BASIC TRAINING
RULES AND REGULATIONS MANUAL

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MANDATORY

BRING THIS MANUAL WITH YOU WHEN YOU REPORT TO SCCJA ON SUNDAY

ADDITIONAL INFORMATION, RULES, REGULATIONS OR REVISIONS MAY BE PROVIDED UPON ARRIVAL

SOUTH CAROLINA
CRIMINAL JUSTICE ACADEMY

5400 Broad River Road
Columbia, SC 29212

Our Mission…

To train criminal justice personnel by providing mandated training and a continuous certification process.

FOREWORD

Welcome to the Criminal Justice Academy. We trust that you will take full advantage of the wide array of educational programs, physical training and recreational facilities at your disposal.

You can have confidence that the staff of the Academy is committed to providing an environment conducive to personal and professional growth. In return, we expect our student guests to conduct themselves in a mature and professional manner while attending training at the academy.

To maintain the Academy's excellent reputation, certain rules and regulations have been approved which are intended to help our diverse student population meet their training responsibilities. Failure to abide by them could result in administrative action, up to and including dismissal from the Academy. The regulations, along with other information that we hope will assist you, are set forth in this Student Manual**.** You are responsible for familiarizing yourself with our regulations.

We wish you every success while a guest at the Academy and continued success in your professional endeavors.

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TELEPHONE NUMBERS:

Criminal Justice Academy - Main Number . . . . (803) 896-7777
Training Coordinator – Don Rach . . . . . ….. . . . …… (803) 896-8346
Student Liaison Officer – Frank Hinson…… (803) 896-7616
Cell: (803) 391-5114
Academy Nurse – Nancy Geib …… . . . . . …… (803) 896-4139
Administrative Coordinator – Tammy Hughes (BLE) …… (803) 896-7740
Administrative Assistant – Kristen Hall (BD & BTOT)..... (803) 896-7800

RULES & REGULATIONS

REQUIRED FOR <u>ALL</u> BASIC STUDENTS

Section 1

DORMITORY RULES

WELCOME TO THE S.C. CRIMINAL JUSTICE ACADEMY. IN ORDER TO ENSURE THAT YOUR STAY HERE IS A SAFE AND PLEASANT ONE, AND TO KEEP OUR OPERATIONS IN COMPLAINCE WITH EXISTING STATE AND FEDERAL LAWS, FIRE REGULATIONS, AND ACADEMY POLICIES, THE FOLLOWING INFORMATION IS PROVIDED FOR YOUR INFORMATION AND ADHERENCE.

1. The linen placed on your bed (set of sheets, a pillow, a blanket and spread) is the property of the Criminal Justice Academy and must be turned in prior to your departure. The linen turn-in and exchange will take place Fridays at 6:30 a.m. to 7:30 a.m. in the West Dormitory basement for the Main Academy Dorms. For the Village Dorms, linen exchange will be on Thursday mornings from 6:30 A.M. to 7:30 A.M. For any linen not turned in, monies will be collected through your employing agency. These must be returned to the area designated upon graduation or other dismissal.

2. When setting up your dorm room, you may include the following items:

    1. Padlock for Dorm locker – **MANDATORY TO SECURE LOCKERS**
    2. Alarm clock
    3. Towels and washcloths, soap, shampoo, deodorant, shower shoes, etc.
    4. Any personal items (medicines, toiletries, shaving items, feminine supplies, etc.)
    5. Optional: Radio, linens (extra-long twin size), pillows, extra blankets
    6. Civilian clothing (worn after dinner).

3. **Basic Students shall bring all needed supplies when checking in on Sunday**. It is policy that Basic Law Enforcement Students will not be allowed to leave campus Monday through Friday at any time during the eight (8) weeks of training, and Basic Detention students will not be allowed to leave during the 3-week program. Exceptions for emergencies may be granted after obtaining written permission from the Basic Training Coordinator.

4. Electric heaters, electric blankets, electric plug-in type air fresheners, hot plates, coffee pots and similar items ARE NOT permitted in dormitory rooms in conjunction with fire regulations. There will be no burning of candles of any type in the dormitory rooms. Please turn off your lights, radio and other electronics when leaving the room. There should be no food left out and open in the dorm rooms.

5. You will be given a name-tag for your dormitory room door; *not applicable for students assigned to the village dormitory*. Please fill out completely and place in the slot provided on your dormitory room door. Doors will be closed during your sleeping hours.

6. Rooms are pre-assigned by classes. STUDENTS WILL **NOT** EXCHANGE, MOVE INTO ANOTHER DORMITORY ROOM OR VIP ROOMS FOR ANY REASON. Observe quiet hours in the dormitory at all times in order that others may sleep or study without interruption or distraction. Hallways may not be used for visitation or loitering.

7. DO **NOT** iron clothes on beds, sheets, blankets, bedspreads, or furniture. Ironing boards are available for your use located in the laundry rooms (East and North dorms) and storage areas (West and West Annex dorms) on each floor. UL Rated Safety irons are also available for student use. Students should sign-out the irons in the West Linen Room.

8. Room occupants should hang up clothing, dust the top of their dresser and desk, empty their trashcans into the large trash collection area on that floor, make their bed. All items from bathrooms, counter tops and the floor should be removed for cleaning purposes. Non-valuable personal items will be neatly arranged on dressers and desks. Footgear will be placed underneath bed. Students are responsible for vacuuming their rooms. Vacuum cleaners, toilet tissue and trash bags are located in the Laundry Rooms (East and North dorms) and in the storage areas (West and West Annex dorms). DO **NOT** affix anything to the walls.

9. The janitorial staff will clean showers and bathrooms once a week. For your convenience and security of personal property, you **MUST** purchase a lock for the locker in your dormitory room. The Academy is not responsible for the loss of private property so valuable items should be secured when you are not in your room. Rooms will be inspected regularly and violations will be noted. If valuables are left unsecured, Academy staff may secure (lock up) that room, and at their option, issue demerits.

10. Students are **NOT** permitted to bring weapons or ammunition into the Academy dorms.

11. Your conduct here should be of the highest standard and appropriately represent your agency and your profession. Alcoholic beverages are **NOT** permitted on Academy property. Any appearance of intoxication will result in removal from the Academy. No horseplay and/or pranks will be condoned at any time. Gambling in any form is also not permitted on Academy property.

12. **Visits by members of the opposite sex are prohibited in dorm rooms, and male students are not allowed on the female hall in village dormitory (first floor through double doors) except in the Security Personnel area.** The only exception is if your squad leader is of the opposite sex and is conducting a room inspection. Socializing and visiting in the hallways by students is also prohibited, as other students may be disturbed. Sleeping gowns/robes or any other sleeping apparel will not be worn outside of dormitory rooms. Sexual activity between students while on campus is prohibited.

13. NO SMOKING (E-CIG INCLUDED), OR CHEWING TOBACCO IN DORMITORY ROOMS, HALLS OR INSIDE ANY ACADEMY BUILDING. DESIGNATED SMOKING AREAS ARE LOCATED OUTSIDE AND AT LEAST 50 FEET FROM ANY BUILDING. THIS ALSO APPLIES TO THE FIREARM AND DRIVING RANGES.

14. For assistance with lost and found items, please contact Basic Training Personnel.

15. Because the Academy operates on a controlled heating and air conditioning system, windows do not open. Hours of operation are from 4:00 pm until 8:50 am Sunday through Friday. It will be necessary to notify Basic Training if a student is ill and will remain in the dormitory during a/c system shutdown so necessary adjustments can be made.

16. Complaints of maintenance problems such as heating or air conditioning, burned-out bulbs, room damage, cleanliness and other related deficiencies should be placed in the 'Request for Building Services' box, which is located at the linen rooms. Fill out the maintenance request cards provided and place them into the box. Cards will be picked up daily and the maintenance staff will be notified.

Complaints of an emergency nature or concerning unsafe conditions should be made immediately to the Basic Training personnel, and after normal operating hours, to the Student Liaison.

17. All students (graduating, guest instructors, etc) leaving on Friday MUST TURN-IN THEIR LINEN BEFORE 8:00 AM in the West dormitory basement. VILLAGE DORMITORY LINEN EXCHANGE is Thursdays 6:30 AM - 7:20 AM. MAIN CAMPUS LINEN EXCHANGE is Fridays 6:30 AM-7:30 AM. Linen Exchange is **Mandatory.**

18. **CURFEW FOR ALL STUDENTS WILL BE AT 10:00PM.** A Security officer will secure all exit doors at that time, and anyone arriving after the 10:00 p.m. curfew will be subject to disciplinary procedures. This affords better security and safety for the students and facility thus maintaining an environment favorable to academic performance.

WE HOPE YOUR STAY HERE WILL BE ENJOYABLE. WE THANK YOU FOR COMPLYING WITH THE ABOVE RULES, AND FOR YOUR CONSIDERATION FOR FELLOW OCCUPANTS. ANY RECOMMENDATIONS OR COMPLAINTS SHOULD BE ADDRESSED TO THE BASIC TRAINING COORDINATOR OR THE STUDENT HOUSING MANAGER SO THAT A REFERRAL IS MADE TO THE APPROPRIATE OFFICE.

CAFETERIA RULES

It is the goal of the Criminal Justice Academy Food Services Division to give the law enforcement community the highest quality food and the best possible service within certain parameters.

We would like to take this time to make you aware of some ACADEMY regulations that pertain to the food service area, and elaborate on each so that you will understand them and why each one is necessary to the overall SCCJA mission.

We are open to suggestions. If you have a suggestion or problem, feel free to contact Cafeteria Manager @ 896-7734, or ask when you are in the dining area.

1. Students are not allowed to break or dine with inmates.

2. Hats, tank tops, shorts and flip flops are not allowed in the serving area. This is an Academy regulation that comes from the Training Division. It was adopted to show respect for your fellow officers. When dining in the cafeteria, you must be IN UNIFORM FOR ALL MEALS.

3. **YOU MUST ADHERE** to the posted schedule for meal times. We have limited seating in the dining hall and try to schedule so that we never have people ready to eat with no place to sit.

4. Fountain drink machines are turned off except during meal times. Coffee, tea and water are available during breaks. **DO NOT** enter the dining room at any other time. We must have time for clean-up and restocking.

5. We no longer use styro-foam cups except at night, after hours. **DO NOT GO INTO THE CABINETS** and get cups out during your breaks. This is necessary for staff to conduct other duties.

6. **DO NOT** remove cups/glasses from the dining hall. Return them to the dish room after each use.

7. All students must be in formation for lunch. An ID Badge is required to eat - it is your meal ticket.

8. Students must be in a double-file line (two squads). Talking is NOT permitted while in line.

9. Students may not enter the cafeteria in PT/DT uniforms during training hours (6:30 a.m.-6:15 p.m.) **except** when notated on the schedule or under special circumstances; permission can be granted by the Basic Training Coordinator.

10. Students are allowed to select **one** entrée at the serving line. A plate may not be selected and then returned to the serving line. DHEC prohibits us from serving a plate that has already been touched, so please check the menu and decide on an entrée before you approach the serving line. Please be considerate of your classmates as well as other classes when selecting items from the serving line.

11. Fraternization with inmates is **against** CJA and SCDC policy. For your own well-being, as well as the inmate's, please limit your conversation with inmates. Any conversation with dining facility's inmates should be limited to kitchen policies and/or procedures.

12. Gas grills are available for your use off the lower dining area. Please inform us several days in advance so we can get them ready for your use. We will supply all cups, plates, napkins, and utensils. We will not supply you with the food.

AFTER NORMAL BUSINESS HOURS

FIRE AND INCLEMENT WEATHER EVACUATION PROCEDURES

In the event of a fire alarm, students are to evacuate the building immediately and assemble, by class, in the area near the covered bus stop. Should a fire alarm occur during the evening hours, class leaders and squad leaders will assist the Security Officer in evacuating the dormitories and accounting for class members. Assembly points are at the same bus stop area. Students residing in the Village Dormitory will evacuate the building via the closest stairway and hold formation in the SCDPS parking lot.

On the back of the entrance door for each dormitory room, you will find posted a diagram of your dormitory indicating primary and secondary evacuation routes, location of manual fire alarm boxes, portable fire extinguishers, and fire alarm enunciators. The preferred means of reporting a fire is to activate one of the manual fire alarm boxes located throughout the facility. With the exception of a small fire, no attempt should be made by Academy personnel or students to fight the fire.

Should a fire alarm sound, all students and staff are to evacuate the facility immediately in an orderly manner, utilizing either the primary or secondary evacuation routes indicated. As you evacuate, close all dormitory room doors behind you. Students and Academy staff will assemble by class in the grassy area adjacent to the bus stop sheds behind the gymnasium where students and staff will be accounted for. Student class leaders and Academy supervisory personnel shall be responsible for the accounting of all personnel. Students and Academy staff located in the Village will assemble in the SCDPS parking lot for personnel accountability.

In the event of a weather-related emergency, the first floor hallways of the North, West, and East dormitories have been designated places of refuge. If instructed to take shelter due to a weather emergency, move quickly to the first floor hallways of the North, West or East dormitories. Close all doors to the dorm rooms so that the hallways are shielded from possible flying glass. Village personnel will assemble on the first floor of the dormitory.

MEDICAL AND EMERGENCY SERVICES

For emergency treatment, dial 911 to obtain ambulance and EMS response.
Students who are ill or injured should notify the Academy Nurse as soon as practical; she will notify the appropriate personnel. For non-emergency medical attention students can report to sick call during specified times. For non-emergency attention after hours, medical treatment is available at Lexington Medical Center (Urgent Care) on St. Andrews Road in Irmo, SC, (Notify the Student Liaison and Class Leader prior to leaving). A map to the Lexington Urgent Care is on the last page of this manual. Students under a physician's care are required to immediately notify the Academy Nurse of this fact so a determination of fitness for training can be made. In case of emergency after hours, a security officer is located on the first floor of the West Wing.

Nurse/ Sick Call

The Nurse’s office is located on the first floor of the Village Dorm. Sick call hours are from 0715 - 0800 and 1200-1300. The nurse also has facilities to store and administer medication if needed. She can be reached at 803-896-4139

LAUNDRY

Washers and dryers are available for student use Sunday - Thursday; between the hours of 6:00 a.m. and 10:00 p.m.

GYMNASIUM

The village gymnasium is available to Basic students for recreational use Sunday evenings from 6:00 p.m. to 10:00 p.m. and Monday-Thursday 5:30 p.m. to 10:00 p.m., except when training is being conducted. The gym may not be used during class breaks. Gym shoes, tennis shoes, or running shoes are required. Basic students are also required to wear their PT uniform complete with ID badge.

WEIGHT ROOM

The Academy weight room in the main building is available for student use Sunday 6:00 p.m. to 9:30 p.m.; Monday-Thursday 6:00 p.m. to 9:30 p.m. The weight room may be used during recreational hours only, not during class breaks. The weight room is closed for cleaning 9:00 a.m. to 10:00 a.m. Student ID is required to enter the weight room.

LIBRARY

The Academy library has flexible hours which are posted on the door. Several computers with internet access are available to students.

MAIL

Mail is delivered daily by the Postal Service. In-coming Mail to students will be placed in the Class Leaders box outside the Basic Training Unit to be picked up and distributed by the Class Leader: Mail should be addressed to students as follows:

Student's Name
Basic Class Number
S.C. CRIMINAL JUSTICE ACADEMY
5400 Broad River Road
Columbia, S. C. 29212

TELEPHONE CALLS

Students receiving telephone calls during business hours at the main Academy number (803-896-7777) will receive notification of the call and any pertinent message when the class leader checks for phone messages. Classes are not interrupted for non-emergency calls. The Class Leader is responsible for checking for telephone calls and for delivering messages to the students. Calls of an emergency nature will be delivered immediately to the student by Academy staff. Emergency and business-related phone calls may be returned on the phone in the Basic Training Unit. **Students ARE NOT to have cellular telephones, two-way radios, pagers, smart watches, or any other source of communication with them during training hours**.
The main Academy number is (803) 896-7777, and the front desk is staffed Monday - Friday 8:30am - 5:00pm. After 5:00 pm voice mail is activated and a message can be left. The Basic Training Fax Number is (803) 896-8783. **After hour emergency calls which require immediate efforts to locate a student should be directed to the Security Officer at (803) 896-8163 or (803) 394-5436.**

BUS TRANSPORTATION

Bus transportation will be utilized for transport to various training activities. Students will be advised where and at what time to meet the bus and will act responsibly and appropriately while traveling to and from the bus stop, and while retrieving gear from vehicles. Students will conduct themselves in a professional manner consistent with the Honor Code and their conduct.

STUDENT PARKING

All Basic students are to park their vehicles in the designated parking lot across the street from the main Academy entrance. This parking lot is intended for long term parking by Basic students so that other parking areas may be utilized by staff and those students who are in advanced classes at the Academy.

The Criminal Justice Academy is not responsible for damage to any vehicle while parked on Academy property. Any discovered damages must be reported to the Basic Training Coordinator (after hours, to security officer as soon as discovered and before the vehicle is moved. Reports should be made to the Basic Training Coordinator who will investigate and report findings and recommend a course of action.

CHAPLAINCY PROGRAM

The chaplain program is a ministry offered to students through the SC Law Enforcement Chaplain Association or the Public Safety Chaplaincy. Weekly Bible studies may be available for voluntary participation. An appointment with a chaplain can be arranged for individual discussion or counseling at various times by contacting the Administrative Assistant in the Basic Training Unit.

FACULTY AND STAFF

The faculty and staff are experienced law enforcement officers, attorneys, teachers and other professionals dedicated to training criminal justice personnel at all levels of government. Staff duties vary from classroom presentation to administrative assignments. Faculty and staff members will provide assistance to students whenever necessary. Each staff member has the authority to redirect a student's behavior if that behavior is deemed detrimental. Faculty members have direct authority over students while those students are under instruction from that faculty member.

CLASSROOM POLICIES

Students are not allowed to take food into the classrooms or hallways. Additionally, there will be no use of gum or toothpicks in classrooms. Beverages (water) are allowed in the classrooms, and only if contained in the spill proof bottles sold at the CJA store or similar type spill proof bottles brought to the Academy by the student

Do not use the hallways as a gathering place during breaks. Students are prohibited from blocking the hallways. Students going to the dining hall or leaving class for break are required to walk single file on the right side of the hallway.

No pagers, cell phones, smart watches, or other electronic devices are allowed in the classroom or on the student's person **ANYTIME** during training hours. Cell phones may be used normally after training hours. Family members and others that may need to reach you in the case of an emergency should be given the Academy's main telephone number (803) 896-7777 along with your class number.

No tape recorders, study guides (from other students/officers/internet), laptops, smart phones, or any other electronic recording devices are allowed. **All students are expected to do their own original work. Dishonesty in any form is totally unacceptable**.

Students should be in their assigned seats with all needed materials five minutes before classes are scheduled to begin. Tardiness will not be tolerated. No horseplay or disruptive behavior is permitted in classrooms. Each student is expected to leave his/her area in the classroom clean and free of trash at the end of the day. Students will place their chairs on top of the desks at the end of their last class of the day. The Class Leader will ensure the lights are off once all students exit the classroom.

STUDENT CONDUCT

It is Academy policy that students must obey all rules established by their respective departments unless the rules conflict with Academy policy. Any such conflicts should be reported to the Basic Training Coordinator for resolution. Any student who commits a criminal offense under South Carolina law shall be dismissed from the Academy.

In order to ensure student safety, respect and fairness the following guidelines have been established for Basic training.

A. STUDENTS SHALL

1. **Conduct themselves as professionals and perform all duties in a thorough and conscientious manner and carry out all orders, commands or instructions given by authorized personnel.**

2. **Be in the Academy by 10:00 p.m. (curfew), TV's, cell phones, and other electronics should be turned off to allow others to sleep.**

3. **Have dormitory rooms cleaned and ready for <u>inspection</u> by 7:30 a.m. This includes emptying the trash cans.**

4. **All students sharing a suite are mutually responsible for the cleanliness of the entire suite area for the duration of their stay in the dormitory.**

5. **The class, as a whole, is responsible for maintaining the common hallway areas in an orderly and clean manner.**

6. **The Squad Leaders are responsible for the weekly inspection of the living areas, including common hallway areas, of their respective squad members and taking corrective action, if necessary, for any and all discrepancies discovered.**

7. **The Squad Leaders are responsible for reporting the condition of all inspected areas (including discrepancies and corrective action taken) to the Class Leader. The Class Leader is responsible for the preparation and presentation of a comprehensive weekly report to the Basic Training Coordinator.**

8. **Be in the proper uniform for all scheduled Academy activities. <u>After class hours students are still required to dress appropriately (skirts and shorts must cover at least half the thigh.)</u>**

9. **Walk in single file, right side of hallways at all times.**

10. **Wear clean, pressed uniforms with shined boots/shoes at all times. (BLE) <u>Shirt will have military creases front and back, sleeves and pant legs should have appropriate creases.</u>**

11. **Shower daily or as needed using soap and deodorant afterwards.**

12. **Be clean-shaven at all times. Those students who arrive with a mustache or facial hair must have a written medical excuse from their primary care physician to keep it.**

13. **For student safety, fingernails are to be kept short and hair will be worn above the collar. No earrings will be worn by female students that protrude below the earlobe (no hoops or body piercings of any kind). Male students are prohibited from wearing earrings of any kind.**

14. **Wear hair off the collar.**

15. **Eat lunch in the Academy's dining facilities (Basic students cannot leave campus during lunch).**

16. **Students with allergies and unusual medical conditions which need special accommodations need to inform the Academy Nurse as soon as possible.**

17. When the flag is raised or lowered, students who are outside are expected to face the direction of the flag. If the student can see the flag, the student is expected to face the flag, come to attention and salute if he/she is in uniform. If the student is dressed in civilian clothes, the student is expected to put his/her right hand over his/her heart.

B. <u>STUDENTS SHALL NOT</u>:

1. Use profane, vulgar or obscene language or behave in an otherwise disorderly manner.

2. Eat or use tobacco products in the classroom.

3. Smoke in Academy buildings. Smoking is only permitted in authorized areas (This includes all types of cigarettes i.e.: e-cigarettes, synthetic cigarettes, and mechanical cigarettes).

a. ACADEMY BUILDINGS

Smoking will be prohibited in the following areas:

- **Inside any building owned or occupied by CJA;**
- **In any area designated by the Occupational Safety and Health Manager as a fire or safety hazard;**
- **In interior or exterior loading dock;**
- **In any CJA pool vehicle or assigned vehicle;**
- **In any other exterior area designated by the Director or designee as a "nonsmoking area".**

The smoking prohibition of smoking material includes chewing tobacco products or snuff. Chewing tobacco products or snuff will not be disposed of in office trash cans, dumpsters or acceptable smoking containers on Academy premises. Chewing tobacco products or snuff must be disposed of in a container off the Academy premises. Body fluids produced by chewing tobacco products or snuff are considered biohazard and will not be handled by Academy staff or inmates.

Smoking will be permitted in the following area:

- **Outdoor employee break areas designated as "smoking areas" by the Director or designee.**

Disposal of tobacco products

CJA will provide acceptable containers within the smoking areas for the proper disposal of tobacco products and will ensure that the containers are emptied on a daily basis. Smokers must utilize the designated containers to dispose of their smoking products. Under no circumstances should smoking products be disposed of on the ground.

b. NO SMOKING SIGNS

"No smoking signs" will be posted in exterior areas where smoking will be prohibited and on doors of the building.

4. Use or possess intoxicating alcoholic beverages or illegal drugs in any form while on Academy property.

5. Mar, deface, damage posted notices, furniture, equipment or other Academy property. Damage to Academy property will be chargeable to individual(s) found responsible.

6. Fraternize with any other students, Academy staff, or inmates working at the Academy.

7. Socialize with the inmate staff.

8. Permit unauthorized persons to visit them in the dormitories.

9. Commit any acts that are incompatible or in conflict with public service or that might cast unfavorable reflection upon the Academy or law enforcement in general.

10. Engage in conduct unbecoming a law enforcement officer. Conduct unbecoming an officer shall include any conduct that brings the Academy or the law enforcement profession into disrepute; reflects discredit upon the officer as a student at the Academy; or that impairs the operation or efficiency of the Academy or the individual officer.

11. Refuse to obey lawful directives of any instructor or staff member.

12. Leave their assigned group during range trips without the expressed permission of their instructor.

13. Park law enforcement vehicles at bars, nightclubs or other business establishments that primarily sell alcohol for consumption on the premises. Students shall comply with all regulatory traffic laws to and from the Academy.

14. Basic students are NOT to have ammunition and/or a weapon in their possession while attending the Academy.

15. Wear hats, shorts, tank tops, sweats, sandals or flip-flops in the dining area or hall until after 6:00 p.m.

16. Violate the honor code; violation is grounds for possible expulsion.

ALCOHOL: POSSESSION AND USE

The possession and/or use of (under the influence) alcoholic beverages while on campus; by any student during any training assignment at the Criminal Justice Academy will not be tolerated. Any student found to be in violation of this policy will be **summarily dismissed** from the Criminal Justice Academy, and may be subject to additional judicial action as deemed appropriate by the Director of the Criminal Justice Academy.

USE OF ALCOHOL/OFF CAMPUS

Each student will be expected to demonstrate discretion when using alcohol off campus. Any student returning to campus with the appearance of being impaired will be subject to policy set forth governing the use of alcohol on campus and subject to its penalties. Any Category III offense, outlined in the Discipline Policy, is **automatic dismissal** involving the use of alcohol or drugs.

***Basic Students who are attending training will not consume any alcoholic beverages while on special liberty.**

ILLEGAL DRUGS/SUBSTANCE - POSSESSION/USE

The possession and/or use of any illegal drug/substance by any student assigned to training activities at the Criminal Justice Academy will not be tolerated. Students found to be in violation of this policy will be **summarily dismissed** and may be subject to **immediate arrest** and **criminal prosecution**. The offending student WILL NOT be considered for re-entry into any training activity at any time.

CONSEQUENCES FOR NON-COMPLIANCE

1. Individual students or groups of students found to be in non-compliance with these policies and procedures are subject to those penalties outlined in the demerit system;

2. Individual students or groups of students found to be in repeated non-compliance with these policies and procedures are subject to disciplinary action up to and including dismissal from their respective class.

3. Individual students or groups of students found to be in non-compliance during the final weekly inspection may be subject to having their certificate withheld until the necessary corrective action has been taken.

DISCIPLINE

Discipline is action that is expected to produce a specific character or pattern of behavior. In order to provide an atmosphere conducive to learning, the Academy has implemented the following disciplinary policy and procedures for use by Basic students. This system uses demerits to modify behavior that is counterproductive to the training and learning process and merits to reward and reinforce productive behavior.

Basic Law Enforcement students who accumulate **four demerits** during the course of their training will be **dismissed** from the Academy.

Basic Detention students who accumulate **three demerits** during the course of their training will be **dismissed** from the Academy.

Basic Telecommunications students who accumulate **three demerits** during the course of their training will be **dismissed** from the Academy.

Students dismissed for disciplinary reasons will not be recycled until all basic classes that were at the academy at the time of dismissal have graduated. Only the Director can make exceptions to this standard.

REPORTING A VIOLATION

A. CJA Instructors and Staff involved in enforcing student discipline (including, but not limited to, Instructors, Dining Hall Supervisors, Housing Staff, Security) shall complete a form which contains the following information:

(1) Student's name and Class

(2) Nature of the offense.

(3) Further explanation if needed for clarification or for names of witnesses.

(4) Supplemental report if required such as in the case of dismissal.

B. The CJA Staff member noting the violation shall record the required information and forward the form to the Training Coordinator. A copy of the form will be given to the student.

C. The Training Coordinator categorizes the violation and notes the number of violations, conducts an investigation if necessary, and takes the appropriate action. Immediately afterwards, the Training Coordinator will notify the appropriate Instructor/Staff of the action taken.

INFRACTIONS OF DISCIPLINE

Infractions or violations are broken down into three categories and are based on a demerit system of no more than four (4) demerits per Basic Training Session.

CATEGORY I: - One Demerit per Violation

Category I infractions are those infractions which are considered minor in nature, but the occurrence of which may indicate potential problems in the future.

Examples: Category I – One Demerit

- Unsecured valuables in dorm (clothes, money, cell phones, etc.)
- Parking in restricted area
- No name tag on classroom desk
- Improper personal grooming
- Loss of Student ID
- Entering dining hall during restricted hours
- Improper housekeeping of dorm room
- Food/Drink in unauthorized area
- Improper Uniform (clothes not pressed, boots/shoes not shined, etc.)

Action to be taken:

First infraction of Category I could subject the violation to alternative discipline (performing push-ups, writing a complete and accurate incident report on the violation, etc).

Second infraction in Category I will result in counseling and oral/written reprimand by the Training Coordinator.

Third infraction in Category I will result in a written reprimand and conference with the Director and the Training Coordinator. The student's agency head will be contacted and informed of the violation.

Fourth infraction in this Category I will result in dismissal.

CATEGORY II: One or Two Demerits per Violation

Category II infractions are those infractions or violations which are disruptive to training or security. These violations are more serious in nature and are indicative of continuing problems.

Examples: Category II – Up to Two Demerits

- Late for class/formation without acceptable excuse
- Unsecured Hand-Cuffs or Key, Badges, and other law enforcement item
- Improper uniform (i.e., no cover)
- No nametag on dorm room
- Use of tobacco products in building
- Abusing furniture or equipment
- Unauthorized changing of dorm rooms
- Disruptive behavior (i.e., horseplay, running in hallways)
- Sleeping in class (Including Breaks)
- Curfew violation
- Unexcused absence – Sunday check-in, leaving campus without authorization.
- Unexcused absence from class
- Disrespect to Instructor/Staff/Class Leadership
- Failure to follow directives given by Instructor/Staff
- Unauthorized cell phone in class (includes smart watches)

Action to be taken for Category II Infraction:

First Infraction: Counseling and Oral/Written Reprimand of the student and notification of the Training Manager by the Training Coordinator. Student will receive a demerit. If a prior Category I offense has already occurred, the first infraction of a Category II violation will be treated as a "Second Offense".

Second and Subsequent Infractions: Written reprimand and notification of the Director and the student's Agency Head by the Training Coordinator. Student will receive two demerits per infraction.

CATEGORY III: - Four Demerits per Violation

Category III infractions are those which include putting others at risk of injury or death, conduct unbecoming an officer or which are criminal in nature. These violations result in **four (4) demerits per violation and immediate dismissal.**

Examples: 4 Demerits per Violation – **IMMEDIATE DISMISSAL**

- Reckless behavior (behavior or threats of behavior that puts others at risk of injury or death, including reckless behavior on firearms/driving/practical ranges)
- Visiting/entertaining member of **opposite sex** in dorm room
- Unauthorized entry into dorm room
- **Possession of a weapon or ammunition** on CJA property without Authorization
- **Unauthorized alcoholic beverage** on CJA property
- Under the influence of alcohol or drugs (SFST training excepted)
- Visiting unauthorized areas
- Lying, cheating, stealing or tolerating those who do

- Making threats against persons or property
- Any criminal offense including traffic offenses (more than a four point violation)
- Conduct unbecoming a law enforcement officer
- Violation of honor code

Action to be taken for Category III Infraction:

- Investigation by Training Coordinator
- Notification to the Director by the Training Coordinator
- Notification to the Agency Head by the Director of CJA or his appointee **AND dismissal** of the student

MERITS

Just as demerits may be assigned to students who violate rules of conduct, merits may be awarded to those same students who have displayed outstanding or exceptional conduct or actions. Merits may be given during a demerit period and will serve to offset demerits for the duration of the program. Merits can be recommended in writing by the class leader, but can only be awarded by CJA staff.

Value of Merits:

	Merits
a) Outstanding shoes:	1
b) Outstanding appearance	1
c) Outstanding living quarters	1
d) Outstanding accomplishments	1

DISCRIMINATION

In keeping with Federal and State law and Department policy, the S. C. Criminal Justice Academy prohibits any form or type of discrimination. The Academy will not condone any act by anyone that discriminates against an individual based upon their race; religion, sex, creed, age or which discriminates against a qualified individual with a disability. The Academy is committed to maintaining an environment free of intimidation, hostility or offensive behavior. The Academy will deal swiftly and vigorously with any individual or individuals discriminating against another individual or sexually harassing any person, whether an employee, student at the Academy, visitor to the Academy, contractor or subcontractor, or vendor on the premises is the target of the discrimination or harassment, or commits the discriminatory act or harassment.

If you believe you have experienced or witnessed discrimination or harassment, or if you do not know if an act is discriminatory or harassing but believe it may be, you should **immediately** notify your supervisor; an instructor; and Florence McCants, the Academy's Affirmative Action Officer, at (803)896-8035. Any Academy employee, supervisor, or instructor who learns of a discriminatory or harassing act should bring the matter immediately to the Academy's Affirmative Action Officer's attention, Florence McCants.

The South Carolina
Criminal Justice Academy

Office of the Director

POLICY AUTHORITY

Administrative Policy Statement

Student Grievances

All students assigned to the Criminal Justice Academy for training activities will be provided the opportunity of reporting any grievance that they determine affects their personal or professional well-being. The grievance process will be clearly stated in writing in the student manual and will be reviewed by the Basic Training Coordinator during student orientation on the first day of the scheduled training cycle. If the student is attending a new basic class of instruction, the assigned staff instructor will be responsible for distributing and reviewing the grievance process during the class administration orientation.

Operational Procedures
Student Grievances

A. Basic Students (Process)

Any Basic Student wishing to file a grievance will adhere to the following procedure:

1. Notify the class leader.

2. The class leader will advise the Basic Training Coordinator who will schedule a conference with the aggrieved student within 24 hours of notification.

3. If the Basic Training Coordinator is able to satisfy the grievance, a "report of action taken" will be prepared, signed, and dated by the Basic Training Coordinator and the student.

4. In the event that the Basic Training Coordinator is unable to satisfy the grievance, the student will be advised to record his/her grievance in writing and submit to the Training Operations Manager.

5. The Training Operations Manager will notify the student's department of the nature of the grievance and schedule a conference with the student.

6. If the Training Operations Manager is able to satisfy the grievance, a "report of action taken" will be prepared and distributed as follows:

   * Copy to the Student
   * Copy to the Department
   * Copy to the Director, CJA
   * Copy to the Student Training File.

7. If the Training Operations Manager is unable to satisfy the grievance, a written report will be prepared and provided to the Criminal Justice Academy Director for further action.

8. The Criminal Justice Academy Director will schedule a conference with the student and a representative of the student's department (if requested) for further determination in satisfying the grievance.

9. A final summary report of the grievance and action will be prepared and distributed as follows:

   a. Aggrieved Student
   b. Student's Department
   c. Student's CJA Training File
   d. Office of General Counsel, SCCJA

B. Advanced\Specialized Students

Any advanced\specialized student wishing to file a grievance will adhere to the grievance process for basic students with the following exceptions:

1. Notify the CJA instructor conducting the class.

2. The Director will be notified by the instructor who will schedule a conference with the aggrieved student prior to the completion date of the advanced\specialized class.

Steps 5-9 of the basic student grievance procedure will complete the process for advanced\ specialized students.

Training Requirements

REPORTING, UNIFORM AND EQUIPMENT REQUIREMENTS

Section 2

BASIC LAW ENFORCEMENT AND BASIC DETENTION
ORIENTATION SCHEDULE

Basic Law – 3:00 p.m. on the Sunday before class starts
Basic Detention - 4:00 p.m. on the Sunday before the class starts

The **8-week Basic Law Enforcement** student should report the Sunday before their class begins at 3:00 p.m. to the "Village" Gymnasium for leadership appointment and drill and ceremony. The **3-week Basic Detention** student should report the Sunday before their class begins at 4:00 PM to Building #7 for orientation. The students will first engage in drill and ceremonies, which will enhance the students' attention to details and allow him/her to develop precision movements within the class as well as develop a response to methods of instruction. The cadre will use three methods of instruction for the drill and ceremonies: step-by-step, talk through, and by the number methods. Students will be given an explanation, demonstration, and then practice each movement.

BASIC LAW STUDENTS (Special Basic & Basic Law Students):

3:00 p.m. – Drill & Ceremony
3:30 p.m. – Classroom orientation
4:30 p.m. – Move into their assigned dorm room
5:00 p.m. – Released for dinner (Dinner will NOT be provided on the reporting Sunday)
7:45 p.m. – Accountability formation (Village Gym)

BASIC DETENTION STUDENTS (Legal Only & Legal and Juvenile Only Students):

4:00 p.m. - Orientation & Drill and Ceremony
5:00 p.m. – Move into assigned dorm room
5:30 p.m. – Released for Dinner (Dinner will NOT be provided on this Sunday)
7:45 p.m. – Accountability formation (Village Gym)

STUDENT INSPECTION – UNIFORM STANDARDS

For Basic Law Enforcement and Basic Detention Students

The students will stand inspection Monday through Friday at the scheduled time set by the Training Coordinator. See "Specific Instructions" for the required uniform. The student's responsibilities are as follows:

- Uniform will be wrinkle free, clean and have a neat appearance with creases (military creases in front and back of shirt, sleeves, and pant legs).
- Shirts and pants should match (shirt will have military creases front and back).
- There will be no strings or raveled patches on uniform.
- Crew neck t-shirts will be worn and visible.
- Shoes will be clean and shined.
- All buttons will be buttoned. If a button is missing, the student is required to replace it.
- Gig Line will be in order and straight. Gig Line is the line formed by your zipper, belt buckle and buttoned shirt.
- There will be no bulges in pockets, front or rear, to make the uniform look out of shape.
- No ink pens or pencils will be visible in shirt pocket during inspection.
- **No visible necklaces, tongue rings, or body piercings will be worn**. Only two (2) rings on hands, only one (1) pair of stud earrings **(no hoops)** worn by females **(men will not wear earrings of any kind)**, and a watch will be allowed.
- Men will be **clean-shaven** (no shadows).
- Females' hair should be pinned up (if needed) at all times.
- The student is to present an overall PROFESSIONAL LOOK AND ATTITUDE.
- **No pagers, cell phones, smart watches or similar communication devices** are allowed

CLASS LEADER

In order to ensure a smooth flow of communication between staff and Basic classes, a class leader will be selected to serve as liaison. The class leader will be responsible for maintaining an orderly transition of duties and communications between the staff and the Basic Class. Duties of a class leader include, but are not limited to:

A. Check and report class attendance to the Basic Training Unit daily. Immediately report any unexcused absences.

B. Check with the Basic Training Unit twice daily and deliver mail and telephone messages to class members.

C. Ensure that any problems or classroom deficiencies are reported immediately to the Basic Training Coordinator for correction.

ROOM INSPECTION GUIDELINES

1. Squad Leaders are to inspect the rooms of their squad (regardless of sex) once a week. Checkout inspections are to be conducted on Friday **before** graduation ceremonies.

2. Cadre may conduct a formal room inspection at any time, although most will be conducted following in-ranks inspection. During a formal room inspection, students will wait outside the room at attention while cadre inspects room.

3. Squad Leaders are to fill out the inspection checklist and turn it in to the Class Leader.

4. Class Leaders are to use the checklist to complete their inspection report.

5. Class Leaders are to inspect common areas of the dorms and turn in the Inspection Report to the Dorm Manager.

6. Squad Leaders are checking the rooms to ensure that:

   a. Beds are **neatly** made

   b. Clothes are picked up off the floor and are not lying on beds

   c. Wall lockers are neat and items are not bulging out of the locker

   d. All valuables are secure

   e. Wet clothes are hung up neatly in the bathroom to dry (not lying on bed or floor of room)

   f. Suitcases, shoes and all other items (radios, CD players) that are not in the wall lockers should be stored under the bed or neatly in the space that is provided

   g. Student must comply with dormitory check out list

   h. Bathrooms are clean

   i. Personal items are not left in bathroom

   j. Towels are hung neatly on the towel racks

   k. Trash has been emptied

ABSENCES

Students will attend all scheduled classes unless excused by the Basic Training Coordinator or his designee.

Excused absence:

A. Emergency situations after proper notification from the student's agency.

B. Court appearance verified by subpoena. A copy of the subpoena must be furnished to the office of the Basic Training Coordinator.

C. Illness or injury that prevents class participation. Illness or injuries that prevent a student from participating in class must be reported to the Academy Nurse. Training related injuries require the completion of a Student Incident Report or Injury Form.

All student training-related injuries should be reported to the Academy Nurse, even when medical treatment is not needed, in order to establish a record of the injury.

Students unable to fully participate in all Basic Training activities will be released from training until a determination can be made by the Basic Training Coordinator that the student is able to return to training.

Any student may be recycled if;

- More than **eight hours** of training is missed.
- Mandatory training is missed, even if less than eight hours (written/proficiency test, range orientations, etc.).
- It is deemed that the safety and welfare of students or staff are jeopardized.

Students who are excused but allowed to continue with their class will be responsible for all material covered during their absence.

SPECIFIC INSTRUCTIONS

Only for

Basic Telecommunications Officers

(Class IV Certification)

Basic Telecommunication Students should report by 6:00 PM the Sunday before their class begins to Building 7, Classroom B, for **mandatory** orientation. Students should report in duty attire for this orientation. Students who wish to stay off campus must have written authorization from their department head for approval to commute.

Classroom Uniform: Departmental uniforms or if no uniforms are issued, proper office attire (polo style shirt with khaki trousers). Jeans, t-shirts, flip flops, or other "off duty" type clothing is **NOT** acceptable in the classroom.

There is NO Physical Training taught during this course. If you would like to use the Academy's facilities (gym and weight room), the following are suggested: Gym shorts & T-shirts and/or Sweat Pants & Sweat Shirt; good pair of running shoes, and a reflective Vest or Belt for running on academy roads (court shoes if you plan to play basketball/volleyball in gym - non-marking soles)

EQUIPMENT: None

BASIC TELECOMMUINICATIONS TESTING PROCEDURES

To successfully complete the Basic Telecommunications Training program, a student must score at least 70% on the cumulative academic test. No proficiency tests are given. In the event that a student fails the test, the student will be dismissed from the Academy.

Tests are administered at the end of the block of instruction.

The following subject block **requires a passing grade** for certification for students attending the Basic Telecommunication course:

ACADEMIC WRITTEN TEST	Cumulative Test

SPECIFIC INSTRUCTIONS

Only for

BASIC DETENTION STUDENTS

(Class II Certification – attending 3-week, Legals Only, & Legals/Juvenile Only)

Please plan to arrive for orientation on **SUNDAY, prior to the first day of class, promptly at 4:00 p.m. in duty attire to Building #7. BRING THIS MANUAL WITH YOU WHEN YOU REPORT FOR ORIENTATION**. During this orientation you will receive formation training and receive your dormitory room assignment. (Meals will not be provided during this reporting Sunday.) With the exception of weekends, basic detention students are no permitted to leave campus for any reason during the three weeks of training. Students must report back to the Academy between 6:00 p.m. and 7:45 p.m. on any subsequent Sundays.

Students attending Juvenile Only portion of Basic Detention should report directly to the classroom in Building #7 no later than 7:45 a.m. on Tuesday of week one.

Classroom Uniform for Basic Detention Students:

Departmental uniforms are required in the classroom. Non-uniform officers are required to wear proper office attire to class (i.e. no jeans, t-shirts or other off-duty type clothing).

One (1) Class Identification/Access Card will be issued by the Academy; if destroyed/lost you will have to purchase a replacement for $5.00.

Defensive Tactics Uniform for gym:

1. PLAIN Gray T-shirt and/or sweat shirt, Crew neck only
2. Department issued pants or dark blue or black 511 style pants (no logos). Not including name brands
3. White socks
4. Gym shoes with non-marking soles

Equipment for Defensive Tactics training:

1. Duty belt
2. Handcuff case (if issued)
3. Standard swivel handcuffs with operable key

DETENTION INSTRUCTIONS:

Wk 1: Change into Defensive Tactics Uniform after lunch break.

Wk 2: Monday: Students will be in Classroom Uniforms entire day.
Tuesday: Change into Defensive Tactics Uniform at 2:45 p.m. Report to class at 3:00 p.m.

Wk 3: Change from Classroom Uniform into Defensive Tactics Uniform at 2:45 p.m. Report to class at 3:00 p.m.

BASIC DETENTION TESTING PROCEDURES

All academic written tests must be successfully completed with a minimum passing score of 70% before the student progresses to the next unit. The Defensive Tactics Written test must be successfully completed on the first attempt with a passing score of 70% before the student progresses to the next test. In the event the student **fails any written test, the student will be dismissed from the Academy**. No re-tests are given.

Tests are either written or performance oriented, depending on the material covered.

Academic tests are administered weekly or at the end of a block of instruction. The following subject blocks each **require a passing grade** for officers attending the Basic Detention Training course:

ACADEMIC WRITTEN TESTS: UNITS I, II & III (100 Points per Unit)	**300 Points**
DT (Defensive Tactics Techniques) WRITTEN TEST	**100 Points**
	400 Points
DT (Defensive Tactics Techniques) PROFICIENCY	

IT IS THE RESPONSIBILITY OF THE RECYCLED STUDENT TO MAKE SURE ALL WRITTEN AND PROFICIENCY TESTS HAVE BEEN PASSED WITH THE PREVIOUS CLASS. THE INSTRUCTOR MUST SUBMIT TO THE BASIC TRAINING COORDINATOR WRITTEN VERIFICATION THAT SATISFACTORY COMPLETION HAS BEEN ACHIEVED.

BASIC DETENTION LEGALS ONLY TESTING PROCEDURES

The Legals Only portion consists of the first 2 days of the Basic Detention Session. The Legals Only written test is given at 8:00 am on Tuesday of Week 1 and must be successfully completed with a minimum passing score of 70% before the student can receive their certificate. In the event the student **fails they will be dismissed from the Academy**. There are no proficiency tests for Legals Only students. No re-tests are given.

Legals Only Test: 20 Items 25 Minute time limit

BASIC DETENTION LEGAL/JUVENILE ONLY TESTING PROCEDURES

The Legal/Juvenile Only portion consists of the first 2 days of the Basic Detention Session. The Legal/Juvenile Only written test is given at 3:30 p.m. on Tuesday of Week 1 and must be successfully completed with a minimum passing score of 70% before the student can receive their certificate. In the event the student **fails they will be dismissed from the Academy**. There are no proficiency tests for Legal/Juvenile Only students. No re-tests are given.

Legal/Juvenile Only Test: 20 Items 25 Minute time limit

BASIC DETENTION JUVENILE ONLY TESTING PROCEDURES

The Juvenile only portion consists of the first Tuesday of the Basic Detention Session. The Juvenile Only written test is given at 3:30 pm on Tuesday of Week 1 and must be successfully completed with a minimum passing score of 70% before the student can receive their certificate. In the event the student **fails they will be dismissed from the Academy**. There are no proficiency tests for Juvenile Only students. No re-tests are given.

Juvenile Only Test: 20 Items 25 Minute time limit

IN THE EVENT THE STUDENT FAILS LEGALS ONLY, LEGALS/JUVENILE ONLY, OR JUVENILE ONLY PORTIONS OF BASIC DETENTION TRAINING, THEY WILL BE ELIGIBLE FOR RECYLCE WITH A FUTURE CLASS. HOWEVER, THEY WILL BE REQUIRED TO RETURN FOR THE FULL THREE WEEKS OF TRAINING AND WILL HAVE ONE (1) FAILURE AGAINST THEM.

BASIC DETENTION AWARDS AND RECOGNITION

At graduation ceremonies for Basic Detention Training, individual awards and recognition are given to those students who have excelled in various areas of Basic Detention Training.

THE BERT FRIDAY AWARD

This award is given to the student in each class who attains the highest cumulative academic score (total points) for all unit tests. In case of a tie, multiple awards will be presented. Please note that a total of at least 384 points (a minimum 96% academic average) of a possible 400 must be achieved in order to qualify for this award. No student who has received demerits, recycled for academics, or proficiency failure is eligible for this award.

THE DISTINGUISHED GRADUATE AWARD

The *Distinguished Graduate Award* is awarded to each student who attains a cumulative academic score of at least 384 points of a possible 400 (a minimum 96% academic average) for all unit tests. No student who has received demerits, been recycled for academics, or proficiency failure is eligible for this award.

NOTICE:

Returning students (due to academic failure, or proficiency failure.) will NOT be eligible to receive the Bert Friday Award. Students who return for reasons other than academics, disciplinary, or proficiency failure will be eligible for the Distinguished Graduate recognition.

Special Circumstances: If a student misses eight hours or less (which has been pre-approved by the Basic Training Coordinator) and returns to the SAME Basic Detention Training Session, that student WILL be eligible for all awards and recognition.

SPECIFIC INSTRUCTIONS

Only for

BASIC LAW ENFORCEMENT STUDENTS

(Class I Certification – attending entire 8- week course)

Please plan to arrive for orientation on **SUNDAY promptly at 3:00 p.m. in Khaki Uniform to the Village gymnasium Bldg. #18**. **BRING THIS MANUAL WITH YOU WHEN YOU REPORT FOR ORIENTATION**. After the orientation you will receive your dormitory room assignment and move into your room. (Meals will not be provided during this reporting Sunday). With the exception of weekends, basic law students are not permitted to leave campus for any reason during the eight weeks of training. Students must report back to the Academy between 6:00 p.m. and 7:45 p.m. on any subsequent Sundays with a mandatory formation at 7:45 p.m.

Classroom Uniform for Basic Law Enforcement Students:

1. Khaki shirts and trousers (no pleats) - at least 3 changes
   Long sleeve shirts will be worn if your class begins between October 1st and March 31st
   Short-sleeve shirts will be worn if your class begins between April 1st and September 30th
2. Black belt
3. Navy Blue Crew neck T-shirt
4. Concealable bullet resistant vest (Can be provided by CJA if you are not issued one)
4. Black leather shoes or boots and dark socks
5. One (1) hat will be issued by the Academy
   (If destroyed you will have to purchase one for $10.00.)
5. One (1) Class Identification will be issued by the Academy.
   (If destroyed/lost you will have to purchase a replacement for $5.00)

Physical Training Uniform:

1. PLAIN Navy Blue gym shorts
2. PLAIN Navy Blue T-shirt and/or sweat shirt
3. WHITE socks
4. Good pair of running shoes (any color)
   (Court shoes if you plan to play basketball/volleyball after hours)
   *Extra shorts and sweats may be bought at the CJA store, which is open from 11:30-1:00 M-F.
5. Reflective Vest or Belt for running on academy roads

Equipment:

1. Duty belt with holster (starting day 1)
2. Handcuffs/key (starting day 1)
3. Flashlight
4. Shotgun & cleaning kit (week 4)
5. Handgun & 2 Magazines (Sunday of week 4)
6. Handgun cleaning kit (Friday of week 4)
7. Students interested in VA benefits should bring their DD214 form, Copy #4.
8. Notepad, pencils & pens (weeks 1-8)
9. Index cards, highlighters, are optional (week 1 -8)

BASIC LAW ENFORCEMENT
TESTING PROCEDURES

PHYSICAL ABILITIES TEST:

Basic Law students attending the 8-week program must successfully complete the Academy's Physical Abilities Test (PAT) in a time of 2:06 or less. The course consists of a series of nine interspersed individual tasks, arranged in a continuous format applicable to essential (physical) job-tasks for law enforcement training. Specific information about the course may be found on our website at www.SCCJA.sc.gov

ACADEMIC AND PROFICIENCY TESTS:

All written academic tests and the PPCT written test must be successfully completed with a minimum passing score of 70% before the student progresses to the next unit. The DUI/SFST test must be successfully completed with a minimum passing score of 80% to progress. In the event the student fails any written test, the student will be dismissed from the Academy. No re-tests are given.

Tests are either written or performance oriented, depending on the material covered.

IT IS THE RESPONSIBILITY OF THE RECYCLED STUDENT TO MAKE SURE ALL WRITTEN AND PROFICIENCY TESTS HAVE BEEN PASSED WITH THE PREVIOUS CLASS. THE INSTRUCTOR MUST SUBMIT TO THE BASIC TRAINING COORDINATOR WRITTEN VERIFICATION THAT SATISFACTORY COMPLETION HAS BEEN ACHIEVED.

BASIC LAW ENFORCEMENT AWARDS AND RECOGNITION

THE J.P. STROM AWARD

The J.P. Strom Award is awarded to the student in each class who attains the highest cumulative academic score (total points) for all unit tests. In case of a tie, multiple awards will be presented. A minimum 96% average must be achieved in order to qualify for the award. No student who has been recycled for academics, proficiencies, or has had any disciplinary issues is eligible for this award.

THE DISTINGUISHED GRADUATE AWARD

The Distinguished Graduate Award is awarded to each student who attains a cumulative academic score of at least a minimum 96% average in order to qualify for the award. No student who has been recycled for academics, proficiencies, or has had any disciplinary issues is eligible for this award.

CLIFFORD A. MOYER MARKSMANSHIP AWARD

This award is given to the officer who scores the highest during handgun qualifications on the first officially scored attempt. No student who has been recycled for academics, proficiencies, or has had any disciplinary issues is eligible for this award.

DIRECTOR'S PHYSICAL FITNESS AWARD

This award is given to the student who has the fastest time on the Academy's Physical Abilities Test (PAT), successfully completes all cadre-led runs and the Challenge Run (3 miles in 25 minutes or less). No student who has been recycled for academics, proficiencies, or has had any disciplinary issues is eligible for this award.

CHALLENGE RUN AWARD

This award is given to all students who successfully complete a 3-mile run over a determined course in 25 minutes or less.

FORMATION RUN GUIDELINES

(For Basic Law Enforcement Students)

In an effort to maintain basic student involvement in the physical training process throughout the course, a physical training has been implemented as a mandatory component of Basic during weeks two through eight. Basic classes will run/workout with the cadre a minimum of twice weekly. The cadre will supervise the formation workouts and the challenge run, and will set the pace based on the group's ability.

Students will place themselves in one of three ability groups based upon their knowledge of their physical ability. Changes will be made by Cadre if needed. The times listed below are approximate guides to help students gauge which ability group may be most appropriate.

Group A - 1 mile run is **at or below 8 min. 30 sec.**

Group B - 1 mile is **between 8min. 31 sec. and 10 min. 30 sec.**

Group C - 1 mile is **10 min. 31 sec. and above**.

1. Class Leader is responsible for getting an accurate count of the class and reporting that count to the instructor.

2. Class Leader is to inform instructors of any individuals who have medical conditions prior to each formation run. These individuals are to still report to formation.

3. Instructors will determine alternative training for medical problems sustained while at SCCJA.

4. If the student falls out of the formation (behind the last row of individuals) he/she will be classified as a "Fall Out".

5. Students who fall out of the formation run will have to sign the roster and have remedial training and any additional training the instructor implements.

6. Students who fall out of the run should continue to run in the direction that their class has traveled. Once their class has passed them on the return trip, they should then join their class. (This does not exclude the student from being a fall out).

7. If there is inclement weather the formation run will be moved and all students will report to the village gym for an alternate workout (aerobic/anaerobic). These workouts will include but will not be limited to; pushups, crunches, squats, planks, lunge, etc.

8. Group B and Group C formation runs will also be broken down at times to include interval training. For example, we will work hills, stairs and also anaerobic exercise into the run to build stamina and endurance.

****STUDENTS WHO WALK DURING THE FORMATION RUN WILL RECEIVE A DEMERIT****

CHALLENGE RUN REQUIREMENTS

(For Basic Law Enforcement Students)

Improvement in one's physical conditioning during Basic Training will be encouraged through the establishment of the Challenge Run. Students who successfully meet the standards set below will be recognized at the graduation and presented an award ribbon for their accomplishments. The Challenge Run will be held during week eight.

Eligibility for participation in the Challenge Run will include:

1. Participants must pass all academic requirements.
2. Participants must pass all written and proficiency tests.
3. Final run time must not exceed 25 minutes over course.
4. Students must have been running in “A” or “B” groups

Training Coordinator must review and approve all exceptions.

All participants who complete the Challenge Run in 25 minutes or less will be presented with a Challenge Run ribbon at graduation.

BASIC LAW ENFORCEMENT LEGACY PROGRAM

The Legacy Program is a means whereby a class may leave a class memorial or "legacy" to the Criminal Justice Academy. Contact the administrative staff in the Basic Training Unit for further information. The Legacy Program is an optional extra-curricular activity. **THE DECISION TO PARTICIPATE IS MADE BY EACH CLASS AND IS STRICTLY VOLUNTARY.** The following od acceptable as a legacy.

A class may choose to make a cash donation to a memorial fund or other law enforcement related charity (i.e. a memorial fund for a slain officer).

The choice of a recipient is made by the class and all arrangements for the donation are the responsibility of the class. If a donation is made, the class will have the opportunity to acknowledge that donation in the course of its graduation ceremony. A class may have a brass plate recording its donation added to the legacy shadowbox on display at the Academy. The cost of the plate is $6.00. These arrangements must be made at least one week prior to graduation.

RANGE SAFETY RULES

FIREARMS RANGE:

1. Except a required for training, there will be no running on the ranges or in concurrent training areas. Horseplay is prohibited at all times.
2. Coffee is permitted in the designated break areas only. Smoking and chewing of tobacco are allowed outside in designated areas only.
3. The break area and the latrine are the only places on the range where a candidate is authorized to be while his or her relay is not firing, except when directed by an instructor.
4. Long trousers, shirts and shoes are required when using any range. No tank tops, sandals or opened toe shoes are allowed. Baseball style caps are mandatory for Basic Law Students, and optional for Advanced Training. No other headgear is allowed.
5. Belt and holster must be designed to function properly to permit the safe removal and return of the weapon to the holster. Cross-draw, shoulder, clamshell and holsters with the finger through the trigger guard activated release devises are prohibited.
6. Belts and holsters must be worn outside the top layer of clothing. Heavy coats worn during cold weather must not extend below top of holster.
7. Safety equipment must be used at all times (Ear and eye protection)
8. All weapons will be presumed loaded and will never be pointed at anyone or anything except authorized targets when so ordered by an instructor or by command from the Range Control Deck.
9. Each time a weapon is drawn to dry fire, the action will be opened and inspected to ensure that it is unloaded.
10. No loaded weapons are allowed directly behind the firing line outside of the orange area.
11. No unholstered weapons are allowed outside the orange area directly behind the firing line unless the candidate is under the direct supervision of an instructor.
12. Unholstered weapons will have the actions opened at all times when the candidate is outside of the orange area directly behind the firing line.
13. Dry firing is allowed only at the firing line under the supervision of an instructor.
14. The muzzle of all weapons will be pointed downrange at all times when not holstered and when the candidate is on the firing line.
15. Holstered weapons will have the retaining strap snapped at all times.
16. No weapons will be loaded until the Range OIC gives the command to load.
17. All commands from the Range Control Deck must be obeyed.
18. Movement to and away from the firing line will be executed on command from the Range Control Deck by the Range OIC.
19. No conversations are allowed between candidates when on the firing line.
20. Do not place the trigger finger within the trigger guard until you are ready to fire.
21. If a weapon is accidentally dropped, report this to an instructor immediately who will inspect the weapon to ensure it is safe to fire. If the weapon is dropped loaded, point the muzzle down range.
22. All weapons will be carried to and from the ranges unloaded. The weapon should be holstered.
23. Ammunition or brass dropped in front of the firing line will not be retrieved until the Range OIC has declared the line safe.
24. Do not fire at a target that has turned to the edged position.
25. When the trigger is pulled and the pistol fails to fire, clear the weapon by tapping the magazine, racking the slide and attempting to fire the weapon.

26. Any excess ammunition in the candidate's possession at the end of each day will be turned over to an instructor.
27. Anyone that observes an unsafe act that endangers anyone has the responsibility to shout "Cease Fire."
28. Any injury sustained on the range will be reported immediately to an instructor.
29. Weapons that are cocked in the single action mode will be made safe by using the de-cocker before placing the weapon in the holster.
30. If hot brass should get down a candidate's shirt or behind their glasses, the candidate should quickly and safely make the weapon safe, holster and then take care of the problem.
31. Inside the Range Control Deck is a restricted area, and no one will enter except by permission of the Range OIC.
32. Targets will be put up and removed from the carriers in the proper manner.
33. Articles of clothing not being worn, cleaning kits, duffel bags, etc., will be left in the bleacher area or hung up on the wall.

DRIVING RANGE RULES

1. All students will conduct themselves in a professional, orderly manner displaying conduct becoming to law enforcement personnel.
2. No student is to leave his/her assigned group for any reason without direct authorization from the instructor.
3. No student will be permitted in the "shop area" at any time.
4. Breaks will be taken in designated areas only.
5. No weapons and/or ammunition will be allowed on the driving range at any time.
6. No personal items, including books, cell phones, etc., are permitted on the Driving Range, unless approved by a Staff Instructor. These items are NEVER allowed in the vehicles.
7. There will be no smoking and/or chewing tobacco in the vehicles. Tobacco usage on the range is allowed ONLY in the designated areas during designated times.
8. There will be NO DRIVING on the range except for scheduled classes or by direct approval by a range staff instructor.
9. All students will wear safety belts.
10. At no time will a student project his/her hands, arms, head, etc. from a vehicle. There will be no sitting and/or leaning on any vehicle.
11. All vehicles windows should either be completely opened or closed. At no time will the windows be left partially up or down.
12. At no time will a student use excessive speed on the driving range.
13. A walkie-talkie unit will be assigned to at least one car for direct instructor-student communication. All students will follow directions received from instructors.
14. Ignition keys will remain in the vehicles at all times, unless otherwise instructed.
15. All driving will blow the horn twice BEFORE backing their vehicles.
16. Report any mechanical malfunction and/or vehicle damage to the instructor immediately.
17. In the event of an emergency or major problem (i.e., accident, injury), all driving will cease immediately.
18. Only range clothing will be worn – NO PERSONAL JEWELRY, TO INCLUDE WATCHES.
19. Students will help keep the range clean.
20. All vehicle doors must be locked (10x force).
21. Demerits will be issued for rule violations.

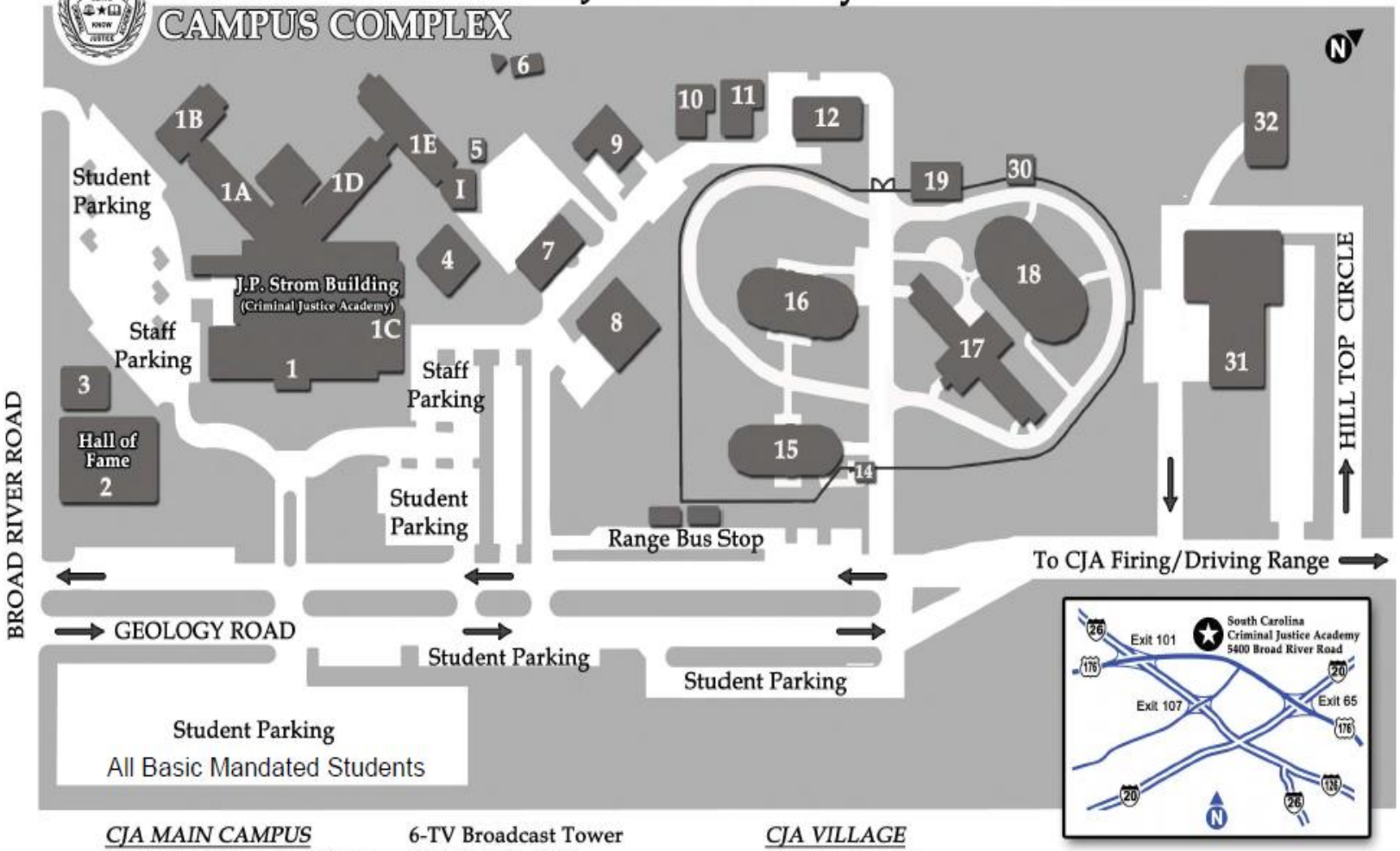
GYM SAFETY RULES

DEFENSIVE TACTICS AND PHYSICAL TRAINING UNIT (PT/DT)

1. Students will conduct themselves in a safe, professional, orderly manner displaying conduct becoming to law enforcement personnel at all times. No horseplay or disruptive behavior is allowed.
2. No student is to leave his/her assigned area without direct authorization from an instructor.
3. Students are required to fully participate in all PT/DT activities. Students not fully participating and/or displaying substandard performance are subject to disciplinary action and/or dismissal from training.
4. Breaks will be taken in designated areas only. Tobacco usage is allowed only in designated areas and during designated times. No smoking and/or chewing tobacco products are allowed in gym.
5. No weapons (guns, knives, etc.) or ammunition will be allowed in the gym at any time.
6. No eating or drinking in the gym. Due to safety hazard, nothing is allowed in the mouth. No gum, cough drops, candy, etc. All water bottles shall be secured in a cabinet and taken out for use in designated break areas outside of the gym. A water fountain inside the gym is available during break times.
7. Students will display respect when working/training together and follow directions received from instructors (everyone is responsible for safety).
8. Students shall immediately report injuries to instructors and the Academy Nurse for evaluation/treatment and documentation if necessary.
9. Only appropriate PT/DT clothing will be worn in the gym to include: Khaki pants, dark blue shirt (no logos or writing), ballistic vest, duty belt with holster (The defensive tactics system taught is designed for maximum protection of the officer's handgun. Students will be trained as a right-hander or left-hander depending on their holster.), handcuff case, handcuffs with key and footwear (boots or athletic shoes). Only appropriate Physical Ability Test or DT/PT clothing will be worn during live OC exposure.
10. No personal jewelry to include watches, wristbands, necklaces, earrings, body piercings, or rings (exception: flush fitting wedding bands and medical IDs).
11. Students will keep the gym, training aids, equipment and the weight room clean and in good order at all times.
12. Demerits and/or physical punishment (such as push-ups) will be issued for rule violations.
13. Hair must be put up and fingernails trimmed in order to perform techniques.
14. Students are required to pass a Physical Ability Test within 2:06 minutes, a written DT test with a minimum score of 70% and score 100% on both the DT and OC proficiency tests to successfully complete this phase of training.

South Carolina Criminal Justice Academy

CAMPUS COMPLEX



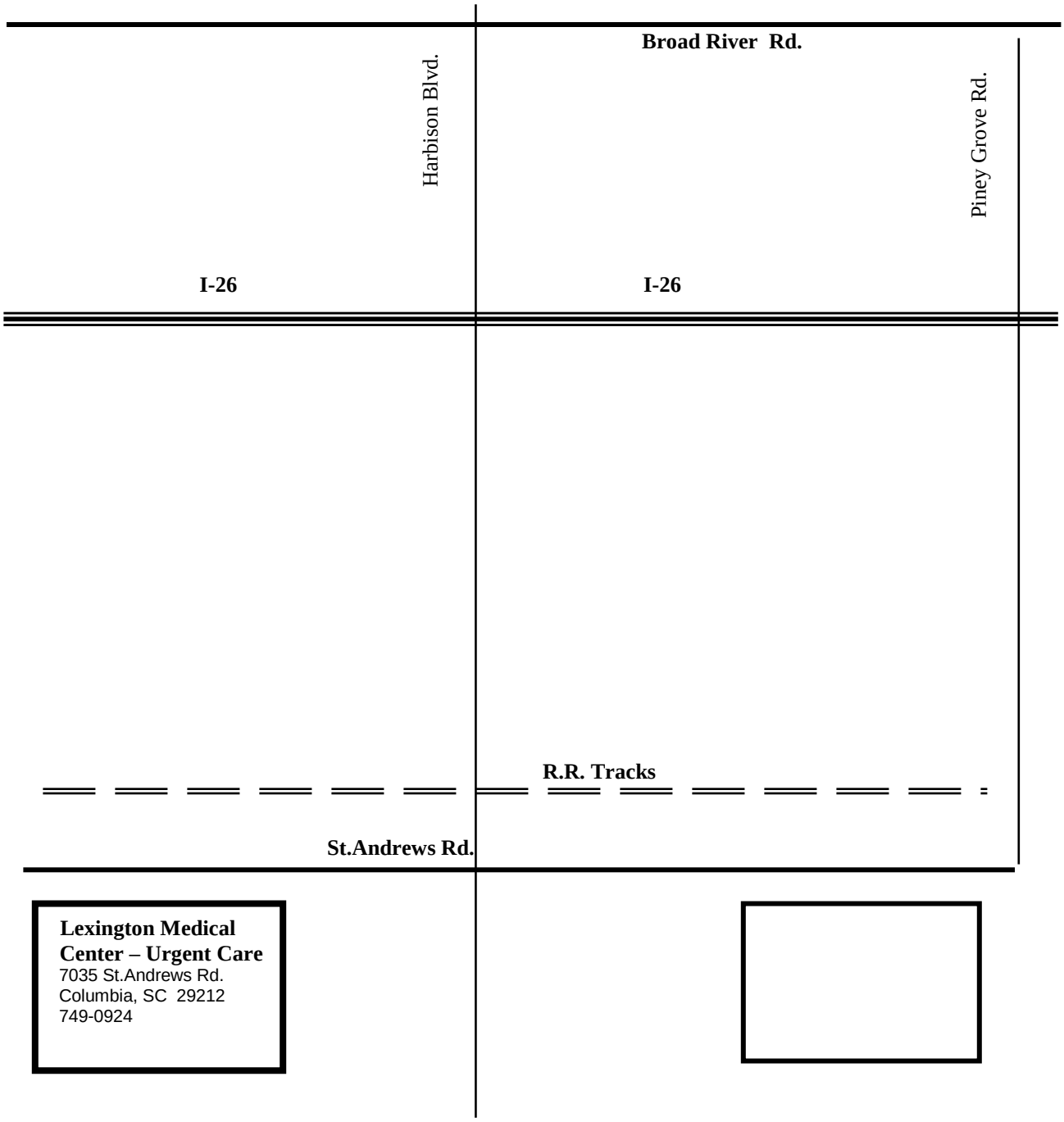
CJA MAIN CAMPUS
1-Criminal Justice Academy
1A-West Dorm
1B-West Annex Dorm
1C-Gym Back Entrance
1D-North Dorm
1E-East Dorm
2-Hall of Fame
3-Hall of Fame Annex
4-CJA Office Building
5-UPS Tower
6-TV Broadcast Tower
7-Basic Jail - E911
8-CJA Office Building
9-Central/Energy Facility
10-Registration
11-SCHP Classroom #111
12-SCHP Training
30-Telephone Exchange
31-Purchasing & OFM Staff
32-OFM Equipment Shed

CJA VILLAGE
14-Guard House
15-Dining Hall / Coffee
16-Classroom Building / Basic Training Offices
17-Dormitory / Nurse's Office (1st Floor)
18-Gymnasium
19-Central Energy Building

Revised 8-2011

IN CASE MEDICAL TREATMENT IS NEEDED:

MAP & DIRECTIONS TO LEXINGTON CO. MEDICAL CENTER

Turn right on Broad River Road.
Take a left at 2nd **light on Harbison Blvd.**
Go over I-26, past all shops, cross over railroad tracks.
Turn right on St. Andrews Rd. Go past Irmo Hi School,
Cross Road School & Murray Wood Shopping Center.
Lexington Medical Center will be on your left. For Doctor's
Care, turn left on St. Andrews Road.

Criminal Justice Academy Building