## Law Enforcement Officer Hiring and Training Flow Chart

Law Enforcement Agency (LEA) hires new officer	Firearms qualification and pre-academy training, if any		Criminal Justice Academy (CJA) provides initial training***	Ongoing training after graduation from
<ul> <li>Individual undergoes the following*:</li> <li>Physical Ability Test</li> <li>Nelson Denny Test (vocabulary, comprehension, and reading)</li> <li>Background check (employment and character references)</li> <li>Polygraph test (lie detector)</li> <li>Credit check</li> <li>DD 214 (discharge information for military candidates, if applicable)</li> <li>Driver's license check</li> <li>National Crime Information Center Check</li> <li>Statute requires LEA send the Criminal Justice Academy (CJA) notification of the hire within 3 days. CJA uses this information to update its statewide</li> </ul>	Individual successfully completes a firearms qualification program approved by the Law Enforcement Training Council Some LEA provide their personnel training prior to sending the personnel to the Criminal Justice Academy to try and place them in the best position to graduate once enrolled at CJA**		Law Enforcement Certifications available from CJA include: •Class I - LE •Class II - LCO •Class II - SCO^ •Class II - JCO^ •Class II - JCO^ •Class III - SLE •Class IV - TCO See next page for details Note: DJJ and SCDC provide training	Class I: •CJA to maintain certification; •LEA, if offered; and •Circuit solicitor, if offered Class II: CJA to maintain certification Class III: CJA to maintain certification Class IV: None See next page for details
database of law enforcement officers in S.C. The CJA notification form requires the LEA attest it has all information on the individual required by S.C. Code Section 23-23-60.		Ĵ		

\* This is an example of information a law enforcement agency may require from a new hire. For a complete list of CJA's notification form requires LEAs attest they have from the new hire, see S.C. Code Section 23-23-60 and personnel change in status – hire form.

\*\* <u>Sample LEA pre-academy training</u>. Common reasons an officer does not complete training include: (1) failing an academic class; (2) inability to pass physical requirements; (3) medical reasons (e.g., sick or injury); and (4) personal reasons (i.e., deciding law enforcement is not a right fit). <u>Aptitude Testing Memo</u> and LEA graduation rates for basic training from January 1, 2014 through December 31, 2016 sorted <u>alphabetically by entity</u> or by <u>percentage graduated</u>. \*\*\* Master training schedule with course descriptions (FY2017-18); List of advanced courses (as of 2018); How advanced training remains current

^ CJA approved training for the State Correctional Officer certification (SCO) is provided by SCDC at SCDC facilities and for Juvenile Correctional Officer certification (JCO) is provided by DJJ at DJJ facilities, see S.C. Code: <u>23-23-20</u>.

## Law Enforcement Certifications

Certification	Examples of who has it	Initial Training	Ongoing Training					
Basic Law Enforcement Training: 16 classes/year; 60-70 students/class								
Class I-LE (Law Enforcement certification)	Police officers, <sup>1</sup> deputies, <sup>2</sup> sheriff, <sup>3</sup> state agents, <sup>4</sup> campus police, <sup>5</sup>	12 weeks of basic LE training Location/Taught by: CJA/CJA	40 hours in a three year period, including a mental health or addictive disorders course and at least 1					
*An LECO Officer obtained both a Class I – LE and Class II – LCO certificate	special purpose district law enforcement <sup>6</sup>	Paid by: CJA (Special Purpose District and Savannah River Site <sup>7</sup> pays for their training)	legal update course and 1 domestic violence course each year. <sup>8</sup> July 22, 2020, LETC is discussing making de-escalation/implicit bias/cultural issues mandated.					
Detention Training: 12 classes/year; 60 students/class								
Class II – LCO (Local Correctional Officer certification)	County detention and city jail officers	3 weeks of basic detention training <sup>9</sup> Location/Taught by: CJA/CJA Paid by: CJA	In-service training hours per year as specified by the Jail Standards Committee <sup>10</sup>					
Class II – SCO (SC Correctional Officer certification)	Department of Corrections (DOC) Officer	4 weeks of basic training Location/Taught by: DOC/DOC Paid by: DOC	Academy approved in-service program every three years + at least 1 legal update course each year <sup>11</sup>					
Class II – JCO (SC JuvenileDepartment of Juvenile JusticeCorrectional Officer(DJJ) Correctional Officercertification)Image: Correctional Officer		5 weeks of basic training Location/Taught by: DJJ/DJJ Paid by: DJJ	Academy approved in-service program every three years + at least 1 legal update course each year <sup>12</sup>					
Limited Duty Training: 4 classes/year; 45-50 students/class								
Class III – SLE (SC Limited Enforcement Officer certification)	Court room security, litter control, animal control, airport security, coroner/deputy coroners <sup>13</sup>	<ul> <li>9 days of limited duty training Location/Taught by: CJA/CJA</li> <li>(Coroner's assoc. teaches deputy Coroners)</li> <li>Paid by: CJA (County coroner serves)</li> </ul>	At least 1 legal update course each year <sup>14</sup>					
E-911 Training: 9-10 classes/year (based on need); 20-25 students/class								
Class IV – TCO (Telecommunications Operator certification)	911 operator/dispatcher	Training approved by the LETC <sup>1516</sup> Location/Taught by: CJA/CJA Paid by: Entity employing the operator/dispatcher <sup>17</sup>						
Reserve Officer Training								
<b>Reserve Officer/Reserve</b> <b>Deputy Certification</b>	Many utilize the law enforcement reserve program; none have obtained this certification for the detention officer reserve program	Minimum of 60 hours of training <sup>18</sup> Location/Taught by: Locally by instructors certified as trainers at CJA with curriculum from CJA Paid by: Entity with whom the reserve officer is volunteering <sup>19</sup>	In-service training hours per year as specified by the Jail Standards Committee + at least 1 legal update course and 1 domestic violence course each year <sup>20</sup>					

- <sup>2</sup> Ibid.
- <sup>3</sup> Ibid.
- <sup>4</sup> Ibid.

<sup>5</sup> S.C. Code Ann. § 59-116-40.

<sup>6</sup> S.C. Code Ann. §, 6-11-340. Note: If special purpose district opts to have law enforcement, the Criminal Justice Academy must train them.

<sup>7</sup> S.C. Code Ann. § 23-23-115.

<sup>8</sup> S.C. Code Ann. § 23-23-50; SC Code of Regulations § 37-010, and S.C. Code Ann. §23-23-55.

<sup>9</sup> SC Code of Regulations § 37-005 B.1.

<sup>10</sup> S.C. Code Ann. § 24-5-320; SC Code of Regulations § 37-010.

<sup>11</sup> SC Code of Regulations § 37-010.

<sup>12</sup> Ibid.

<sup>13</sup> S.C. Code Ann. § sec. 17-5-130(C)-(H).

<sup>14</sup> S.C. Code of Regulations § 37-010.

<sup>15</sup> S.C. Code of Regulations, § 37-066.

<sup>16</sup> S.C. Code Ann. § 23-47-20(C)(15).

<sup>17</sup> SC Code of Regulations § 37-069.

<sup>18</sup> S.C. Code Ann. § 23-28-40.

<sup>19</sup> Mike Lanier, Deputy Director for the Criminal Justice Academy interviewed by House Legislative Oversight Committee, Charles Appleby, Legal Counsel for the House Legislative Oversight Committee, September 2016. <sup>20</sup> SC Code of Regulations § 37-010 & 37-030(C).

<sup>&</sup>lt;sup>1</sup> S.C. Code Ann. § 23-23-40.