PURPOSE: Training programs introduce new deputy recruits and communications personnel to Sheriff's Office policy, procedure and operating methods. This order establishes a training program for newly appointed deputies and communications personnel. Additionally, it establishes procedures for use of the Training Manual.

The Training Program includes:

- Pre and Post Academy for sworn personnel.
- A curriculum based on tasks of the most frequent assignment associated duties of deputies and communications personnel who complete training.
- Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities.

PRE AND POST ACADEMY TRAINING FOR UNCERTIFIED SWORN PERSONNEL: In addition to basic law enforcement certification that is provided by the South Carolina Criminal Justice Academy(SCCJA), this agency will conduct a Pre and Post Academy for all newly hired uncertified sworn personnel. The Director of Training is responsible for defining this program in the Pre and Post Academy Manual that is made available to new recruits via PowerDMS.

FIELD TRAINING DEPUTIES: Field Training Deputies strive to bring each trainee to an acceptable level of skill and demonstrated performance. Because the Field Training Deputy is responsible for the progress of the trainee, it is necessary the Field Training Deputy be selected on the basis of the following minimum criteria:

1. Has completed a Basic Field Training class certification.
2. Minimum of three years experience as a uniformed deputy. Consideration will be given to those with less law enforcement experience that have demonstrated a commanding knowledge of the operational aspects of the Sheriff's Office, as well as the laws governing the state. Final approval will be granted by the Sheriff or his designee.
3. Demonstrated desire and ability to instruct others in law enforcement skills.
4. Positive philosophical attitude toward the Sheriff's Office and law enforcement in general.
5. Demonstrated leadership traits and a strong commitment to ethics.

FIELD TRAINING DEPUTY SELECTION PROCESS / SUPERVISION:

Field Training Deputies are supervised by their respective sergeants and/or lieutenants. Platoon lieutenants identify deputies who:

- Meet the criteria for Field Training Deputy,
- Demonstrate the ability to carry out the designated responsibilities.
- Indicate a desire to train.

Uniform Patrol Commander makes the final decision concerning who serves as Field Training Deputies. Following their selection, field training deputies receive training in instructional techniques, evaluation procedures, and basic supervision. Field Training Deputies receive legal updates in annual in-service.

FIELD TRAINING DEPUTY/COMMUNICATIONS TRAINING SPECIALIST RESPONSIBILITIES:

Field Training Deputy/Communications Training Specialist responsibilities include:

- Explain and demonstrate each area of training.
- Require the trainee to perform each duty satisfactorily.
- Maintain a log of the trainee's strengths and weaknesses in the Field Training Guide.
- Make recommendations for improving deficiencies.
- Submit regular, timely evaluation of the trainee's performance.

TRAINING GUIDE:

Every newly hired deputy, communications specialist and call takers experienced or non-experienced, is issued a Training Guide as part of his/her initial issue. The guide:

- Remains in the possession of Field Training Deputy/ Communications Training Specialist until the trainee completes field training.
- Is subject to inspection by any Sheriff's Office staff member.
- Contains instructions for its completion.
- Its accurate completion is ensured by Field Training Deputies/Communications Training Specialist.
- Is periodically inspected by immediate supervisors and Platoon Commanders who note comments on a trainee's progress and ensure compliance with the Field Training Program.
- Is completed within allotted hours by all non-experienced and experienced trainees.
- Becomes a permanent part of the recruit's training record.

FIELD TRAINING DURATION FOR CLASS I SWORN PERSONNEL:

Deputies are assigned to Field Training Program for a minimum period of 588 hours that includes:

- Completion of the Field Training Guide.
- Orientation to Selective Enforcement/Traffic procedures.
- Orientation to Judicial Services/Court Security procedures.
- Orientation to criminal/juvenile investigations.
- A two-week observation/evaluation period.

All field training, including the above listed orientation, is completed in Uniform Patrol.

ACCELERATING FIELD TRAINING FOR CERIFIED/EXPERIENCED DEPUTIES:

At the discretion of the Division Commander, newly hired certified deputies may be eligible for the Accelerated Field Training Program. The Division Commander electing to accelerate training will thoroughly document the reason(s) for acceleration and the trainee's progress during the training period. This documentation becomes a part of the employee's permanent training record.

Trainees in the accelerated program must complete a minimum of 160 hours before being released to solo duties.

CLASS I FIELD TRAINING LOCATION:

To ensure maximum exposure, trainees are assigned to beats, which offer the greatest variety and numbers of calls. The Field Training Deputy should seek out calls for service throughout the county that would expose a trainee to different training environments.

FIELD TRAINING DIVERSION:

Occasionally, a deputy who is in the Class I Field Training Program may be identified as better suited for a position as a Class III Deputy. At the discretion of the affected Division Commanders and based upon availability, a deputy may be re-assigned to Class III duties where they will begin the designated Class III Field Training Program.

RE-FAMILIARIZATION PROGRAM FOR PREVIOUSLY EMPLOYED DEPUTIES: At the discretion of the Division Commander, deputies who have been re-hired within one year and previously completed the field training program successfully may be eligible for the re-familiarization program. This program, a minimum of seven days, will integrate the deputy back into Sheriff's Office operations to include policy and procedure changes since their departure. Daily Observation Reports (DOR) will be completed by the Field Training Deputy for each day. Deputies who are allowed to participate in this program must have completed all required training and signing of all documents on PowerDMS before being released to solo duties. The deputy's Training Officer, Sergeant, Lieutenant and Captain will all sign/date a re-familiarization document that will be placed into the deputy's training file.

At any time during the re-familiarization program it is determined that the deputy needs further training; the deputy will be diverted to the Field Training Program.

FIELD TRAINING EVALUATION FOR SWORN PERSONNEL: Trainees are evaluated by at least two different Field Training Deputies during the training period. Regular evaluation reports on trainees are completed by Field Training Deputies and reviewed by supervisors throughout the training period. Upon completion of the Field Training period, Field Training Guides are thoroughly reviewed.

Platoon Lieutenants or the Uniform Patrol Commander conduct oral interviews of trainees to determine their readiness for release from Field Training.

They may require a trainee to physically demonstrate any of the skills, which were part of the learning process.

After careful evaluation of a trainees Field Training performance, platoon Lieutenants and the Division Commander have the following options:

- Require further Field Training in any area.
- Consider trainee competent to assume regular duties.
- Consider trainee unsuitable for a career in law enforcement with the Sheriff's Office and recommend termination.

FIELD TRAINING COORDINATION SWORN PERSONNEL:

The Commanders of Uniform Patrol will designate a Platoon Lieutenant to serve as coordinator of the Field Training Program for Deputies. The Lieutenant designates a Sergeant to serve as coordinator between Field Training Deputies and the Academy. The Sergeant is responsible for keeping Field Training Deputies informed of recruit training taught at the Academy.

FIELD TRAINING DURATION FOR CLASS III DEPUTIES:

Class III Deputies assigned to Judicial Services will be assigned to the Field Training Program for a minimum period of 320 hours that includes:

- Completion of the Field Training Guide.
- Orientation to Family Court operations.
- Orientation to General Sessions operations
- Orientation to County Square operations.
- A two-week final assignment period.

Class III Deputies assigned to Front Desk operations will be assigned to the Field Training Program for a minimum period of 240 hours that includes:

- Completion of the Field Training Guide.
- Orientation to Front Desk Operations.
- A two-week final assignment period.

Class III Deputies assigned to other duty assignments will receive a minimum of 160 hours training specific to their job duties. Supervisors will document the training they have received and add it to their personnel file.

DESIGNATED COMMUNICATIONS TRAINER SELECTION PROCESS / SUPERVISION:

Designated Communications Trainers are supervised by their respective shift supervisors. The Director of Communications and shift supervisors identify Communication Specialist who:

- Meet the criteria for a Designated Communications Trainer,
- Demonstrate the ability to carry out the designated responsibilities.
- Indicate a desire to train.

The Division Commander makes the final decision concerning who serves as a Designated Communications Trainer. Following their selection, Designated Communications Trainers receive training in instructional techniques, evaluation procedures, and basic supervision.

TRAINING DURATION FOR COMMUNICATIONS SPECIALIST/ CALL TAKER:

Communications Specialist and Call takers are assigned to the training program for a minimum period of 377 hours,

- Orientation and Introduction to Communications
- Call-taking
- NCIC
- Radio Operations (Communication Specialists Only)
- Observation/Evaluation

TRAINING EVALUATION COMMUNICATIONS SPECIALIST:

Trainees are to be evaluated by at least two different Communications Training Specialist during the training period. Regular evaluation reports on trainees are completed by Communications Training Specialist and reviewed by supervisors throughout the training period. Upon completion of the training period, training guides are thoroughly reviewed.

Supervisors and the Director of Communications will conduct oral interviews of trainees to determine their readiness for release from training.

They may require a trainee to physically demonstrate any of the skills, which were part of the learning process. After careful evaluation of a trainees training performance, Supervisors and the Director of Communications have the following options:

- Require further training in any area.
- Consider trainee competent to assume regular duties.
- Consider trainee unsuitable for a career in communications with the Sheriff's Office and recommend termination.

TRAINING COORDINATION COMMUNICATIONS PERSONNEL:

The Division Commander designates a Training/Development Supervisor to serve as coordinator of the Field Training Program.

ACCELERATED TRAINING FOR CERTIFIED COMMUNICATIONS PERSONNEL:

The Division Commander or their designee electing to accelerate training will thoroughly document the reason(s) for acceleration and the trainee's progress during the training period. This documentation becomes a part of the employee's permanent training record. A reduction in time period could be due to, but not limited to the following:

- An employee returning within one year.
- Communications personnel from the Greenville City Police Department, which is nationally accredited and considered a sister-agency to the Sheriff's Office.
- An employee who has prior law enforcement communications experience who is progressing at an accelerated rate.

Hobart Lewis, Sheriff