

South Carolina Department of Public Safety



Staff Inspection Report

Training
ORIGINAL DRAFT

December 10, 2015

Captain S. A. Stankus

*Major J. D. Moore
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10311 Wilson Boulevard
Blythewood, South Carolina 29016*



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Attachment 1: Highway Patrol Training Unit Staff Inspection Checklist

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Executive Summary

The Staff Inspection of the Highway Patrol Training Unit revealed a minimal issue that was either non-compliant or required a recommended process revision. The inspection overall demonstrated that the items notated in the section, Scope, were in compliance and within department policy and procedures.

Scope

Staff Inspections exist to review the administrative and operational efficiency of the inspected component. The process may be accomplished through reviews of relative reports and other documentation, observation of various operations, and interviews with appropriate personnel. Staff Inspections include, but are not limited to, the following areas:

- a. Facilities and Equipment
- b. Policies and Procedures
- c. Files and Records
- d. Personnel and Management

Selected command level division personnel serve as Inspectors-in-Place (IIP) and conduct the assessment of division operations and activities. The inspection identifies inconsistencies and problematic areas as well as exceptional findings. Specifically, IIP's are responsible for identifying and determining if:

- Established operating standards are understood and applied.
- Deviations from operating standards are identified and analyzed.
- Results are consistent with established goals and objectives and whether the operations or programs are performed as planned.
- Procedures are cost efficient.
- Procedures are duplicated.
- Procedures are consistent statewide.

Objectives

Staff Inspections exist to ensure the reliability and integrity of information; compliance with policies, procedures, plans, laws and regulations; safeguarding of assets; economical and efficient use of resources; and accomplishment of established objectives and goals for operations or programs.

The primary objectives of staff inspections consist of the below:

1. Be conducted in a complete, thorough and impartial manner.
2. Provide a mechanism for evaluating the quality of law enforcement operations to ensure control and continuity is being maintained.

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3. Assist all levels of management in the effective discharge of their responsibilities.
4. Identify weaknesses and recommend corrective measures to provide operational and administrative guidance.
5. Ensure compliance with statutes, regulations, policy, procedures, programs and accreditation standards.
6. Ensure uniformity to recognize procedures deserving of consideration for possible agency-wide implementation.
7. Identify employees for recognition for noteworthy accomplishments; identify employees that are not contributing to the agency's mission.

Authority

Staff inspection's authority is derived from South Carolina Code of Laws 23-6-20 and Department of Public Safety policy 300.12, Line and Staff Inspections.

Overview

The Highway Patrol Training Unit is located in Columbia, South Carolina, in the midlands area of the state.

Introduction

An inspection of the Training Unit, specifically focusing on documents and procedures, was conducted on December 10, 2015. Present during the inspection were Office of Strategic Services, Accreditation, Policy, and Inspections Major, Major J.D. Moore, and Captain S.A. Stankus; Special Operations Major, Major M.A. Gosnell; Training Unit Commander, Captain E.J. Talbot, and Lieutenant J.E. Spencer.

HIGHWAY PATROL TRAINING UNIT

DOCUMENTS AND PROCEDURES

1. Standard 1.1.2

Compliance. Ethics training records were presented and reviewed for A. English (2014) and A.B. Warren (2013). Ethics training is provided as curriculum during annual in-service training.

2. Standard 1.1.4

Compliance. Training on the notification of a foreign national is provided during basic training. Detailed instructions are recorded, in writing, available for review, located in the Manual of Operations (pgs. 39-40). A copy of both the basic training schedule and the specified pages of the manual were provided for review.

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3. Standard 1.2.9

Compliance. The training unit provided bias-based policing training course on (03/15/2015) during annual in-service. A student data sheet, documenting the conducted policy review and a printout of the Power DMS training roster was presented for review.

4. Standard 1.3.11

Compliance. The training unit provided a copy of the Taser Instructor certification (S.A. Sheriff); a Firearms Instructor certification (T.F. Bush - 04/27-30/2015); an instructor re-qualification (D.C. Bowers – 02/26/2015); a copy of the annual Use of Force (UOF) Power Point training curriculum; in-service data sheet (J.M. Gardner – 03/11/2015); and remedial firearms training data sheets (Gardner; Bradford – 04/23/2015).

5. Standard 22.2.8

Compliance. The training unit presented the Return to Work checklist completed upon the return of B.J. Robinson (05/17/2015). The documentation included a completed data sheet; Oath of Office; CJA Change in Status; and the CJA Verification and Certification (Firearms) Qualification (11/17/2015).

6. Standard 33.1.1

Not in Compliance. A copy of the notes documenting topics addressed during a command staff meeting were presented to this inspector for review. The meeting was conducted on 04/23/2015. Accompanying the meeting notes was a signature / acknowledgement sheet containing the signatures of all departmental staff. The presenter was unable to provide a copy of any documented meeting notes dated from 2013-2014.

RECOMMENDATION(S):

The retention period for supervisor's meeting notes is two (2) years. The retention period for directive / acknowledgement forms is three (3) years. The training unit shall take the necessary steps to properly retain supervisor's meeting notes (and / or) signature / acknowledgement forms in compliance with the current general records retention schedule.

7. Standard 33.1.2

Compliance. The Highway Patrol Basic Class receives a core of instruction regarding a defensive driving course (DDC). The training unit presented the Patrol Basic Handbook – requiring course attendance. The roster for the DDC participants (Course date: 01/29/2015) was presented for review.

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8. Standard 33.1.4

Compliance. The training unit presented the current lesson plan for Basic Firearms in its entirety (01/2/2015). A review of the plan included the performance objectives (listed within the plan), the approval process (Author – Colonel) with signatures affixed (01/27/2014), and the procedures for evaluation. The course is graded through practical application. There is no test.

9. Standard 33.1.5

Compliance. A required remedial driving course of instruction was documented in memorandum form. The memorandum, dated May 20, 2015, was addressed to Trooper B.B. Stewart – documenting a remedial driving training requirement.

10. Standard 33.1.6

Compliance. The training unit presented an ACADIS course completion printout – to include the names of all documented training participants. A Class I Certificate of Completion (A.L. Blair), dated May 8, 2015, was also presented for review.

11. Standard 33.1.7

Compliance. The complete lesson plan (spreadsheet format), outlining Precision Immobilization Technique (PIT) training, dated January 16, 2015, was presented for review. The review included the PIT Plan (course content) dated (03/01/2015), the roster for the training class – dated April 15, 2015, and a signed data sheet – indicating course completion (05/27/2015). The course was completed by demonstrating practical application.

12. Standard 33.3.1

Compliance. The 2015 Basic Instructor's schedule was presented for review. Instructors assigned to training function as full-time instructors for the department. All instructors receive basic training. The training unit presented a certificate of completion (Basic Instructor) for T.F. Bush – dated February 6, 2015.

A review of a training instructor's Employee Performance Management System (EPMS) rating demonstrated a satisfactory rating for all essential job duties (K.W. Collins). The EPMS was signed by the rater, reviewer, and the employee – dated March 30, 2015.

The training history of T.F. Bush, to include all certifications acquired, printed on June 3, 2015, was presented for review.

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13. Standard 33.4.1

Compliance. Both the schedules for the CJA Basic training and the Highway Patrol Basic training were presented for review. Additionally, the advanced training schedule (6 weeks) was presented for review.

The Basic 96 training roster, initial training date (start date) of February 27, 2015, was provided as proof of training.

14. Standard 33.4.3

Compliance. The training unit presented the Field Training Program (FTO) curriculum for review. A copy of the lesson plan approval (signatures affixed) was also presented. Additional proof provided included the memorandum from the Colonel (Oliver), dated April 15, 2015, announcing the scheduled course of training and in-service training to the field commanders and the requested selection process. The curriculum includes minimum hours of required training and report writing requirements utilized to evaluate recruits. Recruits are required to perform ride-a-longs with various levels of supervision prior to completion of the course. All completed documentation, completed throughout the FTO process, once approved by the field supervision, is provided to the training staff for review and retention.

15. Standard 33.5.1

Compliance. As part of the annual in-service curriculum for 2015, employees received "Cultural Professionalism" training. The Power DMS electronic roster was provided as proof. J.A. Ackerman completed this course of training on June 11, 2015.

Ethics training is a required course of instruction during annual in-service. The following participants are proof of completed training dates: Amery English (05/15/2014); AB Warren (08/27/2013).

16. Standard 33.6.1

Compliance. Corporal R.B. Pope attended a Colt Armorer training course on February 15, 2015. The travel request memorandum and the course content were presented for review. Corporal Pope served as a Select Fire Instructor during ACERT Training / CERT re-certification July 15, 2014 – June 9, 2015. The training unit presented the ACERT Training Roster and the CERT re-certification training memorandum for review.

17. Standard 33.6.2

Compliance. Memorandums, outlining the statewide CERT training (Troops 1-7), dated January 7, 2015, was presented. An additional memorandum, dated January 23, 2015, providing the CERT training agenda (02/15 – 04/15) was presented for inspection.

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18. Standard 41.2.7

Compliance. The training unit provides annual crisis intervention training. A review of Power DMS spreadsheets revealed training dates to both sworn and non-sworn completed in 2015.

Crisis Intervention Training is provided on an annual basis. Proof of course completion was provided for A.A. Duncan (02/17/2014) and A.P. Campbell (11/05/2013).

19. Standard 46.1.9

Compliance. Annual training, related to terrorist screening, was provided to employees. Course completion records indicated that the following personnel received this training: A. Duncan (12/04/2013); B. McNulty (06/24/2014); and B. Richardson (10/09/2015).

20. Standard 61.1.9

Compliance. RADAR operator training is conducted annually. Records for Spencer Stoertz (12/16-17/2013); Jacob Atwood (06/16-17/2014); SJ Lutes (06/10/2015) were presented as proof of course completion. The course is a CJA course – Highway Patrol instructors are certified to teach the course.

21. Standard 83.2.2

Compliance. The “At Scene Traffic Collision Investigation” lesson plan was presented as proof of compliance. “Orientation to DPS Policies” includes; but is not limited to, traffic enforcement, accident investigation and photography (Tab 7). The Basic 97 training schedule was provided – which includes the course of instruction on “At Scene Traffic Collision Investigation”; as well as, policy review. A certificate of completion was presented for Vincent A. Albert (11/09/2015).

22. Standard 83.2.7

Not Applicable – There were no occurrences in 2013, 2014, or 2015.

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Summary / Conclusion – The South Carolina Department of Public Safety’s Highway Patrol Training Unit is located on the campus of the South Carolina Criminal Justice Academy (SCCJA) located at 5400 Broad River Road in Columbia, South Carolina. The Highway Patrol Training Unit consists of eleven (11) personnel [(9) sworn (Captain-Corporal); (2) non-sworn]. The personnel assigned to the training unit are responsible for the training component for all DPS law enforcement personnel.

The Scope of this staff inspection specifically focused on (a) policies and procedures and (b) files and records. The Staff Inspection Checklist utilized for this inspection consist of all applicable training standards derived from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

Training records for all law enforcement personnel were found to be securely maintained and retained in a central location, within the training unit, for the career of the employee.