

SOUTH CAROLINA RESERVE OFFICER TRAINING PROGRAM

Administrative Guide



**SC Criminal Justice Academy
Standards and Accreditation**

2019 Edition

South Carolina Reserve Officer Training Program

Authority

SC Reserve Officer Law – Chapter 28, Title 23, Code of Laws of SC.

The South Carolina Reserve Officer

A reserve officer is a non-paid volunteer who assists a law enforcement agency in enforcing the laws of South Carolina. The reserve officer is appointed by and serves at the pleasure of the agency head.

A reserve officer candidate must successfully complete the SC Reserve Officer Training Program to include an end of course written examination prepared by the South Carolina Criminal Justice Academy.

Every reserve officer must be in proximate contact, by radio or another device, with the full-time officer to whom he/she is assigned at all times. **Reserve officers cannot supervise or direct activities of Class 1 or Class 3 law enforcement officers or other reserve officers.**

Following are detailed descriptions of all requirements/responsibilities of host departments and reserve officer candidates. Please read carefully. For questions contact the following:

Information concerning status as a reserve department, scheduling a reserve training class, or scheduling a testing date:

Jane Baldwin, Program Coordinator
Standards and Accreditation
803-896-7843
JMBaldwin@sccja.sc.gov

Information concerning PCS of Hire, PCS of Separation, or transfer of Class 1 officer to reserve status or Reserve officer back to Class 1 officer, or training requirements for reserve officers who have a break in service:

Theresa Clark, Administrative Assistant
Certification Unit
803-896-7804
THClark@sccja.sc.gov

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How to Become a South Carolina Reserve Department

To have a South Carolina Reserve Officer Program, the department must complete and return the [Application for Approval as South Carolina Reserve Department](#) form. Once a department has been approved as a South Carolina Reserve Department, that department must submit a new application by **July 15 each year**. This form is to be submitted if the department has active reserve officers.

It is the department's responsibility to submit the required paperwork annually in July. The South Carolina Criminal Justice Academy (Academy) will not send out reminders. Failure to complete the paperwork annually will result in a department's reserve status being withdrawn.

Each department using reserve officers must have one full-time class 1 officer as coordinator-supervisor who must be responsible directly to the Chief/Sheriff. This reserve liaison is responsible for the coordination of training classes and scheduling of the reserve test.

Should any conflict regarding logged service time or training arise, the South Carolina Criminal Justice Academy reserves the right to review all documents maintained by the department on the reserve officers.

All departments need to submit an email address for the Chief/Sheriff and reserve liaison as correspondence concerning the reserve program will be handled primarily via email.

Completed and signed forms can be submitted via:

Mail: Jane Baldwin
SC Criminal Justice Academy
Standards and Accreditation
5400 Broad River Road
Columbia, SC 29212

Email: JMBaldwin@sccja.sc.gov OR standtest@sccja.sc.gov

Fax: 803-896-8746

How to Conduct a South Carolina Reserve Officer Candidate Training Program

Approved reserve departments may apply to conduct a South Carolina Reserve Officer Training Program. In order to host a South Carolina Reserve Officer Training Program, the department must complete the electronic [Application for South Carolina Reserve Officer Training Implementation](#) form **before** beginning **each** training program.

Reserve Candidates must register at the Academy. Before arriving at the Academy, you must complete the [Law Enforcement Candidate Training & Certification Application and Document Attestation](#). You will need to bring a the following documentation to register:

1. A copy of [Law Enforcement Candidate Training & Certification Application and Document Attestation](#) (please print before submitting).
2. Driver's License

Fingerprinting will be done at Registration. All charges must show final disposition with NO felony conviction or disqualifying misdemeanor.

The form must indicate the **beginning and ending** dates for the training.

If candidates from other departments are attending the training, the candidates' employing agencies must Complete the Registration Process to include submission of the [Law Enforcement Candidate Training & Certification Application and Document Attestation](#) and in person registration. This must be done **before** the training program begins.

Any changes in the training program (i.e., changes in instructors, training dates, candidates dropping from training) after an application has been approved must be submitted to the Standards Unit immediately for reapproval. Failure to do so may result in delayed testing of candidates or candidates not being allowed to test.

The reserve liaison will be the contact for questions and scheduling of the test. Any change in the reserve liaison must be submitted to the Standards Unit.

Once the above steps have been completed and the applications approved, the Academy will send an email providing an electronic copy of the South Carolina Reserve Officer Training Manual and the recorded Legals and DV coursework along with the recordings used with Vulnerable Adults and De-escalation. This email will include the Testing Date.

Note: **Before** a candidate may attend the SC Reserve Officer Training Program, the following must be on file with the employing department. By signing the [Law Enforcement Candidate Training & Certification Application](#) you are indicating that these items are **currently on file with the employing department**.

1. Copy of Birth Record or Naturalization Papers which ensure that the Candidate is 21 years of age and a United States Citizen
2. Copy of High School Diploma, G.E.D., Equivalency Certificate (Military or other), Official Transcript accepted by the South Carolina Department of Education or South Carolina special certificate.
3. Report of current medical exam, on CJA preplacement & medical history form, with physician attesting medically suitable for law enforcement employment.
4. The employing department must have conducted a background investigation, including a credit check, and the results must be satisfactory.
5. Candidate must hold a valid/current SC Driver's License with no record for the past five years for suspension as a result of Driving Under the Influence of Alcoholic Beverages or Dangerous Drugs, Driving While Impaired, Reckless Homicide, Involuntary Manslaughter or Leaving the

Scene of an Accident. There is no exception for military personnel. All reserve candidates must have a SC Driver's License.

South Carolina Reserve Officer Training Program Course Titles

Program coursework consists of instructional units from law to firearms. Lesson plans are developed and approved by the Academy. All lesson plans will be provided by the Academy with the exception of Local Ordinances and Policies. Lesson plans must be taught as structured; modification of performance objectives, instructional content, time required, and support training material is prohibited.

In addition to the manual, a link to the Reserve Officer Training website will be provided, this include a username and password valid during the training dates. The department must have an Academy accredited instructor who is a current class 1 law enforcement officer or an approved attorney **present** during all recorded presentations. Training for other topics which include: DT, Firearms, and Driving must be conducted by Academy accredited instructors, who are also current Class 1 law enforcement officers using the lesson plans provided. Each agency is responsible for training candidates on the agency's Local Ordinances and Policies. The complete names of instructors and/or attorneys must be listed on the [Application for South Carolina Reserve Officer Training Implementation](#). Any changes to the application or instructors must be approved in advance.

The test will cover all content except Local Ordinances and Policies.

Candidates must be present during the entire training program.

SC Reserve Officer Training Curriculum **Revised December 2018**

Topics taped by Academy Instructors:

Course Title	Hours	Course Title	Hours
1 Introduction to Criminal Law	3	12 Searches III	4
2 Civil Liability	4	13 Specific Crimes - Crimes Against Persons	3
3 Probable Cause	2.5	14 Specific Crimes - Crimes Against Property	3.5
4 Exclusionary Rule	2.5	15 Confessions, Interrogation, Miranda Rule	3.75
5 Arrests	2.5	16 Evidence	3
6 Investigative Detention	2.5	17 Civil Process	1
7 First Amendment Issues	1	18 Domestic Violence	13
8 Ethics & Misconduct in Law Enforcement	2.5	19 Harassment and Stalking	2
9 Courts, Crimes & Courtroom Procedures	2.5	20 Victimology	4
10 Searches I	4	21 Legally Defensible Use of Force	2
11 Searches II	3.5		

Topics where Academy only provides lesson plans:

22 Child Abuse	3.5	27 Officer Survival On and Off Duty	2
23 Juvenile Procedures	3.75	28 Basic Patrol Operations	5
24 Sexual Assault	3.75	29 Strategies of Arrest	2.5
25 Mental Illness and Medical Issues	2.5	30 Vulnerable Adults	3.5
26 Prejudice & Personality (Diversity)	3	31 S.A.L.T.S.(Safe and Legal Traffic Stops)	2

Topics Requiring DT Instructor, Firearms or Driving Instructor to teach Academy lesson plans:

32 DT/Use of Force (DT Instructor)	6	35 Firearms (Firearms Instructor)	22.75
33 DT/Handcuffing & Searching (DT Instructor)	8.5	36 Emergency Vehicle Operations (EVO)	2
34 DT/Weapon Retention & Disarming (DT Instructor)	3.75	(EVO requires Driving Instructor)	

Topic Departments are responsible for:

37 Local Ordinances and Policies	10
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Total Hours: 154.25 Training Hours + 2 Hour Multiple Choice Test = 156.25

South Carolina Reserve Officer Testing Process

Upon completion of the training program the department hosting the training will provide the following forms for each candidate:

1. [Departmental Training Verification](#)
2. [Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form](#)
3. [DT Proficiency Form](#) (DT Instructor must complete in its entirety)

Upon receipt of the documentation for each candidate, the Standards Unit will review the paperwork and compare the information to the approved [Application for South Carolina Reserve Officer Training Implementation](#). The Standards Unit will contact the reserve liaison for the department hosting the training to schedule a test date. Test dates will not be scheduled until documentation is received for each candidate.

The [Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form](#) will be sent with the approval email, this must be completed, signed and emailed to standtest@sccja.sc.gov.

Once documentation is verified, the Academy will send an email containing the following information:

- Testing Location
- Time of Check-in and Test
- List of Candidates
- Instructions

The reserve examination consists of 100 multiple choice test items; all items are cross-referenced to performance objectives. The passing grade for this examination is 70%. The candidates will have 2 hours to complete the test.

Reserve testing is held at the Academy located at 5400 Broad River Road, Columbia, South Carolina on the date assigned when the [Application for South Carolina Reserve Officer Training Implementation](#) was approved. The test is administered from 2:00 pm to 4:00 pm. Candidates must check in with the receptionist **before 1:45 pm** and present their South Carolina Driver's Licenses. No one will be admitted after instructions have begun.

Dress code is business casual. Clothing must be appropriate for an office environment. Candidates cannot wear the following: Flip-flops, sandals; cut-off or ripped jeans; spandex, halter tops, tank tops, spaghetti-strap tops, or strapless tops and dresses; mini or micro-mini skirts or dresses (more than 3 inches above the knee); sweat pants, spandex or wind suits/pants; any type of exercise attire, leggings, stretch pants, or leotards; see-through blouses, T-shirts or sweat shirts with inappropriate messages; tops that leave midriff bare or are cut too low revealing cleavage; and shorts or skorts (whether dressy or casual).

Weapons and Cell Phones are not permitted.

All tests and retests must be completed within 60 days of the last day of the reserve training.

Agencies must notify the Standards Unit at 803-896-7843 prior to the test date when candidates are unable to attend.

Tests will be scored and notification **emailed** to the Chief/Sheriff/Agency Head **and** Reserve Liaison (listed on the [Application for Approval as SC Reserve Department](#)) within five working days. Test scores will not be released via telephone or fax.

In the event a candidate fails the test, one retest will be offered. The employing department's reserve liaison must contact the Standards Unit at 803-896-7843 to reschedule the test. This test must be taken within 60 days of the last day of the reserve training.

Candidates who fail the retest may apply to repeat the Reserve Officer Training in its entirety no sooner than one year from the date of the retest failure. Candidates who fail twice are not eligible to attend any Academy

mandated training (Basic Law Enforcement, Basic Detention, or Limited Duty) or the Constable program for one year from the date of the retest failure.

Documentation Required Before Reserve Officers Can Begin Ride-Along Requirement

For a candidate who successfully completes the reserve test, a [Personnel Change in Status Hire Form](#) must be submitted to Certification Unit **within 60 days** of the test date. This must be done **prior** to a reserve officer commencing his/her duties. Upon receipt of the hire form, Ms. Clark will contact the department with authorization to begin the reserve officer ride-along requirement within 15 working days.

Failure to complete and send in the [Personnel Change in Status Hire Form](#) may result in loss of a department's reserve status and the candidate may have to repeat the entire training process.

Miscellaneous Facts

A reserve officer is a non-paid volunteer who assists a law enforcement agency in enforcing the laws of South Carolina. Reserve officers **cannot** be paid for road hours or administrative duties. However, S.C. Code 23-28-20(B) states, in part: "The chief, with the approval of the governing body, also shall allow for the compensation of reserve police officers for work done pursuant to Section 23-24-10 [Extra Duty] when compensation for approved public activities would be paid by a party other than the municipality or county. Reserve officers must be paid for approved public activities the same as off-duty police officers. Work performed for compensation must be in excess of the minimum logged service time required by Section 23-28-70 [20 hours per month/60 hours per 3 months]..." (Emphasis Added) No other compensation is allowed for under South Carolina state law.

Every reserve officer must be in proximate contact, by radio or another device, with the full-time class 1 officer to whom he/she is assigned at all times. **Reserve officers cannot supervise or direct activities of Class 1 or Class 3 law enforcement officers or other reserve officers.**

The number of reserve officers cannot exceed the number of regular full-time class 1 law enforcement officers of the department.

Reserve candidates and reserve officers must have a valid SC Driver's License and be a SC resident with a SC street address. A Post Office Box is not acceptable. There is no exception for military personnel.

Reserve officers must maintain a logged service time of 20 hours each month or 60 hours each quarter. Training hours and commuting time to and from duty do NOT count toward logged service time. Any service performed by a reserve officer for which compensation is received (e.g., providing security at athletic events, parades, or similar events) cannot be counted toward the required reserve logged service time of 20 hours each month or 60 hours each quarter.

A reserve officer who cannot meet the requirements for logged service time and monthly/annual training should be terminated until such time he/she is able to comply with the requirements. A PCS of Separation must be submitted to Certification. If a reserve officer is out over 1 year, he/she will require additional training to return. Reserve officers out over 3 years must complete the entire reserve training program.

In-service training shall be held periodically **but not less than once a month**. Consecutive absences of more than three sessions may be grounds for dismissal. In-service training does not count towards the logged service time requirement. Reserve officers and Constables are NOT allowed to attend classes taught at the Academy. They may attend Academy sponsored classes at local departments, but cannot be included on Academy registration forms or tested. The only exception is that Reserve officers may attend and test for RADAR, LIDAR, and SMD at a local department sponsored class, not at the Academy.

Annual training must include Legal Update, DV Update, Firearms Qualification, and Agency Policy Updates.

The Academy strongly encourages reserves to view the mental health training as required by Class 1 officers.

Annual training does NOT count toward logged service time requirement.

Reserve officers must complete 240 duty hours with a certified class 1 officer before working alone.

Reserve officers who transfer to full time employment must complete all the requirements as set forth by law as appropriate for the class certification. For example, if a reserve officer is hired as a full time Class 1 law enforcement officer, he/she must complete the entire Basic Law Enforcement training program.

Class 3 officers who leave their position must complete the entire SC Reserve Officer Training Program and pass the examination in order to become a reserve officer.

Currently certified Class 3 officers cannot serve as reserve officers.

A reserve officer can only work for the agency to which he/she is assigned. Reserve officers can only work for one law enforcement agency at a time.

Individuals who work for a law enforcement agency in a **non-law enforcement capacity** may serve as reserve officers upon successful completion of the SC Reserve Officer Training Program and examination. They may **not** count regular work hours towards reserve logged service time of 20 hours each month or 60 hours each quarter.

Reserve status is not covered by military leave. The Department should separate the reserve officer from reserve status, unless he/she is able to continue doing in-service and logged service time each month. A separation of over one year is considered a break in service.

A [Personnel Change in Status Report of Separation / Termination](#) must be submitted when a reserve officer is no longer employed.

Any currently certified full-time class 1 law enforcement officer who leaves his/her position under honorable conditions (**except for reasons of disability**) may, within 12 months, at the request of the chief and with the concurrence of the SC Criminal Justice Academy, be issued a registration card identifying him/her as a member of the reserve. Any such officer shall not be required to undergo the preliminary training but shall be required to have a current physical exam. All certifications (except RADAR, LIDAR or SMD) obtained by a class 1 law enforcement officer will be withdrawn when the officer transfers to reserve officer status. To transfer to reserve status, the agency must submit a [PCS of Separation](#) from class 1 and a [PCS of Hire](#) for reserve.

A class 1 law enforcement officer who transfers to “reserve” status can remain in that status for a period of 3 years from the date of the separation from class 1 law enforcement. During the 3 year period from the date of separation from class 1 law enforcement, the officer could transfer back to class 1 without additional training at the SC Criminal Justice Academy provided there is no break in service (one year or more) before or during this time. While in reserve status the officer must be in compliance at all times as a reserve officer (one in-service training per month and 20 road hours per month/60 road hours per quarter). Reserve officers can complete the same training as class 1 law enforcement officers; however, this training would be maintained at the Agency and would **not** be reported to CJA on an MRN form during the time the officer is in reserve status. This would, however, be helpful to the officer if he/she should decide to return to class 1 certification at some time during the three years. Should a reserve officer continue to train with the class 1 law enforcement officers he/she **MUST** do some type of in-service training each month and his/her road hours. Questions regarding this type of transfer should be addressed to Theresa Clark at 803-896-7804 or thclark@sccja.sc.gov.

Reserve Officers with a Break In Service

Over one year but less than three years:

1. Candidate must complete lines 1-21 and lines 32-37 on page 2 of the [Application for South Carolina Reserve Officer Training Implementation](#)). The Department must contact the Standards Unit (803-896-7843) **prior** to training the candidate and submit an [Application for South Carolina Reserve Officer Training Implementation](#), complete registration at the Academy for each candidate attending the training. Once approved the training can be provided.
2. Upon completion of training, a [Departmental Training Verification, Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form](#) and [DT Proficiency Exam](#) (Department must keep copy of DT Proficiency Exam at the department and DT Instructor must complete in its entirety.) must be completed for each candidate. The forms should be mailed to Jane Baldwin, CJA Standards Unit, 5400 Broad River Road, Columbia, SC 29212.
3. Upon receipt of the forms, the Standards Unit will schedule a test date to administer a 50 item, multiple choice examination. All testing must be completed within 60 days of the completion date of the training.
4. A [Personnel Change in Status Hire Form](#) must be submitted within 60 days of the test date for candidates who successfully complete the test. Please allow 15 working days to process paperwork.
5. Complete any additional paperwork required by the Certification Unit.
6. Candidate must have a current physical.

Three year break in service:

Candidate must complete entire South Carolina Reserve Officer Training Program.

Transfer of Reserve Officer to Another Department

In order for a reserve officer to transfer to another department, the department the reserve officer is leaving must submit a [Personnel Change in Status Report of Separation / Termination Form](#) indicating the date of resignation and that the reserve officer is in good standing with work hours and training.

Note: If the reserve officer is not in good standing with work hours and/or training, the department must indicate how long the reserve officer has not been in compliance. If the reserve officer has a break in service because of the noncompliance, additional training may be required.

The receiving department must furnish the following documentation:

1. [Personnel Change in Status Hire Form](#) for the new department.
2. Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form indicating that the reserve officer has:
 - a. Qualified with firearm at the new department.
 - b. Completed 2 hours on the new department's Emergency Response Driving policy.
 - c. Completed 10 hours on the new department's Local Ordinances and Policies.
3. Complete any additional paperwork required by the Certification Unit.

Transfer of Basic or Advanced Constable to a Reserve Officer

1. Basic Constables

Effective immediately, in order for a basic constable to be a reserve officer, the basic constable must complete the **entire** SC Reserve Officer Training Program and pass the required examination.

In addition, the basic constable must:

- a. Surrender credentials to SLED in writing after passing the reserve examination. SLED must provide a letter to the Academy indicating that constable is in good standing.
- b. Complete any additional paperwork required by the Certification Unit.
- c. Have a current physical.
- d. Complete 240 hours of ride along with Department like a new reserve officer prior to riding alone.

2. Advanced Constables

- a. Advanced Constables who were trained and tested as Basic Constables prior to July 1, 2005, must complete the **entire** SC Reserve Officer Training Program and pass the required examination.

In addition, the constable must surrender credentials to SLED in writing after passing the reserve examination. SLED must provide the Academy with a letter indicating that the constable is in good standing.

- b. For Advanced Constables who were trained and tested as Basic Constables after June 30, 2005, the following will be required:
 - (1) Constable must surrender credentials to SLED in writing.
 - (2) SLED must provide the Academy with a letter indicating that constable is in good standing.
 - (3) Department must complete a [Personnel Change in Status Hire Form](#). Please allow 15 working days to process paperwork.
 - (4) Department must complete Registration and bring a copy of the letter from SLED.
 - (5) Department must complete a Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form indicating that the constable has:
 - (a) Qualified with firearm at the department as a Reserve officer.
 - (b) Completed Emergency Vehicle Operations and Local Ordinances and Policies.
 - (6) Complete any additional paperwork required by the Certification Unit.
 - (7) Complete 240 hours of ride along with Department like a new reserve officer prior to riding alone.

When a Personnel Change in Status Report Form is Necessary

[Personnel Change in Status Report of Separation](#) / [Termination](#) is required:

1. When a reserve officer is no longer appointed by your department for the following reasons:
 - a. Reserve officer voluntarily resigns. Indicate whether or not reserve officer was in compliance with training and work hours.
 - b. Termination due to involuntary separation (specify reason).
 - c. Termination due to disqualification (specify nature of disqualification).
 - d. Misconduct resulting in termination (specify reason).
2. When a class 1 law enforcement officer transfers to reserve status within your agency.
3. When a class 1 law enforcement officer voluntarily resigns (in good standing, except for reasons of disability) and is appointed please indicate on the form the date of transfer from class 1 law enforcement to reserve status.

NOTE: A class 1 law enforcement officer can remain a reservist up to three years. If the officer goes over three years and desires class 1 law enforcement certification, he/she must complete the entire Basic Law Enforcement Training program.

Maintaining Reserve Officer's Training File

The following documentation **MUST** be kept in the reserve officer's training file at the employing department:

1. All documentation required by South Carolina law:
 - a. A photo copy of reserve officer's birth certificate.
 - b. High School diploma or GED certification.
 - c. Report of current medical exam, on CJA preplacement & medical history form, with physician attesting medically suitable for law enforcement employment.
 - d. Reserve officer must hold a valid/current SC Driver's License with no record for the past 5 years for suspension as a result of Driving Under the Influence of Alcoholic Beverages or Dangerous Drugs, Driving While Impaired, Reckless Homicide, Involuntary Manslaughter or Leaving the Scene of an Accident.
 - e. A background investigation, including a credit check, has been conducted, and the results are satisfactory.
 - f. A recent photograph.
 - g. A copy of Departmental Training Verification form and firearm qualification.
2. Copy of Personnel Change in Status Hire Form.
3. Time sheet: Hours Reserve Officer worked = 20 hours each month or 60 hours each quarter.
 - a. Duty time consists of:
 - (1) routine patrol and response activities,
 - (2) special events (non-paid), and
 - (3) administrative duties at law enforcement agencies.
 - b. Duty time does NOT consist of:
 - (1) training (monthly, annual, etc.),
 - (2) commuting to and from duty,
 - (3) or working in a paid non-law enforcement position, special events when paid, or at reserve officer's regular employment.
4. Copies of all training attended.
 - a. Annual training for reserve officers must include Legal Update, DV Update, Firearms Qualification, and Agency Policy Updates.
 - b. In-service training must be held periodically but not less than once a month.
5. SC Criminal Justice Academy Reserve/Constable Training Defensive Tactics Proficiency Exam from training.

For more information, contact Theresa Clark, Certification Unit, at (803) 896-7804 or THClark@sccja.sc.gov.

Constables

The Group 3 Constable Training Programs, both Basic and Advanced, are regulated by SLED.

Direct all questions regarding constables and requests for constable training or testing to Jenny Long, SLED Regulatory, at (803) 896-7029 or jlong@sled.sc.gov.