

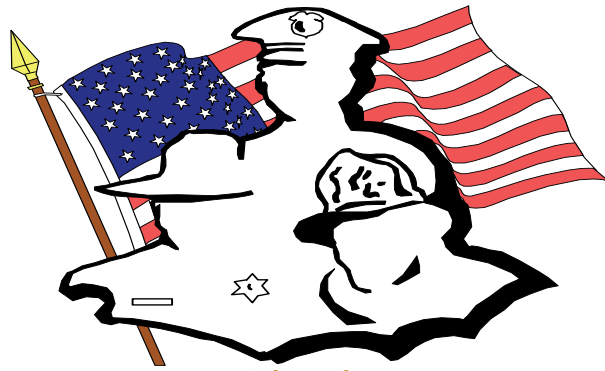


**FULTON COUNTY PUBLIC SAFETY  
TRAINING CENTER  
ANNUAL TRAINING CALENDAR**

**JULY 2010 — JUNE 2011**



**Major Susan A. Miller  
Director**



## *Mission*

*Fulton County Public Safety Training Center  
is to create an environment  
for educating and training professional  
public safety personnel through  
mandated and career development programs,  
which continually improve  
their ability to provide quality service  
to the community.*



4710 Campbell Drive

### The History of the Fulton County Public Safety Training Center

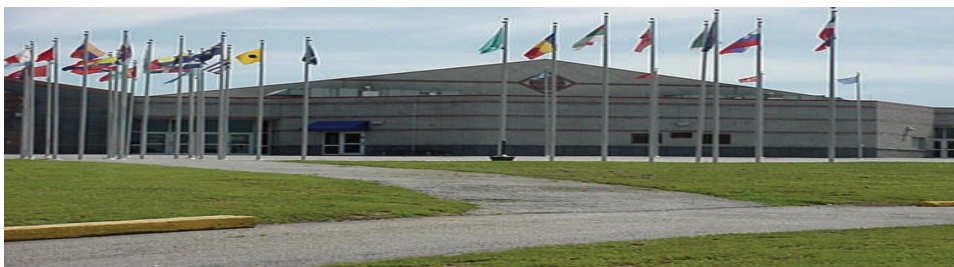
The Fulton County Public Safety Training Center (FCPSTC) was made operational by the Fulton County Board of Commissioners in October, 1987. The initial purpose of the FCPSTC was to provide in-service training for the Fulton County Police Department, Marshal's Office, and Sheriff's Office personnel. The intent was for the FCPSTC to be a true "public safety" training center, providing specialized courses for the Fulton County Fire Department as well.

The FCPSTC was originally located at 4710 Campbell Drive, College Park, in the basement of the Eastern Elementary School that was built in 1935. The space was donated by the Fulton County School Board and the upper level of the school was occupied by an alternative school until 1991.

In April 1988, the Georgia Post Officers Standards and Training Council (GPOST) designated the FCPSTC as a certified regional training site for Basic Law Enforcement Training. Jacquelyn H. Barrett was the first certified Academy Director for the Training Center.

In April of 2005, the FCPSTC moved to the current location at 3025 Merk Road, College Park, occupying the former shooting venue for the 1996 Olympics. In addition to the training center's academic campus, the FCPSTC operates an Emergency Vehicle Operations Course and the David L. Hagins Firing Range.

Today, the Staff and the Advisory Board of the Fulton County Public Safety Training Center are proud to present the basic law enforcement certification, basic jail certification, specialized, advanced, and in-service training to law enforcement personnel from across the state.



3025 Merk Road; College Park, GA

Advisory Board .....5  
Academy Personnel.....6  
Advanced Certification.....11  
Advanced Firearms.....14  
Advanced Report Writing.....14  
Advanced Traffic Law.....15  
Basic Jail & Basic Law Information Update.....20  
Basic Jail Certification Training.....7  
Basic Law Enforcement Training.....7  
Basic Police Motorcycle Training.....17  
Crime Scene Processing.....15  
Communication with Finesse.....19  
Criminal Procedures.....13  
Directions to the Academy.....24  
Duplicate Certificate Replacement Procedure.....25  
Executive Certification.....12  
Field Training Officer .....17  
GCIC/Fingerprinting Procedures.....23  
History of the Academy (Brief).....3  
Intermediate Certification.....11  
Interviews & Interrogations.....16  
Laser/Lidar Operator Training.....18  
Managing Self for Positive Results.....19  
Mission Statement.....2  
Officer Survival.....13  
Pre-service .....22  
Quick Reference.....21  
Radar Operator Training.....18  
Radar Recertification.....18  
Registration ..... 26  
Search Warrants & Affidavits.....16  
Specialized Patrol Techniques..... 16  
Standards of Appearance.....8  
Student Authorization Forms.....27



FULTON COUNTY PUBLIC SAFETY  
TRAINING CENTER

Chief Cassandra A. Jones . F u l t o n C o u n t y P o l i c e D e p a r t m e n t  
Chairman

Corporate Security Phillip Peacock G e o r g i a P o w e r C o m p a n y  
Vice Chairman

Chief Connie Sampson.....GA State University D.P.S.  
Secretary/Treasurer



Lieutenant David Arnold .....Retired Fulton County Police Department

Captain Donald Ferguson..... Fulton County Sheriff's Office

Chief Deputy J. Clark Boddie .....Former Mayor of Palmetto, GA

Director Steve Bowser.....Spelman College D.P.S.

Chief Teresa Crocker ..... Georgia Tech Police Department

Chief Wanda Dunham ..... MARTA Police Department

Commissioner William "Bill" Edwards ..... Fulton County Government

Chief Larry Few .....Fulton County Fire Department

Sheriff Theodore Jackson .....Fulton County Sheriff

Marshal Antonio Johnson ..... Fulton County Marshal's Office

Mayor Jack P. Longino .....City of College Park

Chief James "Chip" McCarthy .....Fairburn Police Department

Major Susan A. Miller, Director, ..... Fulton County Public Safety Training Center

Chief Investigator James T. Mitchell, III ..... Fulton County Solicitor's Office

Chief Leander Robinson .....East Point Police Department

Assistant Chief Gary Stiles ..... Fulton County Police Department

Director Timothy Williams .....Emory Healthcare DPS

County Manager Zachary Williams.....Fulton County Government



Major Susan A. Miller, Director ..... (404) 346-7942  
 Lt. Tina Johnson, Asst. Academy Director ..... 346-7980  
 Capt. Donald Ferguson, F.C.S.O Training Director ..... 346-7945  
 Mose James, III— Facility Director ..... 346-7944



*Fulton County Fire Department – Training Staff*

Capt. Robin Bowman, Fire Instructor/Coordinator ..... 346-7976



*Fulton County Marshal's Office – Training Staff*

Dep. James Swafford, Coordinator/Instructor ..... 346-7961



*Fulton County Police Department - Training Staff*

Miriam Arline, Administrative Staff ..... 346-7943  
 Paula Cummings, Administrative Staff ..... 346-7971  
 Diara James ..... 346-7965  
 FTO Richard Nable, F.C.P.D. Instructor/Coordinator ..... 346-8650  
 Jacqueline Reed, Administrative Coordinator ..... 346-7964  
 Lt. Larry Rutledge, Range Master ..... 346-8396  
 Det. Greg Shelton, Instructor/Coordinator ..... 346- 7977



*Fulton County Sheriff's Department - Training Staff*

Sgt. Randy Barrett, Range Instructor/Coordinator ..... 346-8380  
 Sgt. Arlene Brooks, F.C.S.O. Instructor/Coordinator ..... 346-7978  
 Dep. Deric Chamblee , F.C.S.O. Instructor/Coordinator ..... 346-7952  
 Sgt. Aldranon English, F.C.S.O Instructor/Coordinator ..... 346-7970  
 Sgt. Charles Rambo, F.C.S. O. Instructor/Coordinator ..... 346-7961  
 Sgt. Carl Simms, F.C.S.O Coordinator/Logistics Manager ..... 346-7960  
 Dep. Charles Taylor, F.C.S.O. Instructor/Coordinator ..... 346-7954  
 Miracle Williams, F.C.S.O Administrative Staff ..... 346-7968



**BASIC LAW ENFORCEMENT CERTIFICATION COURSE**

L18B10055	August 2 - October 15, 2010	11 - 1	(408 hrs.)
L18B10057	October 4 - December 17, 2010	11 - 2	(408 hrs.)
L18B11001	January 17 - April 1, 2011	11 - 3	(408 hrs.)
L18B11002	February 14 - April 29, 2011	11 - 4	(408 hrs.)
L18B11004	April 18 - July 1, 2011	11 - 5	(408 hrs.)

**Prerequisite: GA P.O.S.T. Form P-2 is required the 1<sup>st</sup> day of class**

Class hours are Mon. – Fri. 8:00 a.m. – 5:00 p.m., unless otherwise directed.

\* Night Basic Law Enforcement Training — contact Ms. Arline (404)346-7940 for class schedule and time.

**Note: All students (including part-time/repeat students) are required to attend orientation the first day of class at 7:30 a.m.**

See page 24 for registration, information and fees.

Minimum Students: 25

**BASIC JAIL CERTIFICATION COURSE**

L18B10058	August 9 - 20, 2010	11 - 1	(80 hrs.)
L18B10059	October 11 - 22, 2010	11 - 2	(80 hrs.)
L18B10060	November 29 - December 10, 2010	11 - 3	(80 hrs.)
L18B11005	February 7 - February 18, 2011	11 - 4	(80 hrs.)
L18B11006	April 11 - 22, 2011	11 - 5	(80 hrs.)
L18B11007	June 13 - 24, 2011	11 - 6	(80 hrs.)

**Prerequisite: GA P.O.S.T Form P-2 is required the 1<sup>st</sup> day of class**

The law pertaining to mandatory certification and training of persons employed or appointed as jail officers in O.C.G.A. § 35-8-24 became effective on January 1, 1999. This statute indicates that persons employed or appointed as jail officers must meet training and certification requirements within six (6) months of the initial date of their employment or appointment. Jail Officers who failed to complete this requirement will be charged \$1,200.00 for tuition fees upon registration.

Course Coordinator: Sgt. Aldranon English

Minimum Students: 25



**FULTON COUNTY PUBLIC SAFETY TRAINING CENTER****BASIC TRAINING STANDARDS OF APPEARANCE****FOR BASIC LAW AND BASIC JAIL TRAINING****GROOMING**

>Haircuts will be in accordance with applicable departmental standards for uniformed law enforcement officers. Pre-service cadets will maintain a professional appearance, in accordance generally accepted standards for uniformed law enforcement officers.

>Female cadets will ensure that their hair does not constitute a tactical safety issue. Long hair must be secured to prevent it from being grabbed by an assailant.

>Male cadets must shave daily. Cadets who are unable to shave for medical reasons must provide an excuse signed by a physician or other licensed medical practitioner.

>Cadets may wear mustaches if they are permitted by applicable departmental standards for uniformed law enforcement officers. Mustaches must be neatly trimmed.

**JEWELRY**

>Jewelry worn by cadets will not be visible.

>For safety, cadets will not wear earrings.

**UNIFORM**

>The cadet uniform will consist of-

A solid black Polo type shirt with collar, worn over the black tee shirt

Khaki trousers

A black belt; and

Black footwear

>A long sleeve tee shirt, short sleeve tee shirt or sweat shirt may be selected at the discretion of the cadet. The shirt must be plain and devoid of visible brand or organization markings.

>Khaki trousers may be plain or tactical-type (six-pocket).

>The belt will be black in color and may be leather, simulated leather or nylon.

>Footwear will be black in color. Footwear will be in accordance with applicable departmental standards for uniformed law enforcement officers and should be suitable for tactical training.

>Footwear must be kept clean. Leather footwear must be highly polished.

>Trousers may be worn be bloused or non-bloused. However, the class must be uniform in appearance.

>An academy name tag must be worn with the uniform on the upper, left quadrant of the shirt, when issued.



>Uniforms or parts of uniforms must not present a safety hazard in a tactical environment.

#### DUTY BELT

>A duty belt must be worn with the cadet uniform.

>The following items must be mounted on the duty belt-

A hoister

A magazine holder; and

One handcuff case

>The holster must be suitable for the weapon to be used during qualification and must be in accordance with applicable departmental standards.

>The magazine holder must be suitable for two magazines of the type used during qualification.

>Additional items may be mounted on the duty belt, subject to applicable departmental standards.

>The duty belt will be secured to the trouser (under) belt using no less than four belt keepers.

>Weapons will NOT be carried on the duty belt, except when directed by the class coordinator or instructor.

>Appropriate type "red-guns" will be carried in the holster, when issued.

>Duty belts or items mounted on duty belts must not present a safety hazard in a tactical environment.

#### EXCEPTIONS AND INTERPRETATION

>Exceptions to these standards may be granted, on a case-by-case basis, by the course coordinator.

>These standards will be interpreted by the course coordinator, subject to appeal to the academy director.

# ***GEORGIA PEACE OFFICER STANDARDS AND TRAINING COUNCIL***



## ***CAREER DEVELOPMENT PROGRAM***

**GEORGIA PEACE OFFICER STANDARDS AND TRAINING COUNCIL**  
**CAREER DEVELOPMENT PROGRAM**  
**INTERMEDIATE CERTIFICATION COURSES**

CRIMINAL PROCEDURES	40 Hours
FIRST RESPONDER	40 Hours
INTERPERSONAL RELATIONS/CRISIS INTERVENTION	8 Hours
HEALTH AND WELLNESS AWARENESS	22 Hours
OFFICER SURVIVAL	40 Hours

Each person applying for Intermediate level certification must:

- A) Be a certified, registered or exempt officer currently employed by a Georgia Law Enforcement Agency certified by P.O.S.T.;
- B) Have at least 2 years experience as a full-time, paid peace officer;
- C) Have successfully completed the five (5) required core courses, as outlined in the application, at a P.O.S.T. recognized training facility;
- D) Have a minimum of ten (10) quarter hours or the semester equivalent from an accredited college or university.

Reference GA P.O.S.T. rules 464 -13 -.06

**ADVANCED CERTIFICATION COURSES**

ADVANCED FIREARMS	32 Hours
ADVANCED REPORT WRITING	16 Hours
ADVANCED TRAFFIC LAW	24 Hours
CRIME SCENE PROCESSING	24 Hours
INTERVIEWS AND INTERROGATIONS	24 Hours
SEARCH WARRANTS AND AFFIDAVITS	16 Hours
SPECIALIZED PATROL TECHNIQUES	16 Hours

Each person applying for the Advanced level certification must:

- A) Must possess the Intermediate Certificate
- B) Be a certified, registered or exempt peace officer currently employed by a Georgia Law Enforcement agency, certified by the Georgia Peace Officer Standards and Training Council;
- C) Have at least four (4) years experience as a full-time, paid peace officer.
- D) Have successfully completed the seven (7) required core courses (listed on the application) at a P.O.S.T. recognized training facility;
- E) Have a minimum twenty (20) quarter or twelve (12) semester hours from an accredited college or university.

Reference GA P.O.S.T. rule 464 -13-.07

## EXECUTIVE CERTIFICATE REQUIREMENTS

Each person applying for Executive level certification must:

- A) Currently hold an executive position and have done so for at least one year prior to certification. An executive position is defined as "the highest level official with direct operational responsibility for a law enforcement agency". Duty positions may be identified by the title (s): chief of police, sheriff, superintendent, warden, colonel, director, or commissioner. As general manager of a law enforcement agency, the executive has administrative responsibility for the policies and performance of the agency. Determination will be based on job function and not position.
- B) Possess 90 college quarter hours or 60 semester hours from an accredited college or university, and
- C) Complete the 120-hour "POST Executive Development Course."

Reference GA POST Rule 464-13-.10

### Criminal Procedure

L18A10061                      September 20 - 24, 2010                      (40 hrs.)  
L18A11008                      April 18 - 22, 2011                      (40 hrs.)

This 40-hour course will familiarize students with the latest Supreme Court rulings concerning criminal law. The basic objectives of this course are to give each student:

- A better understanding of the latest legal guidelines for search and seizure
- Laws of arrest
- Identification
- Rights notification

Other topics include elements of crimes and police liability.

Each officer must bring a current Georgia Criminal Code book to class.

Course Coordinator: Lt. Tina Johnson  
Maximum Students: 25



### Officer Survival

L18A10063                      November 1 - 5, 2010                      (40 hrs.)

This course is designed to maximize the officer's ability to survive in today's increasingly hazardous law enforcement environment. Training will cover both physical and mental conditioning as well as appropriate responses to dangerous situations.

**NOTE:** Students will be required to participate in practical exercises that will be physically demanding. Practical exercises will include engaging in multiple targets, decision reaction, pistol and shotgun skills, as well as building clearing exercises.

Students are required to bring the following:

- Flashlight
- Duty Leather Gear
- Service Handgun
- 300 rounds of Practice Ammo
- Body Armor (if available)
- Twenty (20) rounds of .00
- 12 gauge departmental shotgun

**First Day of Class report to:  
David L. Hagins Firing Range  
5301 Aldredge Drive  
College Park, GA 30349**

Course Coordinators: FTO Richard Nable  
Maximum students: 20

**Advanced Firearms**

L18A11010

May 2 - 5, 2011

(32 hrs.)

**Prerequisite:** All applicants must be a certified Peace Officer currently employed with an agency.

The course includes training in firearms, range safety, weapons care, maintenance, and performance of various types of police weapons, including the shotgun. Developmental range exercises will include engaging multiple targets, failure to stop drills, engaging moving targets, and decision reaction.

Students must bring:

- Duty sidearm
- Leather gear
- 500 rounds of ammunition

**First Day of Class report to:  
David L. Hagins Firing Range  
5301 Aldredge Drive  
College Park, GA 30349**

Course Coordinator: Sgt. Randy Barrett

Maximum students: 24

**Advanced Report Writing**

L18A10064

October 26 - 27, 2010

(16 hrs.)

L18A11011

June 21 - 22, 2011

(16 hrs.)

This course is designed to enhance the report writing skills of all law enforcement personnel. Topics covered in this course will include the writing of preliminary, supplemental, and special reports. The course will also include the process of coordinating all reports necessary for case preparation.

Course Coordinator: Sgt. Arlene Brooks

Maximum Students: 28



**Advanced Traffic Law**

L18A10065                      December 6 - 8, 2010                      (24 hrs.)  
 L18A11012                      March 15 - 17, 2011                      (24 hrs.)

This three (3) day course is designed to provide the participant with an overview of the Georgia Traffic Codes. It will include an update of various topics of concern to law enforcement including the rules of the road, licensing, inspections, accidents, serious offenses, and other significant statutes and/or case law.

Topics discussed in this course will include:

- Uniform rules of the road
- Driver's license/IMPLIED consent
- Speed detection devices
- Abandoned vehicles
- Serious traffic offenses
- Titles/VIN's
- Bridges, ferries, and highways

Each officer must bring a current Georgia Criminal Code book to class.

Course Coordinator: Det. II Greg Shelton  
 Maximum Students: 25

**Crime Scene Processing**

L18A10066                      October 18 - 20, 2010                      (24 hrs.)  
 L18A11013                      May 9 - 11, 2011                      (24 hrs.)

This course is performance oriented and incorporates maximum utilization learn-by-doing situations. It is designed to develop the student's knowledge and proficiency in the area of crime scene analysis. This course will include:

- Documentation
- Searching techniques
- Evidence preservation techniques
- Collection techniques
- Processing of physical evidence
- Many other areas related to crime scene investigation

Course Coordinator: Lt. Tina Johnson  
 Maximum Students: 20



### Interviews & Interrogations

L18A10067	November 1 - 3, 2010	(24 hrs.)
L18A11014	April 4 - 6, 2011	(24 hrs.)

Interviews and interrogations is an advanced course given on the latest techniques of interviews and interrogations. Students will receive the latest updated material from the Fulton County Public Safety Training Center. Additionally, students will perform actual field interviews. *To participate in the field exercise students must have transportation, Departmental I.D. and weapon.*

Topics covered include:

- Recognizing and dealing with critical incidents and stress
- Source and informant development
- Determining deception by use of body language and verbal clues
- Obtaining confessions, writing, and reporting interviews
- Death notification

Course Coordinator: Deputy James Swafford  
Maximum Students: 21



### Search Warrants & Affidavits

L18A10068	November 11 - 12, 2010	(16 hrs.)
L18A11015	March 10 - 11, 2011	(16 hrs.)

This course will provide the student with an understanding of all aspects of developing and writing a search warrant and affidavit. Topics of discussion in this course will include the application for a search warrant, the development of an affidavit, and the execution process. This course is also designed to familiarize the student with guidelines for searching without a warrant. Each officer must bring a current Georgia Criminal Code book for reference.

Course Coordinator: Sgt. Aldranon A. English  
Maximum Students: 25



### Specialized Patrol Techniques

L18A10069	October 25 - 26, 2010	(16 hrs.)
L18A11016	June 6 - 7, 2011	(16 hrs.)

This course provides the peace officer with a working knowledge of the current techniques of traditional and specialized patrol programs, as well as information on current and future trends in patrol service. Officers attending this core level course for Advanced Certification will receive training in the implementation of current techniques in traditional patrol and specialized programs and will gain an understanding of new directions in patrol services. Information will include STEP programs, DUI units, Street Crime Prevention and Special Patrol Units.

Course Coordinator: Lt. Tina Johnson  
Maximum Student: 25



**Basic Police Motorcycle Training**

L18A10073	September 13 - 17, 2010	(40 hrs.)
L18A11017	April 11 - 15, 2011	(40 hrs.)

**Prerequisite: Must possess a valid Class M license**

This course is designed to provide motorcycle officers with formal instructions in the safe operation of a motorcycle during an emergency. Emphasis is placed on building officers confidence in close quarter driving situations, balance, throttle control, turning, acceleration, braking, safety and efficiency. Subjects include: legal issues, driver attitudes, vehicle dynamics, defensive driving and practical driving skills.

## Equipment Needed:

- ◆ Police Motorcycle
- ◆ Helmet
- ◆ Gloves
- ◆ Boots (with ankle support)

Course Coordinator: Det. II Greg Shelton  
Maximum Student: 15

**Field Training Officer**

L18S10074	December 6 - 10, 2010	(40 hrs.)
L18S11018	March 7 - 11, 2011	(40 hrs.)

Field Training Officer Program combines on-the-job instructions with objective evaluation and documentation, thereby enabling students to use this method within their own department. Although the course is open to any certified law enforcement officer, to apply for certification you must have three years of law enforcement experience.

## Topics for discussion will include:

- Developing an FTO Program
- Motivation
- Case Studies
- Legal Issues
- Counseling & Instructional Techniques

Course Coordinator: Deputy James Swafford  
Maximum Students: 21

**Laser/Lidar Operator Training**

L18S10078	October 15, 2010	(8 hrs.)
L18S11025	February 11, 2011	(8 hrs.)

GA Law requires that all law enforcement officers who operate a laser detection device be certified by the State. This course satisfies that requirement.

**NOTE:** A cashier's check or money order in the amount of \$30.00 must be submitted with each application to Ga. Peace Officers Standards & Training Council for certification.

Course Coordinator: Det. II Greg Shelton  
Maximum Students: 20

**Radar Operator Training**

L18S10079	October 13 - 14, 2010	(16 hrs.)
L18S11026	February 9 - 10, 2011	(16 hrs.)

Georgia law requires that all law enforcement officers who operates a radar detection device be certified by the state. This course satisfies that requirement.

**NOTE:** A cashier's check or money order in the amount of \$30.00 must be submitted to GA POST with each application for certification.

Course Coordinator: Det. II Greg Shelton  
Maximum students: 20

**Radar Recertification (4 hrs.)**

**(Note: Class Schedule is 8:00 a.m. - 12:00 p.m.)**

L18I10080	October 13, 2010	(4 hrs.)
L18I11027	February 9, 2011	(4 hrs.)

The Georgia law requires that radar operators receive refresher training in order to retain their certification. All officers certified in 2009 will be required to attend this course by December 31, 2012 or lose their license to operate the radar detection device.

Course Coordinator: Det. II Greg Shelton  
Maximum Students: 20

### **Managing Self for Positive Results**

L18111036

October 20, 2010

(8 hrs.)

This course will help participants analyze the “positive aspect” of their work environment. Emphasis is placed on learning to understand and take responsibility for one's feelings and behavior in difficult situations. Students will learn and practice techniques for overcoming negativity. Students will develop goals and action plans for the work setting and for life-long achievement.

Course Coordinator: Miriam Arline

Maximum Students: 20



### **Communication with Finesse**

L18111035

May 11, 2011

(8 hrs.)

*This course will teach the student how to listen more effectively, and how to communicate his/her ideas in order to avoid misunderstanding. This course will include how to avoid communication habits that fuel anger, and different personality styles that affect the way we give information and the way we listen to others.*

Course Coordinator: Miriam Arline

Maximum Students: 20



**The Fulton County Public Safety Training Center is not accepting Hope Grant Student applications at this time. All students are required to have a GA POST Form P-2 the 1st Day of Class—No exceptions. Note: The First Day of Class all students (including part-time/repeat students) are required to attend orientation at 7:30 am.**

Daily recruits report time is 7:45 a.m. Regular Class hours are Mon. - Fri. 8:00 a.m. - 5:00 p.m. unless otherwise directed. Tuition for the Basic Law enforcement course is \$3,093.00. This fee must be paid by certified check/money order on the first day of class.

The policy for VA benefit recipients must reference (Title 38 CFR 21455). The student will be refunded the unused portion of prepaid Veterans tuition and fees on a pro-rated basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be pro-rated". Tuition for the Basic Jail course is \$1,200.00. This fee must be paid by certified check/money order on the first day of class.

All monies are due the first day of class and are non-refundable. All funds must be paid by certified check, bank or U.S. Postal money order on the first day of class (No cash or personal checks accepted).

#### **Reservations**

To reserve slots in the Basic Law Enforcement and Basic Jail certification courses, you will need to:

- ◆ Complete a Fulton County Public Safety Training Center (FCPSTC) Student Authorization Form.
- ◆ List either Basic Jail or Basic Law Enforcement as the course title.
- ◆ Indicate the corresponding course start dates from the FCPSTC calendar.
- ◆ List the names and social security number for each student you wish to attend.

All follow up communications will reference the contact information you provide. Please ensure that the training coordinator's contact number and email address is correct on the form.

After completing the student authorization form, you can submit by fax or USPS mail to:

**Attention: Registrar**  
**Fulton County Public Safety Training Center**  
**3025 Merk Road; College Park, GA 30349-2350**  
**Fax: (404) 346-7941**

The registrar will send an email confirmation upon receipt of the form and will send follow-up instructions to your agency.

At the Fulton County Public Safety Training Center, each student must complete all items outlined below to obtain a P2 for Basic Law Enforcement. Once completed, submit receipt/verification with the completed GA POST application for Pre-service applicants to the academy for review and approval. Please contact Fulton County Public Safety Training Center to reserve space in the next scheduled class.

<b>Subject</b>	<b>Cost</b>	<b>Purpose \ Location</b>
1. Compass/Asset Test	\$15 - \$25.00	DeKalb-Technical College (Ms. Beverly Thomas – 770-786-9522 x 5302) <a href="http://www.dekalbtech.edu/admissions/testingguides.php">http://www.dekalbtech.edu/admissions/testingguides.php</a>
NOTE: The Compass/Asset Test replaces the Entrance Exam		
2. Fingerprint (LIVESCAN)	\$52.90	<a href="http://www.ga.cogentid.com">www.ga.cogentid.com</a>
3. Background check	\$165.00	<a href="http://www.psibackgroundcheck.com">http://www.psibackgroundcheck.com</a>
4. GA P.O.S.T. Application	\$150.00	<a href="http://www.gapost.org">www.gapost.org</a>

**The Fulton County Public Safety Training Center is not accepting HOPE applicants at this time.**

The Fulton County Public Safety Training Center Pre-Service candidates are applicants seeking law enforcement training prior to employment with any law enforcement agency. Applicants may do so by adhering to the following Rules and Regulations of the Georgia Peace Officer Standards and Training Council. The "Pre-Service" candidate must meet the minimum requirements of GA Criminal Code 35-8-8:

- **Be at least 18 years of age**
- **Possess a High School diploma or GED**
- **Be a U.S. Citizen**
- **Pass the Compass/Asset Test**
- **Complete the Georgia POST application**
- **Be approved for sponsorship by the Academy Director**

In addition to the above criteria, all candidates must pass a criminal history check (through GCIC and NCIC) and driver's history check. Candidates are responsible for paying tuition fees, equipment costs, uniform costs, and any other expenses incurred during this training period. The candidate must also show proof of medical insurance coverage for the duration of the training course.

Tuition fees for the Basic Law Enforcement Training Course is set at \$3,093.00. All Pre-service funds must be paid by certified check or money order, on the first day of class and is non-refundable. The policy for VA benefit recipients are as stated in (Title 38 CFR 214255): "The school will refund the unused portion of prepaid Veterans tuition and fees on a pro rata basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be pro-rated." Please make all funds payable to:

**Fulton County Public Safety Training Center**

**3025 Merk Road**

**College Park, Ga 30349**

The basic application fees are payable by cashier's check or money order only. Make all funds payable to:

**GA P.O.S.T - Application Processing fees - \$150.00**

**PSI - Background Investigations \$ 165.00 (payable by debit or card on-line)**

**Georgia Cogent System - Fingerprinting \$ 52.90 (payable by debit or card on-line)**

All of the above information must be completed and approved by the Academy Director prior to submission to GA P.O.S.T.

**Fulton County Public Safety Training Center  
GCIC – Fingerprint Procedures for Pre-Service Applicants**

Georgia Bureau of Investigations has awarded Cogent Systems the contract to provide electronic fingerprint submission services for applicants in the State of Georgia. The new service, Georgia Applicant Processing Services (GAPS) will decrease the need for agencies to submit hardcopy fingerprint cards. GAPS has established the capacity for pre-service applicants to have fingerprint checks processed electronically in a non-criminal justice environment.

Applicants must register with Cogent Systems prior to going to the fingerprint site. Registration may be completed online or over the phone. Online registration is available 24/7 at [www.ga.cogentid.com/index.htm](http://www.ga.cogentid.com/index.htm). Telephone registration is available at 1-888-439-2512 Monday thru Friday, 8AM to 6PM EST. *PLEASE REGISTER ONLINE TO AVOID REGISTRATION AND DATA COLLECTION ERRORS.* A registration codes may be required during registration. When you register with GAPS for a background check you will be asked to enter either a ORI/OAC number, or both. These numbers are use to direct your results to the correct location. The ORI number should be as shown below:

ORI #: [GAGSP0007](#)  
Transaction Type: [POST Pre-service Student #35-8-8\( B\)](#)  
Payment Type: [Debit/Credit Card](#)  
Verification Code: [gpostcouncil](#) (please note that this field is case sensitive, use lowercase letters)  
Transaction Fee: [\\$52.90](#) payable online by credit or debit card during registration at [www.ga.cogentid.com/index.htm](http://www.ga.cogentid.com/index.htm) to learn about enrolling via the internet

NO CASH TRANSACTIONS OR PERSONAL CHECKS ACCEPTED .

Once registered and payment has been confirmed, the applicant may proceed to the fingerprint site of their choice for printing. At the GAPS site the applicant must present a qualified State or Federal photo ID. Results of your criminal history check will be electronically submitted to GA POST. Proof of Receipt must accompany your Pre-service application when submitted to the Regional Academy.

## Fulton County Public Safety Training Center

3025 Merk Road  
College Park, GA 30349  
(404) 346-7940  
(404) 346-7941 (fax)  
**DIRECTIONS**

The Fulton County Public Safety Training Center is located at 3025 Merk Road in College Park, Ga. We are in the South Fulton County Area. A key landmark is I-285 at Camp Creek Parkway Exit #2 – Near Atlanta's Hartsfield International Airport and the new Camp Creek Marketplace.

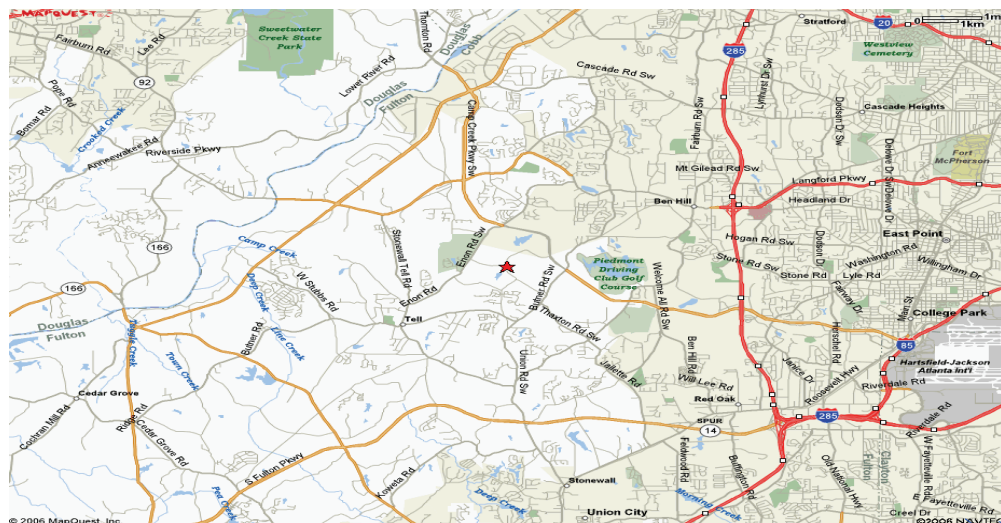
- BEGIN ON I-285.
- TURN OFF ON EXIT 2—(CAMP CREEK PARKWAY).

IF YOU ARE TRAVELING I-285 SOUTHBOUND, TURN RIGHT AT THE END OF THE EXIT RAMP ON TO CAMP CREEK PARKWAY.

IF YOU ARE TRAVELING I-285 NORTHBOUND, TURN LEFT AT THE END OF THE EXIT RAMP, (CROSS OVER I-285) ON CAMP CREEK PARKWAY.

### **NOTE: THE CAMP CREEK MARKETPLACE WILL BE ON THE RIGHT.**

- FOLLOW CAMP CREEK PARKWAY (WEST) APPROXIMATELY 3.6 MILES.
- TURN LEFT ON MERK ROAD.
- FOLLOW MERK ROAD FOR 0.8 MILES.
- LOCATION MARKERS FOR THE FULTON COUNTY PUBLIC SAFETY TRAINING CENTER WILL BE ON THE RIGHT. IT SHOULD BE MARKED BY A "FULTON COUNTY PUBLIC SAFETY TRAINING CENTER" SIGN WITH TWO (2) RED METAL GATES.





**Fulton County Public Safety Training Center**  
**Diploma/Certificate Replacement Procedure**

1. All requests for diploma replacement must be made in writing to the Fulton County Public Safety Training Center (FCPSTC). The Training Division will then
  - a) verify that the student attended the class and did indeed pass the training,
  - b) determine that the student either did not attend or did not pass the training, or
  - c) determine that the requestor has contacted the wrong agency and needs to be referred to some other training organization. If the request needs to be referred, the Training Division will forward the request to the appropriate agency, or the Training Division will notify and suggest to the requestor who they need to contact to follow up on their need.
2. If it is determined that the student is eligible to receive a duplicate diploma, the Training Division will contact the requestor and obtain/verify the mailing address. The Training Division will also inform the requestor that the cost for this service is \$10 per diploma and a money order in the correct amount made payable to the Fulton County Public Safety Training Center, must be received by the Training Division before the diploma will be reprinted.
3. Upon receipt of the money order, a class roster will be printed and initialed by the Training Division's designee. The diploma will be stamped with the word "DUPLICATE". The current Academy Director will sign the certificate. The certificate will be returned to the requestor.
4. A student always has the option of requesting his/her transcript.

To register for a class, please complete the attached "Registration" form. Submit all applications to the REGISTRAR'S OFFICE via fax#: (404 )346-7941. All registration forms must be authorized by the Training Coordinator, Chief of Police or authorized personnel. All applications must be received no later than ten (10) days prior to course start date.

**Fax To:**  
**Attention: Registrar**  
**Fulton County Public Safety Training Center**  
**3025 Merk Road**  
**College Park, GA 30349**  
**FAX# : (404) 346-7941**

Cancellation must be confirmed at least (five) 5 working days prior to the course start date. Substitution of students by authorized agency officials is recommended in lieu of cancellation. Any course cancellation will be submitted to the training coordinator a minimum of (two) 2 days prior to start date. Cancellations/substitutions should be reported via fax to the Training Center at (404) 346-7941 or [www.fultonpolice.org](http://www.fultonpolice.org)

NO FEE is charge to active Georgia certified law enforcement officers, (only officers with specified courses required by GA P.O.S.T.) Private industry/institutions (if approved) are required to pay \$15.00/per hour for tuition at the time of registration. Tuition for training will vary based upon the number of course hours (in-service, advanced and specialized). Each agency will be invoiced upon registration. **All monies are non-refundable and must be paid by certified check or money order on the first day of class.**

All certified checks and/or money order should be made payable to:

**Fulton County Public Safety Training Center**  
**3025 Merk Road**  
**College Park, GA 30349**

NOTE: No tuition is required from currently employed County, State or GA P.O.S.T. certified law enforcement officers.



# FULTON COUNTY PUBLIC SAFETY TRAINING CENTER

## Student Authorization Form

**Application Must be Received 10 Days Prior to Course Start Date**

Please Type or Print Clearly

Course Title: \_\_\_\_\_ Course Date (s) \_\_\_\_\_ - \_\_\_\_\_ Course # L18 \_\_\_\_\_

Employing Agency \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Agency Fax#: \_\_\_\_\_ Phone# \_\_\_\_\_ Agency e-mail \_\_\_\_\_

Training Coordinator : \_\_\_\_\_ E-mail Training Coordinator \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

Submission of incorrect data may be grounds for investigations/dismissal from class

Requested registration of the following student(s) in the above-indicated course. SSN# should be listed in order of priority.

Name: \_\_\_\_\_ SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sworn \_\_\_\_\_ Certified \_\_\_\_\_ Support Personnel \_\_\_\_\_

Name: \_\_\_\_\_ SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sworn \_\_\_\_\_ Certified \_\_\_\_\_ Support Personnel \_\_\_\_\_

Name: \_\_\_\_\_ SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sworn \_\_\_\_\_ Certified \_\_\_\_\_ Support Personnel \_\_\_\_\_

Name: \_\_\_\_\_ SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sworn \_\_\_\_\_ Certified \_\_\_\_\_ Support Personnel \_\_\_\_\_

Name: \_\_\_\_\_ SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sworn \_\_\_\_\_ Certified \_\_\_\_\_ Support Personnel \_\_\_\_\_

**YOU MUST PROVIDE A SOCIAL SECURITY NUMBER FOR EACH APPLICANT. AN AUTHORIZING OFFICIAL MUST SIGN ALL APPLICATIONS BEFORE IT CAN BE PROCESSED. If the student is not confirmed for this class before the start date, the application will be cancelled. All Cancellations must be done by fax or U.S. Mail. No phone cancellations will be accepted.**

**SUBMIT ALL COMPLETED APPLICATIONS TO:**

**Attention: Registrar**

**Fulton County Public Safety Training Center**

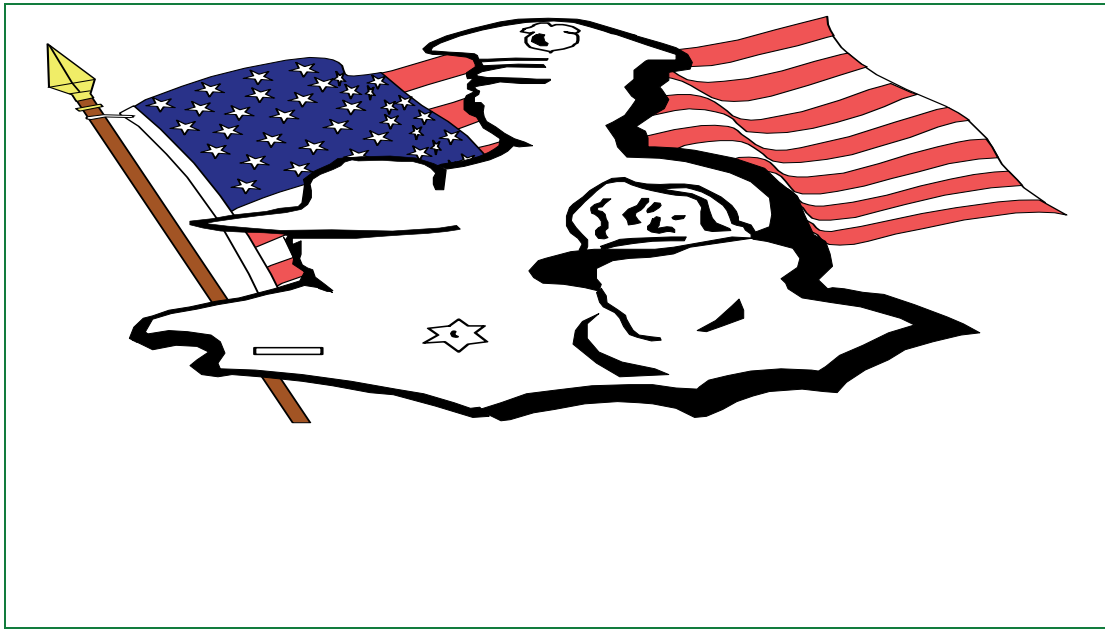
**3025 Merk Road**

**College Park, Georgia 30349-2350**

**FAX: (404) 346-7941**

**A hard copy or fax with Training Coordinator/Agency Head Approval must be received prior to confirmation .**

**All monies are non-refundable and must be paid by certified check or money order on the first day of class.**



# Organization

3025 Merk Road  
College Park, GA 30349

Phone: 404-346-7940  
Fax:404-346-7941  
E-mail: [fultonpolice.org](mailto:fultonpolice.org)

