

# **PAULDING COUNTY SHERIFF'S OFFICE TRAINING CALENDAR**



**Captain Clint Lankford  
Director of Training**

**Sergeant Andrew Ferguson  
Assistant Training Director**

**Corporal Stephen Strickland  
Staff Instructor**

**Corporal Kevin Morgan  
Staff Instructor**

**Deputy John Ritch  
Staff Instructor**

**770-443-7630  
FAX: 678-460-1831**

**Revised 01/05/2017**

# **January – December 2017**

## **TABLE OF CONTENTS**

Mission Statement

In – Service Schedule

Course Descriptions

Mandatory In-Service Training  
(All Mandated Officers)

Post Mandate Training

Open Range

Oleoresin Capsicum

SWAT Level I

Asp Baton Training

Taser X26 Training

Patrol Rifle

Mandatory Online Courses

GCIC Security & Integrity

Departmental Training Registration Request Form

Training Registration Request Form

Outside Agency Training Request Form

Career Development Program Requirements

## **MISSION STATEMENT**

*The mission of the Paulding County Sheriff's Office Training Division is to continually enhance the knowledge and safety of the deputies servicing Paulding County.*

*With our assets and resources, the PCSO Training Division will strive to meet the law enforcement training and support needs of all agency personnel. In an effort to reach optimum efficiency and effectiveness, the Training Division will provide training utilizing realistic and practical methods.*

*The Paulding County Sheriff's Office Training Division is here to serve and train public safety personnel throughout the law enforcement community. We will serve with professionalism, integrity, ethics, and will strive to demonstrate these characteristics in all that we do.*

*We are committed to assist those who come to us in attaining their personal and professional goals and ambitions.*

*Sincerely,*

*Captain Clint Lankford*

\* **MANDATORY CLASS/TRAINING** for Mandated and/or Jail Certified Officers. Officers are assigned specific training dates.

\*\* Class dates subject to change.

^^ Class for students who have just graduated from Mandate School.

---

## **Open Range Dates 2017 (Mandated Officers)**

### **Course Dates:**

January 6, 2017  
February 10, 2017  
March 3, 2017  
April 21, 2017  
May 26, 2017  
June 2, 2017  
July 7, 2017  
August 11, 2017  
September 1, 2017  
October 6, 2017  
November 10, 2017  
December 1, 2017

**Course Times:** 0900-1600

**Location:** Training Complex

---

---

---

## **\*Spring Mandatory In-Service Training (Deputies Only)**

**Course Dates:**

April 4, 2017  
April 6, 2017  
April 11, 2017  
April 13, 2017  
May 2, 2017  
May 4, 2017  
May 9, 2017  
May 23, 2017  
May 25, 2017

**Course Times:**                   **0800-1700**

**Course Length:**               **8 hours**

**Mandatory Training:**       **There will not be any makeup dates for Spring  
In-Service. You must attend one of the classes listed above.**

**Location:**                       **Training Complex**

**Schedule of Class :**           **0800-1700 (8 hour of Firearms Training)  
\*\*\*\*\* No Qualifications \*\*\*\*\***

- You will need the following items for
- Duty weapon
- Mags
- Vest
- Full Duty Belt

**Registration:** **Will be on the SHERIFF drive, under Spring Mandatory Training. ONLY  
SUPERVISORS WILL HAVE ACCESS.**

This course is intended for all mandated Deputies working in the Sheriff's Office.

---

## **\*Fall Mandatory In-Service Training (Mandated Officer and Mandated Detention Officers)**

**Course Dates:** September 5, 2017  
September 7, 2017  
September 14, 2017  
September 26, 2017  
September 28, 2017  
October 3, 2017  
October 5, 2017  
October 10, 2017  
October 11, 2017

**Course Times:** 1300-2100

**Course Length:** 8 hours

**Mandatory In-Service:** **There will not be any makeup dates for fall In-Service. You must attend one of the classes listed above**

**Location:** Training Complex

**Schedule of Class:** This will include Pistol, Backup, Shotgun, rifle and Night Qualification

### **Training Complex**

This course is intended for all mandated employees. Both mandated Deputies and Detention Deputies will report at 1300 for training.

# **\*Jail Spring Mandatory In-Service Training (Detention Officers)**

**Course Dates:** March 14, 2017  
March 16, 2017  
March 21, 2017  
March 23, 2017

**Course Times:** 0800-1700

**Course Length:** 8 hours

**Mandatory In-Service:** There will not be any makeup dates for spring In-Service. You must attend one of the classes listed above

**Location:** Training Complex

**Description:** Syllabus for Supervision of Inmates

As a result of taking the course on Supervision of Inmates, the student will be able explain the basic principles of supervision and its application to the jail officer as well as supervisory methods for dealing with inmates under special circumstances and recognizing other factors that contribute to jail climate.

As a result of taking the course on Supervision of Inmates, the student will be able to perform the following tasks:

Identify the relationship of good supervision practices to an orderly, safe and controlled environment and distinguish between supervision and control. Identify procedures and techniques of inmate supervision in various situations.

Identify inmate behavior patterns and the appropriate officer response to inmate with personal problems and an inmate who is violent and may hurt self or others. Identify supervisor requirements for inmates using dangerous or hazardous items. Identify effective techniques to settle disputes, perceive stress and assist in reduction of tension and unrest among inmates. Identify methods used by inmates to divert an officer's attention. Identify supervisory techniques used to deal with inmate cultural and ethnic behavioral patterns. Identify two methods for evaluating an inmate's working capabilities based on the inmate's physical and mental ability. Identify the purpose and importance of good officer/inmate communications. Identify areas of sanitation that require a jail officer's supervision to include, hygienic items, laundry, food service, and housekeeping supplies. Identify critical points in the transition to jail life which may contribute to an emotional or violent reaction by the inmate, and identify the factors that contribute to the climate of the jail.

This course is intended for all Detention Deputies.

---

## **Firearms Pre-Mandate Training Class # 304**

**Course Dates:**            Dec 13        (Day #1) #304  
                                 Dec 28        (Day #2) #304  
                                 Jan 10        (Day #3) #304  
                                 Jan 24        (Day #4) #304

**Course Length:**            8 hours

**Course Times:**            0800-1700

**Location:**                 PCSO Training Complex

---

## **Firearms Pre-Mandate Training Class # 306**

**Course Dates:**            May 16        (Day #1) #306  
                                 May 30        (Day #2) #306  
                                 June 15        (Day #3) #306  
                                 June 27        (Day #4) #306

**Course Times:**            0800-1700

**Location:**                 PCSO Training Complex

---



## **Firearms Pre-Mandate Training Class#309**

**Course Dates:** August 15 (Day #1) #309  
August 31 (Day #2) #309  
September 12 (Day #3) #309  
September 26 (Day #4) #309

**Course Length:** 8 hours

**Course Times:** 0800-1700

**Location:** PCSO Training Complex

---

## **SWAT Level I**

**Course Dates:** April 24- April 28, 2017

**Course Times:** TBD

**Prerequisite:** Must be currently assigned to SWAT or Drug Task Force.

**Course Length:** 50 hours

**Location:** PCSO Training Complex

**Course Description:** Advanced SWAT Tactics and Techniques

---

## **Patrol Rifle**

**Course Dates:** Feb 6, 2017  
April 17, 2017  
June 6, 2017  
August 10, 2017  
October 12, 2017  
December 5, 2017

\*\*\*Max per class is 4 officers\*\*\*

**Course Times:** 0800-1700  
**Course Length:** 8 hours  
**Location:** Training Complex

---

## **ATV Class**

**Course Dates:** July 11, 2017  
July 13, 2017  
July 18, 2017  
July 20, 2017  
**Course Times:** 0800-1700  
**Course Length:** 8 hours  
**Location:** PCSO Training Complex

---

## **Evidence Preservation for Patrol**

**Course Dates:** August 8, 2017  
August 10, 2017

**Course Times:** 0800-1700

**Course Length:** 8 hours

**Location:** PCSO Training Complex

**Description:**

To teach officers responding to a crime scene how to manage the scene to protect life, property and evidence.

---

## **Basic Shotgun**

**Course Dates:** May 12, 2017  
September 22, 2017  
December 22, 2017

**Course Times:** 0800-1700

**Course Length:** 8 hours

**Location:** PCSO Training Complex

**Description:**

---

## **Pre-Mandate EVOC Class #306**

**Course Dates:** May 22 (Day #1) #306  
May 23 (Day #2) #306  
June 2 (Day #3) #306  
June 5 (Day #4) #306

**Course Times:** 0800-1700

**Course Length:** 8 hours

**Location:** Cobb County

---

## **Pre-Mandate EVOC Class #309**

**Course Dates:** August 24 (Day #1) #309  
August 25 (Day #2) #309  
September 18 (Day #3) #309  
September 19 (Day #4) #309

**Course Times:** 0800-1700

**Course Length:** 8 hours

**Location:** Cobb County

---

## **Taser Certification**

**Course Dates:** February 13, 2017  
May 15, 2017  
September 11, 2017

**Course Times:** 0800-1700

**Course Length:** 8 hours

**Location:** Training Complex

---

## **Expandable Baton**

**Course Dates:** May 9, 2017  
September 19, 2017  
December 19, 2017

**Course Times:** 0800- 1200

**Course Length:** 4 hours

**Location:** Training Complex

---

## **O. C. Spray**

**Course Dates:** March 13, 2017  
June 5, 2017  
August 28, 2017

**Course Times:** 1300-1700

**Course Length:** 4 hours

**Location:** Training Complex

---

## SWAT Level II

<b>Course Dates:</b>	October 30, 2017 – November 3, 2017
<b>Course Times:</b>	TBD
<b>Prerequisite:</b>	Must be currently assigned to SWAT or Drug Task Force.
<b>Course Length:</b>	50 hours
<b>Location:</b>	PCSO Training Complex
<b>Course Description:</b>	Advanced SWAT Tactics and Techniques

### **Mandatory Online Training**

**There will be at least one online course assigned each quarter from the SOP website. You will be given at least one hour of credit for each of these courses. Information on each will be sent out at the beginning of every quarter when they are assigned. You will be given an allotted amount of time to complete each training course.**

### **GCIC Security & Integrity**

**This is a mandatory class for all employees of the Paulding County Sheriff's Office. This class is required every two years. If you have not attended this class since 2013 then you MUST complete this course during the 2015 calendar year.**

**If you work at the Sheriff's Office please see Cindy Norman or Olivia Shead at the Sheriff's Office to get assigned a log in so that you may complete this class on line. If you work in the Detention Center or the Courthouse please see Sheila Craton to get assigned a log in so that you may complete this class on line.**

**REQUEST FORM**      *DATE SUB.* \_\_\_\_\_  
**FOR DEPARTMENTAL TRAINING CLASSES**

PLEASE PROVIDE THE FOLLOWING INFO TO SIGN UP FOR A CLASS:

NAME *	
CURRENT ASSIGNMENT	

	CLASS # 1	CLASS #2	CLASS #3	CLASS #4
PROGRAM TITLE				
DATES				
SCHOOL				

**SHIFT COMMANDER APPROVAL/SIGNATURE**

\_\_\_\_\_ /Date: \_\_\_\_\_

**PLEASE RETURN TO TRAINING**

FOR TRAINING OFFICE USE ONLY:

**CONFIRMED:** \_\_\_\_\_

**DENIED:** \_\_\_\_\_

Classes may be cancelled or hours changed due to lack of participation or scheduling conflicts with instructors. Please contact the Training Division, at 770-443-7630, the week prior to the class to confirm the class schedule.

## REQUEST FORM

For

### TRAINING CLASSES

PLEASE PROVIDE THE FOLLOWING INFO TO SIGN UP FOR A CLASS:

NAME *	Date:
SSN *	
CERTIFICATION #	
CERTIFICATION DATE	
CERTIFICATION TYPE	
DOB	
DATE JOINED AGENCY	
RANK	
CURRENT ASSIGNMENT	

\* = You only have to fill this out if attending NCGLEA/NWGLE/GPSTC

	CLASS # 1	CLASS #2	CLASS #3	CLASS #4
PROGRAM CODE *				
PROGRAM TITLE *				
DATES *				
SCHOOL *				

**SHIFT COMMANDER APPROVAL/SIGNATURE**

/Date: \_\_\_\_\_

**DIVISION COMMANDER APPROVAL/SIGNATURE**

/Date: \_\_\_\_\_

**PLEASE RETURN TO TRAINING ☺**

**FOR TRAINING OFFICE USE ONLY**

DATE RECEIVED IN TRAINING \_\_\_\_\_

DATE SUBMITTED TO SCHOOL \_\_\_\_\_

IF ON-LINE REGISTRATION: CLASS 1 ACCEPTED/DENIED \_\_\_\_\_  
 CLASS 2 ACCEPTED/DENIED \_\_\_\_\_  
 CLASS 3 ACCEPTED/DENIED \_\_\_\_\_  
 CLASS 4 ACCEPTED/DENIED \_\_\_\_\_



**Paulding County Sheriff's Office Training Division**  
**Registration Application Form**  
(Type or Print Clearly)

Note: Applicants should register via email address below. If Internet access is unavailable, applicants may register by faxing this form to the below number.

**NO TELEPHONE REGISTRATIONS WILL BE ACCEPTED**

Course Name: \_\_\_\_\_

Course Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Address \_\_\_\_\_

Training Officer: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorizing Official's Signature: \_\_\_\_\_

***The application MUST be signed by an authorizing official for the application to be processed.***

Please register the following students in the order of priority:

Name:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Return applications to:  
Cpt. Clint Lankford  
Director of Training  
(770) 443-7630 office  
(678) 460-1831 fax  
[clankford@paulding.gov](mailto:clankford@paulding.gov)

***Placement in a course is based on the "First come, first served" method. The earlier we receive the application, the better the student's chances of getting into the class. If a student is unable to attend, please notify the Paulding County Sheriff's Office Training Officer a minimum of 72 hours prior to the starting time for the course. This will allow for notification of others on the waiting list.***

# **Georgia Peace Officer Standards & Training Council**

## **CAREER DEVELOPMENT PROGRAM REQUIREMENTS**

Please see the Georgia Peace Officer Standards & Training Council (P.O.S.T.) website to obtain the requirements for the following certifications.

- Intermediate Certification
- Advanced Certification
- Supervisory Certification
- Management Certification
- Executive Certification
- Senior Deputy Sheriff Certification

If you have any questions or would like help completing the certification process, please contact the Training Division at 770-443-7630.