting pre-2012 years of training in the near future for posting to current and former DJJ officer training records in the POST Data Gateway system.

What if I currently have a waiver pending with POST? Will my certification be suspended on January 31, 2013?

Pending waivers are either not complete for an identified reason or in a queue waiting to be processed. POST will get all complete waivers processed on January 30, 2013. Any waivers that are incomplete and cannot be processed for a specified reason will result in the officer's certification to be suspended. The officer's certification will be re-instated upon granting of the waiver.

How will a peace officer know that their certification is suspended for not completing their annual training requirements?

Officers will be notified by email and a notice will be placed for view when an officer logs in using their PDG Gateway log-in.

How will agency heads be notified that any of their employed officers are suspended for lack of completion of their required POST 2012 training?

When an agency head logs in to the POST Data Gateway a notice will be placed for their view. A web link will be provided where the agency head can look at the officers listed to see which have been identified with their agency. The list will be in alphabetical order by agency name.

Will any other agencies be notified?

Under GA law, POST will be notifying prosecutors of the officers that have had their certifications suspended. This information regarding officer suspensions is also available under the Open Records Act.

Will this suspension affect my employment status?

Having your peace officer certification may be a condition of employment with your agency. You will need to check with your agency regarding this condition. If you still function as a peace officer under a suspended certification, you and your agency could be subject to criminal and civil penalties for any actions that you may take.

I know that POST sent notices regarding incomplete or incorrect course coding on training classes for 2012. How will this affect me if I was in one of those classes?

It is the responsibility of the POST certified instructor to properly code and complete the class entry in the POST Data Gateway system. If you were in a class that was sent back to the instructor for one of these reasons, you will need to talk with the instructor to get the instructor to properly complete the

class. If the instructor cannot properly complete the class prior to January 31, 2013, your certification will be suspended.

Is there any way for an agency to check their agency to see if any officers did not complete the required training for 2012 on their own?

Yes, agency administrators and agency users in the POST Data Gateway system can run reports in the POST Data Gateway system. These reports are under the function of “Reports”, then click on the button labeled “Training Deficiency Report” (for Adobe or Excel), and just enter the four digit year to check.

What is my status if I've applied for a waiver, but it has not been processed due to volume of submissions?

Pending waivers in a queue waiting to be processed are not considered to be “granted” until the waiver is added to the officer’s POST record. POST will get all complete waivers processed by January 30, 2013. Any waivers that are incomplete and cannot be processed for a specified reason will result in the suspension of the officer’s certification. The officer’s certification will be re-instated upon granting of the waiver. Officers that did not complete the required training do not have arrest authority until a waiver has been granted. The “rushing processing fee option” gets POST staff to review the application within two business days.

What happens once I have been granted a training waiver for 2012?

Your certification will be placed back into the previous status, a waiver record will be placed in your training history, and you will be in compliance with the requirements for your arrest authority to be intact. For example, if the officer was listed as “in good standing” prior to the suspension for not completing the required training, then once the waiver is granted, the status will be returned to “in good standing.”

As a chief of police, what happens if I did not get my Executive hours for 2012? Will my certification be suspended?

Yes, your certification will be suspended if you did not meet the annual training requirements for 2012. Under OCGA §35-8-20, you are required to get twenty (20) hours of Executive training **and** Firearms Qualification & Use of Deadly Force training for a total of 22 hours of annual training. If you have questions regarding your Executive Hours for 2012, please contact the GA Association of Chiefs of Police at (770)-495-9650.

Who do I need to contact at POST to address any issues that I may have regarding my training?

Please e-mail helpdesk@gapost.org or contact POST at 770-732-5974.