

DUTIES, RESPONSIBILITIES and GUIDELINES
of
DISTRICT REPRESENTATIVES

(Revised 7-3-16)

District Representatives play a key role in the success of the Georgia Association of Chiefs of Police. When a person is selected or appointed a District Representative, their official start date begins nearly contemporaneous with the swearing in of the new GACP President. Collectively, District Representatives serve as an advisory body to the Executive Board through their elected Chairman. The District Representative Chairman has full voting rights on matters coming before the Executive Board.

In consideration of the importance of District Representatives, the below list of duties and responsibilities should be considered as guidelines.

1. Serve as a primary contact and liaison between Chiefs of Police in your district:
 - a) So that new appointees will be invited to join the Association
 - b) To encourage new members to attend GACP meetings
2. Notify the GACP staff of new chief appointments, terminations, deaths, illnesses and honors received by chiefs in your district.
3. Serve as a primary coordinator and liaison between the GACP and elected officials (local, state and federal) within local districts.
4. Represent the President and/or the Executive Director in Association matters and at GACP functions in local districts.
5. Report on activities and other district matters at annual and select meeting (new appointments, illnesses, status of district, training conducted, etc.)
6. Provide information to the Executive Director for the GACP newsletter (new appointments, events, local legislative concerns, etc.)
7. Actively promote the GACP and legislation vital to it with state and local legislative officials however, the District Representative should discuss with the Executive Director GACP's position on each piece of legislation to be deliberated.
8. Conduct periodic training meetings, preferably once a month or at least

once a quarter.

9. Help in identifying to your district members approved training programs. GACP's website should provide support to you in identifying **approved management training**. With respect to District training, do not exceed the limitation of the Executive Training Credit Approval Guidelines, as noted below. Additionally, you should have all of the training classes, **including 2-hour District training program** approved by the GACP office.
10. Be available to vote on who becomes the Chairperson of the District Representatives. Remember, the Chairperson is your voice as a voting member of the GACP Executive Board.

Executive Training Credit Approval Guidelines

In order to be approved as Executive level training, the training must meet the following criteria:

- Be on the list of GACP Approved Training that is published on the GACP website; or
- Majority of 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 that are not approved for chief's credit. Firearms and Use of Deadly Force, although mandated by POST, are **not** approved for chief's credit*).

For courses that have not been pre-approved:

- Non-GACP courses or programs that cover more than one day and/or where more than 8 hours of executive training is being requested will only be reviewed for approval if hosted by a recognized professional law enforcement association, i.e. POAG, NOBLE, CALEA, GACLEA, GSIN, etc., **AND** documentation has been submitted to

GACP showing that the majority of the training content qualifies as upper management and/or executive level material.

- District Training is generally limited to 2 hours per District Meeting. The training content must be submitted for approval, and will only be approved if the majority of the content qualifies as upper management and/or executive level material.
- District Training that exceeds the 2-hour limit and is no more than 8 hours in length, may be approved if the class meets the executive level content requirement.
- District training that totals more than 8 hours within a ninety-day period will not be approved for executive training credits.