THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Purpose

To establish the responsibilities and authority of the training division.

B. Policy

The Department of Public Safety is committed to a progressive training program that continually improves the skills, knowledge and abilities of all employees. It is the policy of this Department to provide opportunities for professional growth, enhance potential for upward mobility, and improve individual job satisfaction.

C. Procedure

1. Training Component

The Training Officer will be responsible for the organization and administration of all training programs.

a. The Training Officer will have by direction signature authority for all documents relating to training matters.

b. Responsibilities of the Training Officer include, but are not limited to, the following:

1) plan and develop training programs that reflect the training needs of the Department;
2) announce mandatory, remedial, optional and all other available training for all personnel;

3) maintain attendance records for all mandatory training programs;

4) maintain a repository for lesson plans and outlines;

5) evaluate all training programs;

6) ensure that specialized training certifications are maintained;

7) act as a liaison with the South Carolina Criminal Justice Academy;

8) ensure that all personnel meet annual requirements for law enforcement certification; and

2. Training Committee

a. The Department Training Committee will have the authority and the responsibility for identifying critical training needs and deficiencies. (CALEA 33.1.1.d) The committee will suggest possible training solutions and assist the Training Officer in the development of training programs. (CALEA 33.1.1.c) The committee will report directly to the Patrol Commander. A copy of the quarterly report will be sent to the Chief. (CALEA 33.1.1.e)

b. Any employee of the Department may approach a committee member to identify training needs and deficiencies. This will not be viewed as circumventing the normal chain of command. The committee member will bring the problem to the committee for consideration and possible training solutions. The confidentiality of the employee will always be maintained.

c. The composition of the committee will include the Training Officer (Chairman) one member for each of the following divisions, each shift, Communications, Accreditation, Firearms Instructors, Field Training Instructors and Administration. (CALEA 33.1.1.a) When a position becomes vacant, the Patrol Commander will make a selection from those officers interested and committed to the Department’s training philosophy. (CALEA 33.1.1.b)

3. In-Service Training

a. In-service training will be required of all Departmental personnel.

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Training programs will be designated as mandatory or non-mandatory.

b. Attendance rosters will be completed on all Departmental training sessions. Attached to the roster will be the lesson plan and the results of the performance test, if administered. **(CALEA 33.1.2)** The documentation will be forwarded to the Training Officer in a timely manner. The shift supervisor will maintain a copy of the attendance roster in the shift training file.

c. Where training is mandatory, exceptions to attendance will be allowed only under the following conditions: **(CALEA 33.1.2)**

1) approved annual leave;

2) reasonable excuses, such as illness, personal emergency, and court appearances; or

3) the approval of the Patrol Commander.

d. The Shift Supervisor will notify the Training Officer of any employee not in attendance for mandatory training. The Training Officer will schedule a make-up session for the effected employee(s). **(CALEA 33.1.2)**

e. The Training Division will administer / schedule annual retraining of Departmental personnel, which may include the following: **(CALEA 33.5.1)**

1) changes in Departmental policies and procedures;

2) the function of agencies in the local criminal justice system;

3) performance evaluation system;

4) crime prevention and community relations;

5) hazardous materials;

6) contingency plans / unusual occurrences;

7) evidence collection and preservation;

8) report writing and Division records procedures; and

9) victim/witness rights and procedures.
f. All sworn officers will be required to receive in-service training in the following areas as listed: (CALEA 33.5.1)

1) firearms training - annual;
2) use of force - annual;
3) legal updates of new case law and Supreme Court rulings - annual;
4) core training - annual;
5) less lethal weapons - annual;
6) emergency vehicle operations;
7) Blood Borne Pathogens; and
8) Basic NCIC Training - annual

g. The confidentiality of training records will be maintained. With the exception of the Academy Division of DPS, no information from training records will be released to any other outside entity without the prior permission of the Director.

4. Remedial Training: (CALEA 33.1.5)

a. Remedial training will be required when personnel are found to be deficient in critical areas. These areas include firearms qualification, defensive tactics, drivers' training and any subject area designated by the Chief.

b. Deficiencies may become apparent during a performance evaluation, with the receipt of citizen complaints, an inspection, or demonstrated by the employee's overall job performance.

c. Remedial training will be accomplished by the employee as soon as possible after the deficiency is detected. At the discretion of the Chief, the employee may be removed from duty until training is complete and performance is deemed satisfactory. Failure to report for remedial training or failure to make satisfactory progress may result in disciplinary action up to and including termination.

5. Specialized Training (CALEA 33.6.1.a.,b,c.)
a. Several assignments within the Department require some type of specialized, pre-assignment training. If applicable, this may include supervised, on the job training. These assignments include, but are not limited to, the position of driving instructor, firearms instructor, OC instructor and defensive tactics instructor. These instructors are periodically recertified in order to maintain their credentials.

b. Assignments that require specialized training after assignment include, but are not limited to, the position of investigator, NCIC operator, alarm technician, field training officer, and supervisory management.

c. Specialized training will include the following:

1) development and/or enhancement of the skills, knowledge, and abilities particular to the specialization;

2) management, administration, supervision, personnel policies, and support services of the function or component;

3) departmental policies and procedures specifically related to the function;

4) supervised on-the-job training;

5) crime prevention

d. All Supervisors will receive career development training in the following areas:

1) employee management performance system (EMPS);

2) benefits / salaries;

3) counseling;

4) skills assessment; and

5) departmental training programs

6. Advanced Training

Advanced training may be available to supervisory or command personnel. Such training may include training offered by the FBI National Academy, the Federal
Law Enforcement Training Center, the Southern Police Institute, or similar school. This training is designed to enhance the professional competency, management skills, and resource utilization of agency administrators. Supervisors should have demonstrated leadership ability and should meet the entrance requirements of the respective program. A letter requesting consideration for this training should be submitted to the Chief by employees desiring such training.

7. Roll Call Training: (CALEA 33.5.2)
   a. All shifts will conduct roll call training at least once per month in order to provide updates to officers between formal retraining sessions. Such training may include the following topics:
      1) accreditation;
      2) officer survival;
      3) policy and procedure updates; and
      4) health issues such as AIDS/hepatitis awareness, etc.; and
debriefing and critique of previous tour of duty.
   b. Roll call training will be scheduled by and conducted by the shift supervisor, a qualified instructor from within or outside the agency or organization.
   c. The instructor or shift supervisor will submit a roll-call training attendance roster, which shall include the names of all officers in attendance and a summary of the training provided, to the Training Officer. The Training Officer will keep a file of all roll call training for each shift.
   d. Officers will only receive in-service credit for training which is approved or mandated by the Academy. Such training will include, but is not limited to, Legal Updates and Core Courses.
   e. Roll-call training will be considered mandatory and officers must attend except for excusable absences as provided for under, section C of this policy.

8. Basic Academy Training
   a. The Departmental Training Officer shall maintain a positive working relationship with the Academy. It is the policy of the Department to comply with all training requirements mandated by the laws of the State of
South Carolina and to provide assistance as requested to the Criminal Justice Academy.

b. All newly hired, sworn officers must attend Basic Law Enforcement certification training at the Academy. In accordance with section 23-23-10 of the SC Code of Laws, all police officers in the State of South Carolina must become certified, upon successful completion of the Criminal Justice Academy, by the Law Enforcement Training Council. (CALEA 33.2.3)

c. In accordance with the criteria for the operation of basic law enforcement training throughout the State of South Carolina, the Training Officer will place all sworn recruit officers in an academy class. Expenses incurred, if any, for training at the Academy will be paid by the Department. The Department assumes all normal liabilities of its employees being trained at the Academy. The Academy will provide its own staff, facilities, instructors and other resources as required to operate. If appropriate and approved by the Chief, certified instructors from the Department may instruct at the Academy while being compensated by the Department. (CALEA 33.2.3)

d. Newly hired, non-certified, officers must complete Basic Law Enforcement Training at the Academy in accordance with the SC Code of Laws and regulations of the SC Criminal Justice Training Council prior to assignment in any capacity which would allow the officer to carry a weapon, enforce the law, or make an arrest. (CALEA 1.3.10, 33.4.1)

e. Newly hired officers may complete the South Carolina State Constables course, to include departmental procedures and regulations. This training is to be completed prior to attending Basic Law Enforcement Training at the Academy. (CALEA 33.2.4)

f. The Academy will provide recruit officers with an orientation handbook/training manual which will include the following information:

1) organization of the Academy;
2) Academy rules and regulations;
3) the Academy's rating, testing and evaluation system;
4) physical fitness and proficiency skill requirements; and
5) daily training schedules.
g. The basic law enforcement certification training offered by the Academy includes a curriculum based on the duties most frequently performed by law enforcement personnel. (CALEA 33.4.2.a)

h. Recruits at the training academy are required to successfully complete tests (written and proficiency) designed to measure competency in the law enforcement skills and abilities. (CALEA 33.4.2.b)

9. Police Officer Orientation:
   a. Newly hired police officers may undergo pre-service training. The training program that has been deemed appropriate by the Academy is the Group III constables training course. The Department utilizes this program to orient new officers.

Prior certified officers who are hired by this department must complete training and receive a copy of Policies and Procedures pertaining to use of weapons and must demonstrate proficiency with weapons prior to receiving their constable’s commission. (CALEA 1.3.10)

b. The Police Officer Orientation Program will be supervised by the Training Officer and Operations Support Commander. Instructors for the program curriculum will be drawn from: Departmental personnel who are qualified instructors; local experts from the Department’s service area; and other relevant sources. All training will be documented. The Training Officer shall maintain copies of all training documentation from the program in the Departmental training files.

c. Officers attending the program will be evaluated through the use of written and/or proficiency examinations. The Training Officer will be responsible for the content of all written tests. Written tests will be revised periodically in order to maintain their relevance. (CALEA 33.4.2.b)

d. The orientation program may include, but is not limited to, the following:

1) South Carolina Constables course;

2) University and Department policies, procedures, and regulations; (CALEA 33.2.1.e)

3) legal updates and Supreme Court rulings;

4) community relations;
5) accreditation process; *(CALEA 33.5.3.a)*

6) defensive tactics;

7) fire safety, bomb threats, hazardous materials;

8) instruction from the Department of Human Resources. This information will include working conditions, regulations, employee benefits, the rights and responsibilities of employees. *(CALEA 33.2.1.e)*

9) less than lethal weapons;

10) physical fitness academy requirements;

11) cultural diversity;

12) crisis intervention;

13) courtroom performance; and

14) vehicle operations.

10. Training of Civilian Personnel *(CALEA 33.7.2)*

   a. There are several positions in the Departmental that do not require sworn personnel. The Department employs a number of civilian personnel for various positions. Civilian employees include but are not limited to:

   1) Dispatchers;

   2) Administrative Office Assistants;

   3) State Security Officers.

   b. Upon employment with the Departmental, all civilian employees will receive instruction regarding the Departmental role, purpose, goals, policies and procedures which pertain directly to the performance of their duties *(CALEA 33.7.1.a)* and the accreditation process *(CALEA 33.5.3.a)*. Additional training may be required as deemed appropriate by the Chief. The designated Supervisors of civilian employees will be responsible for providing or scheduling such instruction. This training will be documented and the records kept in the employees’ respective files.
c. Civilian employees will receive instruction from the Department of Human Resources. This information will include working conditions, regulations, employee benefits, the rights and responsibilities of employees. *(CALEA 33.7.1.b,c)*

d. The individual responsibilities of civilian employees will be designated by their position descriptions. Position descriptions may be obtained from the Departmental administrative office. *(CALEA 33.7.1.c)*

e. In-service training will be required of all Dispatchers and or State Security Officers as designated below: *(CALEA 33.7.2)*

1) All communications personnel will attend and successfully complete the NCIC/SLED certification within six months of assignment in the communications center. An exception will be made for those Dispatchers who are certified NCIC operators at the time of employment. Dispatchers will be required to maintain NCIC operator certification while employed in their positions. Dispatchers will receive periodic updates concerning changes in Departmental policies and procedures which pertain to their duties.

2) Due to the nature of their duties, training related to communications skills, cultural diversity, and public relations may also be required.

3) All State Security Officers will receive periodic updates concerning changes in Departmental policies and procedures which pertain to their duties. Annual recertification will also be required in both the baton, OC Spray, and driving.

4) All State Security Officers will receive Basic NCIC training annually.

f. The records clerk will receive Basic NCIC training annually.

11. Skill Development Upon Promotion:

Upon promotion to a supervisory position, the individual will be scheduled for training in supervision, mid-level management, and/or other courses to enhance the skills of the individual. *(CALEA 33.8.2)*

12. Training Reimbursement

a. Training which would cause the Department to incur an expense, must
have the prior approval of the Chief. All approved training programs will be paid for by the Department. When training is attended outside the Charleston area, the Department will pay for allowable expenses with limitations set forth by University policies and procedures. Normal costs may include: mileage (if a state vehicle is not used); meals; lodging; fees; books and materials. The employee is responsible for completing all necessary paperwork and requirements for reimbursement. (CALEA 33.1.3) It is the policy of this Department, with the exception of Lieutenants and above, that when two employees of the same gender are traveling on Department business; they must share a hotel room.

b. If an employee desires to participate in training not approved by the Department, it will be the responsibility of the employee to pay for the training and any associated expenses. The employee may be charged appropriate annual leave for time missed from work.

13. Instructors:

All Departmental employees who instruct in-service training will have training in the following areas, at a minimum:

a. lesson plan development;

b. performance objective development;

c. instructional techniques;

d. testing / evaluation techniques; and

e. resource availability and use;

14. Lesson Plans

a. Lesson plans will be developed for all training courses administered by the Department. Only employees who have Basic Instructor certification from the Academy are permitted to formulate lesson plans. A draft of the lesson plan should be submitted to the Training Officer for review. The Training Officer will approve all lesson plans. (CALEA 33.1.4.a.d)

b. Guidelines and format for lesson plans will be the same as that used by the Academy. The lesson plan will include course content, performance and job related objectives,(CALEA 33.1.4.a) references, instructional technique (e.g., lecture, debate, group discussion, panel), (CALEA 33.1.4.b), responsibility and accountability for the material taught, and
plans for testing and evaluation of the material. (CALEA 33.1.4.c) The evaluation plans should identify any tests or assessments utilized by the instructor.

c. After the approval of the Training Officer, all lesson plans used for SCCJA in-service credit will be submitted to the Academy, Division of Instructional Certification, for review and certification. (CALEA 33.1.4.c)

d. All lesson plans will be reviewed at least annually for accuracy, effectiveness, and applicability to current job tasks. Revised lesson plans will require re-submission through the process mentioned above.

15. Training Records

a. The Training Officer shall maintain a computerized file which contains updated records of training for all personnel. The Training Officer will update the file each time an officer attends and completes a training course. The Training Officer will update files within five days of the course. (CALEA 33.1.6) The updated record will include: the date of training; the location of training; type of training; and completion level.

b. The Training Officer will update all training records as training occurs. All paper files will be purged when the officer is re-certified and will be given to the officer. A copy of the training attendance form and any certificate awarded should be kept in the officer's shift file. (CALEA 33.1.6)

16. Records of Department conducted Training Courses

a. The Training Officer shall maintain a hard copy roster of all courses conducted by the Department.

b. Each course roster shall contain: (CALEA 33.1.7);

1) lesson plan number;

2) names of employees in attendance (CALEA 33.1.7.b);

3) test scores (if any) (CALEA 33.1.7.c);

4) signature of instructor/proctor; and

5) course title (content) (CALEA 33.1.7.a).
c. Officers are responsible for submitting copies of certificates and/or other documentation, as requested, to the Training Officer and shift supervisor upon completion of training courses.

17. Accreditation Familiarization

Familiarization with the accreditation process will be provided to all employees as follows:

a. to all newly hired agency personnel within thirty days after their employment begins or within thirty days after completing the academy. (CALEA 33.5.3.a)

b. to all agency personnel during the self-assessment phase associated with achieving initial accreditation. (CALEA 33.5.3.b)

c. to all agency personnel prior to an on-site. (CALEA 33.5.3.c)

18. Fitness and Wellness Program

The employee can voluntarily become a member of the Harper Student Center for a fee. (CALEA 22.3.3.a) The following options are available:

a. Availability to a trained program coordinator; (CALEA 22.3.3.b)

b. Individual health screening and fitness assessments; (CALEA 22.3.3.c)

c. Individual education and goal setting; and (CALEA 22.3.3.d)

d. Ongoing support and evaluations. (CALEA 22.3.3.e)