

Internal Operating Policy 31-06

Submitted by Director to the Georgia Public Defender Standards Council: 3/10/2006

Approved by Standards Council: 3/10/2006

Effective: 3/10/2006

Authority: O.C.G.A. § 17-12-5(c) (2)¹

Subject: Attendance at Training Programs Paid for by the State

The following is the Standards Council's policy on the attendance of training programs paid for by the State:

Individuals registered for a Standards Council training event must attend all portions of the program. The Standards Council spends a considerable amount of money to provide state employees intensive, high-quality training programs. In addition to transportation, meals, and lodging, state employees are paid their salary for the time they spend attending training. Each training program is designed to have sessions that relate to and build on one another. Therefore, for participants who choose not to attend a given session, that person misses out on more than just the lesson of that session. The person is also less prepared to take advantage of the teachings of future sessions.

Any individual who registers for a Standards Council training event may cancel his or her registration prior to **seven (7)** calendar days in advance of the start of the training event without incurring any liability. The individual and the circuit public defender (CPD) will notify the Training Director as soon as possible of any cancellation or partial cancellation. Any individual who registers for a Standards Council training event who does not cancel his or her registration prior to seven (7) calendar days in advance of the start of the training event and who fails to attend that training event in whole or in part without valid justification as determined in writing by the CPD will be disciplined at the discretion of the CPD. Discipline may include, but is not limited to, reimbursement to the council for the cost of any lodging, meals, materials and facility costs that the Standards Council has incurred on behalf of the registrant.

The Training Director will report any known non-attendance or partial attendance to the respective CPD. The CPD will send a written account of the action taken to the Training Director within 30 days of receipt of the attendance report.

Partial CLE credit will be certified at the discretion of the Training Director.

¹ O.C.G.A. § 17-12-5 (c) (2) provides as follows: “(c) The director shall... (2) Develop such rules, policies, procedures, regulations, and standards as may be necessary to carry out the provisions of this chapter and comply with all applicable laws, standards, and regulations, and submit these to the council for approval”.

This policy shall be distributed to all state employees before any are registered for any Standards Council training programs². If there are any questions, please contact the training director at (404) 232-8908.

² The acknowledgment of the terms and conditions of this policy shall be signed and placed in the employee's personnel file.