

2025 GACP TRAINING GUIDELINES

Please read the following information regarding the process of obtaining GACP Executive/Management Level Training Credit.

Training requirements for agency/department heads as defined by Georgia Code §35-8-20:

(a) During calendar year 1985 and during each calendar year thereafter, the chief of police or department head of each law enforcement unit and wardens of state institutions shall complete 20 hours of training as provided in this Code section.

(b) The training required by subsection (a) of this Code section shall be completed in sessions as selected and provided or approved by the Georgia Association of Chiefs of Police or the Georgia Prison Wardens Association and which have been recognized by the Georgia Peace Officer Standards and Training Council.

(c) The salary and travel expenses of a chief of police or department head of a law enforcement unit or a warden of a state institution taking the required training shall be paid by the law enforcement unit by which he or she is employed.

(d) Any chief of police or department head of a law enforcement unit or a warden of a state institution who does not fulfill the training requirement of this Code section shall lose his or her power of arrest.

(e) A waiver of the requirement of training provided in this Code section may be granted by the Georgia Peace Officer Standards and Training Council, in its discretion, upon the presentation of evidence by a chief of police or department head of a law enforcement unit or a warden of a state institution that he or she was unable to complete such training due to medical disability, providential cause, or other reason deemed sufficient by the council. *(NOTE: GACP cannot issue this type of waiver. Such requests must be submitted to POST Council).*

Definition of agency/department head, is defined in Georgia Code §35-8-2 (4):

“Department Head” means the chief executive or head of a state department or agency, a county, a municipality, or a railroad who is a peace officer and whose responsibilities include the supervision and assignment of one or more employees or the performance of administrative and managerial duties of a police agency or law enforcement unit.”

Training classes such as report writing, LIDAR training, traffic accident reconstruction, impact weapons, commercial vehicle inspections, conflict resolution, first responder, street survival, verbal judo, and courtroom demeanor are several examples of training programs that are not approved for chief’s credit. Classes that are needed to meet the Governor’s Initiative Requirements are **not** approved for executive credits. You must have a minimum of 27 hours to comply with GACP **and** POST, consisting of:

- **20** hours of GACP Executive Credit,
AND
- **7** hours of classes that meet the Governor’s Initiative Requirements of
 - Use of Deadly Force (1 hour)
 - De-escalation (1 hour)
 - Community Policing (2 hours)
 - Gang Awareness (1 hour)
 - Human Trafficking (1 hour)
 - Firearms re-qualification (1 hour)

If you fail to meet all training requirements in the calendar year, you will lose your power of arrest on January 1st of the following year.

***PRORATED hours:** If you are appointed as an agency/department head for a partial year, you will be required to obtain two (2) hours of Executive credits per month for the remaining months of the year. For example, if you are appointed as chief on September 10th, you will then be required to obtain eight (8) hours of Executive Credits before December 31st of that year: two (2) hours each for September, October, November, and December.

TRAINING APPROVAL PROCESS

All requests for training approval shall be submitted to the GACP Training & Events Director (or *Executive Director, if applicable*) where it will be reviewed and approved or denied.

Confirmations of approval/disapproval will typically be sent by email within a couple of days. Generally, training classes that directly relate to your job function as the chief executive of the agency such as classes dealing with management and/or upper-level supervision are approved.

LINK TO SUBMIT TRAINING APPROVAL

When asked to evaluate training held by other agencies for executive credits, our initial step is to evaluate whether the following basic requirement is met:

Majority of the course content is information specifically geared toward upper management and executive level issues and topics (*i.e., Training classes such as report writing, LIDAR training, traffic accident reconstruction, impact weapons, commercial vehicle inspections, conflict resolution, first responder, street survival, verbal judo, and courtroom demeanor are several examples of training programs not approved for chief’s credit. Firearms and Use of Deadly Force, although mandated by POST, are **not** approved for executive credit*).

Acceptable forms of supporting documentation needed:

1. Lesson Plans/Written Criteria: Written materials must contain an in-depth synopsis of management principles and the extent to which they are explored. For instance, a course entitled “Legislative Updates for Executives” must show how the course explores

the legislative updates at a level beyond that of line-duty officers. In other words, the content must justify the title.

-OR-

2. Power Point Copies: Final Power Points of the courses presented must contain the management principles noted above.

*Please note: The credibility of the class becomes enhanced if the instructor is well known in the state for his/her expertise in teaching management level classes.

If a request for executive credit is denied, the submitting chief may request a review by the GACP Training Committee. The request, along with any additional information to be considered, will be sent to the GACP Executive Director, who will then forward the request to the Training Committee. The Training Committee will consider the request and either affirm or overturn the initial denial. This review process will be completed within 30 days of the initial denial.

DOCUMENTS REQUIRED WITH APPROVAL REQUESTS:

If the course **IS** designated by GACP as approved for executive/management level training, submit the following:

- GACP Training Approval Form (use link above); and
- Proof of attendance.

If the course has **NOT** been designated by GACP as approved (If the training is out-of-state or in-state training that is not approved by POST, the information must first be submitted to POST for training credit.):

- Data supporting the training as executive /management level training (syllabus, course curriculum, lesson plan, etc.);
- Qualifications of the presenter(s); and
- Proof of attendance (if course has already been held).

The use of any GACP training codes that are listed on the POST website will NOT be accepted for credit unless pre-approved by the GACP Executive Director or GACP Training & Events Director.

Review your POST training history / officer record often at www.gapost.org to ensure sure your executive hours are listed. Allow a reasonable amount of time for your POST training record to be updated with approved executive hours. Most submitted executive training will be listed in POST within two (2) weeks of submission. Please contact the GACP Training & Events Director if sufficient time has passed, and you do not see the executive hours listed under your training history.

2025 APPROVED COURSES

Under O.C.G.A. §35-8-20, all heads of law enforcement agencies must receive their annual training as selected and provided by the Georgia Association of Chiefs of Police. GACP recognizes the training programs listed below as APPROVED for executive/management hours during the 2025 calendar year. Please note limitations regarding online – virtual training hours as well as district meeting training hours.

POST COUNCIL RULES – INSTRUCTORS

In order to receive POST credit hours for in-person instruction provided at a GACP sponsored meeting or training course, a POST-certified instructor must instruct the student(s). Because of the inherent nature of certain professions or particular skill levels achieved, certain individuals may be requested to instruct. Such persons shall be designated as Guest Instructors and shall be recognized by POST Council as such. No certified officer shall be recognized as a guest instructor.

APPROVED COURSES GIVEN BY GACP:

- Assessment Center Preparation
- Certification Assessors Training
- Certification Managers Training
- Chief Legislative Training & Day at the Capitol
- Chief Executive Training Class (New Chiefs School)
- **District Training – (Must have prior approval of GACP Training & Events Director or Executive Director)**
- **District Meeting / Networking - (Must have prior approval of GACP Executive Director)**
- Employee Liability/Conduct
- Ethics for Law Enforcement Executives/Managers
- Evidence and Property Liability
- Fall Training Conference
- Goals Conference
- Leadership Development
- Legislative Update
- Personnel Management
- Spring Training Conference
- Supervision/Management
- Twelve Critical Tasks

APPROVED GPSTC OR ANY POST CERTIFIED FULL-SERVICE ACADEMY CLASSROOM-BASED COURSES:

- Management Level 1
- Management Level 2
- Management Level 3

APPROVED GPSTC INDEPENDENT ONLINE LEARNING*:

- GACP Webinars – (topics TBA)

APPROVED GEMA & HOMELAND SECURITY AGENCY CLASSROOM BASED COURSES:

- Access and Functional Needs Preparedness and Planning for Rural Communities
- Continuity of Government/Continuity of Operations
- Decision Making and Problem Solving
- Disaster Recovery Program: Info & Documentation
- Emergency Planning
- Emergency Response to Terrorism: Strategic Considerations for Command Officers
- Leadership and Influence
- Mass Fatalities Incident Response for Rural Communities
- NIMS - Advanced ICS Command and General Staff-Complex Incidents (IS400)
- NIMS - Intermediate Incident Command System for Expanding Incidents (IS300)
- Resource Management-Enhanced Threat and Risk Assessment

APPROVED VIRTUAL ACADEMY COURSES*:

(Must submit certificate to GACP for executive hours – 5 hours maximum)

- Ethical Issues for Law Enforcement (3 hrs)
- Maneuvering Successfully in the Political Environment (1 hr)
- Strategic Planning (2 hrs)
- Team Building for Command Staff (1 hr)
- The Leadership Role in Public Service (2 hrs)
- Human Fatigue in 24/7 Operations (1 hr)
- Image Development and Reputation Management (2 hrs)
- Internal Affairs for Administrators (2 hrs)
- Recruiting and Retention of Law Enforcement Personnel (2 hrs)
- Leadership and Career Development Concepts (1 hr)
- The Leader's Role in Developing and Nurturing Agency Culture (2 hrs)

OTHER APPROVED COURSES & PROGRAMS:

- 21st Century Policing
- Below 100
- Child Fatality Review
- Color of Law (FBI Atlanta)
- Community Policing – Randy Means**
- Consular Notification
- Executive Development Program
- FBI LEEDS Development
- FBI National Academy

- FEMA – All Hazards Training
- GILEE Training Program
- Law Enforcement Liability Training – LGRMS
- Open Records for Law Enforcement Executives
- POST Certification Process
- Preparing for Civil Unrest in Georgia
- Pursuit Policy/Role of Authority
- Southern Police Institute (SPI) Institute of Police Technology and Management (IPTM)
- State Asset Forfeiture Training
- USDOJ Violent Crime Training
- VALOR
- Workload Assessment and Task Analysis

PROGRAMS THAT MAY QUALIFY FOR PARTIAL OR FULL EXECUTIVE CREDITS APPROVAL:**

- LE and Private Sector Business Continuity Summit – USDOJ
- Campus Law Enforcement Training
- Commission on Law Enforcement Agencies (CALEA) Conference Training
- Gatlinburg Law Enforcement Conference-USDOJ
- GCIC Security & Integrity of CJ Information (2 hours course only – online class not accepted)
- Georgia Association of Campus Law Enforcement Administrators (GACLEA) Conference
- Georgia Gang Investigators Association (GGIA) Conference
- Georgia Law Enforcement Command College Annual Refresher Class
- Georgia Marshal’s Training Network Annual Conference
- Georgia Police Accreditation Coalition (GPAC) Conference
- Georgia State Intelligence Network (GSIN) Conference
- International Association of Chiefs of Police Training (IACP)
- National Organization of Black Law Enforcement Executives (NOBLE) CEO Symposium and Annual Conference
- Prosecuting Attorneys of Georgia (PAC) Conference
- Peace Officers Association of Georgia (POAG) Conference
- Safety in Our Schools Training Conference

(Please note that course summaries are requested and evaluated annually for these events before approval is granted.)

ALL OTHER TRAINING REQUESTS WILL BE HANDLED ON A CASE-BY-CASE BASIS.

With the exception of pre-approved courses outlined in this document, requests for executive credit for a training course / session exceeding four (4) hours will not be approved by the Training Committee.

*** A maximum of five (5) hours of executive training credits can be earned in 2025 through online / virtual training courses – apart from any GACP-hosted webinar. *The Governor’s Initiative training (Use of Deadly Force – 1 hour, De-escalation – 1 hour, Community Policing –2***

hours, Gang Awareness – 1 hour, Human Trafficking – 1 hour) can be obtained online and, since they are not eligible for executive-level credit, is not subject to this limitation.

****Approval can only be determined once supporting documents have been received. For training approvals, please submit your request using this [LINK](#):**