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The Newspaper of the South Carolina Criminal Justice Academy

October 1992

## Misconduct forms sent to agencies

Sample forms have been sent to law enforcement agencies around the state in an Academy effort to assist sheriffs and chiefs with reporting officer misconduct incidents.

The focus of the Academy venture is to provide assistance to law enforcement agencies in hiring and staffing qualified officers. The decision whether or not to employ someone is left to the discretion of the agency.

Academy Chief General Counsel Henry Wengrow said the forms should have already been sent to all law enforcement agencies, including state, county, and local forces. However, if an agency was missed, additional forms can be obtained by calling the Academy.

In the event an incident of misconduct is determined by an agency to be founded, a report form should be completed and sent to the Academy within 15 days, Wengrow said. The forms should be sent regardless of possible adjudication and regardless of the action taken by the agency.

When completed, the forms contain specific information, including the officer's name and department and other key information, including a notation as to whether or not the misconduct resulted in employment termination. The forms also provide for an indication of the nature of the misconduct incident, including:

- Convictions, guilty and no contest pleas, or admissions of guilt to a felony.
- Unlawful use of a controlled substance.
- The repeated use of excessive force in dealing with the public and/or prisoners.
- Dangerous and/or unsafe practices involving firearms, weapons, and/or vehicles which indicate either a willful or wanton disregard for the safety of persons or property.

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### STATE DOCUMENTS

#### MISCONDUCT REPORT FORM

This form is to be completed within 15 days of the discovery of any event of misconduct which is determined to be founded by the agency or department. Report of misconduct is required by the agency or the responsibility of the chief executive officer of every law enforcement agency regardless of any possible adjudication, and regardless of the action taken by the agency. Misconduct Reports should be forwarded to the Academy at the above address, OFFICE OF GENERAL COUNSEL, Attention: Henry Wengrow.

.....

Officer's Name \_\_\_\_\_ Current Department \_\_\_\_\_  
SS#: \_\_\_\_\_ Birthdate: \_\_\_\_\_ DL#: \_\_\_\_\_  
Incident: (check one) \_\_\_\_\_ Date of Discovery: \_\_\_\_\_  
 Misconduct Resulting in Termination (attach PCS)  
 Misconduct Not Resulting in Termination

.....

Please indicate the nature of misconduct by checking appropriate selection below. Misconduct includes, but may not be limited to:

- Conviction, plea of guilty, plea of no contest or admission of guilt (regardless of withheld adjudication) to a felony, a crime punishable by a sentence of more than one year (regardless of the sentence actually imposed, if any) or a crime of moral turpitude in this or any other jurisdiction.
- Unlawful use of a controlled substance;
- The repeated use of excessive force in dealing with the public and/or prisoners.
- Dangerous and/or unsafe practices involving firearms, weapons, and/or vehicles which indicate either a willful or wanton disregard for the safety of persons or property;
- Physical or psychological abuses of member of the public and/or prisoners;
- Misrepresentation of employment-related information;
- Dishonesty with respect to his/her employer;

- Physical or psychological abuses of members of the public and/or prisoners.
- Misrepresentation of employment-related information.
- Dishonesty with respect to his/her employment.
- Untruthfulness with respect to his/her employer.
- Any additional information if needed.

According to Wengrow, the forms are being sent as a courtesy to law enforcement agencies in order to assist sheriffs and police chiefs with their efforts to report misconduct, and the forms should contain information only on incidents which they determined to be founded.

## "M/CAP, OSHA, Guidelines" on the forefront at the academy



**Rick Johnson**  
*Executive Director*

Just by reading this issue of the Criminal Justice **Chronicle**, it's easy to see that the S.C. Criminal Justice Academy has been very busy. Over the past three months, Academy personnel have conducted or assisted with a variety of courses and other training covering many topics that directly affect the quality of law enforcement in the state.

The Academy recently put the finishing touches for the Training Council on guidelines for conducting background investigations for law enforcement applicants. This will be an excellent tool for chiefs and sheriffs, and I appreciate all the input from all law enforcement officials who contacted us, and many of those suggestions have been incorporated into the guidelines. You can read about the guidelines elsewhere in this issue.

The Academy also has led the way in getting the most up-to-date information to all

law enforcement agencies on the last OSHA regulations pertaining to reducing exposure risks to bloodborne pathogens. A seminar recently was conducted at the Birchwood Campus of DYS on this issue and additional information will be forthcoming.

Furthermore, the Academy also is continuing in an effort to assist in the development of multi-agency teams for investigating missing and abused child cases and for dealing with their families. Recently, the Academy was recognized by the U.S. Justice Department's Office of Juvenile Justice Programs as Richland County has been chosen as a site for implementation of the M/CAP program. A similar effort also has been undertaken in Sumter County, and all organizations participating in Richland and Sumter counties are to be commended.

## Dr. Andrew Ryan on CJA staff to develop psychological screening program

Columbia psychologist Dr. Andrew Ryan has become a full-time member of the South Carolina Criminal Justice Academy staff in Columbia. Ryan will help develop and implement an economical psychological screening program that the Academy will provide to law enforcement agencies.

Academy Director Walter J. "Rick" Johnson, Jr. said Ryan began work Sept. 17, at the state's official law enforcement training facility. Ryan previously worked as a psychologist on the faculty at the University of South Carolina, where he taught various introductory, developmental and adolescent psychology courses. Ryan will continue to teach several courses at the university.

In announcing the appointment, Johnson said Ryan will continue ongoing work he began more than three years ago into developing a program at the Academy for providing psychological screening and testing to law enforcement agencies around the state. The program undertaken by Ryan includes development of an appropriate testing instrument to predict the likelihood that a new officer will be able to graduate from the Academy and also will

be a candidate for long term successful employment.

Johnson said Dr. Ryan began his psychological screening research in the fall of 1991 at the request of the Training Council, the Academy's official governing board. Initial funding for the research was provided through a grant from the office of Governor Carroll Campbell.

"Dr. Ryan brings with him the credentials and insight into a very unique need for law enforcement in the state, and we are pleased that he has chosen to join the Academy full-time in order to complete the research and to help implement the testing," Johnson said. Johnson added that the psychological screening program is a service being offered to the state's law enforcement agencies and is not intended to replace similar screenings already utilized by some agencies.

Dr. Ryan is a Columbia native and has been on the USC Psychology faculty since 1985. He obtained his Masters degree in Psychology from USC in 1985 and obtained his Doctorate in 1990.

Dr. Ryan is married and is the father of two daughters.

*A lot of good could be accomplished in this world if nobody cared who got the credit.*

# OSHA provides guidelines for handling bloodborne pathogens

A one-day seminar outlining OSHA requirements for dealing with law enforcement handling of bloodborne pathogens was conducted Aug. 11 at the S.C. Criminal Justice Academy.

The seminar was held for sheriffs, chiefs, jail administrators, and training officers. Purpose of the session was to acquaint law enforcement officials with a plan to comply with federal requirements for eliminating or minimizing employee exposure to blood or other potentially infectious materials, including Hepatitis B and HIV viruses.

According to Academy Instructor Lorna Hanson, a committee representing various state and local agency representatives was formed in February to develop guidelines for complying with strong new federal regulations for preventing exposure to bloodborne pathogens. The committee included representatives from the following agencies: Forest Acres Police Department, Lexington County Sheriff's Office, Lexington Police Department, Newberry Police Department, Richland County EMS,

S.C. Army National Guard, S.C. Criminal Justice Academy, DHEC, S.C. Highway Patrol, and SLED.

The committee developed a model exposure control plan which included the federal OSHA regulations, and the August seminar provided the law enforcement agencies with the first overview and detailed instruction for officers who may be exposed to blood or certain body fluids. The plan details specific practices that should be implemented in order to significantly reduce risks of employee contact with bloodborne pathogens.

Hanson said OSHA guidelines, which the plan contains, must be implemented by all law enforcement agencies by Jan. 1, 1993. Several of the new OSHA requirements are:

- Employees be provided three inoculations against Hepatitis B (over six months).
- Training in how to reduce risks of exposure to bloodborne pathogens.

- Provision of personal protective equipment necessary to reduce or eliminate risks.
- Provision of correct disposal units and/or equipment.
- Submission of exposure reports and post-exposure follow-ups.

Hanson said seminar participants also were warned that failure to comply with the OSHA regulations can result in major fines by the federal government. The regulations pertain to all facets of law enforcement where exposure to bloodborne pathogens such as Hepatitis B and HIV viruses are possible.

"In short, the universal precaution rule is that law enforcement must treat all blood products as contaminated," Hanson said.

Law enforcement agencies may obtain a copy of the Model Exposure Control Plan by contacting: S.C. Criminal Justice Academy, 5400 J.P. Strom Boulevard, Columbia, SC 29210.



## Computers become user-friendly for investigators

The Academy recently presented a technical surveillance course and two computer usage courses this past summer as part of on-going plans to upgrade specialized training for narcotics investigators.

Plans also are underway to present a drug interdiction course in October and a Narcotics Undercover Technical Class early next year, according to Academy

instructor Gary Kightlinger, a veteran narcotics investigator who recently joined the Academy staff.

Kightlinger said that Computer 1 and 2 were offered this past summer and were geared toward basic computer usage by narcotics officers.

"Computer 1 was a hands-on course for narcotics officers who have had little or no experience with computers,"

Kightlinger said.

Kightlinger said the Computer 2 course was more advanced in law enforcement applications, especially in the areas of case tracking and intelligence storage.

Kightlinger said a Technical Surveillance course was taught at the Academy in August and centered more around practical exercises in the areas of intelligence gathering and techniques.

A Drug Interdiction course is being offered in October for uniformed patrol officers and features instructions and discussions on drug identification, trends, transportation methods, and interview techniques, Kightlinger said.

Kightlinger also added that two additional courses into narcotics-related matters also are being planned, including a Narcotics Undercover Technical class dealing with surveillance methods, informant handling, and practical exercises. The course probably will be offered next April, 1993.

Additionally, a Technical Surveillance II course also will be offered by the Academy sometime during the next fiscal year, Kightlinger said.

## S.C. selected as test site for M/CAP

South Carolina has been chosen as the test-site for organizing a statewide multi-agency management team for all counties to deal with missing and exploited children and their families.

Walter J. "Rick" Johnson, Jr., director of the S.C. Criminal Justice Academy, said South Carolina is the only state selected thus far for the program. The Academy is one of the principle sponsors of the program in South Carolina.

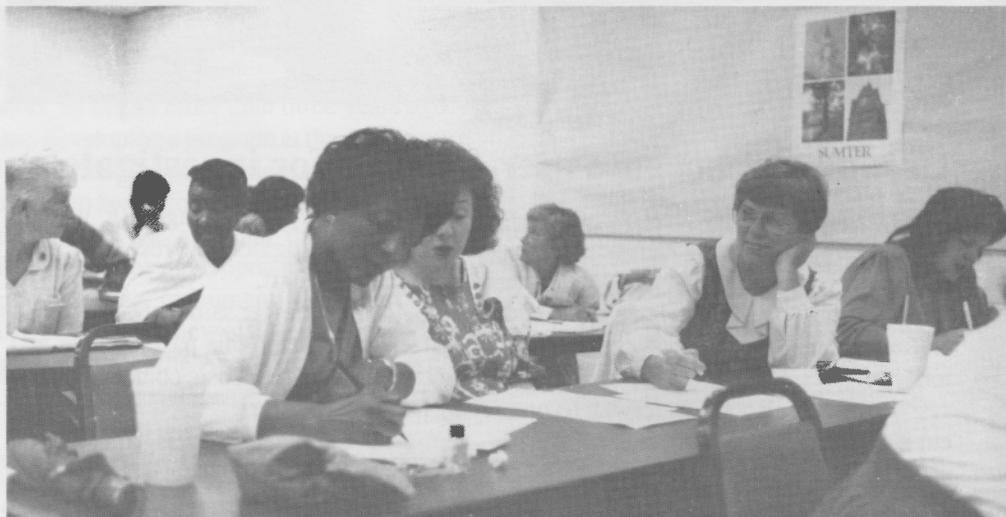
Known as the **Missing and Exploited Children Comprehensive Action Program (M/CAP)**, the team concept helps agencies deal more effectively with missing and exploited children and their families. The announcement of South Carolina's selection was made by the Office of Juvenile Justice and Delinquency Prevention of the U.S. Department of Justice and by the Public Administration Service, which coordinates funding for the program.

Johnson said the decision to select South Carolina as a pilot test site was based on the organization of successful M/CAP teams in Richland and Sumter counties. Johnson said he was notified of the selection by Carl B. "Bill" Hammond, M/CAP Project Director, who noted that officials recognized enthusiastic support from various state level agencies as well as other county jurisdictions for the program.

Johnson said an M/CAP team concept involves the coordination of representatives from various criminal justice, judicial, medical, educational, and social services agencies. M/CAP provides a long-range strategic effort for front-line personnel who deal with missing and exploited children and their families.

Johnson said the M/CAP plans for South Carolina have received enthusiastic support from criminal justice agencies and other service providers around the state.

*M/CAPers focus on missing & exploited children*



# Council approves background investigations guidelines

The Law Enforcement Training Council, the Academy's governing board, has approved guidelines for the background investigations of law enforcement applicants in order to determine character.

According to Academy Chief General Counsel Henry Wengrow, the guidelines are part of rules as authorized in the S.C. Training Act. The new rules are now in effect and require law enforcement agencies to conduct a thorough background investigation of anyone who applies for employment as a police officer or deputy.

The guidelines require that law enforcement agencies include the following criteria in connection with a background investigation:

1. Academy Records
2. Date of Birth
3. Citizenship
4. Criminal History (including fingerprint check list of unadjudicated crimes)
5. Driver's Record (S.C.'s record & other jurisdictions)
6. Educational History (including high school & post-secondary)

7. Credit History (Credit Bureau & Civil Judgements)
8. Employment History
9. Controlled Substance Abuse Either by Applicant Questionnaire or Drug Screen (suggested but not required)
10. Military Service History
11. Personal References
12. Scope (Recommend a minimum of 5 years & suggest that agency go back until age 18)
13. Summary Report to Academy

The new guidelines also note it is further suggested that a neighborhood check be conducted, if possible, on all candidates. The guidelines recognize that pre-employment questioning and conduct by employees are limited by Federal Statutes such as the Civil Rights Act and the Americans with Disabilities Act (ADA).

Wengrow said that appropriate discussions will be provided on those issues in a subsequent course on conducting a background investigation to be offered within the next several months.

# Guidelines course planned

The Academy is developing a course to help sheriffs and chiefs learn how to comply with new guidelines for background investigations of law enforcement applicants.

The one-day course should be ready for presentation by sometime in November and is designed to assist sheriffs' offices and police departments in developing procedures for compiling the necessary information for the background investigations. The course also will outline techniques for obtaining the required information and will include a discussion of various federal guidelines that may be applicable.

Once the course has been developed and scheduled, all law enforcement agencies will be notified.

# Narcotics Commanders School draws federal, state and local speakers

Twenty-five law enforcement officers from across the state attended a four-day Narcotics Commanders School held Aug. 17-20 at the S.C. Criminal Justice Academy.

Sponsored by the Law Enforcement Coordinating Committee (LECC) through the United States Attorney's Office, the seminar featured speakers and instructors from a cross section of eight federal, state, and local law enforcement agencies. These agencies included: the FBI, U.S. Department of Justice, the U.S. Treasury Department, Office of Governor Carroll Campbell, Drug Enforcement Administration, SLED, Richland County Sheriff's Office, and the Academy.

Designed for front line narcotics supervisors, the seminar featured discussions on a variety of topics, including:

- \* The Role of the Manager.
- \* Management of Money & Evidence.
- \* Team Building & Decision Making.
- \* Motivation & Management
- \* Legal & Personnel Issues.

The four-day training session also featured programs on Media Management, Raid Planning, and Kenisis Interviewing Techniques.



*Lois A. Abramczyk from The Center of Child and Family Studies at the University of South Carolina speaks at a Multidisciplinary Team Training Seminar.*

## EMPLOYEE SPOTLIGHTS

### Travels and scout work fill Trentanove diary



*Mae Trentanove*

When Mae Trentanove moved with her husband to Columbia in 1977, she left behind an outstanding volunteer record with the Girl Scouts in New York, as vice president of the Mid-Island Council. Moving to South Carolina, Mae's

husband opened a steel designer business in Columbia before later operating a blue print company and then joining DHEC as an environmental engineer. Mae has had the fortunate opportunity to travel with her husband to numerous foreign countries, many of the trips occurring as the result of her husband's work.

A native of Brooklyn, New York, Mae moved with her husband to Long Island, living there for 20 years. It was during that time while rearing four children, that Mae first became involved with the Girl Scouts, later becoming a delegate to three national Girl Scouts conventions and receiving the National Girl Scouts award for adults, the Thanks Badge. During her tenure with the Girl Scouts in New York, Mae was responsible for more than 1,400 girls and 200 adults. She also started the first handicapped troop for girl scouts.

In addition to her travels abroad, Mae also visited England in order to study scouting in that country.

"In all, I have visited Hawaii and Mexico and have been to Europe seven or eight times," Mae added.

While in Columbia, Mae started a boutique, specializing in items needed for travel, and later also became a travel agent which also opened up other unique travel opportunities.

Mae joined the Academy part time in 1990, and currently works with Dot Miller, handling statistical requirements for the Academy courses, student counts, meals, teleconferences, and the ranges. Mae has recently assumed the responsibility of the Academy mail room.

Mae and her husband have two boys and two girls, all grown. The youngest, a son, recently graduated from the University of South Carolina. Another son lives and works in Charlottesville, Virginia. One of her daughters lives in Washington, D.C., and the other lives in nearby Maryland.

### Former investigator Thomas shares experience with officers



*Randy Thomas*

Academy instructor Randy Thomas joined the S.C. Criminal Justice Academy in 1989 with responsibility to develop and teach various courses about juvenile procedures in law enforcement, a task he did not take lightly.

Thomas brought with him more than six years experience as an investigator with the Richland County Sheriff's Office. While there, he specialized in investigations involving juveniles.

At the Academy, Thomas teaches a detective's class and also a course dealing with juvenile delinquency theory and practice.

Though not a native of South Carolina, Thomas has lived in the Columbia area for a number of years. His wife, Charlotte, works with the University of

South Carolina's College of Criminal Justice.

Prior to moving to Columbia and joining the sheriff's office, Thomas served in the U.S. Air Force. He currently is a member of the 218th Infantry Brigade of the S.C. National Guard.

Thomas grew up in St. Petersburg, Fla., and graduated from Chaminade University in Honolulu, Hawaii, where he received a BA degree in Political Science. He later received a Masters degree in Political Science/Public Administration from the University of South Florida.

Thomas said the reason he joined the staff of the Academy was quite simple:

"I like teaching," he said, adding, he now has the opportunity to give some of the things he's learned in the field back to other officers.

**EMPLOYEE SPOTLIGHTS**

## After working 18 years with legal firms Mary Brown joins CJA Certification

Mary Brown is one of the people at the Academy who helps keep certification running smoothly.

Joining the Academy in July, 1992, Mary previously worked for several attorneys in Columbia for more than 18 years, her longest stint with attorney Bothwell Graham's firm. Previously, she also worked with the firm of Turner, Padgett, Graham, and Laney in Columbia.

Mary moved to Columbia from Atlanta, Georgia, when she was eight years old.

"I lived here most of that time, except for when I moved to Las Vegas for

six months," Mary said. Her husband, Randy, works for Sears Fencing in Columbia, and they have a seven year old son, Aaron, a healthy handful who's in the second grade.

Mary attended Columbia High School during the time Academy Executive Director Rick Johnson also attended, but she would not offer any information other than to say that she rarely saw him because he was an upper classman.

In addition to her duties in certification, Mary also handles some backup work on the Academy's telephone switchboard.



**Mary Brown**

## Fifty mile drive brings Easterlin to CJA Purchasing

A native of Springfield in Orangeburg County, Victoria "Vicki" Easterlin spends a good chunk of her day driving approximately 100 miles round-trip to the Academy to work in purchasing.

"It's not a bad trip really and gives me some private time to think," Vicki said in commenting on her daily drive from Springfield to the Academy and back home.

Vicki joined the Academy on July 6, 1992, with specific duties assisting Bill Leath and others in purchasing. However, her duties also call for her to provide some assistance in the print shop dealing with inventory matters.

Prior to joining the Academy, Vicki worked for more than three years with an Orangeburg company, American Yard Products, in payroll and personnel. She also commuted to that job which was

considerably closer to home, she admitted.

However, hearing about the position at the Academy, Vicki said she decided to put some of her education to work.

"I received an associate degree in Criminal Justice from Orangeburg-Calhoun Technical College, and I wanted to work more in that area of training," Vicki said.

But if you ask Vicki about her proudest moment, she will quickly tell you about her 17-month-old son, Trey, who recently won the title, South Carolina Beautiful Infant Master."

Already a veteran in these events, Vicki said her son started competing when he was four months old.

Vicki said she is happy to be at the Academy and, despite the drive, looks forward to her work.



**Vicki Easterlin**

*Always do right. This will gratify some people, and astonish the rest.*

*--Robert Frost*

## Recent J. P. Strom Award Winners



Basic #268 Graduation, August 7, 1992, l. to r. - W. J. "Rick" Johnson, Jr., Executive Director; Daniel J. Yocca, Greenville PD; and Captain Don Belue, Greenville Police Department.



Basic #269 Graduation, September 4, 1992 - l. to r. - W. J. "Rick" Johnson, Jr., Executive Director; Stephanie A. Wallace, Charleston Co. SO; and graduation speaker, Boykin Rose, ABC Chairman.

### THE CHRONICLE

W. J. Johnson, Jr.....Executive Director & Publisher  
Hugh E. Munn.....Managing Editor  
Cary Yates.....Graphic Design & Layout  
Frances Reynolds .....Photographer

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Basic #270 Graduation, September 25, 1992 - l. to r. - W. J. "Rick" Johnson, Jr., Executive Director; J. Robert Brown, Greenville Co. SO; and Capt. P. E. Candler, Jr., Greenville County Sheriff's Office

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