



POLICY AND PROCEDURE

Subject:
RECRUIT TRAINING

Policy Number:

108

Number of Pages:

3

Date of Original Issue:

08/29/2024

Date of Revision:

By the Authority of:

Chief Of Police: Zachary Owen

I. PURPOSE

The purpose of this policy is to establish requirements for all sworn officers to complete mandatory and uniform basic training and post-basic academy field training.

II. POLICY

It is the policy of this agency to require newly hired officers to successfully complete the South Carolina Criminal Justice Academy (SCCJA) Basic Law Enforcement certification or Special Basic certification program dependent upon current law enforcement class status. The agency will operate a post-Academy training program for recruit officers. The agency will comply with all requirements for employment, appointment, basic training certification, and recertification as contained in South Carolina law.

IV. PROCEDURES

A. Recruit Officer Training Requirements

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1. All sworn officers are required to successfully complete the basic law enforcement training curriculum as approved by the SCCJA.
2. Prior to attending the SCCJA, recruit officers are required to successfully complete any required pre-Academy training as determined by the agency or the Law Enforcement Training Council (LETC). This training may include, but is not limited to: policy review, Academy manual/online video training, physical fitness training, and any pre-Academy training deemed appropriate by the agency head.
3. Officers who completed an approved, reciprocal basic recruit curriculum in another state may receive partial credit toward completion of certification but are required to complete the SCCJA Legal, Firearms, and Emergency Vehicle Operations courses.
4. In addition to successfully completing a basic law enforcement certification course, officers must successfully complete a post-Academy field training program. This program shall be approved by the agency head and be no less than four weeks for those officers with no prior law enforcement experience. A shortened field training program may be used for those officers with prior law enforcement experience, with prior approval from the agency head.

V. FIELD TRAINING PROGRAM

- A. Following graduation from the SCCJA, or hiring as a lateral transfer and after orientation, recruits will be assigned to a Field Training Officer (FTO). The Field Training Program is described in the Field Training Manual and will be under the supervision of the agency head or designee. Those officers who meet the criteria below will be eligible for consideration to fill a vacancy for Field Training Officer position.
 1. Minimum of three (3) years police experience.
 2. Satisfactory evaluations for the last two (2) years in all categories.
 3. No sustained major complaints within the past two (2) years.
 4. All FTOs will complete a mandatory Field Training Officer class.
 5. Periodic in-service training will be provided as required to keep FTOs current in assigned responsibilities.
- B. A designated position [insert title or position] shall oversee the FTO program and those officers serving in an FTO capacity. The FTO supervisor shall

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receive updates on recruit progress and ensure that paperwork is fully completed, reviewed, and submitted in a timely manner. The supervisor may also help determine if the recruit needs additional or remedial training.

- C. Field training officers are responsible for evaluating their assigned recruits. Standardized guidelines shall be used. Documentation shall include a Daily Observation Report (DOR), to be completed, signed, and dated each day by the recruit and the FTO.
- D. Recruits participating in the FTO program will rotate field assignments as deemed appropriate by the agency head, FTO supervisor, or designee.
- E. The recruit post-training program lasts a minimum of four weeks, but extensions may be given for those recruits requiring additional time for remedial training.