

### **Pre-Employment Requirements for Certification (464-3-.02)**

1. When initially accepted for employment or appointment by a law enforcement unit or communications agency, any candidate seeking certification under these Rules shall:
  - a. **Be at least eighteen (18) years of age** as evidenced by a certified copy of said candidate's birth certificate or other proof of birth acceptable to the Council.
  - b. **Be a citizen of the United States or a repatriated or naturalized citizen** of the United States as of the date employment commences as evidenced by a certified copy of said candidate's birth certificate or other certified proof of citizenship acceptable to the Council.
  - c. **Have a high school diploma or its recognized equivalent** or an approved college degree indicating successful completion of high school. A recognized equivalent means a diploma awarded by any state on the basis of a General Education Development (GED) Test. If an applicant for certification is unable to document that the high school diploma was issued by an accredited school, successful completion of an examination provided or approved by the Council shall suffice. Documented non-accredited schools are not applicable under this rule.
  - d. **Complete two (2) applicant fingerprint cards** prior to commencement of employment as a peace officer in a law enforcement unit. All fingerprint cards shall be processed by the Georgia Crime Information Center (GCIC) and the National Crime Information Center (NCIC) and the results returned to the Council.
  - e. **Be found, after examination by a licensed physician or surgeon, to be free from any physical, emotional, or mental conditions which might adversely affect his/her exercising the powers or duties of a peace officer.** Refer to POST Rule 464-3-.14 for additional requirements for law enforcement officers.
  - f. **Successfully complete a job related academy entrance examination** approved by the Council in conformity with state and federal law (where applicable).
  - g. **Not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law**, provided that, for purposes of this paragraph, violations of traffic laws and other

offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered.

- h. **Possess good moral character** as determined by investigation under procedure established by the Council.

## **POST Application**

Applications to attend basic training must be completed in the [POST Data Gateway](#) system. You will need to create a new user account to begin the application. Your employing agency, or the academy you will be attending if you are a pre-service candidate, will assist you with the application process and upload your supporting documents. Your application must be attested to by you and your agency/academy and the \$30 application fee must be paid before submission to POST for approval. You will be notified if your application is accepted.

Below is a list of the supporting documents and other requirements needed for your application.

- **Proof of Age**
  - A certified copy of your birth certificate or other proof of birth acceptable to the Council.
- **Proof of Citizenship**
  - A certified copy of your birth certificate or other proof of citizenship acceptable to the Council.
- **Proof of Education**
  - High school diploma,
  - College degree,
  - General Education Development (GED), or
  - Successful completion of an examination provided or approved by the Council.
- **Proof of Previous Out-of-State Law Enforcement (If applicable)**
- **Military DD214 or Letter of Good Standing (If applicable)**
- **Entrance Exam Results**
  - POST accepts the Accuplacer (preferred), ASSET, and COMPASS tests for entrance exam purposes. These tests are administered at technical colleges across the state.
    1. Find a testing location using the [Technical College Directory](#). Contact your preferred site for scheduling and cost information.
    2. Print, fill out and take the [Entrance Examination Access Form](#) to your test.

3. Ensure you allot two hours to complete your test. Results will be available immediately.
  4. The results must be attached to your POST application.
- **Physical Examination by a Physician**
    - A licensed physician must examine you and sign an [Physician Affidavit](#) declaring you are able to perform the essential job training functions with no limitations.
    - The signed affidavit must be attached to your POST application.
  - **Psychological Evaluation**
    - A licensed psychiatrist or psychologist must examine you and sign the [Psychological Evaluation Affidavit](#) declaring you free from any emotional or mental conditions which might adversely affect the exercise of duties of a peace officer.
    - The signed affidavit must be attached to your POST application.
  - **Fingerprints**
    - Your fingerprints will be processed through the electronic Georgia Applicant Processing Service (GAPS) managed by [Fieldprint](#). Download this [Fingerprinting Procedures](#) document for detailed instructions.
  - **Personal History Release**
    - This form is found within the application. Download the form, fill it out, and then reupload it to your application.
  - **Code of Ethics**
    - This form is found within the application. Download the form, fill it out, and then reupload it to your application.

## Physical Agility Test

You are required to pass the Physical Agility Test (PAT) to attend any law enforcement academy in the state. Your application with POST must be approved and you must be registered for a POST Certified academy class to schedule your PAT.

- The test is a timed obstacle course that must be completed in 2 minutes, six seconds or less. The course is a few feet larger than half of a basketball court. During the test, you will:
  - Run 1 and 3/4 laps around the outside of the course.
  - Enter the course and follow the pattern shown on this [map](#).
  - Jump two small hurdles.
  - Climb and descend a flight of stairs.
  - Go around a cone.
  - Climb and descend the stairs again.
  - Jump more hurdles.
  - Low crawl under a 2.5-foot-high bar.

- If you fail to negotiate the low crawl correctly, you will receive a two-second time penalty.
- Go around a cone.
- Run and leap across a simulated 6-foot gap representing a large ditch.
  - If either foot hits the tape, you will receive a two second time penalty.
  - You can opt to skip the jump and take the two second time penalty.
- Go around a cone.
- Run back across the floor and negotiate a 4-foot-high chain link fence panel.
- Go around a cone.
- Run back across the floor, go around a cone, and climb through a standard sized, 4-foot-high window.
- Drag a 150-pound dummy for 20 feet, across the designated line.
- Run a final lap around the outside of the course.