

Greer Police Department

General Order 420.1 Training

This order consists of the following numbered sections:

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By Order of: *Matt Hamby*
Chief of Police

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I. GOALS AND FUNCTIONS

A. Training Goals

1. The Greer Police Department has an obligation to provide a professional standard of law enforcement service to this community. In fulfilling that responsibility, it is essential that Departmental personnel be properly trained. This is true not only at the entrance level where employees must receive basic training prior to assumption of police duties, but it is a continuous process throughout their careers. To these ends, the following training goals are established.
 - a. Provide job-related training for all personnel;
 - b. Train employees to be better prepared to act decisively and correctly in a wide variety of circumstances;
 - c. Provide training for specialization, advancement opportunity, and general safety of employees;
 - d. Provide training to meet the requirements mandated by law;
 - e. Provide training necessary to meet the Department's mission.

B. Training Function

This primary responsibility for fulfilling training requirements rests with the Department Training Sergeant. The Training Sergeant is responsible for assessing, developing and administering the training program within the scope of the Department's training objectives. In administering this program, the Training Sergeant may assign any of these duties as necessary. The Training Sergeant reports to the Administrative Lieutenant.

II. TRAINING ACTIVITIES

A. The activities of the training function include:

1. Plan and develop training programs.
2. Post and update as necessary a training schedule.
3. Make available training brochures and academy training information.
4. Maintain training records.
5. Ensure that required training programs are attended.
6. Implement training programs.
7. Train Police Training Officers

8. Evaluate training programs for future use.
9. Coordinate training programs.

B. Training Needs Analysis

In developing training sessions and programs, the following will be considered as a resource in placing priority on training needs:

1. Staff reports and meeting discussions.
2. Consultation with Supervisors and Division Commanders.
3. Field observations.
4. Training evaluation reports and training committee input.
5. Recommendations from the Chief of Police.
6. Professional Standards Investigations reports.
7. Consultation with prosecutors and judges.
8. Personnel performance evaluations.
9. Any other resource available and pertinent.

E. Attendance Requirements

All assigned training will be attended by all personnel so directed. Personnel on vacation, court assignment that conflicts with the training schedule, sick or injury leave, or other cause, with prior approval by their Supervisor, may be excused. The Supervisor will notify the Training Sergeant regarding the officer's absence from training. If required, a make-up of missed training will be accomplished as soon as practical.

F. Training Reimbursement

Any necessary reimbursement for training costs incurred by the employee for mileage, meals, tuition, housing, etc., will be compensated in accordance with policies established by the City of Greer.

III. OUTSIDE RESOURCES

A. Use of Resources - Public and Private

The Greer Police Department encourages the development of training programs using the resources of both public and private sectors of this community. Resources include the South Carolina Criminal Justice Academy, Greenville County Sheriff's Office; Spartanburg Sheriff's Department; County Solicitor Offices; and the International Association of

Chiefs of Police. In the private sector, numerous sources of training are available and utilized on given topics.

B. Interagency Training

Department personnel may be assigned to attend training sponsored by other criminal justice agencies or personnel from other agencies may be invited to attend training sessions sponsored by the Department when the training meets an identifiable training need and:

1. Increases operational or administrative effectiveness.
2. Improves interagency cooperation.
3. Promote better understanding between criminal justice agencies.

IV. INTERNAL RESOURCES

A. Training Location

The Greer Police Department will provide classroom space and appropriate necessary equipment for internal training programs.

B. Training Curriculum

1. In the development of training programs, employee job descriptions and performance evaluations will be used to ensure job relatedness of training as it relates to knowledge and skills necessary to perform various tasks.
2. The Department also relies on the standards set out by the South Carolina Criminal Justice Academy for Certification and re-certification of law enforcement personnel.

C. Performance Objectives

Specific performance objectives are developed for all training programs. The performance objectives encompass the following activities:

1. Providing clear statements of the subject matter to be learned.
2. Focusing on the various elements of the job task analysis used to justify the training.
3. Providing a basis for evaluating the classroom participants and the training program.

D. Lesson Plan Required

1. Lesson plans will be required for all in-house training programs.
2. Instructors shall ensure that their courses are adequately taught from lesson plan outlines.

3. Lesson plans should include provisions for the following:
 - a. Name and title of the course.
 - b. Statement of course objectives.
 - c. Content of the material and instructional technique to be utilized.
 - d. List of resources used in the development of the material.
 - e. List of resources required in the delivery of the program.
 - f. Student performance and job related objectives such as skills that should be demonstrated or knowledge expected to be acquired.
 - g. Field experience when appropriate.
 - h. Testing material.

E. Lesson Plan Approval

1. Lesson plans will be submitted by instructors for approval prior to the training date. All lesson plans, to include those from outside vendors, will be approved by the Training Sergeant, who will ensure that the plan is consistent with Department objectives, applicable law and needs of the community.
2. Lesson plans for training approved by the South Carolina Criminal Justice Academy are considered approved for use by employees of this Department.
3. The Training Sergeant shall be responsible for the submission of lesson plans to the South Carolina Criminal Justice Academy for approval.
4. Lesson Plans shall be retained for a minimum of three years.

F. Tests

Course instructors will determine the need for pre-and/or post-tests that may be required. As a general rule, specialized, pre-promotional and advanced training will require tests. Tests will be developed by the instructor and should be based on course objective as stated in the lesson plan. Testing format may be a written exam or a performance exercise. Pass/fail scores will be 75%, or higher, based on a value of 100%.

V. REMEDIAL TRAINING

- A. Remedial training is individualized instruction used for specific deficiencies in personnel performance. Generally, the need for remedial training is recognized during routine supervisory evaluation, during training, evaluation during routine job performance, or during inspection
- B. Training and proficiency requirements that are mandated by state law, South Carolina Criminal Justice Academy standards, or Department directives will require remedial training if failed. Job tasks such as weapon firing, non-lethal weapons techniques and

driving skills that are unsatisfactorily performed will require remedial training. Essentially, any aspect of law enforcement that incurs liability because of lack of proper training will require remedial training if failed by the employee.

- C. Remedial training will be made available by the Training Sergeant as the need arises. Completion of the training will be accomplished as soon as possible after the deficiency is observed.
- D. Personnel designated to receive remedial training are required to attend the appropriate classes. Failure of these personnel to participate will be reported through the chain of command to the Chief of Police. Disciplinary action may result.

VI. TRAINING RECORDS

- A. Any training received by personnel will be listed in the employee's training record. Training records include the following:

- 1. Name
- 2. Course title/when and where attended
- 3. Hours of instruction
- 4. Score (if tested)
- 5. Certificates issued

- B. Training Class Records

Records of all in-service training will include at a minimum:

- 1. Lesson plan
- 2. Roster of attendees
- 3. Performance of individual attendees as measured by tests, if administered

- C. Training Records

- 1. The release of training records by this Department will be governed by South Carolina state law and the Public Records Act.
- 2. Training records are essentially administrative records maintained by the Department for reference purposes and, as such, are available to employees and the public upon request during normal business hours or as otherwise arranged.
- 3. It is the responsibility of the employee receiving training to provide the Training Sergeant with copies of the registration information and any certifications received. This information will be used to document the training both to the SC Criminal Academy for re-certification and in the employee's personnel file.

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VII. TRAINING INSTRUCTORS

- A. Department officers designated as Training Instructors should attend and complete the Training Instructor's course provided by the S.C. Criminal Justice Academy. Officers having recognized expertise in a subject matter may be considered for designation as instructors in their field of expertise without specific instructor training on a case-by-case basis.

B. Instructor Tenure

Personnel assigned as Instructors in the various disciplines will maintain tenure during such time as any certificates required are current. Upon lapse of a dated certificate, status as an Instructor in that discipline is terminated.

C. Instructor Qualifications

1. All Department Instructors who teach courses mandated by state law are required to possess Instructor Certification from the S.C. Criminal Justice Academy.
2. This certification includes training in the following areas:
 - a. Lesson plan development
 - b. Performance objective development
 - c. Instructional techniques
 - e. Testing and evaluation techniques
 - f. Resource availability and use
 - g. Learning theory
3. Instructors teaching courses not mandated by state law will be selected as outlined in "A" above.
4. Instructors within the Department may only instruct in areas in which they hold certification. Many specialty areas require specialized Instructor training and only properly certified instructors may train in those areas. These areas include Driving; Conducted Energy Devices; Chemical Aerosol Projectors; Ground Defensive Tactics; Weapon Retention; Spontaneous Knife Defense.

current

Firearms;
Defense;

D. Outside Instructors

Instructors selected from outside the Department will be selected for their expertise and their ability to provide quality instruction that normally cannot be provided by instructors from within this Department. The selection process for these instructors is based upon their experience, reputation, and relevancy of their instructional material as well as their formal academic credentials in their topic of instruction. Compensation for these instructors will be individually negotiated.

II. RECRUIT TRAINING

- A. All newly hired, non-certified police officers must attend the South Carolina Criminal

Justice Academy (SCCJA). Basic police training in the State of South Carolina is funded by the State of S. C. and has been standardized by the formation of the S.C. Criminal Justice Training Council as authorized by S.C. Code of Law 23-23-10. This basic recruit training will be completed prior to any assignment, in any capacity in which the officer is allowed to carry a weapon or is in a position to enforce the law or make an arrest.

- B. The SC Criminal Justice Training Council has established the criteria for the operation of basic police training throughout the State of South Carolina. The Academy Director and staff are responsible for course content and quality of instruction. The Greer Police Department evaluates the quality and effectiveness of basic training and provides input to the Academy.
- C. In view of the fact that police officer basic training has been standardized throughout the State of South Carolina, the Administrative Lieutenant will place all non-certified recruit officers with the Academy. The Training Sergeant serves as the liaison with the Academy.
 - 1. The staffing, facilities, instructors or other resources required to operate the Academy will be the responsibility of the Academy. When requested by the Academy and approved by the Chief of Police, Greer Police officers may instruct in the Academy in an on-duty status without additional compensation from the Academy. Any officer with a state Instructor's Certification may instruct in the Academy as part of their continued certification with the approval of the Chief of Police.
 - 2. The Greer Police Department assumes all normal liabilities of its employees attending the Academy.
- D. Employees receiving training from the Academy will also receive instruction on Greer Police Department policies, procedures, rules and regulations. This instruction will be provided prior to or upon completion of basic recruit training at the Academy by the Training Sergeant or Police Training Officers under the direction of the Training Sergeant.
- E. The South Carolina Criminal Justice Academy provides a manual to recruit officers which includes information concerning:
 - 1. Organization of the Academy
 - 2. The Academy's rules and regulations
 - 3. The Academy's rating, testing and evaluation system
 - 4. Physical fitness and proficiency skill requirements
 - 5. Daily training schedules
- F. Curriculum Requirements

The curriculum for basic police training in the State of South Carolina has been developed by the South Carolina Criminal Justice Academy and Training Council. The basic curriculum is based on the most frequent assignments of police officers in the State of South Carolina. In addition, the Academy requires testing of each skill or course taught. Successful completion is dependent upon mandatory attendance rules and achievement of a passing grade in the course of study.

2. The current training requirements of the South Carolina Criminal Justice Academy exceed three hundred hours.

G. Police Field Training Program (FTO)

1. Upon completion of the basic police training program, a newly sworn officer will be provided a minimum of four (4) weeks field training by this agency known as the Police Training Program. The Police Training Program will be approved by the Chief of Police.
2. FTO candidates should be completely familiar with the policies and procedures of the Greer Police Department. FTO candidates must have demonstrated adequate skill, knowledge, and ability to perform the tasks that will be taught to the trainee. In addition, FTO candidates must have demonstrated a positive attitude toward the job and profession, be enthusiastic, able to inspire confidence and motivate the trainee to seek the best possible results from the field training experience. Officers interested in serving as a FTO should make their interest known through the chain of command. Candidates will be evaluated and selected by the Chief and members of the Command Staff if the following criteria is met:
 - a. Satisfactory evaluations for the last two years in all categories.
 - b. No sustained major complaints within the past two years.
 - c. All FTOs will complete a mandatory Field Training class.
 - d. Periodic in-service training will be provided as required to keep FTO's current in assigned responsibilities.
3. FTOs shall be responsible to their regular supervisor in exercising the duties assigned. The Training Sergeant shall oversee the FTO program and the officers serving in a PTO capacity. The Training Sergeant shall receive updates on recruit progress and ensure that paperwork is fully completed, reviewed, and submitted in a timely manner.
4. Training of FTOs will be accomplished through the use of the FTO manual, listing goals and objectives and duties of the FTO, evaluation processes, and a Police Training Officer class.
5. The FTO Program will rotate field assignments to include patrol on day and night shifts, as well as the Traffic Section.
6. The FTO will report any problems of a significant nature with the training to the squad supervisor when it first becomes apparent. The supervisor will review the problem and determine the type of corrective action to be taken. If the problem is not abated, consultation with the Training Sergeant, Patrol Commander and/or Command Staff shall be made to determine the appropriate course of action.
7. FTOs are required to document the training both in the Coaching and Training Report (CTR) and the Field Training Manual. CTR's are due for completion at the end of each phase. The CTR for each trainee shall be entered into Guardian Tracking by the Training Sergeant and then entered into the trainee's personnel and training file.
 8. Recruits are not released from training and assigned to a team until they have satisfactorily completed the FTO program including a Review Board consisting of

the primary FTO, representatives from the Command Staff, and other Departmental personnel as designated by the Training Officer. Any remedial training as designated by the Review Board.

III. POST-RECRUIT TRAINING

- A. All sworn personnel are required to complete annual in service training which includes, but is not limited to, firearms re-qualification, legal updates, biased based policing and emergency vehicle operation.
 - 1. All personnel will receive information about the accreditation process in the following manner:
 - a. All newly hired personnel will receive the information within 30 days after their employment begins.
 - b. All agency personnel will receive information during the self-assessment phase when the department is achieving their initial accreditation.
 - c. All agency personnel will receive information regarding accreditation prior to an on-site assessment.
 - d. Those assigned as Accreditation Managers shall receive specialized accreditation manager training within one year of appointment
- B. Roll Call Training
 - 1. The Department will transmit information to members through the use of roll call training to supplement in-service training.
 - 2. Roll call training will be under the supervision of the Training Sergeant in order to relate current information in a timely manner.
 - 3. The Patrol Training Officers, under the guidance of the Training Sergeant, will contribute to and, at times, lead roll call training, which will generally consist of brief synopses of information, including updates on policies and procedures or recent court decisions and criminal justice opinions. Squad Supervisors may also initiate roll call training.
 - 4. Roll call training may include a wide variety of techniques, including but not limited to lecture, on-line video or tapes, written documents to be distributed to members, audio tapes and discussions.
 - 5. The Training Sergeant and PTOs will attempt to utilize materials prepared by the various training academies that the Department selects to review and retrain on basic or advanced materials.
 - 6. Instructional methodology may include lectures, discussions, and/or demonstrations, depending on the nature and content of the material.
 - 7. The Training Sergeant may utilize members who have received updated and/or specialized training to prepare and/or present roll call segments.
 - 8. The roll call training program will be reviewed as needed by the Command and Supervisory staff.

9. Roll call training will vary in frequency and duration and will be scheduled on an "as-needed" basis, relying on recommendations from command and supervisory staff for suggested training topics. Roll Call Training will be documented on the Shift Daily Report.
10. Monthly General Order reviews are documented through PowerDMS

IV. SPECIALIZED TRAINING

A. Specialized Training Required

Specialized training will be required of members assigned to the following areas, including but not limited to: supervision, investigations, school resource officers, speed measurement device operators, firearms instructor, patrol rifle instructor, evidence technicians, traffic officers, narcotic officers, Emergency Response Team, K-9, PIO, NCIC, instructors of state-mandated courses such as ground defense and defensive tactics, and other assignments as may be determined.

Training will be provided by the department or an outside academy, school, or university with certification granted upon completion. This will ensure that specific course content and hours of participation have been provided and that the content and hours of instruction have been based on a job task analysis of the specialization, if appropriate.

Training required to acquire and maintain the appropriate certifications is monitored by the Training Sergeant and tracked through PowerDMS to include the date of initial certification and the date needed to recertify.

B. Specialized Training

1. Specialized training provided will include the following:

- a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization.
- b. Prior to being placed in a specialized assignment, the officer's supervisor will ensure that employee understands the mission, role, policies, of command of the new assignment.
- c. Performance standards of the function or component. Department policies, procedures, rules, and regulations specifically related to the function or component.
- d. Supervisory monitoring of the job performance of individuals newly trained in specialized skills.

2. As part of supervised on-the-job training, each officer training in assignments listed in section "A" above will be apprised of Department policy and general orders relating to that assignment and its relationship to other areas of Department responsibility.

3. All personnel promoted to supervisory positions will receive training on

and chain

supervisory and management skills development and techniques as soon as possible.

4. Specialized training will be initiated prior to assuming some functions, such as K-9, or ERT, or in some areas, such as Traffic or Narcotics Officer, formal training will be scheduled as soon as possible through an approved program.
5. All personnel assigned to ERT and Hostage negotiations must engage in training and readiness exercises.
6. Job-related training will be provided to all personnel within one year following promotion.

V. CIVILIAN TRAINING

A. Civilian Personnel Orientation

All newly appointed civilian personnel will be presented an orientation program introducing them to the Department. This orientation program will include:

1. The Department's role, mission, goals, policies and procedures.
2. Working conditions, rules and regulations.
3. Rights and responsibilities of civilian employees.

B. Civilian Personnel Training

1. Certain civilian positions within the Department require training on specific job tasks prior to assuming the job responsibility. This training may consist of any of the following:
 - a. Field training.
 - b. Formalized classroom instruction.
 - c. Reading of manuals, procedures and other written materials.
 - d. Off-site specialized training.
2. Positions applicable to this training include
 - a. Records Clerk.
 - b. Tele-communicator.
 - c. Detention Officer.
 - d. Animal Control Officer
 - e. Victim Advocate
1. Advanced Class III Certification allows for the performance of certain law

enforcement functions as defined and governed by Order 2021-LETC-002 following the completion of the required training.

- a. Animal Control officers will obtain Advanced Class III certification allowing for the issuance of arrest warrants and uniform traffic tickets for violations of state statutes and ordinances related to animal control.
- b. Detentions officers may also obtain Advanced Class III certification to carry out their primary duties as well as those outlined in the above order.

C. In-Service Re-training

Additional training may be provided annually as determined necessary by the needs of the Department. Training in new or revised procedures, occurring as necessary, is intended to satisfy this training requirement.