PURPOSE:

Training is one of the most important responsibilities in a law enforcement agency. The Sheriff's Office cannot fulfill its responsibilities to the community if its deputies are not properly trained to perform the complex functions of effective law enforcement. The Center for Advanced Training weapons range will be utilized to instruct deputies of the Greenville County Sheriff's Office and municipalities within Greenville County in the safe use of basic and advanced techniques related to firearms. The range also hosts law enforcement personnel from state, federal and visiting agencies throughout the country who attend advanced firearms training. The range is used to provide informational training to civilians who are leaders in the community and press. Civilians will only be allowed to utilize the range with approval from the Sheriff, Director of Training or his designee.

Training serves three broad purposes:

1. Well-trained deputies are better prepared to act decisively and correctly in a broad spectrum of situations.
2. Training results in greater productivity and effectiveness.
3. Training fosters cooperation and unity of effort.

TRAINING GOALS:

Training goals of the Sheriff's Office are:

1. Prepare new deputy trainees with the basic skills, knowledge and abilities needed to perform as a deputy sheriff.
2. Provide deputies in specialized assignments with specialized training to increase their efficiency and effectiveness;
3. Provide continuous in-service training to:
    - Maintain a high proficiency level in field skills.
    - Impart current law enforcement trends.
    - Present new or revised case law.
    - Supply new investigative techniques.
4. Provide deputies possessing leadership and management abilities with advanced training in law enforcement administration.
5. Provide the citizens of Greenville County with the most effective and efficient law enforcement services available. This is accomplished through a training program that is thorough, continuous and professional in every aspect.

DIRECTOR OF TRAINING:

The responsibility of developing training programs, determining training needs, and coordinating the overall training process is assigned to the Administrative Services Division – Center for Advanced Training (CAT)**.** The lieutenant at CAT is the Sheriff's Office Director of Training. The Director of Training is responsible for training all personnel, both sworn and non-sworn. Director of Training responsibilities include:

1. Planning and developing training programs.
2. Coordination of all training assignments with the South Carolina Criminal Justice Academy.
3. Notifying personnel of required training and training that is available.
4. Maintenance of training records.
5. Assuring required training program attendance.
6. Implementation of training programs.
7. Selection of instructors.
8. Evaluation of training programs.
9. Coordination of training programs.
10. Security/accountability of weapons used for training purposes by maintaining an inventory record.

ASSAULT ON SWORN OFFICER REVIEW:

Annually, a documented review is conducted by the Director of Training of assaults on deputies to determine trends and/or patterns. Recommendations will be made to enhance deputy safety through policy revision and/or training if applicable. The report will be sent to the Sheriff and the Professional Compliance Unit.

TRAINING COMMITTEE:

The Training Committee serves as an advisory committee to the Director of Training in development and evaluation of training programs. The committee can review whatever training records necessary to properly evaluate programs. Committee recommendations are reported to the Director of Training. Committee recommendations and the Director of Training's response are reported to the Sheriff.

Training Committee composition:

1. One representative from each division.
2. Representatives are at Master Deputy rank and above.
3. Representatives are selected and replaced by Division Commanders.
4. One representative serves as Chairman.

Annually, the committee reviews all training programs including:

1. Recent court decisions.
2. New statutes.
3. New policy.
4. Utilization of CAT.
5. Scheduling.
6. Interviews with Division Commanders.
7. Number of deputies trained and extent of training provided.
8. Effectiveness of training programs.

Resources used by committee in the development of training programs:

- Inspection reports.
- Staff reports on meetings.
- Consultation with field personnel and field observations.
- Previous Training Committee reports.
- Training evaluations completed by students.
- Internal affairs reports identifying policy violation/failure.
- Policy guidance and direction from the Sheriff.

TRAINING PROGRAM ATTENDANCE:

All training assigned to agency personnel is <u>mandatory</u> unless otherwise noted. This includes any online training such as Acadis and PowerDMS.

If an employee fails to attend/complete mandatory training, the Center for Advanced Training will notify their supervisor in writing. The employee's supervisor will schedule a time for the employee to complete the missed training if available.

Any employee failing to attend/complete training, without proper authorization by their supervisor will receive disciplinary action following the listed progressive disciplinary plan:

1st offense: Written Reprimand
2nd offense: 8 hour suspension plus loss of take home vehicle privilege for 90 days.
3rd offense: At a minimum, 8 hour suspension and loss of take home car privilege for one year.
4TH offense: Division commander recommendations to the Sheriff.

It is the immediate supervisor's responsibility to ensure that their assigned personnel attends and completes all assigned training. When an employee fails to attend/complete training the employee's

supervisor will receive a written reprimand (Exigent circumstances will be taken into account.)

Attendance records are maintained and forwarded to the Director of Training. Successfully completed training is entered into a deputy's training record.

TRAINING / TRAVEL REIMBURSEMENT:

Deputies and non-sworn personnel assigned training classes may be eligible for reimbursement of mileage, if traveling by privately owned vehicle and a county vehicle is unavailable. Meal expenses, if such are not furnished with the training, may be eligible for reimbursement. The County pays training tuition and fees. Reimbursements are made according to current County policies. Personnel not assigned to a training class may attend the class at their own expense, providing there is available space and the employee's supervisor approves the employee's attendance. At the discretion of Division Commanders, optional training that furthers the training goals of the Sheriff's Office can be counted as duty time.

LESSON PLANS:

Developed for training classes and in the format utilized by the South Carolina Criminal Justice Academy on all training conducted by the Center of Advanced Training. The plan includes written performance and job-related objectives, training content, and specification of appropriate instructional techniques. Lesson plans are submitted to the Director of Training for approval prior to use. Lessons plans are reviewed / updated every two years and kept indefinitely.

Performance objectives are to:

1. Focus on the elements of the job task analysis for which formal training is needed.
2. Provide clear statements of what is to be learned.
3. Provide the basis for evaluating participants.
4. Provide a basis for evaluating effectiveness of the training program.

TESTS:

Based on competency using performance objectives measuring participant knowledge and abilities. When overall scores are attached to the testing process, minimal acceptable scores are established and announced to participants at the beginning of training. Hands on skills are graded to the satisfaction of the evaluator.

REMEDIAL TRAINING:

Training used to upgrade an employee's necessary knowledge and skills. A deputy requiring remedial training for a mandatory skill is scheduled for the next available class addressing the skill. See General Order 121 for actions to be taken when a deputy receives a fail/fail score on testing that requires remedial training. Deputies who have completed basic training and are on regular duty assignments

may require remedial training after supervisors have observed poor performance of job tasks. In this case, the supervisor is responsible for requesting remedial training.

TRAINING RECORDS:

The Director of Training maintains documentation of completed training. A training index lists personnel by name, type of training, dates of training, and hours or days involved. A training file is maintained on all personnel and includes certificates of completion for all training assignments, attendance, and test scores, if applicable.

Individual training class records – The Director of Training maintains records of each class offered by the Sheriff Office. Each record includes a lesson plan, class roster, and performance of individual attendees measured by tests or hands on evaluation, when applicable. Training records are never released outside of the Sheriff's Office without the Sheriff's approval or receipt of a subpoena.

ACADEMY PROCEDURES:

All deputies attend Basic Recruit Training for Law Enforcement taught by the South Carolina Criminal Justice Academy as mandated by South Carolina Code of Regulation, Chapter 38, Sub Article 1, Law Enforcement Training. Recruits are certified by the Academy before they are allowed to carry firearms or make arrests**.** While awaiting Academy dates, recruits can be used in areas not considered line positions.

The Director of Training is the liaison with the South Carolina Criminal Justice Academy. The Director of Training manages:

- Basic training assignments.
- Academy sponsored specialized / advanced training assignments.
- Requests from the Academy for Sheriff's Office personnel to serve as guest instructors.

Basic recruit training is financed through the statewide system of fines and forfeitures administered by each county and municipality. Deputies attending basic recruit training at the Academy receive instruction in generic law enforcement skills and knowledge**.** After successful completion of Academy recruit training, deputies receive instruction regarding Sheriff's Office policies, procedures, rules and regulations in field training taught by agency personnel.
The Field Training Program is described in General Order 122.

As the sole facility designated by the State to conduct basic law enforcement training, the Director of the Academy and his staff are responsible for course content and quality of instruction. Based on the performance of its recruits, the Sheriff's Office evaluates the

quality and effectiveness of basic training and provides input to the Academy.

Injuries incurred during Academy training sessions are considered line of duty injuries and are reviewed for workers compensation.

INSTRUCTORS:

Qualifications for training instructors:

1. Minimum of five years experience.
2. Consistent above average evaluations.
3. Demonstrated desire to instruct (FTO program, etc.).
4. Three-year commitment to instruct as needed.

Selection process:

1. Applicants complete Promotion/Transfer/Specialized Assignment Request forms and submit forms through the chain of command.
2. Applications are forwarded to the Director of Training.
3. Applications are reviewed by the Director of Training and the Training Committee.
4. The Director of Training and the Training Committee recommend potential instructors to the Administrative Services Commander.

Instructor certification - All Sheriff's Office full-time instructors are certified by the Academy after receiving training in:

- Lesson plan development.
- Performance objectives development.
- Instructional techniques.
- Learning theory.
- Testing and evaluation techniques.
- Resource availability and use.

Instructor assignments are managed by the Director of Training. Failure to meet assignments can result in loss of instructor certification and / or disciplinary action.

All instructors will be trained in CPR, Automatic Electronic Defibrillator (AED) and medical training on tourniquet application for hemorrhage control, chest seal application and wound packing.

A certified firearms instructor will be responsible for supervising range operations ensuring that all safety procedures are followed during weapons training.

Guest instructors – Selection of guest or outside instructors is made by applying the standards used for the development and selection of Sheriff's Office instructors. The Director of Training is responsible for the supervision of guest instructors.

IN-SERVICE AND ADVANCED TRAINING:

Sworn personnel complete annual in-service that includes:

- Legal updates.
- Skills maintenance.
- Academic instruction to include policy review.
- Criminal Justice Academy mandated training to maintain state certification.
- Critical Incident training
- Officer Involved Shootings/In Custody Death

Communications personnel will complete annual in-service training that includes:

- Skills maintenance.
- Academic instruction to include policy review.
- Critical Incident training.
- Officer Involved Shootings
- Hazardous Material Training (Hazmat)

Firearms skills are demonstrated at least annually in order to maintain proficiency. Other areas for in-service training can include criminal investigative techniques to report writing.

Roll call training is conducted whenever it is feasible to teach in increments of ten minutes or less. Supervisors/instructors prepare abbreviated lesson plans to outline the subject matter and objectives of the training. Training sessions can involve a series of roll call sessions to cover a particular subject. Supervisors may request specialized instructors to perform roll call training by contacting the Director of Training. Supervisors may also use in-car MDTs to send out brief training documents. The Director of Training periodically updates supervisors on training material and techniques from the Academy.

Advanced Training is defined as training designed to generate a higher level of supervisory and management skills. Sworn personnel at the rank of sergeant or above, with a minimum of five years law enforcement service are eligible for advanced training. Recommendations for advanced training are made by Division Commanders with final approval granted by the Sheriff. All deputies at the command level attend advanced training.

SPECIALIZED TRAINING:

Specialized training - Provides skills, knowledge and abilities in areas beyond those taught in recruit training or other in-service programs.

Functions in the Sheriff's Office that requires specialized training:

- Traffic.
- Investigations.
- Field training.
- Special teams.
- Administrative and support operations.
- Supervisory positions.
- Accreditation Manager.

Specialized training is more than on the job training and experience. Inquiries are made with the Academy and other law enforcement practitioners to determine the formal training courses most suited to particular specialized areas.

Specialized training includes:

- Development and/or enhancement of the skills, knowledge and abilities particular to the specialization.
- Management, administration, supervision, personnel policies and support services of the specialized component.
- Performance standards of the specialized component.
- Sheriff's Office policies procedures, rules and regulations specifically related to the specialized function.

Deputies assigned to specialized positions receive training within thirty days of assignment, unless the deputy received related training prior to the assignment.

Professional Compliance Unit – The role of Accreditation Manager is specialized and requires familiarization with the accreditation process. Within one year following assignment to the position of Accreditation Manager, the employee is to receive training in:

- Essential components of the accreditation process.
- The standards manual.
- File maintenance.
- Panel interview process.

The Professional Compliance Unit should attend one accreditation conference per year and be an active participant in the South Carolina Police Accreditation Coalition (SCPAC).

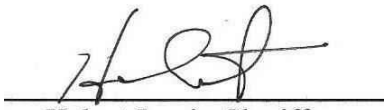
CIVILIAN TRAINING: Civilian personnel receive the following training:

1. Orientation to the Sheriff's Office role, purpose, goals, policies and procedures.
2. Working conditions and regulations.
3. Responsibilities and rights of employees.
4. Instructions for position assignment based on duties and responsibilities identified by job/task analysis.

Civilian positions that require training beyond orientation:

1. **Crossing guards** – Legal, safety and coordinating responsibilities of their assignment.
2. **Communications personnel -** Attend a specialized training course at the Academy on Basic Telecommunications. Complete formal dispatcher training at the Sheriff's Office to learn skills necessary to perform the technical aspects of their job.

Civilian personnel are assigned to annual retraining opportunities, when feasible. This may include classes in administrative skills for secretaries and clerical workers.



Hobart Lewis, Sheriff