



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

8-01 Training

- ☒ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 5-ALDF-7B-05, 7B-06, 7B-10, 7B-11, 7B-12, 7B-13, 7B-17, 7C-03

CALEA Standards Reference: 4.3.5, 11.3.4, 33.1.1, 33.1.2, 33.1.3, 33.1.4, 33.1.5, 33.1.6, 33.1.7, 33.2.3, 33.2.4, 33.3.1, 33.4.1, 33.4.2, 33.4.3, 33.5.1, 33.5.2, 33.5.3, 33.6.1, 33.7.1, 33.7.2, 33.8.1, 33.8.2, 33.8.3, 83.2.1

SCLEA Standards Reference:

SC Minimum Standards:

This policy dated 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To establish guidelines for the administration of the agency's training program.

II. Policy:

Training is one of the most important responsibilities of a law enforcement agency. From the time employees are initially hired until the end of their careers, training impacts every aspect of their job. The training programs of the Charleston County Sheriff's Office goals are:

- A. providing personnel with the skills, knowledge, and abilities necessary to act decisively and correctly in a broad spectrum of situations;
- B. informing personnel in a timely manner of continuing changes in law and/or agency procedures;
- C. provide training which can increase officer safety and minimize liability; and
- D. apprising personnel of appropriate training available to suit the departments needs within fiscal restraints.
- E. The agency ensures all employees are thoroughly trained. Training begins in pre-service and continues through basic jail, basic law enforcement, in-service, specialized, supervisory, managerial, and leadership training.

(Ref: 5-ALDF-7B-10)

III. Definitions:

- A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, Class III, or Reserve Deputy as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

- 1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, etc., and
 - 2. civilian, non-sworn employee.
- B. *Employee*: When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

IV. Procedure:

- A. The primary responsibility for assuring the fulfillment of training requirements rests with the individual. The Training Unit sets forth the individual training standards and ensures compliance with these standards set forth by policy, best practice, and state law.
- B. Training Committee:
 1. The Training Committee (separate committees for Detention and Enforcement) is an advisory committee established to assist the Training Units in assessing training needs for the agency by reviewing existing training and recommending training that addresses identified needs and/or requirements. The Training Committee enhances the training program by providing input to ensure that training programs are relevant, current, and effective. (Ref: CALEA 33.1.1 item c)
 2. The Training Committee, in an oversight role, is responsible for evaluating and ensuring that training, both proposed and existing, addresses operational needs, legal requirements, identified agency objectives and requirements, and meets the needs of agency personnel. (Ref: CALEA 33.1.1 item d)
 3. Members of the Training Committee shall consist of:
 - a. Training Unit Lieutenant (Chairman);
 - b. Training Division Captain;
 - c. Training Unit Sergeant;
 - d. a major from within the agency;
 - e. two captains from within the agency;
 - f. two lieutenants from within the agency;
 - g. Accreditation representative; and
 - h. General Counsel (Ref: CALEA 33.1.1 items a and b)
 4. Committee members will be drawn from different organizational components, soliciting suggestions from them and make recommendations based upon merit, practicality, and requirements.

5. The Training Committee will meet annually or as needed. The committee will address and discuss training issues relevant to the needs. Minutes of the Training Committee meeting will be documented and maintained within the respective Training Unit. At the conclusion of each meeting, the Committee will submit a written report to the Undersheriff and chief deputies, with a copy forwarded to their respective Accreditation Unit. (Ref: CALEA 33.1.1 item e)

C. Training Program Attendance Requirements:

1. Training notifications and announcements will be made by utilizing the county's email system, PowerDMS, and the Sheriff's Office Intranet. All employees are to check their county email and or PowerDMS in accordance with agency policy and procedures (see *Policy 2-01 Written Directive System*).
2. Scheduled training will be attended by all personnel as directed. Employees on prior scheduled vacations, required court appearances, sick or injury leave, prior personal commitments, emergencies, or any other cause, with approval of a supervisor, will be excused. The Training Unit will be advised as soon as possible of any excused absence. Notification will be made in writing via memorandum by the employee and/or their supervisor through their chain of command to the Training Unit at least five business days prior to the scheduled training date. Telephone notification is acceptable in emergency situations. The employee will coordinate with the Training Unit to reschedule all required training. The Training Unit will determine if there is a need for make-up training or if the employee can be exempt from the prescribed training they missed.
3. Employees who are absent from a scheduled training session, without prior notification or excuse, shall be considered absent without leave and are subject to administrative action, at the discretion of the Training Unit, consistent with unauthorized absence from duty, in accordance with 1-09 *Agency Rules and Regulations and [6-02 Disciplinary Procedures Policies](#)*. (Ref: CALEA 33.1.2)
4. Employees attending training are permitted to wear the authorized Sheriff's Office polo, embroidered with the agency star, with 5.11 style pants or the uniform of the day during training classes unless deemed otherwise by the Training Unit.

D. Training Reimbursements:

1. The agency's budget pays all necessary costs for authorized training. This includes registration fees, transportation, lodging, tuition, approved per diem, and materials in accordance with [Charleston County's Personnel Policies and Procedures](#). The employee shall report to Finance on the first, but not later than the fifth business day following completion of training and submit all original hotel, registration, travel, and gas receipts. Gas receipts will include date, mileage, data number, and employee pay number.
2. Reimbursement for costs incurred by the employee for authorized training will require the employee to submit an original receipt with written justification for reimbursement to Finance. These should be extenuating circumstances, as the majority of costs will be pre-planned in the training request and/or paid using their County procurement card (P-Card). (Ref: CALEA 33.1.3)
3. Requests for training shall be made in memorandum, through the employee's chain of command (to include their respective captain and the Administrative Services Captain) to their respective Training Unit. These requests are to include all anticipated costs associated with the training (e.g., travel, meals, hotel stay, training registration, etc.). Assigned supervisors are required to evaluate all employee training requests for merit, operational impact, professional growth and development, and contribution to the agency's mission prior to approving and forwarding requests to the Training Unit. The Training Unit Sergeant, in consultation with the chain of command, will evaluate training requests as required.
4. A request for training memorandum shall be submitted to the Training Unit 45 days in advance of the requested training, or as soon as practical.

E. Law Enforcement (Class I) Training Instructors:

1. Full-time deputy sheriffs assigned to the Training Unit as agency instructors will be certified to instruct (i.e., Basic Instructor Development and/or Specific Skills Instructor Certification) by the South Carolina Criminal Justice Academy (SCCJA). Deputy sheriffs having recognized expertise in a subject area may be considered for designation as instructors in their field of expertise without instructor training on a case-by-case basis.

Other agency SCCJA certified instructors will support the Training Division functions.

2. Instructor Certification from the SCCJA includes:
 - a. lesson plan development;
 - b. performance objective development;
 - c. instructional techniques;
 - d. learning theory;
 - e. testing and evaluation techniques; and
 - f. resource availability and use.
(Ref: CALEA 33.3.1 items *a, b, c, d, and e*)
3. Instructors selected from outside the agency will be selected for their subject matter expertise and their ability to provide quality instruction related to the agency's identified needs, requirements, and/or objectives.
4. Law Enforcement Specific Skills Instructors are expected to assist the Training Division with instructing a minimum of four agency wide or block training events per year. Failure to complete these requirements may result in the revocation or refusal to renew their instructor certifications. These requirements may be waived on a case-by-case basis at the discretion of the Training Unit supervisors.
5. Law Enforcement Basic Instructor Development Instructors are expected to assist the Training Division with updating lesson plans as assigned. Failure to complete these requirements may result in the revocation or refusal to renew their instructor certifications. These requirements may be waived on a case-by-case basis at the discretion of the Training Unit supervisors.

F. Detention (Class II) Training Instructors:

1. Both the Training Unit Lieutenant and Sergeant must be able to obtain the SCCJA Basic Instructor and Training Manager Development Certifications. Training deputies must be able to obtain the SCCJA Basic Instructor Certification. The Training Lieutenant and/or Sergeant coordinate the staff development and training

program. Basic Instructors must complete a four-hour pre-qualification program and complete an eighty (80) hour training course through the SCCJA. Specific Skills Instructors must complete a twenty-four (24) hour training course through the SCCJA. All instructor training records are reviewed annually to ensure all certifications are kept current and instructors found not to be in compliance shall be de-certified with the approval of the Training Unit Commander. (Ref: 5-ALDF-7B-06)

2. SACDC Specific Skills Instructors are expected to assist the Training Division with instructing a minimum of four agency wide or block training events per year. Failure to complete these requirements may result in the revocation or refusal to renew their instructor certifications. These requirements may be waived on a case-by-case basis at the discretion of the Training Unit supervisors.
3. SACDC Basic Instructor Development Instructors are expected to assist the Training Division with updating lesson plans as assigned. Failure to complete these requirements may result in the revocation or refusal to renew their instructor certifications. These requirements may be waived on a case-by-case basis at the discretion of the Training Unit supervisors.

G. Lesson Plans:

1. Lesson plans will be required for all training administered by the Charleston County Sheriff's Office in order to receive continuing law enforcement education credit. Lesson plans will comply with SCCJA requirements and include:
 - a. name and title of the course;
 - b. statement of performance and job-related objectives;
 - c. total course hours;
 - d. course content;
 - e. instructional techniques to be utilized;
 - f. materials to be used;
 - g. student performance objectives, such as skills that should be demonstrated or knowledge expected to be acquired;

- h. test (if applicable); and
 - i. summary. (Ref: CALEA 33.1.4 items *a* thru *i*)
- 2. The Training Units are responsible for ensuring that lesson plans are consistent with agency needs, requirements, objectives, and applicable law.
- 3. All agency lesson plans approved by the SCCJA are considered approved for use by employees of this agency.
(Ref: CALEA 33.1.4 item *e*)
- 4. Course instructors will determine the need for pre and/or post-tests. Any tests administered subsequent to the training session shall evaluate the employee's knowledge of material as reflected in the statement of objectives.
(Ref: CALEA 33.1.4 item *f*)

H. Employee Training Record Maintenance:

- 1. The Training Units are responsible for maintaining employee's training records. Training records will be updated following the employee's participation in training programs. Employees must submit proof of attendance of any outside training course to their Training Unit within 24 hours of completion of the course. A certificate of completion will constitute proof of attendance. Each employee's training record will include the following:
 - a. employee's name;
 - b. course title, location, and inclusive dates;
 - c. total hours of instruction;
 - d. scores (if tested); and
 - e. certificates (if awarded).
(Ref: CALEA 33.1.6; PREA 115.32c, 115.35c)
- 2. The Training Units will maintain records of all in-service training conducted by the agency. A copy of the lesson plan for each course will be maintained in the master lesson plan file and/or electronic database. These records will include:
 - a. course content and length;

- b. names of attendees;
 - c. performance of individual attendees as measured by tests, if administered; and
 - d. retention schedule for lesson plans and related records.
(Ref: CALEA 33.1.7 items a, b, c, and d)
3. The Training Units will submit all necessary documentation to the SCCJA in order for individual deputies to maintain their respective certifications.

I. Basic Law Enforcement Training (Class I and Reserve Deputy):

- 1. Basic law enforcement training in the State of South Carolina was standardized by the formation of the South Carolina Criminal Justice Training Council as authorized by state law. The agency will schedule all newly hired non-South Carolina certified deputy sheriffs to attend the SCCJA.
 - a. Expenses for training, if any, at the SCCJA shall be paid by the Charleston County Sheriff's Office.
 - b. The staffing, facilities, instructors, and other resources required to operate the SCCJA will be the responsibility of the SCCJA. A deputy certified as an instructor, when requested by the SCCJA and approved by the deputy's chain of command and Training Unit, may instruct at the SCCJA on an on-duty basis without additional compensation from the SCCJA. Upon completion of the SCCJA instruction assignment, the deputy shall submit a proof of participation and training hours to the agency Training Unit.
 - c. The Charleston County Sheriff's Office assumes all normal liabilities of its employees being trained at the SCCJA.
(Ref: CALEA 33.2.3)
- 2. Deputy sheriffs must successfully complete Basic Law Enforcement Training at the SCCJA in accordance with South Carolina law and the rules and regulations of the South Carolina Criminal Justice Training Council prior to any assignment, in any capacity in which the deputy sheriff is required to carry a weapon, in a position to enforce the law, or make an arrest.
(Ref: CALEA 33.4.1)

3. Newly hired deputy sheriffs (i.e., trainee) will receive instruction on the policies, procedures, rules, and regulations of the Charleston County Sheriff's Office and information regarding the accreditation process prior to or immediately after completion of their Basic Law Enforcement Training at the SCCJA. This training will be completed under the direction and supervision of the Training Unit.
(Ref: CALEA 33.2.4 and 33.5.3 item a)
 4. The SCCJA provides to all Basic Law Enforcement students a manual which includes information concerning:
 - a. organization of the SCCJA;
 - b. SCCJA rules and regulations;
 - c. SCCJA rating, testing, and evaluation system;
 - d. physical fitness and proficiency skill requirements; and
 - e. daily training schedules.
 5. Upon successful completion of the SCCJA Basic Law Enforcement Training, the trainee will be required to complete twelve weeks of the Field Training Program as outlined in [Policy 8-02 Field Training Instructor Program](#).
- J. Detention Deputy Pre-Service Training (Class II):
1. All newly hired detention deputies will undergo two (2) weeks of pre-service training before being assigned to a Field Training Instructor (FTI), where they will receive no less than fourteen (14) working shifts of field training instruction. This training, totaling 171.50 hours, includes but is not limited to the following: (Ref: SC Min. 1034)
 - a. security and safety procedures;
 - b. emergency and fire procedures;
 - c. supervision of offenders;
 - d. suicide intervention/prevention;
 - e. use of force;

- f. offender rights;
- g. key control;
- h. interpersonal communication skills;
- i. standards of conduct;
- j. cultural awareness;
- k. sexual abuse/assault intervention;
- l. code of ethics;
- m. employee's rights and responsibilities;
- n. overview of the Criminal Justice System;
- o. tour of the facility;
- p. facility goals and objectives;
- q. facility organization;
- r. staff rules and regulations; and
- s. personnel policies. (Ref: 5-ALDF-7B-10)

- 2. A detention deputy who is hired with their Class II certification from the South Carolina Criminal Justice Academy will only be required to receive seven (7) working shifts of field training instruction.
- 3. Each new detention deputy will be required to review all applicable agency policies and procedures and those that relate to the SACDC. They will demonstrate this by generating two multiple choice test questions per policy, indicating the correct answer for each question. This assignment must be completed the day of the trainee's scheduled Review Board.

K. Basic Jail Training (Class II):

- 1. Basic Jail training in the State of South Carolina has been standardized by the formation of the South Carolina Criminal Justice Training Council as authorized by state law. The agency will schedule all new,

non-certified detention deputies to attend the SCCJA.

- a. Expenses for training, if any, at the SCCJA shall be paid by the Charleston County Sheriff's Office.
 - b. The staffing, facilities, instructors, and other resources required to operate the SCCJA will be the responsibility of the SCCJA. A deputy certified as an instructor, when requested by the SCCJA and approved by the deputy's chain of command and Training Unit, may instruct at the SCCJA on an on-duty basis, without additional compensation from the SCCJA. Upon completion of the SCCJA instruction assignment, the deputy shall submit a proof of participation and training hours to the agency Training Unit.
 - c. The Charleston County Sheriff's Office assumes all normal liabilities of its employees being trained at the SCCJA.
2. Detention deputies must successfully complete Basic Jail Training at the SCCJA in accordance with South Carolina Law, and the rules and regulations of the South Carolina Criminal Justice Training Council within the first year of employment.
 3. Detention deputies must successfully complete the Basic Jail Training before they can be moved from probationary status.
 4. Newly hired detention deputies will receive instruction on the policies, procedures, rules, and regulations of the SACDC prior to completion of Basic Jail Training at the SCCJA. This training will be completed under the direction and supervision of the Training Unit.
 5. SCCJA provides to all Basic Jail students, a manual which includes information concerning:
 - a. organization of the SCCJA;
 - b. SCCJA rules and regulations;
 - c. SCCJA rating, testing, and evaluation system;
 - d. physical fitness and proficiency skill requirements; and
 - e. daily training schedules.

- L. Basic Limited Duty Deputy Training (Class III):
 - 1. Limited duty deputies (LDD) must successfully complete specific portions of the Basic Law Training at the SCCJA in accordance with South Carolina Law, and the rules and regulations of the South Carolina Criminal Justice Training Council.
 - 2. Expenses for training, if any, at the SCCJA shall be paid by the Charleston County Sheriff's Office.
 - 3. Limited duty deputies will be required to finish the following courses:
 - a. watch the required law videos from the SCCJA;
 - b. pass the defensive tactics qualification at the SCCJA;
 - c. pass the firearms qualification at the SCCJA; and
 - d. pass the cumulative exam at the SCCJA.
- M. In-Service Training Programs:
 - 1. Law Enforcement In-Service Training (Class I, III, Reserve Deputy):
 - a. All Class I, Class III, and reserve deputies are required to successfully complete firearms and Emergency Vehicle Operation training at least once each year.
 - b. In-service training is required of all Class I, Class III, and reserve deputies, annually and will include, but not limited to:
 - 1. refresher and/or advanced training;
 - 2. legal updates;
 - 3. Domestic Violence updates; (Ref: SCLEA 27.7)
 - 4. CORE courses, and (Ref: CALEA 11.3.4)
 - 5. any other courses required to maintain certification as mandated by the SCCJA. (Ref: CALEA 33.5.1)
 - c. Supervisors are responsible to ensure that their deputies are aware of the scheduled training and that they attend as well.

2. Detention In-Service Training (Class II):
 - a. The Training Unit will maintain records of all in-service training conducted by the agency. Each employee is responsible for scheduling their training set forth by South Carolina Minimum Standards and the American Correctional Association. It is the detention deputy's responsibility to attend and complete these classes.
 - b. When employees are scheduled for mandatory training, a copy of the training memo and an *Acknowledgement of Training (SACDC form-370)* will be forwarded to each employee via their chain of command through PowerDMS.
 - c. Supervisors are responsible to ensure that the detention deputy, and non-security personnel are aware of the scheduled training either in person or online and ensure they complete the training in a timely fashion.
 - d. All detention deputies are required to complete forty hours of in-service training each year. This training includes at a minimum, but is not limited to the following areas:
 1. Security procedures, regulations, and equipment;
 2. recent legal decisions on the confinement and treatment of all types of detainees;
 3. report writing;
 4. sexual harassment;
 5. suicide prevention;
 6. inmate supervision;
 7. CPR and first aid training (every other year);
 8. use of force;
 9. emergency plans and procedures;
 10. interpersonal communication;
 11. cultural diversity;
 12. sexual abuse/assault awareness and response; and

13. facility specific issues.
(Ref: SC Min. 1035, 5-ALDF-7B-11, PREA 115.31C)
- e. Detention deputies and non-security personnel who are unable to attend the scheduled training are required to submit a written explanation via memorandum for the absence, through their chain of command to the Training Unit at least five business days prior to the scheduled training. Telephone calls or emails will not be accepted, except in the case of an emergency.
- f. Staff attending training are authorized to wear a navy polo, embroidered with the agency star, and 5.11 style tan pant during training classes unless deemed otherwise by the Training Unit.

N. Firearms Training:

1. The Charleston County Sheriff's Office currently does not operate and maintain a firearms range. The agency enters into an agreement with host entities to utilize their range for training and qualifications purposes to ensure that all required deputies of the agency are properly trained in the use of firearms and that the training is conducted in a safe and effective manner. (Ref: CALEA 4.3.5 item a)
2. Only agency approved (i.e., issued and/or personal) firearms, ammunition and targets are permitted for use at the range. Deputies will be aware of and follow any range-specific restrictions of the host range that may be in addition to agency restrictions.
(Ref: CALEA 4.3.5 item a and d)
3. *Range Master:* A certified firearms instructor who has overall responsibility, command, and control of all personnel, regardless of rank, during all range operations. In the absence of the Range Master or at the Range Master's discretion, a firearms instructor will act as the Range Master during any range operations.
(Ref: CALEA 4.3.5 item c and f)
4. *Firearms Instructor:* A deputy of any rank, certified as a firearms instructor by the SCCJA who has overall responsibility for safe and effective training, and who has command and control of all personnel, regardless of rank, during all range operations. The firearms instructors will promptly report any issues to the Range Master (e.g., qualification issues, safety violations, injuries, etc.).
(Ref: CALEA 4.3.5 item f)

5. *Range Safety Officer:* A firearms instructor that is appointed at all range operations whose primary function is to ensure range safety and that range rules are properly adhered to. (Ref: CALEA 4.3.5 item b)
6. Deputies may become Firearms Instructors by attending the SCCJA firearms instructors course or by attending approved firearms courses (i.e., National Rifle Association, certain military courses, etc.); however, deputies will still have to get these courses approved by the SCCJA and go through their firearms qualifications and testing.
7. No agency sponsored firearms training or activities will occur outside the presence of a firearms instructor. A deputy may practice on their own time, attend outside training classes, and shoot in an organized competition.
8. Firearms instructors will be trained in first aid to include treatment of injuries likely to occur at a firearms range. The Range Master will ensure that proper first aid items are readily available during any range operations. (Ref: CALEA 4.3.5 item f)
9. Range rules will be provided and reviewed prior to every range operation. Any violation of range rules may be cause for immediate removal from the range and result in disciplinary action. Range rules consist of but are not limited to:
 - a. treat all weapons as loaded weapons;
 - b. never point any weapon at anything you are not intending to shoot;
 - c. keep your finger straight and off the trigger, outside the trigger guard, until you are ready to shoot;
 - d. know your target and what is beyond it;
 - e. keep the weapon pointed in a safe direction at all times (i.e., downrange);
 - f. for applicable weapons, keep on safe until ready to fire;
 - g. do not handle any weapons while anyone is downrange;
 - h. never draw the weapon with your finger on the trigger;

- i. never bend over on the firing line until the line has been declared "safe";
 - j. obey all commands from the Range Master; however, take individual instruction from the line firearms instructor who may be talking to you. Instruction from the line firearms instructor takes precedence over the Range Master, particularly for safety issues;
 - k. conversation with other students on the firing line is not permitted;
 - l. if you have a weapon malfunction, attempt to safely correct the problem yourself;
 - m. if you have a question or concern, raise your non-shooting hand, keeping the weapon pointed downrange and a firearms instructor will assist you;
 - n. the finger remains off the trigger and outside the trigger guard until the weapon is on target and the decision to use deadly force is made (i.e., Trigger Finger Management);
 - o. unsafe acts or unsafe behavior on the range will not be tolerated and may result in disciplinary action;
 - p. cell phones are not permitted while on the firing line;
 - q. all injuries will be reported to the Range Safety Officer immediately, and
 - r. safety is everyone's responsibility. If you see an unsafe act, bring it to the attention of the Range Safety Officer or firearms instructor.
(Ref: CALEA 4.3.5 item b)
10. Training will provide, at a minimum, personal safety equipment to include ear and eye protection for any live fire exercises on the range. Deputies may elect to wear their ballistic vest during training ranges. During annual agency qualifications, deputies must wear their agency issued vests (inner or outer vests) as they wear it during normal operations.
(Ref: CALEA 4.3.5 item e)
11. No firearms or ammunition will be stored at the range. All issued weapons and ammunition will be retained by the deputy. The main

ammunition supply, as well as unassigned weapons, will be maintained by Logistics in a secured vault. The Training Unit and Range Master may keep a secured operational amount of ammunition used for ongoing training purposes. (Ref: CALEA 4.3.5 item g)

O. Roll-Call Training:

1. Roll-call training will be utilized to supplement formal training in order to keep personnel up to date on training issues. Roll-call training will be distributed to personnel from the Training Unit via updates on the CCSO Intranet, County e-mail, PowerDMS, SCCJA video-based training, paper copies, digital media, etc. All agency personnel are required to review, acknowledge, and comply with all published roll-call training accordingly. Supervisors will notify their subordinates of mandatory roll-call issues. The supervisor will ensure that the roll-call issues are reviewed, acknowledged, and documented. (Ref: CALEA 33.5.2)

P. Remedial Training:

1. Remedial training shall be used for specific deficiencies identified in personnel performance. The need for remedial training may be recognized by supervisors during evaluation of job performance or a critical incident, as a result of a complaint, during an inspection, or failure to meet minimum standards in a training session evaluation.
2. Any training or job proficiency that is mandated by state law or agency directives will require remedial training if not met. The Training Unit, at their discretion, will document these proficiency standards with memorandums, if not met, and store them in the deputy's training file, within five working days.
3. Any aspect of law enforcement that incurs liability can require remedial training, if failed by the employee. This includes, but is not limited to, firearms, driver, non-lethal weapons, and legal update training.
4. Remedial training will be accomplished by the employee as soon as possible after the deficiency is detected. (Ref: CALEA 33.1.5 item b)
5. The Training Unit, in coordination with and input from the employee's chain of command, will implement a training solution as soon as practical and the employee will be required to satisfactorily

complete the remedial training. Failure of the employee to correct the deficiency or cooperate in the remedial training could result in disciplinary action. (Ref: CALEA 33.1.5 item a)

Q. Specialized Training:

1. Certain specialty assignments require certification training by law, program, or academy requirements. Other job specialty assignments or positions require additional training according to the dictates of sound management practices. Any assignment that requires expertise beyond the SCCJA training will receive specialized training.
2. Specialized training will include, but not be limited to the development and/or enhancement of the skills, knowledge, and abilities necessary to the specialization.
3. Supervisors will ensure that the employee understands the mission, management, administration, support services available, performance standards, policies, and chain of command of the new assignment. The supervisor is responsible for documenting this training and sending a copy of the documentation to the Training Unit. Supervisors will monitor the job performance of individuals newly trained in specialized skills. (Ref: CALEA 11.3.4 items e and f)
4. FTIs used by specialized units to accomplish on-the-job training of newly assigned personnel will be selected by the unit supervisor. An FTI for a specialized unit is a deputy who has been recognized as an outstanding employee in a particular field or assignment. The FTI must have a minimum of 36 months experience; the last 18 months must be with the specialized unit unless the respective department chief deputy or major waives this requirement. Prior disciplinary actions may be considered when making an FTI appointment.
5. FTIs for specialized units used to accomplish on-the-job training will use a prescribed field training manual. Once completed, the manual will be forwarded thru the chain of command to the respective Chief Deputy to sign off on and then to the Training Unit to be placed into the deputies training file. (Ref: CALEA 33.6.1 item c)
6. Deputy Sheriffs assigned to specialized assignments will maintain the certifications required by their assignments. Tactical teams will train at a minimum of eight hours a month to ensure operational readiness. (Ref: CALEA 33.6.1 item b and 83.2.1)

7. Detention deputies assigned to specialized areas must complete a minimum of forty hours of specialized training before assuming their post. The detention deputy must be a certified detention deputy, or the Detention Chief may waive this criteria based on the facility's need.
 8. All detention deputies assigned to the Emergency Response Team (ERT) will have at least one year of detention experience and will receive forty hours of training prior to individual assignment. Additionally, each detention deputy assigned to ERT will receive at least eight hours of additional training related to their specialized area per month. (Ref: 5-ALDF-7B-13)
 9. Detention deputies authorized to use firearms will receive familiarization training to include: the use, safety, and care of firearms, constraints on their use and the protocol for warning shots and the basic weapons handling training prior to attending a qualification range. Detention deputies authorized to use firearms must qualify at least once per year (see Policy [7-05 Firearms and Accessories](#)). (Ref: 5-ALDF-7B-15)
 10. Detention deputies who are certified to use chemical agents (Oleoresin Capsicum) must first receive thorough training in their use and in the decontamination of individuals exposed to them (see [Policy 7-07 Oleoresin Capsicum](#)) (Ref: 5-ALDF-7B-16)
 11. Detention deputies are trained in defensive tactics and the use of force to control inmates. (Ref: 5-ALDF-7B-17)
- R. Supervisor Training:
1. All personnel promoted to the rank of sergeant will receive training on supervisory and management skills development either prior to promotion or within the first year following promotion. This can include in house supervisory orientation training or training provided outside the agency.
 2. All deputy sheriffs promoted to the rank of sergeant will participate in the agency's Patrol Sergeants Field Training Program, a function and responsibility of the Training Unit.
 - a. A Field Training Sergeant (FTS) will be assigned to the probationary sergeant trainee. The FTS will be appointed by

the Patrol Division Captain in coordination with the Training Unit, preferably a senior Patrol Division sergeant with a minimum of 18 months supervisory experience and who demonstrate exceptional communication, decision-making, and leadership skills.

- b. The FTS will remain in their current Patrol squad assignment with the probationary sergeant's assignment the same as the FTS.
 - c. DORs will be completed for each day of FTS training the sergeant trainee receives, with a minimum of two months training and thirty completed DORs required. The sergeant's FTS training may be extended or shortened at the discretion of the Training Unit.
 - d. The FTS's lieutenant will maintain administrative control of the FTS and probationary sergeant. Any issues and/or concerns will be coordinated by the FTS lieutenant and the Training Unit.
 - e. Upon completion of the Patrol Sergeants Field Training Program, the FTS will submit a written recommendation, accompanied by the DORs and Field Training manual, to the Training Unit through their chain of command as to the status and an evaluation of the probationary sergeant's performance. Should the probationary sergeant exhibit performance deficiencies, recommendations should be formulated and included concerning any remedial training.
 - f. The Operations Bureau Chief Deputy will approve the release of the probationary sergeant for duty assignment for the remainder of their probationary period. (Ref: CALEA 33.8.2)
3. All detention deputies being promoted to a supervisory position for the first time will receive at least forty hours of management, supervision, and leadership training within the first year. Newly promoted supervisors will be scheduled for and must attend the Detention Management program offered by the SCCJA during their first year. All supervisory staff will complete an additional twenty-four hours of management training included in their in-service training.
(Ref: 5-ALDF-7B-12)

S. Leadership Development

1. All newly promoted sergeants and lieutenants will participate in the agency's Leadership Mentor Program, a function and responsibility of the Training Unit (see [Policy 3-27 Leadership Mentor Program](#)). This program will provide them with the encouragement and support needed to succeed by fostering an atmosphere of success by encouraging the development of skills, knowledge, and abilities of newly promoted sergeants and lieutenants.
(Ref: CALEA 33.8.2 and 33.8.3)

T. Career Development:

1. In order to assist subordinates in career development training activities, all supervisory personnel of the Charleston County Sheriff's Office will be trained in:
 - a. general counseling techniques;
 - b. techniques for assessing skills, knowledge and abilities;
 - c. record keeping techniques; and
 - d. availability of outside resources.
2. Supervisors will refer subordinates to the Training Unit for agency programs promoting educational opportunities and agency training programs.
(Ref: CALEA 33.8.1)
3. Employees are encouraged to better themselves, both educationally and professionally. To promote this, the agency offers incentives such as promotional advancement and advanced training opportunities.
(Ref: 5-ALDF-7B-18)

U. Civilian Training:

1. All newly hired civilian personnel will attend an orientation session, introducing them to the total operation of the agency. This orientation can be provided by their direct supervisor or department head. See also [Policy 8-03 Civilian Employees / Training](#). This orientation session will include:
 - a. the agency's role, purpose, goals, policies and procedures;
 - b. working conditions, rules and regulations;

- c. responsibilities and rights of the employee;
 - d. review of job description; and
 - e. familiarization to the accreditation process.
(Ref: CALEA 33.5.3 item *a* and 33.7.1 items *a*, *b*, and *c*)
- 2. All civilian positions within the agency require training on specific job tasks prior to assuming the job responsibility. The training may consist of any of the following:
 - a. supervised on-the-job training;
 - b. formal classroom instruction; and
 - c. reading manuals, procedures, and other written materials.
- 3. FTIs used by civilian units to accomplish on-the-job training of newly assigned personnel will be selected by the unit supervisor. An FTI for a civilian unit is an employee who has been recognized as outstanding in a particular field or assignment. The FTI must have a minimum of 36 months work experience in the indicated field; the last 18 months must be with the agency unless the respective Bureau Chief Deputy or Major waives this requirement. Prior disciplinary actions may be considered when making an FTI appointment. The FTI for civilian units is not eligible for FTI pay incentives.
- 4. FTIs for civilian units used to accomplish on-the-job training will use a prescribed field training manual approved by the Training Unit staff. Once completed, the manual will be forwarded thru the chain of command to the Assistant Sheriff to sign off on, and then to the Training Unit to be placed into the civilian's training file.
- 5. All civilian employees will receive in-service training as required and necessary. In-service training will be conducted by the appropriate personnel.
(Ref: CALEA 33.7.2)