



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

8-02 Field Training Instructor Program

- NEW
- REVISED
- REVIEWED

ACA Standards Reference:
CALEA Standards Reference: 33.1.5, 33.4.2, 33.4.3, 33.4.4
NCCHC Standards Reference:
SCLEA Standards Reference:
SC Minimum Standards:

This policy dated 06/18/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To establish guidelines for the administration of the agency's Field Training Instructor Program.

II. Policy:

The Charleston County Sheriff's Office employs a comprehensive Field Training Instructor Program designed to supplement academy instruction, to familiarize newly hired personnel including civilians and support personnel with their duties, and to provide them with a closely supervised work setting.

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).

C. Daily Observation Report (DOR): The DOR is a daily report completed on the trainee by the FTI in which performance evaluations are conducted to identify strengths and weaknesses.

D. Field Training Instructor (FTI): A detention deputy or deputy sheriff who is recognized as an outstanding employee in their assignment and meets the requirements for selection to the FTI position.

E. Field Training Manual: A manual consisting of job-related duties that is used by the FTI as a guideline and checklist of training areas. This manual provides documentation and verification of the trainee's performance and will become a permanent part of the employee's training file.

F. Remedial Training: Remedial training is additional instruction for a trainee based on the FTI's evaluation of performance , fails to meet the requirements

of any training phase and this training will be documented.

- G. Specialized Area: An area of the Sheriff Al Cannon Detention Center (SACDC) facility that has specific tasks and expectations such that the staff in that area would benefit from the presence of an FTI with in-depth knowledge of that area.
 - H. Trainee: A deputy who undergoes pre-service training to include classroom instruction and the FTI Program.
- II. Procedure:
- A. Detention Field Training Program:
 - 1. The Sheriff Al Cannon Detention Center employs a comprehensive Field Training Program designed to supplement the South Carolina Criminal Justice (SCCJA) instruction, familiarize trainees with the nature and scope of their duties, and to provide them with work experience in a closely supervised setting. The supervisors assigned to the Training Division are responsible for maintaining liaison with the SCCJA to assure the agency's Field Training Program adheres to the standards set forth by the SCCJA.
 - 2. The agency's approved Field Training Manuals will be used by Field Training Instructors (FTIs) as a guideline and checklist of required training tasks. This manual provides documentation and verification of the trainee's performance while in training.
 - 3. Detention Deputy FTI Selection Process:
 - a. To be considered eligible to participate in the FTI selection process, detention deputies will:
 - 1. have a minimum of eighteen (18) months detention experience with the agency unless a waiver is granted by the Detention Director;
 - 2. not have received any disciplinary action within the year prior to application. Prior disciplinary action or negative work-related issues prior to one year may be considered as disqualifiers;
 - 3. Must complete the SCCJA Field Training Officer Course within six months of assignment and before having a

trainee assigned.

- b. Individuals desiring to become a FTI must submit a [Field Training Instructor Application Form \(SACDC form-309\)](#) through their chain of command, to the lieutenant assigned to the Training Unit. A cover memorandum should accompany the application form. It should include biographical information such as date of hire, total detention experience (to include areas of assignment), specialized training, education, collateral duties, and any elements, personal traits, or characteristics that would contribute to the performance of an FTI's responsibilities. If the applicant is seeking to be a FTI in a specialized area, this should be noted on the application.
 - c. All FTI applicants will complete a knowledge exam. This exam will be composed of fifty (50) multiple-choice questions taken from the Charleston County Sheriff's Office Policy and Procedures. A minimum score of 85% will be required to continue.
 - d. All FTI applicants will appear before a selection board organized by the Training Unit. The board will consist of at least one (1) Detention Major and others as directed by the Training Division Captain.
4. Interview Process:
- a. The selection board will interview each applicant for the FTI position. The Training Unit will provide the board with the applicants training record for review.
 - b. Each applicant will be assessed based on the following categories:
 1. Attitude and Enthusiasm - Positive attitude and enthusiasm to teach. Displays a positive image for the Sheriff's Office.
 2. Knowledge and application of policy and procedure;
 3. Judgement/Common Sense/Decision Making – Are you confident in the decision making ability of the potential FTI.

4. Expression and Communication – Demonstrates positive expression and communicates effectively.
 5. Initiative/ Resourcefulness – Determine the potential FTI's ability to think outside the box and the readiness to initiate action.
 6. Training Experience – Assess if the potential FTI has any previous training experience.
- c. A score sheet will be used by the board to rate each applicant. Score sheets will be provided by the Training Unit.
 - d. Final selections for the position of FTI will be made by the Training Division Captain, Administrative Services Major and signed by the Detention Director, with the guidance from the Detention Training Unit Lieutenant and Sergeant. At the discretion of the Detention Director or higher, any qualified member may be appointed as an FTI.
 - e. Once selected for an FTI position or as the FTI Manager, the detention deputy will be considered an active FTI until such a time as they are relieved of this status in writing or promoted to a higher rank. Any disciplinary action received by an FTI may result in a suspension or removal from participation in the FTI program.
5. Assignment and Training of Trainees:
 - a. For the purpose of the FTI program, a trainee is a new employee with no prior experience. A new employee remains in trainee status until such time as they are successfully discharged from the new hire training program.
 - b. The assignment of trainees and detention deputies in specialized areas to the FTI program will be made by the Training Unit. It is important to note that the trainee is assigned to the FTI during the training period and not to the team. While assigned to an FTI, the trainee's assignments will be rotated.
 - c. Newly hired trainees shall be assigned to available FTI's, however a shift supervisor may temporarily place a Master Detention Deputy or sergeant to assist with training in the

event an FTI is unavailable. It will be the supervisor's responsibility to ensure that the trainee is placed with a Master Detention Deputy or supervisor that has completed the required SCCJA Field Training Officer Course prior to being assigned. Newly hired trainees must be assigned to one or more FTI's until their release board. In the event no FTI is available the trainee will remain assigned to the Detention Training Unit FTI and all training DORs will require that FTI's approval in addition to the normal approvals.

- d. Trainees will undergo no less than fourteen (14) shifts of training under the supervision of an FTI. Detention deputies assigned to train under an FTI in a specialized area will undergo fourteen (14) shifts under the supervision of the assigned FTI unless the Training Unit Lieutenant waives this requirement based on their knowledge of the trainee's abilities.
- e. The FTIs will adhere strictly to the trainee's schedule. The trainee's schedule must not be changed without the prior approval of the Training Unit. A supervisor, with the Housing Lieutenant's approval, may change a trainee's schedule only in extreme emergencies. If the schedule is changed, the trainee should still be assigned to an FTI. In this case, the trainee's lieutenant will work with the Training Unit to ensure the trainee is rescheduled to cover the lesson missed.
- f. A DOR (SACDC form -310D) will be completed by the FTI for each day, the trainee will complete the self-evaluation portion of the DOR and both the FTI and trainee will sign the DOR. The shift supervisor will ensure that all required forms are completed, signed and delivered to the Training Unit upon completion of that day's training.
- g. During field training the trainee is assigned to one FTI for the first seven (7) DORs, this FTI is responsible for reviewing and either demonstrating or explaining each category in the Field Training Manual to the trainee. During this period the trainee will be directly instructed in each task and the FTI will ensure that the trainee is able to replicate each task.
(Ref: CALEA 33.4.4 item b)
- h. A different FTI will be assigned for the second seven (7) DORs and the trainee will be observed and evaluated. The FTI is present for evaluation purposes and shall allow the trainee to

manage their unit. In the event of an emergency or if the trainee requires assistance the FTI shall take control of the unit.

6. Field Training Manual:
 - a. The Field Training Manual will be utilized to document all areas of training.
 - b. Every situation will not be encountered during field training; however, it is the FTI's responsibility to make every effort to demonstrate or practice mock scenarios with the trainee.
 - c. If the area of training was explained by the FTI and understood by the trainee, the FTI and the trainee will initial under "explained and understood" on the trainee's DOR or manual.
 - d. If the area of training was demonstrated by the FTI or practiced by the trainee, the FTI and the trainee will initial under "demonstrated and practiced" on the trainee's DOR.
 - e. All areas will be, at a minimum, explained and understood.
 - f. The Field Training Manual will be initialed daily by the FTI and the trainee as areas of training are covered.
 - g. The final FTI for a trainee will check the Field Training Manual to ensure all areas of training were covered and initialed. The Field Training Manual will then be submitted through the FTI's chain of command for review and signatures.
 - h. The completed and signed Field Training Manual will be turned into the Training Unit upon completion prior to the trainee's Release Board.
7. Training Extensions:
 - a. If the FTI does not recommend release from training status, the FTI will complete a Request for Extension Time Form (*SACDC form-311*) prior to the release board date, attach it to that day's DOR and forward it to the shift supervisor for approval and signature.
 - b. The FTI will forward the forms to the Training Unit. The

trainee will remain assigned to the current FTI and continue to complete additional DORs until the FTI has documented that the trainee is ready for release or until the Training Unit issues an amended training schedule.

- c. Any trainee may request to extend their training up to a maximum of seven (7) additional shifts using a Request for Extension Time Form (SACDC form-311). The FTI will assist the Trainee in completing the form and forwarding the form to the Training Unit. The Training Unit staff will review the request and modify the trainee's schedule to accommodate the request. Training may be extended up to an additional 7 D.O.R.s .
- d. The Training Unit may elect to extend training at their discretion and will issue a revised training schedule to the trainee and FTI. This will be documented using the Request for Extension Time Form (SACDC form-311). The form will be completed by a member of the Training Unit and approved by a Training Unit Supervisor.

8. Release Board:

- a. If the trainee is recommended for release, a Release Board will be convened. The trainee's FTI will appear before the Release Board with the trainee.
- b. The Release Board, at the discretion of the Training Unit, will consist of:
 1. one detention deputy from the Training Unit;
 2. one detention sergeant;
 3. one detention lieutenant; and
 4. one detention captain.
- c. The Release Board will assess the trainee based on the following:
 1. uniform appearance and attitude;
 2. satisfactory explanation of policy and procedure questions asked by the Release Board;

3. performance of, at minimum, 85% of knowledge testing; and
 4. completion of one or more scenario based questions or performance of a specific duty for a specific area (e.g., handcuffing, incident report writing, pat searching, feed-off procedures, navigating through JMS or current computer system
- d. Assessments of all Board Members will be documented and made part of the trainee's permanent training file.
 - f. The Release Board will release the trainee from the FTI program upon satisfactory completion of all areas of training. The responsibility for the trainee's job assignment, supervision, and evaluation will transfer to the assigned Team Shift Supervisor.
 - f. In cases where the Release Board disapproves the trainee's release, it will be the responsibility of the Release Board to identify reasons for disapproval and make recommendations for remedial training. This recommendation will be forwarded to the Training Division, who will review it and forward it through their chain of command to the Detention Director for approval.
9. Remedial Training:
 - a. If a trainee fails any phase of the release board the trainee will report to the Training Unit on their next workday and remain in the Training Unit.
 - b. The Training Unit staff will review all of the trainee's training records and prepare a memorandum for the Detention Director through the Training Unit chain of command that summarizes the nature of the failure as well as a recommended course of action.
 - c. The Detention Director will make the final decision as to the disposition of the trainee. In the event that the Detention Director authorizes remedial training, the Training Unit will assign the trainee to another FTI and prepare a new training schedule. Trainees will undergo a minimum of seven (7) days of remedial training. All remedial training will be documented

in the trainee's training file.

- d. In the event remedial training is not appropriate or authorized, only the Detention Director or higher may make a unilateral decision on the disposition of the trainee.

B. Law Enforcement Field Training Instructor (FTI) Program:

1. The Charleston County Sheriff's Office employs a comprehensive Field Training Program designed to supplement the South Carolina Criminal Justice (SCCJA) instruction, familiarize trainees with the nature and scope of their duties, and to provide them with work experience in a closely supervised setting. The supervisors assigned to the Training Division are responsible for maintaining liaison with the SCCJA to assure the agency's Field Training Program adheres to the standards set forth by the SCCJA.

(Ref: CALEA 33.4.2 item *a* and 33.4.3 item *d*)

2. The agency's approved Field Training Manual will be used by Field Training Instructors (FTIs) as a guideline and checklist of required training tasks. This manual provides documentation and verification of the trainee's performance while in training.

(Ref: CALEA 33.4.2 item *b*)

3. Deputy Sheriff FTI Selection Process:

- a. Field Training Instructors strive to bring each trainee to an acceptable level of knowledge and skills and demonstrate acceptable performance. Because the Field Training Instructor is responsible for the progress of the trainee, it is imperative the Field Training Instructor(s) is selected based on the minimum criteria outlined below.
- b. Must complete the SCCJA Field Training Officer Course within six months of assignment and before having a trainee assigned.
- c. Minimum of three (3) years law enforcement experience, eighteen (18) months of which must be with this agency, unless waived by the Training Division's Chief Deputy. Consideration may be given to those applicants with less law enforcement experience who have a commanding knowledge of the operational aspects of the agency and the laws governing the State. The Training Division's Chief Deputy will grant final approval for all candidates upon recommendation of the Training Unit Captain and the Patrol Division Captain.

- d. Demonstrate a desire and ability to instruct others in law enforcement skills. Demonstrate leadership traits associated with developing, training, or mentoring others with:
 1. a proven understanding of the agency's mission and values;
 2. a recognition that professional development is both on-going and a required process;
 3. an uncompromising commitment to achieving excellence in every aspect of their assigned duties;
 4. a willingness to take ownership of any problem or situation in which they are involved, regardless of the outcome;
 5. a history of placing more importance on the success of the team, rather than individual accomplishments and recognition;
 6. an understanding of the role individuals play in the overall mission of the Sheriff's Office;
 7. the ability to inspire and motivate others through a positive attitude and outlook;
 8. pride in their role of deputy sheriff and a belief in the oath of office they accepted; and
 9. a strong desire to make the Charleston County Sheriff's Office the premier law enforcement agency in South Carolina.
- e. Prior disciplinary actions or negative work-related issues may be considered when making an FTI appointment unless waived by the Training Division's Chief Deputy.
- f. Deputy sheriffs desiring to become a FTI will submit the required documents as outlined in [Policy 4-15 Intra-Agency Vacancies](#) through their chain of command to the lieutenant assigned to the Training Unit, accompanied with a cover

memorandum. The memorandum should include biographical information such as date of hire, total law enforcement experience (to include areas of assignment), specialized training, education, collateral duties, and any elements, personal traits, or characteristics that would contribute to the performance of FTI responsibilities.

- g. All applicants will have a strong work ethic; have quality leadership traits, and a high level of maturity; which are demonstrated and recognized by their supervisors, and command staff.
- h. All FTI applicants will appear before a Selection Board organized by the Training Unit. The board will consist of at a minimum:
 - 1. Training Division Captain
 - 2. Training Unit Lieutenant
 - 3. Training Unit Sergeant
 - 4. Patrol Division Lieutenant
 - 5. Patrol Division Sergeant
 - 6. FTI Manager

The Training Unit may change the members of the Selection Board to meet the needs of the FTI Training Program.

- i. Each member of the Selection Board will complete an *Intra-Agency Oral Assessment Review (CCSO form-340)* rating each applicant. The ratings will be documented and forwarded along with the application package to the Training Division's Chief Deputy and Undersheriff. The results of the selection process may be maintained to fill further vacancies for the position at the discretion of the Training Division's Chief Deputy.
- j. Final selections for FTI positions will be made by the Training Division's Chief Deputy with approval of the Undersheriff. At the discretion of the Undersheriff, any qualified member may be appointed as an FTI.

- k. Once selected for an FTI position, the deputy sheriff will be considered an active FTI until such a time as they are relieved of this status in writing or promoted to a higher rank. Any disciplinary action received by an FTI may result in a suspension or removal from participation in the FTI program.
(Ref: CALEA 33.4.3 item *b*)

5. Assignment and Training of Trainees:

- a. For the purpose of the FTI program, a trainee is a newly sworn employee, regardless of prior law enforcement experience or certification, who will remain in a trainee status until such time as they have successfully completed the SCCJA and/or all phases of the FTI program.

Staff officers and specialized personnel who are hired at that rank or responsibility may have their training period adjusted as to their prior experience and the needs of the agency at the direction of the Sheriff or Undersheriff.

- b. The assignment of trainees to FTIs will be made by the Training Unit. It is important to note that the trainee is assigned to the FTI and not to a squad, and as such is attached to the Training Unit Sergeant. While assigned to an FTI, the trainee's field assignments will be rotated.
- c. Trainees will undergo no less than twelve (12) weeks of field training under the supervision of a primary and secondary FTI.
(Ref: CALEA 33.4.3 item *a*)
- d. Daily Observation Reports (DORs) will be completed for each day the trainee is trained/evaluated. The DOR is a daily report completed on a trainee by the FTI in which performance evaluations are conducted to point out strengths and identify weaknesses. This document will become a permanent part of the employee's training file. (Ref: CALEA 33.4.3 items *g* and *h*)
- e. The Primary FTI will be the trainee's first FTI. The trainee will be with the Primary FTI for Phase I, the first six (6) weeks of the trainee's field training. The first three (3) days will be a familiarization period. This period should address such issues as the FTI program itself, driving and radio procedures, and various situations the trainee might encounter.

At the middle of Phase I, the trainee's FTI or FTI Manager will schedule an assessment conference with the Training Sergeant to evaluate the trainee's progress. At the conclusion of Phase I, the FTI will submit an *End of Phase Evaluation Summary (CCSO form-140)* to the Training Sergeant or FTI Manager with a summary of observations and recommendations.

- f. After the sixth week, the trainee will begin Phase II of field training with the Secondary FTI. The first day with the Secondary FTI will be a familiarization day. The trainee will remain with the Secondary FTI until the end of the tenth week of training.

At the middle of Phase II, the trainee's FTI or FTI Manager will schedule an assessment conference with the Training Sergeant to evaluate the trainee's progress. At the conclusion of Phase II, the FTI will submit an *End of Phase Evaluation Summary (CCSO form-140)* to the Training Sergeant or FTI Manager with a summary of observations and recommendations.

- g. After the tenth week, the trainee will begin Phase III of field training with the Primary FTI. This last two (2) weeks of training will be 100% evaluation of the trainee's performance.
(Ref: CALEA 33.4.3 item f)

- h. Prior to the end of the twelfth week of FTI Training, the primary Field Training Instructor and their supervisor will make a recommendation to the Training Unit as to the status of the trainee, utilizing the *End of Phase Evaluation Summary (CCSO form-140)*.

- i. Trainees who are coming from another agency within the State of South Carolina will be required to undergo four weeks of the FTI program, under the supervision of a primary FTI. The four-week time period may be waived depending on the trainee's knowledge, experience, performance, and recommendation of the trainee's FTI.

- j. Trainees who are coming from an out-of-state agency will be required to undergo six weeks of the FTI program, under the supervision of a primary and secondary FTI. The six-week time period may be waived depending on the trainee's knowledge, experience, performance and recommendation of the trainee's FTI.

- k. If the FTI recommendation is not to release the trainee from a phase or training status, the Training Sergeant will confer with the Training Division Captain to prepare a remedial training plan that addresses specific concerns or issues identified by the primary and secondary FTI's. If remedial training is not indicated, recommendations on the trainee's status will be made to the Training Division's Chief Deputy by the Training Staff. (Ref: CALEA 33.1.5)

6. Release Board:

- a. If a trainee has been recommended for release, a Release Board will be convened. The trainee's FTIs will appear before the Release Board with the trainee.
- b. The Release Board will consist of at least one member of the Training Unit staff, (1) sergeant, one (1) lieutenant, and one (1) captain. The Release Board may be changed at the discretion of the Training Unit if needed.
- c. The Release Board will convene prior to the trainee's scheduled appearance and review the trainee's Field Training Guide, DORs, and any other pertinent information available.
- d. Each trainee will be assessed on their level of proficiency. The Release Board will utilize a list of questions covering various policies. The trainee may be asked to demonstrate their proficiency by performing a specific task, (i.e., handcuffing, report writing, etc.).
- e. Each member of the Release Board will complete a *New Hire Oral Release Review (CCSO form-141)* rating each applicant.
- f. The Release Board will make a recommendation in the form of a written memorandum as to the trainee's status, submitted to the Training Division's Chief Deputy.
- g. In cases where the Release Board disapproves the trainee's release, it will be the responsibility of the Release Board to identify reasons for disapproval and make recommendations for remedial training. (Ref: CALEA 33.1.5)

7. Supervisory Responsibilities:

- a. To ensure a level of training continuity, and in fairness to the trainee, FTIs and their supervisors should coordinate all leave requests with the Training Unit while they are assigned a trainee.
- b. In the event of an illness or the need for emergency leave on the part of the FTI, the squad supervisor will assign the trainee to another available FTI within the same squad.
- c. In the event another FTI is not available, the squad supervisor will coordinate with the Training Unit for the trainee's temporary assignment, or the trainee will be assigned to the Training Unit until their FTI returns to work. Their FTI period may be extended to reflect the absence of DOR's.
- d. A trainee will not be assigned to anyone that is not a current FTI or supervisor under any circumstances.
- e. A trainee will not be assigned to the Officer of the Day (OD) position without an FTI being present.
- f. If an FTI is to be absent from work for more than three (3) days, the squad supervisor will be responsible for notifying the Training Unit so that possible reassignment of the trainee may be accomplished.

C. FTI Pay Incentive:

An FTI with the rank of Deputy First Class will receive a pay incentive at the discretion of the Sheriff or designee to FTI's salary upon appointment as an FTI. Once an FTI leaves or is removed from the program, is unwilling to train new trainees, they will forfeit the pay incentive from their salary. Should an FTI get promoted to Master Deputy or higher, their compensation will be based on the current pay scale and will not include any incentive pay unless they continue as an FTI. FTI pay is only paid to the deputy while they are actively assigned to an FTI position. FTI is considered a collateral duty and may be utilized to qualify for the advancement to Master Deputy.

D. FTI Training and Supervision:

1. The SCCJA approved FTI course will be completed by the newly

appointed FTI prior to being assigned a trainee for training purposes. FTIs will participate in all in-service training as scheduled by the Training Unit. (Ref: CALEA 33.4.3 item e)

2. Upon being appointed to the position of FTI and completing the required FTI training, the FTI will be authorized to wear the designated FTI insignia/rank.
3. An FTI remains under their assigned chain of command in exercising assigned duties. All training related concerns and/or issues will be reported immediately to and will be addressed by the Training Unit. (Ref: CALEA 33.4.3 item c)