

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
LAW ENFORCEMENT DIVISION DIRECTIVE**

DIRECTIVE #: D 317

PAGE 1 OF 2

SUBJECT: TRAINING

DATE: JUL 1 2004

RELATED DIRECTIVES, STANDARDS, ETC:

LAST REVISION: SEP 1, 2011

RESPONSIBLE AUTHORITY: DEPUTY DIRECTOR OF LAW ENFORCEMENT

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE: The purpose of this directive is to describe training procedures, responsibilities, and accountability for employee training, both civilian and sworn.

DIRECTIVE: Training has been cited as one of the most important responsibilities of a Law Enforcement agency because: well trained officers generally act more decisively and correctly in a broad range of situations and training results in greater productivity and effectiveness.

PROCEDURES

A. Regular Salaried and Deputy Law Enforcement Officers

- 1) All regular salaried Law Enforcement Officers and Deputy Law Enforcement Officers shall attend required training to maintain their certification or commission as listed in the Training Act of the SCCJA and required by DNR. It shall be the responsibility of the officer's supervisor to oversee the officers attendance and the Training Officers responsibility to make sure he/she receives the necessary required training to maintain his/her certification. It shall be the responsibility of the officer or their supervisor to ensure all records of training and education (with supporting documentation, i.e. certificates) are submitted to the Training Section. Requests for any recommended, needed, or specialized training shall be submitted through the proper chain of command for approval.
- 2) The Training Section will maintain a database to track individual officers training and certification status. The Training Section will be responsible for entering all training records and certificates provided by officers and/or their supervisors.

- 3) For training and certification purposes, all Deputy Law Enforcement Officers shall comply with guidelines outlined in DNR Policy #300.01 (Deputy Law Enforcement Policy).

B. Civilian Training

- 1) All new law enforcement civilian employees will receive training through the DNR Human Resources Office.
- 2) Law enforcement supervisors should schedule training for civilian employees to meet the requirement of job responsibilities as identified by the employee's position description.

APPROVED:



A.C. Frampton, Colonel