



# TRAINING ATTENDED

Certification Manager \_\_\_\_\_ Date: \_\_\_\_\_

Assessor \_\_\_\_\_ Date: \_\_\_\_\_

Team Leader \_\_\_\_\_ Date: \_\_\_\_\_

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## STATE CERTIFICATION MOCK OR ON-SITE EXPERIENCE (PLEASE LIST ALL MEMBERS OF THE ASSESSMENT TEAM)

Agency Assessed

Dates: \_\_\_\_\_

Team Leader \_\_\_\_\_

Assessor \_\_\_\_\_ Shadow \_\_\_\_\_

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Agency Assessed

Dates: \_\_\_\_\_

Team Leader \_\_\_\_\_

Assessor \_\_\_\_\_ Shadow \_\_\_\_\_

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Agency Assessed

Dates: \_\_\_\_\_

Team Leader \_\_\_\_\_

Assessor \_\_\_\_\_ Shadow \_\_\_\_\_

(Attach additional pages if necessary)

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Signature of Applicant

Date

By signing here, I certify that my agency will commit to providing an Assessor for a mock or regular State Certification Assessments in accordance with the GACP requirements (one (1) assessment per year for agencies with 25 or less sworn officers and two (2) assessments per year for those with more than 25 sworn officers).

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Signature of CEO of Agency

Date

## **ASSESSOR CRITERIA**

**A. EXPERIENCE:** An individual must have the following experience to become a State Certification Assessor:

1. For sworn individuals who are employed by a law enforcement agency of the State of Georgia: a minimum of three years of Georgia POST Council recognized experience; **OR** a minimum of two years of Georgia POST Council recognized experience and be the State Certification Manager for a minimum of two years; or
2. For non-sworn individuals: a minimum of three years of experience, research, or background in law enforcement related areas of service and be the State Certification Manager for a minimum of two years.

**B. TRAINING:**

1. Successful completion of the State Certification Manager Course and State Certification Assessor Course: **AND**
2. Shadow a minimum of two assessments with favorable performance reviews by the assigned team leader and team member. At least one of the shadow experiences must be during a State Certification on-site assessment. The shadow can be on a State Certification mock if approved prior by the Director, GLECP and if the mock team leader is certified as a State Certification Team Leader.
3. Assessors are required to attend Assessor Refresher Training at a minimum of every three years. This training must be approved by GACP.

**C. APPLICATION SUBMISSION AND SELECTION:**

1. Assessor applications must be submitted on the State Certification Assessor Application form.
2. Applications must be signed by the applicant's agency CEO who signifies that the applicant will perform a minimum of one (or two if agency has more than 25 sworn employees) on-site assessment(s) per calendar year.
3. Applications will be forwarded to the Director, GLECP for review and approval.

**D. TEAM LEADER CRITERIA:** Team leaders must satisfy all assessor criteria outlined above plus:

1. Must have successfully performed assessor duties on a minimum of three on-sites; must have received a favorable recommendation to become a team leader while performing assessor duties; **AND** must have at least five years of experience in law enforcement or as a civilian in a law enforcement related service area.
  
1. **The CEO of the applicant's agency must prepare a letter of recommendation for the applicant to become a team leader. The letter must include the applicant's rank or management position, number of years involved with the State Certification, and the number of successful on-sites completed, if applicable.**
  
2. **The letter must be sent to the State Certification Committee for consideration and recommendation to the Director, GLECP.**
  
3. **Once the applicant is approved to become a team leader, he/she must attend and successfully complete Team Leader Training provided by GACP. The team leader must attend Assessor Refresher Training a minimum of every three years.**
  
4. EXCEPTION: Any individual who has previously served as a State Certification team leader prior to January 1, 2003, is exempt from the above guidelines. This individual must still attend Assessor Refresher Training at a minimum of every three years.
  
6. The Director, GLECP will designate individuals to be team leaders who satisfy above criteria.

#### **E. PROBATION OR TERMINATION OF ASSESSOR OR TEAM LEADER STANDING:**

1. The State Certification Committee has the authority to place any assessor or team leader on probationary status for cause.
  
2. The State Certification Committee has the authority to remove a previously qualified individual from assessor or team leader duties for cause.