



**Brian P. Kemp**  
*Governor*

**GEORGIA DEPARTMENT OF CORRECTIONS**  
*Office of Professional Development*

*Specialized Services Training Information*  
*Multiple Day Course*



**Tyrone Oliver**  
*Commissioner*

**QUESTIONS:**

If you have questions regarding your training or registration, please contact the Training Coordinator or Training Instructor of the Class you will be attending.

If you need any further assistance Contact the GCA Admin Assistant, Sandra Davis ([Sandra.Davis@gdc.ga.gov](mailto:Sandra.Davis@gdc.ga.gov)) at: 478-992-5805.

**DIRECTIONS:**

State Offices South at Tift College 300 Patrol Rd, Forsyth GA 31029

From I-75 Northbound: Take Exit 186 – Turn left onto Juliette Rd/Tift College Dr. Take next right onto Patrol Rd. Tift College is on your left. From I-75 Southbound: Take Exit 186- Turn right onto Juliette Rd. /Tift College Dr. Take next right onto Patrol Rd. Tift College is on your left.

All staff entering the Tift campus are required to have their Employee ID cards available to show at the front entry point.

**IDENTIFICATION NUMBERS:**

You **MUST BRING** your **VENDOR ID NUMBER** that can be obtained from your business office or through Team Georgia, Main Menu, Self Service, Employee Reimbursement. No social security numbers may be used for training credit.

**DRESS CODE:**

All correctional officers are expected to be in uniform for the entire training unless told otherwise. Tactical style uniforms are permitted. Polo style shirt with agency logo is allowed. All non-uniformed employees are expected to dress in Business Casual each day.

**LODGING:**

(Statewide Travel Policy)

At no cost, participants are required to lodge in the dormitories on site when there are vacancies. For dormitory lodging, you **MUST** bring a lock to secure your personal items for safety purposes.

To qualify for hotel lodging, your work location and residence must be more than 75 miles away from SOSTC. When the dormitories are full, Training will arrange for hotel lodging.

If you are traveling 2 hours or more to SOSTC and the training begins at 8:30 am or earlier, then you may check-in the night before training begins. You must provide a minimum of 2 weeks' notice to the Training Coordinator (see above) for arrangements to be made.

## MEALS:

Meal cards will be issued to all GDC employees (except for central office staff) for multi-day classes. GDC employees must provide a Vendor ID number prior to receiving a meal card. Lost meal cards are \$10.00 to be paid via money order by the end of the training.

## TRAVEL:

Please drive state vehicles. Staff from the same area must carpool due to limited parking spaces. Staff that qualify to lodge but opt to commute will only be reimbursed for one round trip driving expense. There is a 90-mile radius from SOSTC to qualify for personal vehicle travel reimbursement. Participants will be responsible for claiming travel expenses on Concur. Please see your business office for assistance in filing for reimbursement at: <https://www.concursolutions.com/Default.asp>

## PARKING:

Participants should plan to park in assigned parking places. Parking spaces are limited, and participants should be prepared to walk a fair distance if needed. If you need assistance, speak with the Front Entry Officer.

## TRAINING CANCELLATION:

If you are unable to attend this training, please cancel so another may have your seat.