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	<b>City of Charleston Police Department Policy and Procedure Manual</b>		EFFECTIVE DATE: <b>02/20/08</b>
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BY THE AUTHORITY OF THE CHIEF OF POLICE: 			

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### 76.1 PURPOSE

The Charleston Police Department recognizes that the training and professional development of employees is one of its most important responsibilities and considers proper training to be the foundation of all departmental activities. Therefore, it is the purpose of this General Order to set forth guidelines regarding the structure, functions, and responsibilities of the Professional Development and Training Unit (PD&T).

### 76.2 POLICY

It is the policy of the Charleston Police Department to provide the highest level of quality training to personnel that meets or exceeds city, state and federal standards and reflects current best practices. Training will be focused on the development and advancement of knowledge, skills and abilities of personnel through quality training programs that meet the department's mission, goals and objectives and support job related and professional development of sworn and non-sworn personnel. Training will reflect the department's dedication to professional growth and service to the community. The department's training program will ensure that personnel are properly trained to perform required functions, and accountability is maintained for all training required.

### 76.3 DEPARTMENTAL TRAINING UNIT (CALEA CH 33)

The Professional Development and Training Unit is responsible for the personal and professional development of all personnel. PD&T is responsible for the development, implementation, evaluation, administration and documentation of all departmental training programs and standards, and the coordination of all training through other agencies, institutions and providers.

### 76.4 AUTHORITY

The Professional Development & Training Unit operates under the authority of the Executive Deputy Chief and is a unit within the Professional Standards Division (PSD). PD&T is directed by a Lieutenant designated as the Training Commander. The Training Commander operates under the authority and supervision of PSD and reports directly to the Division Captain. The PSD Captain reports to the Executive Deputy Chief, who reports directly to the Chief of Police.

### 76.5 MISSION

It is the mission of the Professional Development & Training Unit to provide the highest level of quality training to personnel that meets or exceeds applicable state and federal standards, laws and regulations, department requirements and the community's needs. It is the goal of PD&T to facilitate professional and personal excellence, enhance organizational effectiveness, and continue to evolve to maintain the future success of the department consistent with the department's vision and goal of enhancing the abilities of current and future sworn and non-sworn personnel.

### 76.6 RESPONSIBILITIES

#### **Training Commander**

The Training Commander is responsible for the administration of the department's training function and overseeing all training activities associated with the department and its employees. The Training Commander is responsible for ensuring that all training requirements and program responsibilities are met, to include required law enforcement certifications. The Training Commander is responsible for the effective delivery of training, and the operation, organization and staffing of

the department's facilities.

**Responsibilities of the Unit**

PD&T is responsible for the following:

Training Program Development: PD&T is responsible for the planning, development, implementation, evaluation, coordination and administration of all departmental training programs to meet the needs of the department.

Standards and Certifications: PD&T is responsible for ensuring that all employees meet and maintain all required municipal, state and federal standards and certifications.

Training Instructors: PD&T is responsible for selecting and training department employees to serve as training instructors. All selected instructors will be appropriately certified..

Coordination: PD&T is responsible for coordinating and monitoring training activities and programs conducted by the department, SCCJA, and outside agencies.

Notification: PD&T is responsible for notifying personnel of available required and optional training programs.

Records: PD&T will maintain accurate records of all training completed by personnel and all training programs conducted by the department.

Career Enhancement: PD&T is responsible for continued learning of all personnel through employee development programs.

Training Facilities: PD&T is responsible for the operation, organization and staffing of the department's training facilities, to include the weapons range.

Police Explorers: PD&T is responsible for the department's **Police Explorers Program** and is under the control of the Training Commander.

Specialized and Advanced Training: PD&T will provide specialized and advanced training for employees to develop skills and abilities required to perform tasks associated with specialized functions. Specialized training required for Special Operations Departments will be designated to those specific units and commanders. For example, SWAT, EDT and Negotiations training will fall under the direction of the Special Operations Division.

**76.7 PERSONNEL**

PD&T consists of the Professional Development and Training Unit, Corporation Counsel, Weapons Range and Police Explorers.

PD&T Office Staffing:

1. Lieutenant (1)
2. Sergeants (3)
  - a. Administrative Sergeant
  - b. Firearms Range Master Sergeant
  - c. Leadership Development Institute Sergeant
3. Training Officer positions (MPO and below) (3)
4. Legal Counsel (civilian)
5. Professional Assistant (civilian)

**76.8 TRAINING COMMITTEE** (CALEA 4.2.2, 33.1.1 a-e)

The Department will establish a Training Committee to assist in developing and evaluating department training needs and obtaining input from agency units. The Training Committee will act in an advisory capacity and make recommendations to the Training Commander. The Committee will function as follows:

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1. The Training Commander will serve as chair of the Training Committee. The committee will be composed of minimum of 7 representatives from the department. The committee will consist of personnel within PD&T, Executive command staff, Training Attorney, certified instructor cadre, and department approved apprentices. **The** Internal Affairs Commander will be part of committee or consulted to identify patterns/trends for training needs.
2. Committee members will be selected by the Training Commander and serve for a period of 12 months. Member selection will occur annually.
3. The Training Committee will conduct needs assessments to develop in-service training, roll-call training, specialty courses, and civilian personnel training. The Committee will be responsible for and have the authority to provide advice and guidance to the Training Commander on areas of concern as voiced by members of the department, both sworn and non-sworn.
4. The Committee will report to the Training Commander.
5. The Training Committee, under the guidance of the Training Sergeant, shall conduct a training needs assessment and gain the input and approval of the executive command staff. The Training Commander will disseminate an annual training survey via PowerDMS to all sworn members of the department. The Training Committee and PD&T will review and discuss the results of the survey, and the Training Committee shall make recommendations to the Training Commander.
6. The training needs assessment and survey results 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.

76.9 TRAINING ATTENDANCE (CALEA 33.1.2; 33.5.1)

Employees assigned to departmental training are required to attend assigned training.

1. The Training Administrative Sergeant will be responsible for documenting all training attendance and successful completion of the training. Records of attendance will be kept by the PD&T Unit.
2. Employees will be excused from attending assigned training upon approval of the Training Commander.
3. Employees must request to be excused from training through their Chain of Command.
4. The Training Commander will review the reasons for absence, to include court appearances and unexcused absences and, if applicable, ensure that the employee is re-scheduled for the training.
5. The Training Commander will ensure employees are recognized for successful completion of the training program.

76.10 OUTSIDE TRAINING REIMBURSEMENT (CALEA 33.1.3)

Employees will be reimbursed for approved training programs outside of training provided by the department subject to department approval of the training and pursuant to the travel reimbursement guidelines and instructions in the City's travel policy (City of Charleston Policy No. C-BF2.1).

1. To be eligible for reimbursement, training must be pre-approved by the employee's chain of command. The employee must complete a Training Request Form and submit the form through Blue Team. Upon approval or denial, the Training Request Form, shall be forwarded to CPD Finance Department and PD&T. Unauthorized training will not be eligible for reimbursement.
2. An employee requesting reimbursement must fill out a Travel Expense Form (Form TA-2) with supporting documentation, outlining specific dates and amounts spent. All documents must be originals and attached and completed in Workday. The form and attachments shall be submitted to through Workday.

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3. Training related expenses eligible for reimbursement include: mileage (if a city motor pool vehicle is not available to support travel), commercial airfare, meals, hotel accommodations, registration fees, books, and materials. Personal expenses are not reimbursable, and 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 as directed by the City of Charleston policy and procedures.
4. Upon receipt of the Blue Team Approval, PD&T will complete the process (Travel Expense Form) in Workday, as directed by the City of Charleston Policy and Procedures. The Finance division performs an audit of each Travel Expense Recap for accuracy and eligibility of claimed expenses. All expenses will be completed, documented, and tracked through Workday.

### 76.11 LESSON PLAN REQUIREMENTS (CALEA 33.1.4 a-f)

Lesson plans will be developed and maintained for every class conducted by members of the Charleston Police Department.

1. Development of a lesson plan will be the responsibility of a basic instructor for each individual course. 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 SCCJA Law Enforcement Basic Instructor Manual.
2. Lesson plans for entry level and advanced training will be reviewed, updated as required, and approved by the Training Commander, during the month of January each year. In-service lesson plans will be developed and submitted for approval through the primary instructors, unit commander (if needed), to the Training Commander no later than December 15 for the annual in-service classes taught in the following year. The primary instructor for each class is responsible for reviewing and updating the lesson plan prior to teaching the class.
3. The Training Commander 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 the classes are taught.
4. All instruction conducted by any member of the Charleston Police Department will be developed, planned, and implemented in accordance with CALEA standards, department policies, SCCJA standards, and applicable state and federal laws.
5. Authors of lesson plans must submit draft lesson plans to the Training Commander within sufficient time for review and approval. Lesson plans must follow the SCCJA required format, and include:
  - a. Statement of purpose of instruction and performance objectives.
  - b. Content of training and applicable instructional techniques.
  - c. Bibliography containing resources used in developing the curriculum.
  - d. List of materials and resources required to deliver the program.
  - e. Identification of evaluation or testing procedures (if applicable).

### 76.12 REMEDIAL TRAINING (CALEA 33.1.5 a-b)

The Charleston Police Department recognizes there will be occasions when employees require additional instruction in the form of remedial training. Any request for remedial training will be made to the Training Commander. PD&T will have 30 days from a request for remedial training to complete the training.

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The need for remedial training may be determined by any of the following sources.

1. Annual evaluation or supervisor's recommendation.
2. Recommendations from department 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 or Training Instructor.
6. PD&T observation and review of specific course.
7. Employees who do not successfully complete a PD&T training program or have been otherwise recommended for remedial training by another CPD Unit.

The following requirements apply to department remedial training:

1. Remedial training will be documented and records will be kept in the PD&T Unit.
2. Remedial training will occur as soon as possible following notice of unsuccessful completion of training or referral for remediation from other CPD Units. PD&T will have 30 days from the date of request to complete the training.
3. The Training Commander will report any failures by employees to participate in remedial training to the employee's supervisor.
4. Unsuccessful participation in remedial training will be reported to the employee's supervisor for determination of further action by the department.
5. Employees directed by their supervisors to attend remedial training who do not attend or do not successfully complete the full course of instruction are subject to disciplinary action.

### 76.13 TRAINING RECORDS MAINTENANCE (CALEA 33.1.6)

The PD&T Unit will be responsible for maintaining records of employee training programs following their participation in training. Documentation of all employee training is maintained by PD&T and currently recorded in the OSSI RMS Employee Module, PowerDMS and PowerReady documentation systems. Records of employee training will be continuously updated following an employee's participation in training and reviewed on an annual basis. The information recorded includes: date(s) of training, type of training received, name of training course, name of instructor(s), location, hours credited, certificates received, attendance, test scores and any remedial training.

### 76.14 TRAINING CLASS RECORD MAINTENANCE (CALEA 33.1.7)

The PD&T Unit is responsible for maintaining records of each training class it conducts. Documentation of training is recorded in the OSSI RMS Employee Module PowerDMS and PowerReady. Records include:

1. The course content (lesson plans).
2. Names of department attendees.
3. Performance of individual attendees measured by tests, if administered.
4. Performance evaluations of attendees and instructor comments, if applicable.
5. Retention schedules for the lesson plans and related records.

### 76.15 TRAINING OFFICE ADMINISTRATION AND OPERATIONS, FACILITIES (CALEA 33.2.1; CALEA 33.2.2)

The Professional Development & Training Unit operates a Training Department for department employees. The administration and operation of the training department is under the direction of the Training Commander.

1. PD&T shall establish specific annual goals and objectives each fiscal year. Goals and objectives should include:
  - a. Improve service to and relations between the police and the community.
  - b. Heighten interaction between the police and criminal justice system.

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- c. Educate police officers in exercising authority and discretion.
  - d. Improve productivity and effectiveness.
  - e. Provide quality instruction by utilizing the expertise of members within CPD and the criminal justice system.
  - f. Provide unity of purpose through common training.
  - g. Keep members informed of the latest changes in practices in law in the law enforcement community.
  - h. Promote the pursuit of higher education.
2. The training office will be organized and staffed as follows:
    - a. PD&T shall function as a component of the Professional Standards Division.
    - b. The pre-academy and in-service units shall be maintained under PD&T.
    - c. The firearms section shall oversee range operations and firearms maintenance.
  3. The PD&T unit shall plan, develop, implement, revise, and evaluate training programs to meet the needs of the department.
  4. PD&T Unit facilities:
    - a. PD&T staff shall maintain administrative offices, including a library of resources and adequate classroom facilities.
    - b. Classroom space and physical training space consistent with the curriculum being taught shall be provided for the purpose of equipping a physical environment that is conducive to learning.
    - c. The PD&T staff shall manage an outdoor firing range as detailed in GO 24. The range shall provide physically safe and environmentally sound facilities to conduct firearms training.

76.16 STATE LAW ENFORCEMENT TRAINING COUNCIL AND ACADEMY ROLES (CALEA 33.2.3)

The South Carolina Law Enforcement Training Council (“Council”) is authorized to certify and train qualified candidates and applicants for law enforcement officers. **SC 23-23-80(6)**. Certification will occur upon the successful completion of the prescribed training course. **SC Reg. 37-004**. The Council has established minimum standards for training all law enforcement officers in South Carolina. **SC 23-23-10 (B)**. Law enforcement agencies are encouraged to establish standards higher than the minimum standards. **SC 23-23-10 (B)**.

The South Carolina Criminal Justice Academy (“Academy”) provides facilities for training, administers the training, and enforces the minimum standards for officer certification. Basic and advanced training must be provided at the Academy training facility (**SC 23-23-20**).

**Class 1 Certifications:**

Candidates for basic certification as law enforcement officers with full powers shall successfully complete a training program approved by Council and will be certified as Class 1-LE. (**SC Reg. 37-005(A)(1)**).

The Academy has delegated training of 4 weeks of Academy basic law enforcement training for Class 1 Law Enforcement Certification candidates to outside agencies. The Charleston Police Department will provide the 4 weeks of training to Police Corps candidates prior to attending the Academy.

**Class 3 Certifications: (Transport Officers)**

Limited Duty Class 3 Advanced

Candidates are required to complete over 170 hours of video-based training at their agency and complete a Firearms Proficiency and Defensive Tactics Proficiency in front of the SCCJA Mobile Training Unit, then pass a cumulative exam. Limited Duty Officers should be trained and certified within the first year of employment in that capacity.

Prior Training

The Council will review equivalent prior training and training from other states, federal and military. **S.C. Reg. 37-006.**

Continued Training Requirement

The Council requires continued training of certified law enforcement officers. **SC Code 23-23-80 (8).** The Council requires continuing law enforcement education (CLEE) for re-certification. **SC Reg. 37-010.**

Required Minimum Standards/Post Basic Academy Field Training

The Council has established required minimum standards for law enforcement agencies to include mandatory and uniform post basic academy field training. **SC 23-23-85(A)(5).**

Verification of Patrol Canine Teams

The Academy must verify that Patrol Canine teams have been certified by a nationally recognized police dog association or similar organization. **SC 23-23-140 (B).**

Agreement with State Academy

The following agreement exists between the two agencies:

The Charleston Police Department is not financially obligated to the Academy, except for transportation.

1. Members of the department will be governed by Academy rules and may be dismissed by the Academy if they fail to conform.
2. Officers injured while at the Academy will be treated as City employees and subject to City policy.
  - a. In-training injury at the Academy will be subject to worker's compensation laws.
  - b. After-hours injury may not be subject to worker's compensation laws.
3. The Academy may require the department to provide instructors to assist Academy staff. The Academy will provide a letter of request to the department. The Training Commander will select an officer to meet this request.
4. Suggestions regarding Academy operations shall be made in writing to the Academy Director.
5. PD&T will maintain close liaison with the Academy and be responsible for keeping training officers abreast of new techniques taught at the Academy.

**76.16 OUTSIDE ACADEMY AGENCY SPECIFIC TRAINING (CALEA 33.2.4)**

Following successful completion of SCCJA training, newly certified officers will receive training on CPD's policies, procedures, rules and regulations. Officers will receive this training in the PTO program and Police Corps.

**76.17 TRAINING INSTRUCTORS (CALEA 33.3.1)**

All personnel assigned to the PD&T unit as instructors shall receive instructor development training prior to assuming training responsibilities. When required, instructors will be certified through the SCCJA, the state certification body. Instructor training will be periodically reviewed and updated per applicable requirements, and will focus on specific instructional needs of the department.

SCCJA instructor certification will be in Basic Instructor Development (BID) or Specific Skills Instruction (SSI), as well as specialty field instruction and other specialized certifications. Specialty field instruction requires SCCJA certification in addition to BID or SSI certification. These disciplines include: defensive tactics, firearms, emergency vehicle operations, and less lethal weapons (OC). Other outside specialized certifications, such as Taser, tac-med and active-shooter, may be required and must be approved by PD&T prior to instruction.

Hours instructed will be tracked and sent to SCCJA to meet certification requirements and SCCJA recertification every two years. SCCJA certified instructors will be tenured at the discretion of PD&T.

All personnel assigned as instructors will receive training instructor development training which includes, at a minimum:

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1. Lesson plan development;
2. Performance objective development;
3. Instructional techniques;
4. Learning theory
5. Testing and evaluation techniques; and
6. Resource availability and use.

Instructors are selected based upon the nature of their job within the department and/or their knowledge of subject matter knowledge. To be considered for selection as an instructor, an officer must:

1. The officer must be released to independent duty.
2. No disciplinary issues for one year (cases may be reviewed by PD&T and on the severity of the infraction).
3. If no openings currently exist in a specialty, the candidate may be assigned to another specialty.
4. Letter of recommendation from the officer's current supervisor or chain of command.
5. Final approval through PD&T.

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 the individual's knowledge and experience. Factors to consider, include:

1. Specialized military experience and training.
2. Prior certified officers with certification in Specific Skills/Basic Instructor and a specialty approved by SCCJA.

**Apprentice Program:**

The PD&T apprentice program is designed for officers interested in becoming certified instructors in any department training discipline. The program allows officers to begin development as an instructor, while awaiting acceptance or completion of an instructor certification course. Once selected, officers serve in this collateral duty to assist instructors in various disciplines in the department's training program. PD&T will make every opportunity available for officers to succeed as an apprentice and instructor.

To be considered for selection as an apprentice, the officer must:

1. Be released to independent duty.
2. Approval through the chain of command and PD&T Commander.

Exceptions to the requirements shall be made at the discretion of PD&T and the Training Commander. Exceptions may be made for officers who possess prior certification or military but lack the department employment requirement.

Selected Apprentices:

1. Once selected, officers will serve as an apprentice for a minimum of 1 year prior to receiving a certification. Certifications will be available based on the availability of course.
2. After the completion of one year of service as an apprentice, PD&T will determine whether an officer will remain or be removed from the program. This decision will be based on hours logged, knowledge of the discipline, and discussion through the chain of command.
3. Apprentices will log hours spent assisting with training in the Police Corps program, block training, and other course of instruction. Tracked in PowerDMS and developed QR code tracking systems.
4. Apprentices are not authorized to instruct material during any training conducted. Officers will be under the direct supervision of a certified instructor designated by PD&T.
5. Apprentices will observe and assist with training logistics when designated by the instructors of the course.

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6. PD&T will develop separate courses around the “train the trainer” concept to further assist in apprentice development.
7. PD&T and certified instructors will assist with the preparation of the apprentice prior to attending a certification course.

76.18 RECRUIT TRAINING (CALEA 1.1.1, 1.2.1, 33.4.1, 33.4.2)

All sworn officers must successfully complete the SCCJA recruit training basic law enforcement program prior to assignment in any capacity where an officer is permitted to carry a weapon, is in a position to enforce the law or make an arrest, unless part of the department’s formal patrol training program (PTO).

All personnel (new hire, in and out of state lateral hires) must take and abide by an oath of office to enforce the law and uphold the U.S. Constitution, S.C. Constitution and applicable federal, state, and municipal laws prior to assuming sworn status.

**Pre-Academy Training – Charleston Police Corps**

**Legal Authority.** Police Corps graduates who have been sworn in by CPD, shall have the following law enforcement authority and the following limits of law enforcement authority prior to certification as a Class 1 law enforcement officer by the SCCJA/LETC. (SCLEA 1.3)

**Police Corps Training Program Requirements:**

Prior to attendance at the Academy, newly hired officers will attend the department’s 12-week Police Corps Training Program. The goal of the Police Corps program is to prepare officers to be successful at the Academy, and future officers of the department. Police Corp is hosted at the department’s training facility, and is held Monday through Friday.

The department’s Police Corps program includes:

1. Four weeks of SCCJA mandated basic law enforcement (BLE) curriculum, to include a SCCJA test at the end of each week of instruction. Following completion of the four-week curriculum, recruits will take a SCCJA comprehensive test (Written and Physical Assessment Test PAT). CPD utilizes internal subject matter experts to instruct all SCCJA mandated courses.
2. Eight weeks of courses developed by the department, with a focus on CPD standards and protocols. All courses are instructed by PD&T personnel or internal subject matter expert instructors. Training will include firearms qualifications, response to resistance and aggression training, policy review, use of force/duty to intervene, emergency vehicle operation (evo), active assailant training, scenario-based training, mental awareness training, community history, and many other blocks of training.
3. All progress is tracked and maintained through the agencies’ PowerReady software.

**Lateral/Special Basic**

Candidates who qualify for Special Basic Class 1 transition fall into one of two categories:

1. A former Class 1 certified officer in South Carolina who has not held a Class 1 certification for over one year and not more than three years.
2. An out-of-state officer holding police certification in another state deemed in good standing.

SCCJA policy states that out-of-state officers must be currently certifiable in the state of South Carolina or not have a break in service of more than three years. In all cases, each candidate’s records must be presented to SCCJA for review. If the candidate is eligible for Special Basic Class 1 the candidate will be required to complete Special Basic Online Videos at the Agency and then be presented for a cumulative exam. Upon passing the cumulative exam they will have to pass a Firearms Proficiency and then a Driving Proficiency.

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Successful completion, officers will complete the required certifications needed. Internal firearms training and qualifications, policy review, less lethal weapons certification, and defensive tactics training. This will be accomplished during a scheduled in-service (Block Training week) week before beginning the patrol training officer program.

### 76.19 PATROL TRAINING OFFICER PROGRAM (PTO) (CALEA 33.4.3)

All Sworn Class 1 officers will complete the departmental Patrol Training Officer Training program (consisting of a minimum of 160 hours). A post academy training model focusing on adult learning and problem-based learning focusing on core competencies of community policing, law, policy, ethics, tactics, geography, and command and control. The program develops critical thinking, emotional intelligence, and proactive problem solving.

The PTO Program consists of the following:

1. 15-week process after successful completion of both Police Corps and the SCCJA BLE Class 1 certification. Laterals and Special Basic officers will complete a 5-week program. All officers are subject to the full 15-week program at the discretion of the PD&T Commander and/or Chief of Police.
2. Week 1 is a 3-day post SCCJA review:
  - a. Equipment review and systems access granted.
  - b. PTO program overview
  - c. Policy Review
  - d. Firearms training
  - e. Scenario Based training.
3. Four Phase Process – Successful completion of each phase is approved and document by the Patrol Training Officer. Final approval at each phase is the PD&T Commander and/or Administrative Sergeant.
  - a. Phase 1 – 3 full shift rotations or 12 consecutive shifts.
  - b. Phase 2 – 3 full shift rotations or 12 consecutive shifts.
  - c. Midterm assessment – 1 full shift rotation or 4 consecutive shifts.
  - d. Phase 3 – 3 full shift rotations or 12 consecutive shifts.
  - e. Phase 4 – 3 full shift rotations or 12 consecutive shifts.
  - f. Final Assessment – 1 full shift rotation or 4 consecutive shifts.
4. Each Phase will consist of a different PTO. The Midterm and Final Assessment will be the same PTO for consistency.
5. Program documentation is tracked through the department's PowerReady software system. Each phase consists of selected performance skills, activities, quizzes, alerts, and daily observation reports/summaries. These are used to assure each officer meets the standards and qualifications needed to be released to independent duty. All monitored and approved by the PD&T office.
6. Completion requires approval from all PTO's, PD&T Command and or Administrative Sergeant, and review from Patrol Captain. **Failure to successfully complete the program will result in termination.**
7. Remediation: During any phase of the training, trainees can be subject to remediation training at the direction of the PD&T commander and chain of command. This decision is complete after careful review of document progress, meetings with trainee and PTO, or at the direction of Patrol commanders.

### 76.20 PATROL TRAINING OFFICER SELECTION/TRAINING

Officers selected to become a Patrol Training Officer must be released to independent duty for 2 years, receive approval through their chain of command and submit for approval to PD&T. Once selected, the officers must attend a mandatory 3-

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day training certification course. After becoming a certified PTO, the officer will begin the process of training officers. While PTOs are training trainee's, the officer will receive .50 pay adjustment. The officer will adjust this rate increase in the Workday system on the shifts they are training.

### 76.21 SERGEANT TRAINING PROGRAM

The Field Training Sergeant Program is a four-week (4-5 shifts per week) program designed to provide standardized training and evaluation for newly promoted sergeants of the City of Charleston Police Department. The program develops core Patrol Sergeant competencies through structured instruction and supervised field training across multiple divisions. Sergeants in Training are exposed to a broad range of departmental functions to ensure proficiency in all supervisory responsibilities. Training is conducted on both day and evening shifts. Each phase requires completion of daily documentations in the PowerReady tracking/documentation software (performance skills, activities, alerts, and daily observation reports/summaries). Sergeants in training will be trained by a minimum of three training Sergeants. The Professional Development and Training (PD&T) Division will assign Sergeants in training, maintain training documentation, and complete the final evaluation prior to assignment to supervisory duties. See General Order 21.10.

### 76.22 ANNUAL IN-SERVICE TRAINING PROGRAM (CALEA 4.1.2, 4.3.2, 4.3.3, 33.5.1)

All sworn personnel are required to complete the department's annual in-service training (Block Training) according to the Class Officer position and functions, to include legal updates. All Class 1 and Class 3 Advanced are required to attend annual in-service training. This training is mandatory and consists of 40-hours of state accredited training, required maintain the State level Class 1 or Class 3 advanced certification. PD&T must submit a Mandatory Retraining Notifications (MRN) every three years documented the following State training requirements: annual firearms qualification, less lethal weapons, Use of Force, Total Acadis hours, total in-service hours, EVO, mental health, SCDL check, NCIC check, and credit check. This is submitted every three years on the officer's certification date.

In-Service training will include the following topics: Agency policy, procedures, rules and regulations; statutory or case law affecting law enforcement operations; function of agency in criminal justice system; exercise of discretion in the decision to invoke the criminal justice process; interrogation and interviewing techniques, use of force policy, including deadly force; emergency medical services; performance evaluation system; emergency fire suppression techniques; new investigative or technological techniques; hazardous materials incidents; contingency plans including relating to special operations; crime prevention policies and procedures; collection and preservation of evidence; report writing and records system procedures and requirements; victim/witness rights, policies and procedures. Leadership, ethics, and integrity, to include cultural influences, Policy compliance, and Legal updates.

The annual retraining program must be consistent with the requirements of SCCJA and South Carolina State law.

#### Annual In-Service Training

Use of Deadly Force Policy Review – All sworn employees.

All personnel authorized to carry weapons are required to receive in-service training on the department's use of force policies. Training will be documented.

All personnel authorized to carry firearms and electronic control weapons must demonstrate proficiency with the approved weapons during annual in-service training.

In-service training for other than less lethal weapons and weaponless control techniques shall occur annually. All weapons proficiency will be documented. Proficiency Training must be monitored by a certified instructor. Current instructor certification will be documented.

Proficiency includes:

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1. Achieving minimum proficiency on a prescribed course;
2. Demonstrating knowledge of laws concerning use of weapon(s), agency policy on use of force, escalating force, deadly force;
3. Be familiar with recognized safe-handling procedures for use of the weapons; and
4. Qualification and instruction of all weapons should be provided by a certified weapons instructor.

Training and Proficiency must be documented.

Employees who fail to qualify with an authorized weapon prior to resuming official duties, will receive remedial training as authorized by the Training Commander. Remedial training will be documented. Remedial referrals and documentation will be kept.

Should an officer be unable to qualify for handgun proficiency, the firearms range master will secure the firearm, notify PD&T Commander and the officer's chain of command. The officer will be placed on administrative duty until remediation training is conducted along with a passing firearms qualification score. All will be documented by PD&T.

All employees authorized to carry weapons will be issued copies of and be instructed on agency policies before being authorized to carry a weapon. Issuance and instruction shall be documented.

### 76.23 MASTER ROLL CALL/POWERDMS TRAINING

Master Roll Call/PowerDMS training shall be conducted by the department on a scheduled or as-needed basis. This training delivery method is used to ensure timely dissemination of critical information to agency personnel. Training may include, but is not limited to, state law and city ordinance changes, policy updates, information bulletins, After-Action Reviews, department overviews, annual training videos, Chief's briefings, and other necessary training. Attendance shall be documented in PowerDMS or through an electronic sign-in process.

### 76.24 ACCREDITATION PROCESS ORIENTATION (CALEA 33.5.3)

All agency personnel shall receive information regarding the accreditation process as follows:

1. All newly hired agency personnel shall receive the information within 30 days after employment begins or 30 days after completing the recruit academy; and
2. All agency personnel during the self-assessment phase associated with achieving initial accreditation.

### 76.25 ACCREDITATION MANAGER TRAINING (CALEA 33.5.4)

The department's accreditation manager shall receive specialized training within one year of being appointed and shall be responsible for providing training to other agency personnel assigned to the process.

### 76.26 LEADERSHIP DEVELOPMENT INSTITUTE

PD&T is responsible for the professional development of sworn and professional staff through the unit's Leadership Development Institute (LDI). The purpose of LDI is to establish a framework for lasting cultural transformation through more effective leadership at all levels. LDI's system for success is talent-based, inclusion focused, while prioritizing the mission of the department.

The LDI develops, promotes and administers leadership programs centered on excellence for organizational sustainability, succession planning, and cultivating leadership competencies within officers and the civilian workforce. The programs will be objective driven and focus on modeling, coaching and requiring behaviors and actions that align with the department's core values using a quantitative and qualitative approach to deliver results.

#### Charleston Police Executive Leadership Summit

The Charleston Police Executive Leadership Summit is a four-month command college consisting of 96 hours of instruction, offered annually to regional law enforcement executives. The primary objective of the program is to provide

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law enforcement executives with the knowledge and skills necessary to lead effectively in a modern law enforcement agency. The program training sessions and projects focus on self-development, team building, and community engagement. Law Enforcement agencies recommend candidates for attendance at the sessions. Instructors of the program will be subject matter experts in their field selected by PD&T. Successful completion of the program requires course attendance, completion of required assignments, and presentation of a capstone project. Graduates will receive a certificate of completion. Department employees may be eligible to receive CEP credit upon successful completion of the program.

### 76.27 NON-SWORN TRAINING (CALEA 33.7.1; 33.7.2)

As designated by the Civilian Training Committee, all Civilian Employees are required to 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:

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.

### 76.28 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

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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.