



BASIC TRAINING RULES AND REGULATION MANUAL

REVISED: July 2024

**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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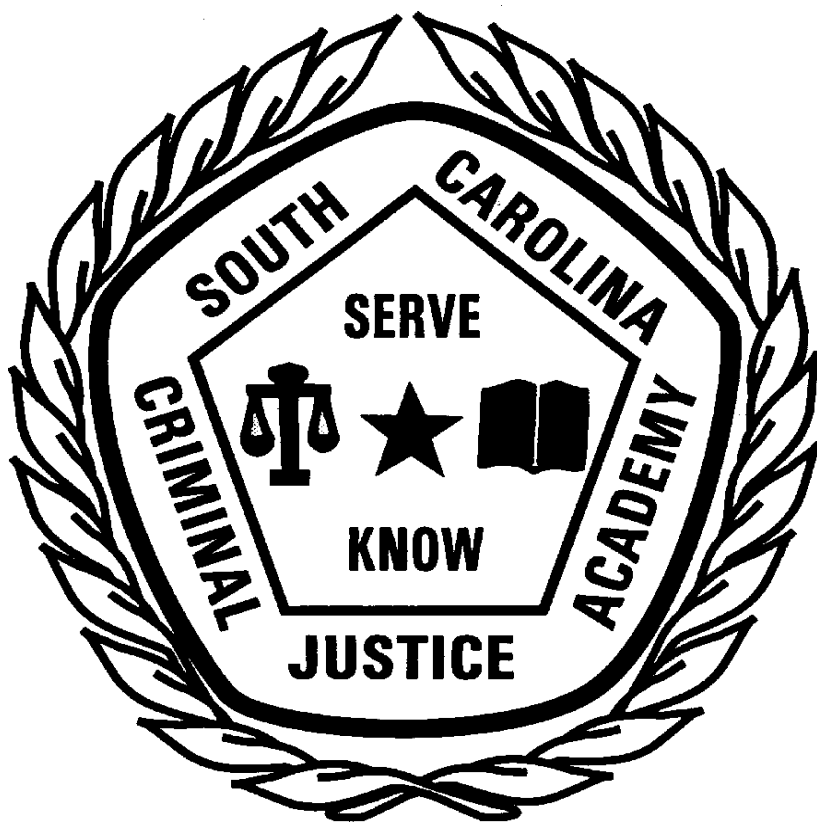
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Contact Information

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	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 DIRECTION 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. Bring the following dormitory items with you on the day you report for training:
 - a. Padlock for Dorm Locker – **MANDATORY TO SECURE LOCKERS**
 - b. Alarm Clock
 - c. Towels and washcloths, soap, shampoo, deodorant, shower shoes, etc./ bath robe for females
 - 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 trash cans 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 any type of 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, vaping, 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. This also applies to the Firearm and Driving Ranges.
14. For assistance with lost and found items, please contact the Basic Training Unit personnel.
15. 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.
16. Linen exchange for students housed in the main campus dormitories is Fridays in the West Annex Dormitory Basement prior to morning accountability formation. Students housed in the Village Dorm will exchange their linen on Thursdays prior to morning accountability formation (first floor of the Village Dorm Building). Linen exchange is **MANDATORY**.
17. 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. Fraternization with inmates is against SCCJA and the Department of Correction (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.
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 as 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. 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 TBD. 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 and will be on campus from 7:00 a.m. – 3:30 p.m. The Academy Nurse has facilities to store and administer medication if needed. You can 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 5:30 p.m. to 10:00 p.m. and Monday-Thursday 5:00 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 Village Gym is available for student use Sunday 5:30 p.m. to 9:30 p.m.; Monday-Thursday 5:00 p.m. to 9:30 p.m. The weight room may be used during recreational hours only, not during class breaks. 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. 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. After hours emergency calls which require immediate efforts to locate a student should be directed to the Basic Training Coordinator (803)237-9249.

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.

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 or Basic Training Coordinator's cell # (803)237-9249.

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 and any fans are turned 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.
11. Shower daily using soap and apply deodorant afterwards.
12. Be clean shaven at all times (military grade mustache is allowed). Handlebar mustaches, goatees, and beards are not authorized. Beards are only authorized for those trainees who require a medical exemption (**must bring medical documentation when reporting & beard should not exceed ¼ inch in length**) or religious reasons. Mustaches must be kept neatly trimmed, tapered, and tidy. No portion of the mustache will extend below the lip line of the upper lip

13. For student safety, fingernails are to be kept short and hair will be worn above the collar. Female students are allowed to have one pair of earrings (1/8– 1/4 inch balls) worn in the lower lobe. No hoops or body piercings of any kind are allowed. Male students are prohibited from wearing earrings of any kind.
14. Wear hair off the collar.
15. Eat meals in the Academy's dining facilities (Basic students CANNOT leave campus).
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. 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 dining area or hall until after 6:00 p.m.
 16. 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 suspected of use of any alcohol will be immediately taken to the DMT room; given implied consent; and offered an opportunity to provide a breath sample. 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 the SCCJA.

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 (pages 17-19), 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 (pages 17-19).
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.

STUDENT GUIDELINES FOR SOCIAL NETWORKING

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

- A. Students shall not engage in speech that could reasonably be considered to represent the views or positions of the South Carolina Criminal Justice Academy without express written authorization from the Director or his designee. If an student indicates in any public forum any opinion on a police related issue then that employee will clearly state that the views and/or opinions expressed are personal views and/or opinions of the employee as a citizen and not those of the South Carolina Criminal Justice Academy or the South Carolina Law Enforcement Training Council.
- B. Students should be aware that they may be subject to civil litigation, impeachment at trial, damage to their agency's reputation, or damage to their reputation in their community for:
 - 1. publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
 - 2. publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 - 3. using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
 - 4. publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner; or
 - 5. Publishing information that would reflect negatively their agency's image. Therefore, harming the public's trust; or
 - 6. Publishing information that may be used to impeach or call into question the officer's credibility at trial; and
 - 7. Publishing information that could cause are interest groups dedicated to culling information from law enforcement officer's personal social media accounts.
- C. When using social media, students should be mindful that their speech becomes part of the worldwide electronic domain. In particular, students are prohibited from the following:
 - 1. Engage in speech containing obscene or sexually explicit language, images, acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, any sexual orientation, gender identification, or any other protected class of individuals.
 - 2. Engage in speech involving themselves, Academy personnel, other law enforcement officers, and/or other law enforcement agencies reflecting behavior that would reasonably be considered negligent, reckless, irresponsible, or criminal.
 - 3. Engage in speech involving an actual or potential criminal investigation or actual or potential criminal trial involving a law enforcement officer or law enforcement agency.
 - 4. Engage in speech involving actual or potential civil litigation involving a law enforcement officer or law enforcement agency.
 - 5. Post, transmit, and/or disseminate any pictures or videos of Academy training or activities.
 - 6. For safety and security reasons, shall not post pictures of their classmates without the express permission of the classmate.

Questions about this directive should be directed to the Basic Training Coordinator or SCCJA General Counsel. Students will be disciplined for social networking violations.

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.

BLE students who accumulate four (4) demerits during the course of their training will be dismissed from the Academy.

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

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's attending.

**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:

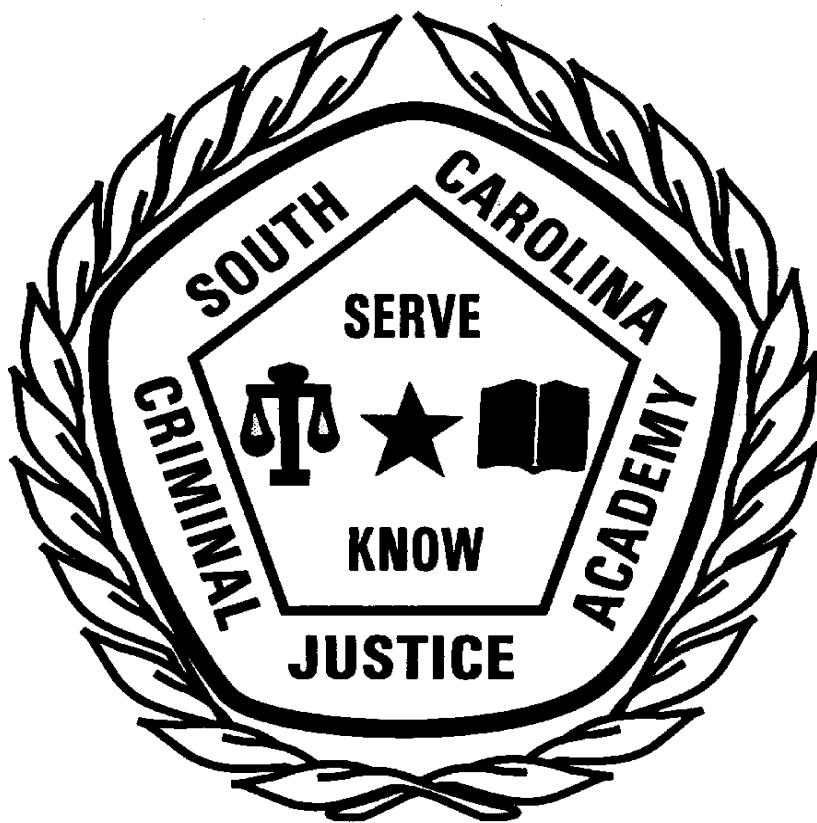
1. Notify the Class Leader
2. The Class Leader will advise the Basic Training Coordinator who will schedule a conference with the aggrieved student within twenty-four (24) hours of notification
3. If the Basic Training Coordinator can satisfy the grievance, a 'report of action taken' will be prepared, 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

ORIENTATION SCHEDULE

BASIC LAW

The eight (8) week Basic Law Enforcement student should report the Sunday before their class begins between 4:30 – 5:00 p.m. to Building Sixteen (16) in full khaki uniform.

- 4:30 – 5:00 p.m. Arrival (Building 16)
- 5:00 p.m. Classroom Orientation
- 7:00 p.m. Move into assigned dorm rooms. Released for the evening (dinner will **NOT** be provided on this Sunday – Students will not be allowed to leave campus)
- 7:45 p.m. Accountability formation (Village Gym)
(Beginning Sunday Week 2)

BASIC DETENTION

The three (3) week Basic Detention student should report the Sunday before their class begins between 4:30 – 5:00 p.m. to Building Seven (7) in agency uniform.

- 4:30 – 5:00 p.m. Arrival (Building 7)
- 5:00 p.m. Drill and Ceremony. Classroom Orientation
- 6:30 p.m. Move into assigned dorm rooms. Released for the evening (dinner will **NOT** be provided on this Sunday – Students will not be allowed to leave campus)
- 7:45 p.m. Accountability formation (Village Gym)
(Beginning Sunday Week 2)

All students will first engage in drill and ceremonies, which will enhance the student's attention to detail and allow him/her to develop precision movements within the class as well as develop a response to methods of instructions. 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.

*****Dinner is not provided on Sunday. Students will not be allowed to leave campus once they have arrived. Please plan your dinner meal accordingly.*****

STUDENT INSPECTION – UNIFORM STANDARDS

FOR BASIC LAW AND BASIC DETENTION STUDENTS

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

- Uniform will be wrinkle free, clean, and have a neat appearance.
- Shoes will be clean and shined.
- Crew neck t-shirts will be worn and visible
- 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). Any exemption will require a physician’s statement and beard is not to exceed ¼ inch. Military grade mustaches are permitted; must not exceed past the corner of the lip.
- There will be no strings or raveled patches on uniform
- Shirts and pants should match
- The student is to present an overall professional look and attitude
- No pagers, cellphones, smart watches, or similar communication devices are allowed
- Females’ hair should be pinned up (if needed) at all times – hair should be above the collar
- BLE students are to wear protective vest daily according to agency standard

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
 - f. Suitcases, shoes, and all other items 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 checkout list
 - h. Bathrooms are clean
 - i. Personal items are not left in the bathroom
 - j. Towels are hung neatly on the towel racks
 - k. Trash has been emptied

CLASS LEADERSHIP GUIDELINES

To ensure a smooth flow of communication between Academy 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 Academy staff and their 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 to the Basic Training Unit. Complete Student Accountability Sheet **DAILY** noting student names who leave or return to training.
- B. Check in with the Basic Training Unit daily and deliver mail and messages to class members
- C. Ensure that any problems or classroom deficiencies are reported immediately to the Basic Training Coordinator for correction.
- D. BLE Class Leaders & Assistant Class Leaders are permitted to carry their cell phone during the training day; however, phone is to be used for Academy communication only during training hours.

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 withdrawn from training 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 to miss training 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 6:00 p.m. the Sunday before their class begins to Building 7, Classroom B, for mandatory orientation (unless instructed otherwise). 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 (plain polo style shirt with khaki trousers). Jeans, 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 must notify the Basic Training administrative staff and purchase a replacement for \$10.00.

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:

1. iPad (issued at Academy) – if destroyed/lost, there is a \$386.00 replacement fee
2. iPad Charger (issued at Academy) – if destroyed/lost, there is a \$38.00 replacement fee

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

**SPECIFIC INSTRUCTIONS
FOR
BASIC DETENTION OFFICERS
(Class II Certification – Attending 3-Week Training Program)**

Basic Detention Students should report by 5:00 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. 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 not permitted to leave campus for any reason during the three (3) weeks of training. Students must report back to the Academy between 6:00 p.m. and 7:45 p.m. on any subsequent Sundays.

CLASSROOM UNIFORM: Departmental uniforms are required in the classroom. Non-uniform officer are required to wear proper office attire (plain polo style shirt with khaki trousers). Jeans, 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 must notify the Basic Training administrative staff and purchase a replacement for \$10.00.

PHYSICAL TRAINING UNIFORM:

1. Solid gray t-shirt or solid grey sweatshirt (no logos or writing); crew neck only
2. Solid black shorts or sweatpants
3. White socks
4. Athletic shoes
5. Reflective vest or belt for running on Academy roads

DEFENSIVE TACTICS UNIFORM:

1. Solid gray t-shirt or solid grey sweatshirt (no logos or writing); crew neck only
2. Departmental issued pants or dark blue or black 511 style pants (no logos or writing)
3. White socks
4. Gym shoes with non-marking soles

EQUIPMENT:

1. Duty belt
2. Handcuff case (if issued)
3. Standard swivel handcuffs with operable key
4. iPad (issued at Academy) – if destroyed/lost, there is a \$386.00 replacement fee
5. iPad Charger (issued at Academy) – if destroyed/lost, there is a \$38.00 replacement fee

BASIC DETENTION TESTING PROCEDURES

All academic written tests must be successfully completed with a minimum passing score of seventy percent (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 seventy percent (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 requires a passing grade for certification for students attending the Basic Detention training program:

ACADEMIC WRITTEN TEST: UNITS 1, 2, AND 3 (100 Points per Unit) 300 Points

DEFENSIVE TACTICS WRITTEN TEST 100 Points

400 Points

DEFENSIVE TACTICS 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 one day of online Legal video training (equivalent to the first day of the Basic Detention program). The Legals Only written test is given at 1:30 p.m. every Wednesday (excluding those dates the Academy is closed) in the Village Cafeteria. The minimum passing score is seventy percent (70%); students will be given a certificate upon passing. In the event the student fails, they will be given a letter stating the failing score which should be provided to the Training Officer. The student will be required to retake the full three-week (3-week) Basic Detention program. 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/JUVENILES ONLY TESTING PROCEDURES

The Legals/Juveniles Only portion consists of online Legal and Juvenile video training. The Legals/Juveniles Only written test is given at 1:30 p.m. every Wednesday (excluding those dates the Academy is closed) in the Village Cafeteria. The minimum passing score is seventy percent (70%); students will be given a certificate upon passing. In the event the student fails, they will be given a letter stating the failing score which should be provided to the Training Officer. The student will be required to retake the full three-week (3-week) Basic Detention program. There are no proficiency tests for Legals/Juveniles Only students. No retests are given.

LEGAL/JUVENILE ONLY TEST 20 ITEMS 25 MINUTE TIME LIMIT

BASIC DETENTION JUVENILES ONLY TESTING PROCEDURES

The Juveniles Only portion consists of online Legal and Juvenile video training. The Juveniles Only written test is given at 1:30 p.m. every Wednesday (excluding those dates the Academy is closed) in the Village Cafeteria. The minimum passing score is seventy percent (70%); students will be given a certificate upon passing. In the event the student fails, they will be given a letter stating the failing score which should be provided to the Training Officer. The student will be required to retake the full three-week (3-week) Basic Detention program. There are no proficiency tests for Juveniles Only students. No retests are given.

JUVENILE ONLY TEST 20 ITEMS 25 MINUTE TIME LIMIT

IN THE EVENT THE STUDENT FAILS LEGALS ONLY, LEGAL/JUVENILE ONLY, OR JUVENILE ONLY PORTIONS OF BASIC DETENTION TRAINING PROGRAM, THEY WILL BE ELIGIBLE FOR RECYCLE 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. NO RE-TESTS WILL BE GIVEN.

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 Program.

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 ninety-six (96%) academic average) of a possible 400 must be achieved 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: This award is given 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.

CHALLENGE RUN RIBBON:

3-Mile Challenge Run completed in 3 minutes or less

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 (8) 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 FOR
BASIC LAW ENFORCEMENT OFFICERS
(Class I Certification – Attending 8-Week Training Program)

Basic Law Enforcement Students should report by 4:30 p.m. the Sunday before their class begins to Building 18, Village Gymnasium, for mandatory orientation. Students should report in Khaki Uniform for this orientation. 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 Law students are not permitted to leave campus for any reason during the eight (8) 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:

1. Khaki shirts and trousers (no pleats) – at least 3 changes
 - a. Long sleeve shirts will be worn if you class begins between October 1 and March 31
 - b. Short sleeve shirts will be worn if you class begins between April 1 and September 30
2. Black belt
3. Navy blue crew neck t-shirt
4. Concealable bullet resistant vest (can be provided by SCCJA if you are not issued one)
5. Black leather shoes or boots and dark socks
6. One (1) hat will be issued by the Academy – if destroyed/lost you will have to purchase another one for \$10.00
7. One (1) Class Identification will be issued by the Academy – if destroyed/lost you will have to purchase a replacement for \$10.00)

PHYSICAL TRAINING/DEFENSIVE TACTICS UNIFORM:

1. Plain navy-blue gym shorts (Physical Training); khaki pants (DT Training)
2. Plain navy-blue t-shirt and/or sweatshirt
3. White socks
4. Good pair of running shoes (any color)
 - a. Court shoes if you plan to play basketball/volleyball after hours)
 - b. Extra shorts and sweats may be bought at the CJA store, which is open from 11:30 a.m. to 1:00 p.m. Monday thru Friday
5. Reflective vest or belt for running on academy roads (Physical Training)

EQUIPMENT:

1. Duty belt with holster (starting day 1)
2. Protective vest (starting day 1; worn daily according to agency standards)
3. Handcuffs/key (starting day 1)
4. Flashlight
5. Training Weapon (Blue Gun) (CJA issued) – if destroyed/lost, there is a \$68 replacement fee
6. Training Taser & holster (CJA issued) – replacement fee if destroyed/lost, \$140.30 for both (Taser - \$66.95 & holster – \$73.35)
7. Shotgun and cleaning kit (week 6)
8. Handgun, two (2) magazines, 325 rounds (Sunday of week 6)
9. iPad (issued at Academy) – if destroyed/lost, there is a \$386.00 replacement fee
10. iPad Charger (issued at Academy) – if destroyed/lost, there is a \$38.00 replacement fee
11. Notepad, pencils, and pens; index cards, highlighters, optional (weeks 1 – 8)

BASIC LAW ENFORCEMENT TESTING PROCEDURES

PHYSICAL ABILITIES TEST: Basic Law students attending the eight (8) week training 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 Defensive Tactics written test must be successfully completed with a minimum passing score of seventy percent (70%) before the student progresses to the next unit. The DUI/SFST test must be successfully completed with a minimum passing score of eighty percent (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

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

THE J.P. STROM 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. A minimum ninety-six percent (96%) average must be achieved to qualify for the award. No student who has received demerits, recycled for academics or proficiency failure is eligible for this award. NOTE: BLE Cumulative Test is include in grade averages.

THE DISTINGUISHED GRADUATE AWARD: This award is given to each student who attains a cumulative academic score of at least ninety-six percent (96%) average to qualify for the award. No student who has received demerits or has been recycled for academics is eligible for this award.

CLIFFORD A. MOYER MARKSMANSHIP AWARD: This award is given to the student who scores the highest during handgun qualifications on the first officially scored attempt. No student who has received demerits, been recycled for academics, or proficiency failure 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 received demerits, been recycled for academics, or proficiency failure 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.

NOTICE: Returning students (due to academic failure or proficiency failure) will NOT be eligible to receive these awards unless otherwise stated. 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 (8) hours or less (which has been pre-approved by the Basic Training Coordinator) and returns to the SAME Basic Law Enforcement Training Session, that student will be eligible for all awards and recognition.*

FORMATION RUN GUIDELINES

To maintain basic student involvement in the physical training process throughout the course, physical training has been implemented as a mandatory component of Basic Training during weeks two through eight. Basic Training 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 minutes, 30 seconds

Group B – 1-mile run is between 8 minutes, 31 seconds and 10 minutes, 30 seconds

Group C – 1-mile run is 10 minutes, 31 seconds 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) they 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 alternative workout (aerobic/anaerobic). These workouts will include but will not be limited to, pushups, crunches, squats, planks, lunges, etc.
8. Group B and Group C formation runs will also be broken down at times to include interval training. For example, students will work hills, stairs, and anaerobic exercise into the run to build stamina and endurance

STUDENTS WHO WALK DURING THE FORMATION RUN WILL RECEIVE A DEMERIT

CHALLENGE RUN REQUIREMENTS (BASIC LAW ENFORCEMENT STUDENTS)

Improvement in one's physical conditioning during Basic Training will be encouraged through the establishment of the 3-Mile Challenge Run. The Challenge Run will be held during Week Eight of training.

Eligibility for participation in the Challenge Run will include:

- Students must have been running in Group A or B
- Final run time must not exceed 25 minutes

Basic Training Coordinator must review and approve all exceptions.

Students who successfully meet the standards stated above will be recognized at the graduation and presented an award ribbon for their accomplishments.

BASIC LAW ENFORCEMENT LEGACY PROGRAM

The Legacy Program is a means whereby a class may leave a class memorial or 'legacy' to the SCCJA. Contact the Basic Training Coordinator 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 is 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 during its graduation ceremony. A class may have a brass plate recording their donation added to the legacy shadowbox on display at the Academy. The cost of the plate is \$20.00. These arrangements must be made with the Basic Training Administrative Coordinator at least one (1) week prior to graduation.

RANGE SAFETY RULES

FIREARMS RANGE:

1. Except when required for training, there will be no running on the ranges or in concurrent training areas. Horseplay is always prohibited
2. Coffee is permitted in the designated break areas only. Smoking and chewing tobacco are allowed outside in designated areas only
3. The break area and the latrine are the only places on the range where a student is authorized to be while his/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 devices 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 student is under the direct supervisor of an instructor
12. Unholstered weapons will have the actions opened at all times when the student 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 student 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 students when on the firing line
20. Do not place the trigger finger within the trigger guard until you are ready to fire

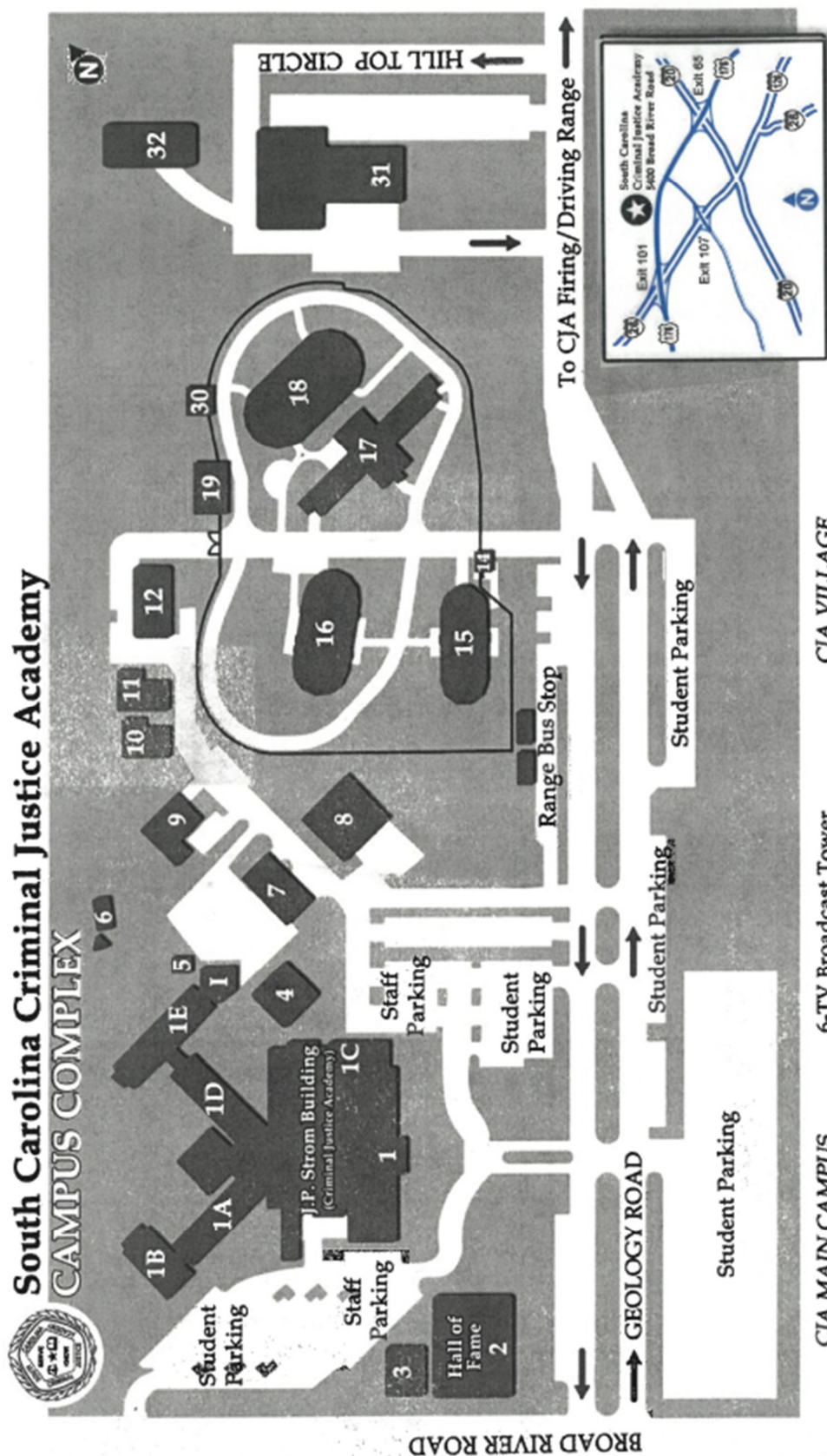
21. If a weapon is accidentally dropped, report this to an instructor immediately who will inspect the weapon to ensure it is safe to fire. If the weapon is dropped loaded, point the muzzle down range
22. All weapons will be carried to and from the ranges unloaded. The weapon should be holstered
23. 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 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 student'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 student's shirt or behind their glasses, the student 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:

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 to 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 vehicle. There will be no sitting and/or leaning on any vehicle
11. All vehicle 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 always remain in the vehicles, 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 FOR DEFENSIVE TACTICS AND PHYSICAL TRAINING

1. Students will conduct themselves in a safe, professional, and orderly manner. Any perceived negligent or dangerous conduct will not be tolerated.
2. No student is to leave their assigned area without direct authorization from an instructor.
3. Students are required to fully participate in all DT/PT 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 the 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 training area. Due to safety hazard, nothing is allowed in the mouth. All water bottles shall be secured in a cabinet or along the walls and taken out for use during breaks. A water fountain inside the gym is available during breaks.
7. Students will display respect when working/training together and will follow directions received from instructors (everyone is responsible for safety).
8. Students will immediately report all injuries to a SCCJA Defensive Tactics instructor, or the Academy Nurse for evaluation and treatment.
9. Only appropriate DT/PT clothing will be worn in the gym, this will include: Khaki pants, dark blue shirt (no logos or writing), ballistic vest, duty belt with holster (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).
10. No personal jewelry to include watches, wristbands, necklaces, earrings, body piercings, or rings (exception: flush fitting wedding bands).
11. Students will keep the gym, training aids, equipment, and 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 to perform techniques.



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|----------------------------|----------------------------|
| CJA MAIN CAMPUS | CJA VILLAGE |
| 1-Criminal Justice Academy | 14-Guard House |
| 1A-West Dorm | 15-Dining Hall |
| 1B-West Annex Dorm | 16-Classroom Building |
| 1C-Gym Back Entrance | 17-Dormitory |
| 1D-North Dorm | 18-Gymnasium |
| 1E-East Dorm | 19-Central Energy Building |
| 2-Hall of Fame | |
| 3-Hall of Fame Annex | |
| 4-Registration | |
| 5-UPS Tower | |
| 6-TV Broadcast Tower | |
| 7-Basic Jail - E911 | |
| 8-CJA Office Building | |
| 9-Central/Energy Facility | |
| 10-Attorney/Hearing Office | |
| 11-SCHP Classroom #111 | |
| 12-SCHP Training | |
| 30-Telephone Exchange | |
| 31-Purchasing & OFM Staff | |
| 32-OFM Equipment Shed | |

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