



BASIC TELECOMMUNICATION OFFICER RULES AND REGULATION MANUAL

REVISED: March 2025

**MANDATORY
BRING THIS MANUAL WITH YOU
WHEN YOU REPORT TO SCCJA**

ADDITIONAL INFORMATION, RULES, REGULATION 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 South Carolina 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 South Carolina Criminal Justice Academy staff 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 the 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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Contact Information

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Basic Training Coordinator – Chris Eunice	(803) 896-8346
	Cell: (803) 237-9249
Basic Training Student Liaison – Frank Hinson	Cell: (803) 391-5114
Academy Nurse – Nancy Geib	(803) 896-4139
Basic Training Administrative Coordinator (BLE) – Tammy Hughes	(803) 896-7740
Basic Training Administrative Assistant (BD/BTOT) – Lavonda Bryson	(803) 896-7800

RULES AND REGULATIONS



REQUIRED FOR ALL BASIC STUDENTS

SECTION 1

DORMITORY RULES

WELCOME TO THE SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY (SCCJA). IN ORDER TO ENSURE THAT YOUR STAY HERE IS A SAFE AND PLEASANT ONE, AND TO KEEP OUR OPERATIONS IN COMPLIANCE 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, one pillow, one blanket and spread) is the property of the SCCJA and must be turned in prior to your departure. The linen turn in and exchange will take place Fridays at 6:30 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 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:
 - a. Padlock for Dorm Locker – **MANDATORY TO SECURE LOCKERS**
 - b. Alarm Clock
 - c. Towels and washcloths, soap, shampoo, deodorant, shower shoes, etc.
 - d. Any personal items (medicines, toiletries, shaving items, feminine supplies, etc.)
 - e. Optional Items: Radio, linens (extra-long twin size), pillows, extra blankets, etc.
 - f. Civilian clothing (worn after dinner)
3. Basic Students shall bring all needed supplies when checking in on designated check-in date. It is policy that BLE Students will **NOT** be allowed to leave campus Monday through Friday at any time during the eight (8) weeks of training, and BD Students will **NOT** be allowed to leave during the three (3) weeks of training. Exceptions for emergencies may be granted after obtaining written permission from the Basic Training Unit personnel.
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 nametag 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. Always observe quiet hours in the dormitory 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 areas on that floor, and 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 personal property. 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 the 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 is allowed in dormitory rooms, halls or inside any Academy building. Designated smoking areas are located outside and at least 50 (fifty) feet from any building.
14. For assistance with lost and found items, please contact the Basic Training Unit personnel.
15. Due to the Academy operating on a controlled heating and air conditioning system, windows do not open. Hours of operations are from 4:00 p.m. to 8:50 a.m. Sunday through Friday. It will be necessary to notify the Basic Training Unit personnel if a student is ill and will remain in the dormitory during A/C system shutdown.
16. Complaints of maintenance problems such as heating or air conditioning, burned-out light 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 Unit personnel. For after-hours concerns, please contact the Basic Training Student Liaison.
17. All students leaving on Friday must turn in their linen before 8:00 a.m. in the West Dormitory basement. Village Dormitory linen exchange is Thursday 6:30 – 7:30 a.m. Main campus linen exchange is Friday 6:30 to 7:30 a.m. Linen exchange is **MANDATORY**.
18. Curfew for all students will be at 10:00 p.m. 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. Televisions, cell phones and other electronics should be turned off to allow others to sleep.

CAFETERIA RULES

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 mealtimes. We have limited seating in the dining hall and the posted schedule ensures all are able to be seated once they are ready to eat.
4. Fountain drink machines are turned off except during mealtimes. Coffee, tea, and water are available during breaks. Do **NOT** enter the dining room at any other time. This will provide time for cleaning up and restocking.
5. We no longer use Styrofoam cups except in the evening and after-hours. Do **NOT** go into the cabinets and get cups out during your breaks.
6. Do **NOT** remove cups or glasses from the dining hall. Please 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. Please consider this 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 class schedule or under special circumstances; permissions can be granted by the Basic Training Coordinator.
10. Students can select one (1) entrée at the serving line. A plate may not be selected and then returned to the serving line. The Department of Health and Environmental Control (DHEC) prohibits us from serving a plate that has already been touched. Please check the menu and decide on an entrée prior to approaching 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 SCCJA and the Department of Corrections (SCDC) policy. For your own well-being, as well as the inmates, please limit your conversation with inmates. Any conversation with the dining facility inmates should be limited to kitchen policies and/or procedures.
12. Gas grills are available for your use off the lower dining area. Please provide advanced notice so the kitchen staff can prepare them. Cups, plates, napkins, and utensils will be provided; however, we will not provide the food.

EMERGENCY EVACUATION PLAN

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 parking lot of the Department of Public Safety.

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. Apart from 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 parking lot of the Department of Public Safety 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 page 28. 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 Academy Nurse's office is located on the first floor of the Village Dorm. Sick call hours are from 7:15 – 8:00 a.m. and 12:00 – 1:00 p.m. The Academy Nurse has facilities to store and administer medication if needed. Please reach the Academy Nurse at (803) 896-4139.

FACILITIES

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. ID badge 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.

COMMUNICATIONS

MAIL

Mail is delivered by the United States Postal Service. Incoming 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:

S.C. Criminal Justice Academy
Student Name (First and Last)
Basic Class Number
5400 Broad River Road
Columbia, SC 29212

TELEPHONE CALLS

Students receiving telephone calls during business hours at the main line for the Academy will receive notification of the call and any pertinent message when the Class Leader checks the phone messages (located in the Class Leader box). Classes are not interrupted for non-emergency calls. The Class Leader is responsible for checking for telephone calls and for delivering messages to 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.

The main line for the Academy is (803) 896-7777 and the front desk is staffed Monday – Friday 8:30 a.m. to 5:00 p.m. After 5:00 p.m., voicemail 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.

ON CAMPUS TRANSPORTATION AND PARKING

BUS

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

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.

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. Please contact the Basic Training Unit personnel to schedule a time.

CLASSROOM POLICY

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 a spill proof bottle sold at the SCCJA 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 cellular telephones, two-way radios, pagers, smart watches, or any other source of communication are allowed in the classroom or on the students' 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 case of emergency should be given the Academy's main telephone line (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 unacceptable.

Students should be in their assigned seats with all needed materials five (5) 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. 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.

To ensure student safety, respect and fairness, the following guidelines have been established for all Basic students:

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), televisions, cell phones and other electronics should be turned off to allow others to sleep.
3. Have dormitory rooms cleaned and ready for inspection 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. After class hours students are still required to dress appropriately (skirts and shorts must cover at least half the thigh).
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 students' shirt will have military creases front and back, sleeves and pant legs should have appropriate creases.
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 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 can NOT 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 they are 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. STUDENTS SHALL NOT:

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).

i. Academy Buildings

- Smoking will be prohibited in the following areas:
 - a. Inside any building owned or occupied by SCCJA.
 - b. In any area designated by the Occupation Safety and Health Manager (OSHM) as a fire or safety hazard.
 - c. In interior or exterior loading docks.
 - d. In any SCCJA pool vehicle or assigned vehicle.
 - e. 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 and 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 areas:
 - a. Outdoor employee break areas designated as 'smoking areas' by the Director or designee.
- Disposal of tobacco products
 - a. SCCJA will provide acceptable containers within the smoking areas for the proper disposal of tobacco products and will ensure that the containers are emptied daily. Smokers MUST utilize the designated containers to dispose of their smoking products. Under no circumstances should smoking products be disposed of on the ground.

- ii. 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 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 of a law enforcement officer. Conduct unbecoming of 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. 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.
- 13. Basic students are NOT to have ammunition and/or a weapon in their possession while attending the Academy.
- 14. Wear hats, shorts, tank tops, sweats, sandals or flip flops in dining area or hall until after 6:00 p.m.
- 15. Violate the honor code: violation is grounds for possible expulsion.

ALCOHOL / DRUG USE

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 SCCJA will **NOT** be tolerated. Any student found to be in violation of this policy will be summarily dismissed from the Academy and may be subject to additional judicial action as deemed appropriate by the Director of SCCJA.

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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 (page TBD), results in an 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 AND USE

The possession and/or use (under the influence) by any student assigned to training activities at SCCJA 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 (page TBD).
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 (DEMERITS)

Discipline is action that is expected to produce a specific character or pattern of behavior. 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.

BTOT students who accumulate three (3) demerits during the course of their training will be dismissed from the Academy.

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

REPORTING A VIOLATION

- A. SCCJA instructors and staff involved in enforcing student discipline (including, but not limited to, instructors, dining hall supervisors, housing staff, security, etc.) shall complete a form which contains the following information:
1. Students name and class number
 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 SCCJA staff member noting the violation shall record the required information and forward the form to the Basic Training Coordinator. A copy of the form will be given to the student.
- C. The Basic Training Coordinator categorizes the violation and notes the number of violations, conducts an investigation if necessary, and takes the appropriate action. Immediately afterwards, the Basic Training Coordinator will notify the appropriate instructor and/or staff of the action taken.

INFRACTIONS OF DISCIPLINE

Infractions or violations are broken down into three (3) categories and are based on a demerit system of no more than four (4) demerits per Basic Training Session.

CATEGORY I: One (1) 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 (1) Demerit

- Unsecured valuables in dorm (clothes, money, cellphones, etc.)
- Parking in restricted areas
- Forgotten, misplaced or lost ID badge/access card
- Improper personal grooming
- Entering dining hall during restricted hours
- Improper housekeeping of dorm room
- Food/drink in unauthorized areas

- Improper uniform (clothes not pressed, boots/shoes not shined, etc.)

Action to be taken for Category I Infraction:

- First Infraction: Subject the violation to alternative discipline (performing push-ups, writing a complete and accurate incident report on the violation, etc.)
- Second Infraction: Counseling and oral/written reprimand by the Basic Training Coordinator.
- Third Infraction: Written reprimand and conference with the Director and the Basic Training Coordinator. The student's Agency Head will be contacted and informed of the violation.
- Fourth Infraction: Immediate dismissal

CATEGORY II: One (1) or Two (2) 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 (2) Demerits

- Late for class/formation without acceptable excuse
- Unsecured handcuffs or key, badges, and other law enforcement items
- Improper uniform
- Forgotten, misplaced, or lost blue training firearm
- 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, etc.)
- Sleeping in class (including breaks)
- Curfew violation
- Unexcused absence (Sunday check-in, leaving campus without authorization, etc.)
- Unexcused absence from class
- Disrespect to instructor, staff, class leadership, etc.
- Failure to follow directives given by instructor and staff
- Unauthorized cellphone 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 Officer by the Basic 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 Infraction and Subsequent Infractions: Written reprimand and notification of the Director and the students Agency Head by the Basic Training Coordinator. Student will receive two (2) demerits per infraction.

CATEGORY III: Four (4) Demerits per Violation

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

Examples: Category III – Four (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)
- Horseplay with blue training firearm
- Loss/theft of blue training firearm (recycle upon payment of replacement)
- Visiting/entertaining member of the opposite sex in dorm room
- Unauthorized entry into dorm room
- Possession of a weapon or ammunition on SCCJA property without authorization
- Unauthorized alcoholic beverage on SCCJA 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 (4) point violation)
- Conduct unbecoming of a law enforcement officer
- Violation of honor code

Action to be taken for Category III Infraction:

- Investigation by the Basic Training Coordinator
- Notification to the Director by the Basic Training Coordinator
- Notification to the Agency Head by the Director of SCCJA or his appointee and immediate dismissal of the student

MERITS

Merits may be awarded to 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 SCCJA staff.

Value of Merits

	Merits
Outstanding Shoes	1
Outstanding Appearance	1
Outstanding Living Quarters	1
Outstanding Accomplishments	1

DISCRIMINATION

In keeping with Federal and State Law and Department policy, the SCCJA 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(s) 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 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 of discriminatory or harassment, but believe it may have occurred, you should immediately notify your supervisor; an Academy instructor; the Academy Public Information Officer; the Academy's Affirmative Action Officer; or call (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.

**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 FOR 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 twenty-four (24) hours of notification
3. If the Basic Training Coordinator can satisfy the grievance, a 'report of action taken' will be prepared, signed, and dated by the Basic Training Coordinator and the student
4. If the Basic Training Coordinator is unable to satisfy the grievance, the student will be advised to record his/her grievance in writing and submit it 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 can satisfy the grievance, a 'report of action taken' will be prepared and distributed as follows:
 - i. Copy to the Student
 - ii. Copy to the Department
 - iii. Copy to the SCCJA Director
 - iv. 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 SCCJA Director for further action
8. The SCCJA 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:
 - i. Aggrieved Student
 - ii. Student's Department
 - iii. Student's SCCJA Training File
 - iv. 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 exception:

1. Notify the SCCJA instructor conducting the class
2. The SCCJA 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
3. Complete steps 5-9 of the basic student procedure to complete the grievance process.

TRAINING REQUIREMENTS



**REPORTING, UNIFORM, AND
EQUIPMENT REQUIREMENTS**

SECTION 2

ABSENCES

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

Excused absences include, but are not limited to:

- 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 / Injury that prevents class participation. Illness / 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 Medical Injury Form.

All student training-related injuries should be reported to the Academy Nurse, even when medical treatment is not needed, 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 (8) hours of training is missed
- Mandatory training is missed, even if less than eight (8) 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
FOR
BASIC TELECOMMUNICATIONS OFFICERS
(Class IV Certification – Attending 1-Week Training Program)**

Basic Telecommunication Students should report by 7:00 p.m. 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 prior to the start of class.

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

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 and t-shirts and/or sweatpants and sweatshirt; 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 the gym – non-marking soles)

EQUIPMENT: Manuals are on I-pads, you can print the manual (available on ACADIS) at your agency and bring it with you. You may find it helpful to bring a notebook or legal pad, pens, pencils, and highlighters to take notes.

BASIC TELECOMMUNICATIONS TESTING PROCEDURES

To successfully complete the Basic Telecommunications training program, a student must score at least seventy percent (70%) on the cumulative academic exam. No proficiency tests are given. If a student fails the test, the student will be dismissed from the Academy.

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

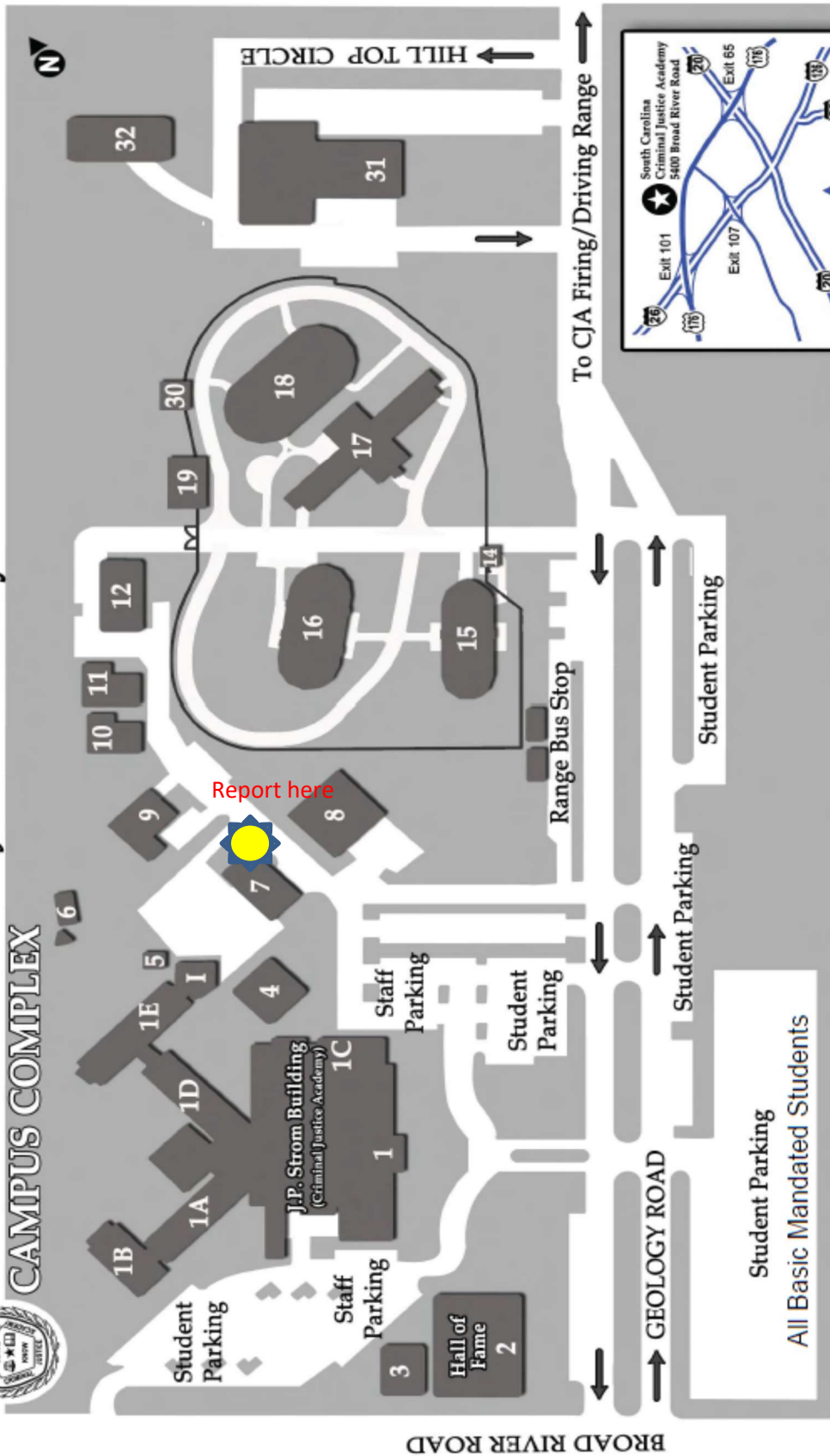
The following subject block requires a passing grade for certification for students attending the Basic Telecommunications training program:

ACADEMIC WRITTEN TEST Cumulative Exam



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 OF MEDICAL EMERGENCY
MAP AND DIRECTIONS TO LEXINGTON COUNTY MEDICAL CENTER

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

**SC Criminal
Justice Academy
Building**

Broad River Rd.

I-26

I-26

R.R. Tracks

St. Andrews Rd.

**Lexington Medical
Center – Urgent Care**
7035 St. Andrews Road
Irmo, SC 29212

(803) 749-0924