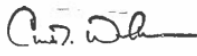
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BY THE AUTHORITY OF THE CHIEF OF POLICE: 			

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76.1 PURPOSE

The Professional Development and Training Office (PD&T) will be responsible for the development, implementation, evaluation and administration of all Departmental training programs, and the coordination of all training through other agencies, institutions and providers.

76.2 POLICY

Training has often been cited as one of the most important administrative responsibilities in any law enforcement agency. Training serves three broad purposes: first, well-trained members are generally better prepared to act decisively and correctly in a broad spectrum of situations; second, training results in greater productivity and effectiveness; third, it fosters cooperation and unity of purpose. Training is provided to accommodate the professional needs of the Department, and to actualize the interest and concern the Department has for the job related and personal development needs of the sworn and non-sworn personnel. The Office of Professional Development and Training is responsible for developing, coordinating and documenting all training and development efforts conducted by the Charleston Police Department.

76.3 INSTRUCTORS (CALEA 33.3.1)

The Charleston Police Department uses part-time instructors for training duties. Instructors are selected based upon the nature of their job within the Department or their knowledge of subject matter (i.e. SWAT members teaches building searches).

Where necessary, all instructors will be certified as instructors by the South Carolina Criminal Justice Academy. This certification will be in basic or specific skills instruction, as well as specialty field and this training will be periodically updated and geared to meet any specific instructional problems of the agency. Instructors will be tenured at the discretion of the Office of Professional Development and Training.

Personnel assigned as instructors will receive training at a minimum in the following areas:

1. Lesson Plan Development
2. Performance Objective Development
3. Instructional Techniques
4. Learning Theory
5. Testing and Evaluation Techniques
6. Resource Availability and Use

Selection of Instructors

1. To be considered for selection as an instructor, an officer must:
 - a. Be a PTO for 2 years and in good standing with their team commander and PTO Coordinator.
 - b. No disciplinary issues for one year. (Cases can be reviewed by PD&T and cleared due to the severity of the disciplinary action.)
 - c. Assist with training in the desired specialty for one year. (Apprentice hours)
 - i. If no openings currently exist in that specialty, the candidate can be assigned to another specialty at the needs of the department.
 - d. Letter of recommendation from the officer's current supervisor and/or PTO Coordinator.
 - e. Final approval through the Office of Professional Development and Training.
2. Individuals who have prior experience in a specific field from outside of the department may be considered by PD&T based on the needs of the department and that individual's knowledge and experience. These officers would not have to necessarily be a PTO first to be considered. Factors to consider would include:
 - a. Specialized military experience and training.
 - b. Prior certified officers with certifications in Specific Skills/Basic Instructor and a specialty that is approved by the South Carolina Criminal Justice Academy.

76.4 REMEDIAL TRAINING (CALEA 33.1.5)

The Charleston Police Department recognizes that there will be occasions when individual employees require additional instruction in the form of remedial training. Training under this category may be required for any sworn, civilian or auxiliary employee. Any request for remedial training will be made to the Training Commander in PD&T. When requested to supply remedial training, PD&T will have 30 days to supply this training.

The need for remedial training may be determined by any of the below sources:

1. Annual evaluation or supervisor's recommendation;
2. Recommendations from departmental boards and inspectional services studies;
3. Indicators specified in the department's Early Intervention System;
4. Professional Standards in response to citizen complaints, internal investigations, inquiries;
5. Concerns of any Commanding Officer and/or Training Instructor; and/or
6. Professional Development and Training observations and review of specific courses.

Employees who have been directed by their supervisors to attend remedial training and who do not successfully complete the full course of instruction are subject to disciplinary action.

76.5 TRAINING COMMITTEE (CALEA 33.1.1)

A training committee will be established to facilitate the conduct of in-service, roll-call training, specialty courses, and certification and civilian personnel training as well as needs assessment and development of new areas of instruction.

The committee will consist of representative from each bureau selected by the Training Commander or his/her designee with the approval of the Chief of Police along with two representatives from the Administrative Services Division. The Training Commander (Lieutenant) will serve as Chairperson of the committee. Members will serve for a period of 12 months. It is the responsibility of this committee to provide advice and guidance to PD&T Commander on areas of concern as voiced by members of the department, both sworn and non-sworn. The training committee, under the guidance of the Training Sergeant, shall also conduct a training needs assessment and gain the input and approval of the executive command staff. The training needs assessment should be used as the basis for the Department's annual training plan. The Training Commander will review and incorporate the recommendations into the overall training curriculum as appropriate.

76.6 TRAINING ATTENDANCE AND MAKE UP (CALEA 33.1.2; 33.5.1)

Training attendance will be mandatory for all employees scheduled by the Department. Employees may be excused from a scheduled class for bona fide reason. However, make-up training will be scheduled to ensure that all employees benefit from all scheduled training wherever possible.

Officers will be required to receive annual retraining as mandated by the South Carolina Training Act. The training will include, but not limited to, legal updates, firearms, criminal domestic violence presented by the S.C. Criminal Justice Academy.

76.7 CIVILIAN TRAINING (CALEA 33.7.1; 33.7.2)

As designated by the Civilian Training Committee, all Civilian Employees are required participate in either an annual Civilian Orientation or In-Service Training Session as outlined in this policy.

All newly hired civilian personnel will attend New Member Orientation Training provided by the City of Charleston Department of Human Resources. Additionally, the Civilian Training Committee in coordination with the Commanding Officer of Professional Development & Training, or designee, will conduct training for new employees on the following topics:

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1. The Department's role, purpose, goals, mission, vision, policies, and procedures;
2. Working conditions and regulations;
3. Responsibilities and rights of employees.

At a minimum, there will be four (4) sessions per year and each new employee is responsible to attend one (1) session. All new hires must attend a Civilian Orientation session within ninety (90) days of employment.

To facilitate the development of the specific knowledge, skills, and abilities necessary to perform the responsibilities of the position to which the new employee is hired, the Civilian Training Committee in coordination with the Commanding Officer of Professional Development & Training, or designee, is responsible for developing, implementing, and documenting initial entry-level training for civilian positions and will provide in-service training for all civilian employees annually. The strategy or plan for such training will be developed by the Civilian Training Committee and specific to the organizational component to which the position is assigned. Depending on the complexity of the training required, the plan and/or content of the training may be documented in a lesson plan format. Civilian employees must attend one (1) session of Civilian In-Service Training annually. If it is not possible to attend an Orientation or In-Service Training, the employee will coordinate with their supervisor and a member of the Civilian Training Committee to attend a different session.

In addition to the annual Civilian Orientation and In-Service Training, the Civilian Training Committee will host several training sessions and events for the civilian employees. These additional events are not required, but optional.

76.8 CIVILIAN TRAINING COMMITTEE (CALEA 33.1.1)

A civilian training committee will be established to facilitate the conduct of in-service, specialty courses, and civilian personnel training as well as needs assessment and development of new areas of instruction. This committee will research and develop training curriculums and identify critical skill areas that will be beneficial to departmental civilian staff and assist them in enhancing their knowledge, skills, and abilities. Furthermore, they will develop orientation training for all newly hired non-sworn employees.

Openings will be announced in the Orders of the Day for a minimum of two (2) weeks. The committee will then select members from the list of non-sworn employees that have submitted a memorandum to the Chief of Police. A copy of these memorandums will be forwarded to the Training Commander. The Chief of Police will then determine the number and coordinate the selection of members for the yearlong assignment to the committee.

The Training Commander, or designee, will serve as Chairperson of the committee. Members appointed to the team will serve for a period of twelve (12) months. All members are to attend scheduled committee meetings. In the event a member has three (3) or more unexcused absences the individual will be dismissed from the team and the vacancy will be filled if deemed necessary by the Committee Chairperson.

It is the responsibility of this committee to provide advice and guidance to PD&T Commander on areas of concern as voiced by non-sworn members of the department. The Training Commander will review and incorporate the recommendations into the overall training curriculum as appropriate.

76.9 TRAINING FOR NEWLY PROMOTED PERSONNEL (CALEA 33.8.2)

The Commanding Officer of Professional Development and Training will be responsible for developing, implementing, and documenting training for newly promoted personnel. The Commanding Officer of Professional Development and Training may delegate that responsibility to any Commanding Officer when the characteristics of those positions requiring promotional training in that organizational component are unique and when that training would best be developed, implemented, and documented by that Commanding Officer. The Commanding Officer of Professional Development and

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Training, or the Commanding Officer of the organizational component with the delegated responsibility for conducting training for newly promoted personnel, will designate which training will be conducted prior to promotion and which training may be conducted following promotion. Training that is conducted following promotion will be completed before one year has elapsed from the date of promotion.

76.10 TRAINING RECORDS MANAGEMENT (CALEA 33.1.6; 33.1.7)

It is the responsibility of the Professional Development & Training Office to maintain a record of each training class it conducts, to include the course content, names of attendees and performance of individual attendees as measured by tests, if administered, lesson plans, performance evaluations on attendees and instructor comments, if applicable.

Documentation of all members' training is maintained in Professional Development & Training and is currently recorded in the *OSSI RMS Employee Module*. These records are updated following an employee's participation in training and reviewed on an annual basis. The information recorded includes the date of the training, the training course, hours credited, instructor(s) and location.

76.11 LESSON PLANS (CALEA 33.1.4)

Lesson plans will be developed and maintained for every class conducted by members of the Charleston Police Department. Development of a lesson plan will be the responsibility of a basic instructor for each individual course. All lesson plans will be reviewed and approved by the Training Commander, department legal representative and the Chief of Police. Approval and review will be conducted in conjunction with revisions as may be provided in the South Carolina Criminal Justice Academy Law Enforcement Basic Instructor Manual.

All lesson plans for entry level and specialized training will be reviewed, updated as required and approved by the Training Director during the month of January of each year. In-service lesson plans will be developed and submitted for approval through the primary instructor's Training Lieutenant to the Training Director no later than December 15 for the annual in-service classes taught in the following year. It is the responsibility of the primary instructor for each class to review the lesson plan for a class prior to teaching the class and to update as necessary.

The Training Director may identify a lesson plan as no longer required. Lesson plans so classified will be placed in an inactive file and will not be reviewed or updated. In-service lesson plans will be automatically classified as no longer required at the end of the year in which those classes are taught.

All instruction conducted by any member of the Charleston Police Department will be developed, planned, and implemented in accordance with CALEA Standards and the policies of the Charleston Police Department.

76.12 PRE-ACADEMY TRAINEES (CALEA 33.4.1)

No individual will be placed into the PTO program until he/she has attended and graduated from the South Carolina Criminal Justice Academy. No pre-academy individual will be allowed to be placed in an assignment which places them in a position to make arrest or enforce laws. Personnel who have attended the Department Basic orientation classes will be permitted to ride in a police unit; however, they will be clothed in civilian attire, and are not authorized to take any police action. Further, pre-academy individuals will not be allowed to carry weapons or take police action while off-duty, in accordance with the departments weapons policy.

Pre-academy trainees are assigned to, and under the supervision of, the Administrative Sergeant in the Office of Professional Development and Training until their graduation from the South Carolina Criminal Justice Academy. Upon graduation from the South Carolina Criminal Justice Academy, they will be assigned to the Team Administrative Sergeant

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in the Team that they are training in. Prior to attendance at the Academy, pre-academy trainees will attend and successfully complete the Department's multi-week Police Corps Training Program. Upon successful completion and graduation from the Police Corps program, and prior to attendance at the South Carolina Criminal Justice Academy, new graduates will be sworn-in as Charleston Police Department law enforcement officers, issued equipment and given credentials.

In accordance with State law, newly sworn Police Corps graduates are not State certified law enforcement officers and are not authorized to enforce the laws or ordinances of the State, or any political subdivision thereof. Newly sworn Police Corps graduates are prohibited from taking any police action until successful completion, graduation, and certification as a Class 1 Law Enforcement Officer from the South Carolina Criminal Justice Academy. Upon graduation from the Academy and certification as a Class 1 Law Enforcement Officer, newly certified officers will attend the department's PTO program.

Pre-academy trainees who do not meet the department required firearms qualification score may still attend training at the SCCJA but will not graduate from the Police Corps Program and will not be sworn in prior to attendance at the SCCJA. Upon graduation from the SCCJA, the trainee must successfully complete the certified department firearms program prior to being sworn-in and beginning PTO training.

Prior to Police Corps graduation and swearing-in, the Administrative Sergeant will distribute and explain class rules and expectations to pre-Academy trainees regarding their behavior prior to, during and following attendance at the SCCJA. The rules and expectations will address location, storage and transport of equipment and weapons, uniform, badge and credential usage, communications with the department, and procedures for communicating with other law enforcement agencies. At no time prior to Academy certification will a trainee be authorized to present themselves as a police officer in any official capacity. Violation of department policies and/or class rules and expectations may subject the trainees to disciplinary action. The Administrative Sergeant will review the rules and expectations list with the class, discuss scenarios, answer questions, and sign and date the list. A copy of the list will be kept at the Professional Development and Training Office.

76.13 AGREEMENT WITH STATE ACADEMY (CALEA 33.2.3)

South Carolina codes require all members of police agencies to attend the state academy. In keeping with this mandate, the following understanding must exist between the two agencies:

1. There are no financial obligations from the Charleston Police Department except for transportation;
2. Members of the Department will be governed by the Academy rules and may be dismissed if they fail to conform;
3. Officers injured while at the academy will be treated as if they were still in Charleston:
 - a. In-training injury is covered by workman's compensation;
 - b. After-hours injury is covered by personal insurance
4. There will be times when the academy will require our department to provide instructors to assist the academy staff. This will be accomplished by letter of request from the academy. The training staff will select an officer to meet this request;
5. Any suggestions we may want to make with regards to the operation of the academy may be directed by letter to the academy director;

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6. The Professional Development & Training Office will maintain close liaison with the Academy and be responsible for keeping training officers abreast of new techniques being taught there.

Each officer attending the academy will be aware of these rules from the training staff prior to attending the academy and again by the academy staff during orientation.

76.14 POST-ACADEMY TRAINING FOR NEW RECRUITS (CALEA 33.4.3)

Following a recruit's successful graduation from the South Carolina Criminal Justice Academy (SCCJA), the individual will be required to participate in the Department's Patrol Training Officer (PTO) Program. The purpose of this program is to train new recruits regarding the Department's policy, procedures, regulations, and rules. The program, schedule, and training of a new recruit through the PTO program are the responsibility of the Professional Development & Training Office. A new recruit must successfully complete the entire program before assignment to an independent position. Lateral transfers hired below the Supervisory Level will also be required to complete the PTO program. An individual hired directly to a Supervisory Level or higher position is required to attend post-academy training that will be determined by the Chief of Police, or designee.

The length of the PTO program for each recruit will be based on the recruit's prior South Carolina law enforcement experience. The Professional Development & Training Office is ultimately responsible for training PTO Officers, tracking recruits, maintaining training standards for post-academy recruits, and all additional aspects of the PTO program.

76.15 PATROL TRAINING OFFICER (CALEA 33.4.3)

An applicant must possess two (2) years of service as a full-time paid police officer on independent duty with the City of Charleston Police Department and no longer be on probation. The only exceptions are as follows:

1. Officers who have returned to duty pursuant to the uniformed Services Employment and Re-employment Rights Act. Officers returning under the USERR will be eligible to participate upon their return to duty;
2. That leave time covered by the FMLA;
3. Any other exception required by law;
4. Individuals demoted will be eligible to participate in the PTO Process after serving a period of two (2) additional years of service;
5. Officers that have a minimum of one year on independent duty with the City of Charleston Police Department and a minimum of three (3) years of service with another qualified or similar department.

Guidelines for PTO Selection

1. Letters of Recommendation will be accepted by the Office of Professional Development & Training on a continuous basis. These letters should be submitted by the candidate's team commander or their squad supervisor, with the commander's endorsement. If a team has multiple officers that desire to be a PTO, one letter of recommendation with all of their names turned into PD&T will be sufficient.
 - a. Letter should include:
 - i. Time in service, must have been on independent duty for 24 months.
 - ii. Work history, no egregious disciplinary actions.
 - iii. Specific reasons why the candidate would make a good PTO
2. PSO will conduct a review of all candidates approved by the review board to confirm that there has been no disciplinary action that would prevent the candidate from serving as a PTO. Such as insubordination.
3. Approval through the Office of Professional Development and Training.

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4. All qualified candidates will be notified that they have been selected and will be invited to become a member of the PTO cadre. If they accept the invitation and agree to the PTO expectations, they will be registered for the next available PTO class.

Once an officer has been selected as a Patrol Training Officer, they must attend the PTO Certification Class taught by the Department before being able to sign off on a recruit's training hours.

Guidelines for PTO Program Assessment

1. Quarterly meetings with PPO's currently in training and their PTOs.
 - a. Responsibility: Appointed Professional Development & Training Personnel
 - b. Meeting will take place directly before or after Master Roll Call Trainings
 - c. Every PPO in training who is working 1st, 2nd or 3rd shift the night before will be required to attend with their PTOs.
 - d. A written summary of the meeting will be gathered by a PD&T representative and will include the following:
 - i. List of attendees at each session
 - ii. Summary of PPOs/PTOs concerns / suggestions for the program
 - iii. Recommendations to address PPOs/PTOs concerns
2. PTO Program Surveys
 - a. Responsibility: Appointed Professional Development & Training Personnel
 - b. A survey will be developed and e-mailed out to all PPO's currently in training. This will occur at the end of their training.
 - c. Surveys must be completed and returned to PD&T within one week
 - i. PPO's who wish to remain anonymous will be given that option.

76.16 TRAVEL & TRAINING REIMBURSEMENTS (CALEA 33.1.3)

Detailed guidelines and instructions are defined in the City's travel policy (City of Charleston Policy No. C-BF2.1). Costs eligible for reimbursement include mileage, if a city motor pool vehicle is not available to support travel, commercial aircraft, meals, hotel accommodations, registration fees, books and materials. Personal expenses are not reimbursable. These include, but are not limited to room service, in-room movie rentals, spouse/guest expenses of any kind, upgrades on airfare service, cost of traveler's checks or money orders and any expense not specifically listed as a reimbursable expense.

The officer or employee will complete a Training Request form requesting to attend training. This form should be approved by the employee's chain of command. Once authorization has been granted and/or denied a copy of the Training Request form will be forwarded to the Office of Professional Development and Training.

Upon the employee's return, a Travel Expense form (form TA-2) and supporting documentation will be completed by the employee, outlining specific dates and amounts of funds spent. The Office of Professional Development and Training will make a duplicate copy of all submitted forms for their files and will send the original expense recap to the city's finance office. The travel expense recap should normally be submitted to the finance office within five working days of return from travel, but in no case more than fifteen working days after return. All documents supporting the expenses claimed must be originals and should be attached to the Travel Expense Recap. The Travel Expense Recap must be approved and signed by the Administrative Services Bureau Commander before being submitted to Finance. The Finance Division audits each Travel Expense recap for accuracy and eligibility of claimed expenses.

76.17 ROLL-CALL TRAINING (CALEA 33.5.2)

Roll Call Training will be conducted on a monthly basis. A representative from PD&T will email out the topics for the month, one policy and one field guide, for the squad supervisor to go over with their squads. Once they have gone over each policy and field guide assigned, officers will sign the roster indicating they have gone over it and understand it. When all available officers have signed in, the team administrative sergeant will email PD&T advising of how many officers have received the training. This information will be kept on record at the office of PD&T and a written copy of the sign in sheet will be kept on record at the team office. The techniques to be utilized will depend on the subject matter being taught; however, the conference (seminar) method is generally most effective. The Training Staff will maintain close liaison with the South Carolina Criminal Justice Academy (SCCJA), in order that new procedures being taught there are passed along to officers of this department. Roll Call Training will normally be presented by a supervisor, but in special cases, a SCCJA Accredited Instructor will be assigned. As the topics taught are for the most part of an immediate need-to-know nature, evaluation of training can best be accomplished by the street supervisors monitoring the actions of their officers. Subjects to be taught will be identified by the Chief of Police, training needs assessments, the Training Committees and contact with the SCCJA as needed.

76.18 TRAINING FOR SPECIALIZED FUNCTIONS AND ASSIGNMENTS (CALEA 33.6.1)

It is the policy of the Charleston Police Department that training will be provided that will enable its personnel to conduct any specialized functions needed to accomplish the Department's Mission and/or Objectives. Training to develop specialized knowledge, skills, or abilities will also be provided as a component of the Department's career development program.

The Commanding Officer of the Professional Development and Training Office (PD&T), or designee, is responsible for developing, implementing, and documenting the training for positions that require specialized functions and/or assignments. The PT&D Office may delegate this responsibility if an outside member, division, and/or agency can better develop, conduct, or document the training. Commonly, the management, supervision, support, and training for a specialized assignment is the responsibility of the Commanding Officer of the Unit. The specialized unit will forward all schedules, lesson plans, and similar documents to the Commander of the Professional Development and Training Office for review and/or approval. It is the responsibility of the Professional Development and Training Office to ensure that training is delivered in the most practical manner available.

Once a member is assigned to a specialized function or assignment, the knowledge, skill, and/or ability for that employee to conduct the particular duty will be initially developed through training. These basic attributes will be further enhanced, through time, with additional training as deemed necessary by the Commanding Officer of the Unit.

The Commanding Officer of each organizational division of the Department is responsible for conducting an annual audit of that component to determine what specialized functions are conducted. In addition, each Unit Commander will inform the Commander of Professional Development and Training of any specialized functions that are new to that command or that are no longer conducted.

The Commanding Officer of the Professional Development and Training Office, or designee, will be responsible for announcing available specialized training, conducting the training, tracking recertification or retraining needs, announcing recertification or sustainment training, and maintaining an accurate record of all personnel capable of performing a specialized function.