



# **BASIC TRAINING RULES AND REGULATIONS MANUAL**

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## **MANDATORY**

**BRING THIS MANUAL WITH YOU WHEN YOU  
REPORT TO CJA ON SUNDAY**

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



# **SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY**



**5400 Broad River Road  
Columbia, SC 29212**

**Our Mission...**

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

**We are accredited by...**

**The Commission on Accreditation of Law Enforcement Agencies**

## **FOREWORD**

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

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

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

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

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## TELEPHONE NUMBERS:

Criminal Justice Academy - Main Number. ....	(803) 896-7777
Basic Training Coordinator – Misty Sorell .....	(803) 896-8346
	Cell: (803) 427-3064
Housing Manager – Shearn Mitchell .....	(803) 896-0039
	Cell: (803) 705-9360

# **RULES & REGULATIONS**



**REQUIRED FOR ALL BASIC STUDENTS**

Section 1



# DORMITORY RULES

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

1. The Linen Room will open at 7:00 a.m. to 8:30 a.m. Monday through Friday. Limited Duty Students checking in on the Sunday night before class begins must check in between the hours of 6:00 and 9:30 p.m. Students checking in on Monday should obtain dorm assignments before 3:00 p.m. (See Specific Instructions for check-in times for Basic Law, Special Basic, Limited Duty, and Basic Jail Students.)
2. The linen assigned to you (set of sheets, a pillow, a blanket and spread) is the property of the Criminal Justice Academy and must be turned in prior to your departure. The linen card that you sign is your receipt and will be retained by the Academy. For any linen not turned in, monies will be collected through your employing agency. These must be returned to the area designated outside of the linen room upon graduation or other dismissal.
3. When setting up your dorm room, you may include the following items:
  1. Padlock for Dorm locker – **MANDATORY TO SECURE DORM LOCKERS**
  2. Alarm clock
  3. **Towels and washcloths**, soap, shampoo, deodorant, shaving items, etc.
  4. Any personal items (medicines, toiletries, feminine supplies, etc.)
  5. Optional: Radio, small TV, linens, pillows, extra blankets
  6. Civilian clothing (worn after dinner).
4. **Basic Students shall bring all needed supplies when checking in on Sunday.** It is policy that Basic Law Enforcement Students will not be allowed to leave campus Monday through Friday at anytime during the first nine (9) weeks of training. Basic Jail students will not be allowed to leave during the 3-week program, except for emergencies after obtaining written permission from the Basic Training Coordinator.
5. Electric heaters, electric blankets, 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 television when leaving the room. There should be no food left out and open in the dorm rooms.
6. You will be given a name-tag for your dormitory room door. Please fill out completely and place in the slot provided on your dormitory room door. Doors will be closed during your sleeping hours.
7. Rooms are pre-assigned by classes. **STUDENTS WILL NOT EXCHANGE, MOVE INTO ANOTHER DORMITORY ROOM OR VIP ROOMS FOR ANY REASON WITHOUT CLEARANCE FROM THE STUDENT DORMITORY MANAGER.** Observe quiet hours in the dormitory at all times in order that others may sleep or study without interruption or distraction. Hallways may not be used for visitation or loitering.



8. DO **NOT** iron clothes on sheets, blankets or bedspreads. An ironing board is available for your use located in the laundry rooms. Irons are also available for sign-out in the west linen room on a limited basis. UL Rated Safety Irons are provided by the Academy for students use.
9. Room occupants should hang up clothing, dust the top of their dresser and desk, empty their trashcans into the large trash collection area on that floor, make their bed. All items from bathrooms, counter tops and the floor should be removed for cleaning purposes. Non-valuable personal items will be neatly arranged on dressers and desks. Footgear will be placed underneath bed. Students are responsible for vacuuming their rooms. Vacuum cleaners, toilet tissue and trash bags are located in the Laundry Rooms. DO **NOT** affix anything to the walls.
10. The janitorial staff will clean showers and bathrooms. For your convenience and security of personal property, you **MUST** purchase a lock for the locker in your dormitory room. The Academy is not responsible for the loss of private property so valuable items should be secured when you are not in your room. Rooms will be inspected daily and violations will be noted. If valuables are left unsecured, the Dormitory Manager or her representative will secure (lock up) that room, and at their option, issue demerits.
11. Students are **NOT** permitted to bring weapons or ammunition into the Academy.
12. 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.
13. **Visits by members of the opposite sex are prohibited in dorm rooms, and male students are not allowed on the female hall (first floor of the west wing) except in the Housing Manager area.** The only exception is if your squad leader is of the opposite sex and is conducting a room inspection. Sexual activity between students while on campus is prohibited. 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.
14. NO SMOKING OR CHEWING TOBACCO IN DORMITORY ROOMS, HALLS OR INSIDE ANY ACADEMY BUILDING. DESIGNATED SMOKING AREAS ARE LOCATED OUTSIDE AND AT LEAST 50 FEET FROM ANY BUILDING. THIS ALSO APPLIES TO THE FIREARM AND DRIVING RANGES.
15. A "Lost and Found" is available in the Student Dormitory Manager's office, located across from W125 in the west dormitory. For assistance with lost and found items, you can contact the Housing Manager between the hours of 9:00 am and 3:00 pm, or the Security Office (behind linen room) between the hours of 6:00 pm and 6:00 am.
16. Because the Academy operates on a controlled heating and air conditioning system, windows do not open. Hours of operation are from 4:00 pm until 8:50 am Sunday through Friday. It will be necessary to notify the Dormitory Manager if a student is ill and will remain in the dormitory during shutdown so necessary adjustments can be made.

17. Complaints of maintenance problems such as heating or air conditioning, burned-out bulbs, room damage, cleanliness and other related deficiencies should be placed in the complaint box, which is located at the linen rooms. Fill out the 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 Student Dormitory Manager, and after normal operating hours, to the Officer on duty.
18. All students leaving on Friday and not returning on the following Monday **MUST TURN-IN THEIR LINEN BEFORE 9:00 AM**. For those students who are returning, **LINEN EXCHANGE WILL BE ON FRIDAYS 7:00-8:30AM AND IS MANDATORY**. Personal belongings must be out of dorms before 5:00 p.m. on Fridays. Please secure all other belongings so that rooms can be cleaned.
19. **CURFEW FOR ALL STUDENTS WILL BE AT 10:00 P.M.** A Bureau of Protective Services officer will secure all exit doors at that time, and anyone arriving after the 10:00 p.m. curfew will be subject to disciplinary procedures. This affords better security and safety for the students and facility thus maintaining an environment favorable to academic performance.

**WE HOPE YOUR STAY HERE WILL BE ENJOYABLE. WE THANK YOU FOR COMPLYING WITH THE ABOVE RULES, AND FOR YOUR CONSIDERATION FOR FELLOW OCCUPANTS. ANY RECOMMENDATIONS OR COMPLAINTS SHOULD BE ADDRESSED TO THE BASIC TRAINING COORDINATOR OR THE STUDENT DORMITORY MANAGER SO HE MAY REFER THEM TO THE APPROPRIATE OFFICE.**

### **CAFETERIA RULES**

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

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

We are open to suggestions. If you have a suggestion or problem, feel free to contact Champ McGee @ 896-7762 or Bernard Shirer @ 896-7734, or ask for either when you are in the dining area.

1. 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**.
2. Students have two short breaks daily, to be taken during the hours of:

**9:45 A.M.-10:45 A.M. {Morning}  
2:45 P.M.-3:45 P.M. {Afternoon}**

Students are not allowed to break in the cafeteria any other time.

Students are not allowed to break or dine with inmates.

3. Drink machines are turned off except during meal times. Coffee, tea and water are available during breaks. **DO NOT** enter the dining room at any other time. We must have time for clean up and restocking.
4. We no longer use styro-foam cups except at night, after hours. **DO NOT GO INTO THE CABINETS** and get cups out during your breaks. This is necessary for staff to conduct other duties.
5. **DO NOT** remove cups/glasses from the dinning hall. Return them to the dishroom after each use.
6. **YOU MUST ADHERE** to the posted schedule for meal times. We have limited seating in the dining hall and try to schedule so that we never have people ready to eat with no place to sit.
7. All students must be in formation for lunch. A name tag (ID) is required to eat - it is your meal ticket.
8. Students must be in a double-file line (two squads). Talking is NOT permitted while in line.
9. Students may not enter the cafeteria in PT/DT uniforms during training hours (6:30 a.m.-6:15 p.m.). For those residing in the West dorm, enter through the side door next to the cafeteria/picnic area and use the catwalk to cross to the West dorm.
10. Students must adhere to the posted schedules for morning and afternoon breaks. **DO NOT** enter the cafeteria at ANY TIME other than meal times or posted break times. If it's necessary to go to your room during a non-meal or non-break time, use the side door next to the cafeteria and use the stairs/catwalk if necessary to get to your room.
11. Students are allowed to select **one** entrée at the window. A plate may not be selected and then returned to the window. DHEC prohibits us from serving a plate that has already been touched, so please check the menu and decide on an entrée before you approach the window. The self-service food items are all-you-can-eat **within reason**. Please be considerate of your classmates as well as other classes when selecting items from the buffet.
12. Fraternization with inmates is **against** CJA and SCDC policy. For your own well being, as well as the inmate's, please limit your conversation with inmates. Any conversation with dining facility's inmates should be limited to kitchen policies and/or procedures.
13. Gas grills are available for your use off the lower dining area. Please inform us several days in advance so we can get them ready for your use. We will supply all cups, plates, napkins, and utensils. We will not supply you with the food.

## **AFTER NORMAL BUSINESS HOURS**

### **FIRE AND INCLEMENT WEATHER EVACUATION PROCEDURES**

In the event of a fire alarm, students are to evacuate the building immediately and assemble, by class, in the area near the covered bus stop. Should a fire alarm occur during the evening hours, class leaders and squad leaders will assist the Bureau of Protective Services officer in evacuating the dormitories and accounting for class members. Assembly points are the same bus stop area.

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. This automatically notifies the Bureau of Protective Services that we have an alarm. BPS will dispatch the Columbia Fire Department. Fires may also be reported by dialing 9-1-1 and identifying the location as the SC Criminal Justice Academy located at 5400 Broad River Road.

With the exception of a small fire, no attempt should be made by Academy personnel or students to fight the fire.

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

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.

### **MEDICAL AND EMERGENCY SERVICES**

Students who are ill or injured shall notify the Basic Training Coordinator as soon as practical (notify the Class Leader after hours). For emergency treatment, dial 911 to obtain ambulance and EMS response. For non-emergency attention after hours, medical treatment is available at the Doctor's Care or Lexington Medical Center (Urgent Care) both on St. Andrews Road in Irmo, SC, or the Lexington Medical Center on I-26, exit on Highway 378, (towards Charleston) in West Columbia, SC. A map to the Irmo location is on the last page of this manual. Students under a physician's care are required to immediately notify the Basic Training Coordinator of this fact in order that a determination of fitness for training can be made. In case of emergency after hours, a BPS officer is located on the first floor of the West Wing (female dorm).

### LAUNDRY

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

### GYMNASIUM

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

### WEIGHT ROOM

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

### LIBRARY

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

### MAIL

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

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

### TELEPHONE CALLS

Students receiving telephone calls during business hours at the main Academy number (803 896-7777) will receive notification of the call and any pertinent message when the class leader checks for phone messages. Classes are not interrupted for non-emergency calls. The Class Leader is responsible for checking for telephone calls and for delivering messages to the students. Calls of an emergency nature will be delivered immediately to the student by Academy staff. Emergency and business-related phone calls may be returned on the phone in the Basic Training Unit. **Students ARE NOT to have cellular telephones, two-way radios, pagers, or any other source of communication with them during training hours**, unless they have prior written authorization from the Basic Training Coordinator. Students should make such requests in writing, briefly stating the reason for the need. If authorization is granted, cell phones are to be on "vibrate" and the student should take such calls in break areas only (not in hallways). Permission for use will be limited in scope and approval.

The main Academy number is (803) 896-7777, and the front desk is staffed Monday - Friday 8:30am -

5:00pm. After 5:00 pm voice mail is activated and a message can be left. The Basic Training Fax Number is (803) 896-8783.

**After hour emergency calls which require immediate efforts to locate a student should be directed to the CJA Security Officer at (803) 394-5436, or the Academy Housing Manager, Mrs. Shearn R. Mitchell, cell phone number (803) 705-9360.**

### **BUS TRANSPORTATION**

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

### **STUDENT PARKING**

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 BPS 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.

### **VISITORS**

It is the policy of the Academy that the Basic Training Coordinator must approve visitors. Visitors must leave the Academy by 9:00 p.m. Visitors are **prohibited** in dorm rooms and recreational areas below the dorm rooms unless approved by the Basic Training Coordinator. Visitors are limited to the reception area at the front of the Academy and dining hall area.

### **CHAPLAINCY PROGRAM**

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

### **FACULTY AND STAFF**

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

## **CLASSROOM POLICIES**

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

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

No pagers or cell phones are allowed in the classroom or on the student's person **ANYTIME** during training hours. Cell phones may be used normally after training hours.

No tape recorders or study guides from other students/officers are allowed. **All students are expected to do their own original work. Dishonesty in any form is totally unacceptable.**

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

## **STUDENT CONDUCT**

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

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

### **A. STUDENTS SHALL**

- 1. Conduct themselves as professionals and perform all duties in a thorough and conscientious manner and carry out all orders, commands or instructions given by authorized personnel.**
- 2. Be in the Academy by 10:00 p.m. (curfew), TV's, cell phones, and other should be turned off to allow others in the room to sleep.**
- 3. Have dormitory rooms cleaned and ready for inspection by 7:40 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 – No talking in the hallways.
10. Wear clean, pressed uniforms with shined boots/shoes at all times. Shirt will have military creases front and back, sleeves and pant legs should have appropriate creases.
11. Shower daily or as needed using soap and deodorant afterwards.
12. Be clean-shaven at all times. Those students who arrive with a mustache must have written approval from their employing agency to keep it.
13. For student safety, fingernails are to be kept short and hair will be worn above the collar. No earrings will be worn by female students that protrude below the earlobe (no hoops or body piercings of any kind). Male students are prohibited from wearing earrings of any kind.
14. Wear hair off the collar.
15. Eat lunch in the Academy's dining facilities (students cannot leave campus during lunch).
16. Students with allergies and unusual medical conditions which need special accommodations need to inform the Basic Training Coordinator's office as soon as possible.
17. When the flag is raised or lowered, students who are outside are expected to face the direction of the flag. If the student can see the flag, the student is expected to face the flag, come to attention and salute if he/she is in uniform. If the student is



dressed in civilian clothes, the student is expected to put his/her right hand over his/her heart.

**B. STUDENTS SHALL NOT:**

1. Use profane, vulgar or obscene language or behave in an otherwise disorderly manner.
2. Smoke in Academy buildings. Smoking is only permitted in authorized areas.

**a. Academy Buildings**

Smoking will be prohibited in the following areas:

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

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

Smoking will be permitted in the following area:

- Outdoor employee break areas designated as “smoking areas” by the Director or designee.

**Disposal of tobacco products**

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

**b. NO SMOKING SIGNS**

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

3. Mar, deface, damage posted notices, furniture, equipment or other Academy property. Damage to Academy property will be chargeable to individual(s) found responsible.
4. Eat or use tobacco products in the classroom.
5. Use or possess intoxicating alcoholic beverages or illegal drugs in any form while on Academy property.
6. Socialize with the inmate staff.
7. Permit unauthorized persons to visit them in the dormitories.
8. 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.
9. Engage in conduct unbecoming a law enforcement officer. Conduct unbecoming an officer shall include any conduct that brings the Academy or the law enforcement profession into disrepute; reflects discredit upon the officer as a student at the Academy; or that impairs the operation or efficiency of the Academy or the individual officer.
10. Refuse to obey lawful directives of any instructor or staff member.
11. Leave their assigned group during range trips without the expressed permission of their instructor.
12. Park law enforcement vehicles at bars, nightclubs or other business establishments that primarily sell alcohol for consumption on the premises. Students shall comply with all regulatory traffic laws to and from the Academy.
13. Basic students are NOT to have ammunition and/or a weapon in their possession while attending the Academy.
14. Wear hats, shorts, tank tops, sweats, sandals or flip-flops in the dining area or hall until after 6:00 p.m.
15. Violate the honor code; violation is grounds for possible expulsion.

### **ALCOHOL: POSSESSION AND USE**

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

### **USE OF ALCOHOL/OFF CAMPUS**

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

### **ILLEGAL DRUGS/SUBSTANCE - POSSESSION/USE**

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

## CONSEQUENCES FOR NON-COMPLIANCE

1. Individual students or groups of students found to be in non-compliance with these policies and procedures are subject to those penalties outlined in the demerit system;
2. Individual students or groups of students found to be in repeated non-compliance with these policies and procedures are subject to disciplinary action up to and including dismissal from their respective class.
3. Individual students or groups of students found to be in non-compliance during the final weekly inspection (to be conducted on the Thursday before graduation) may be subject to having their certificate withheld until the necessary corrective action has been taken.

## DISCIPLINE

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

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

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

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

### **REPORTING A VIOLATION**

- A. CJA Instructors and Staff involved in enforcing student discipline (including, but not limited to, Instructors, Dining Hall Supervisors, Housing Staff, Security) shall complete a form which contains the following information:
  - (1) Student's name and Class
  - (2) Nature of the offense.
  - (3) Further explanation if needed for clarification or for names of witnesses.
  - (4) Supplemental report if required such as in the case of dismissal.

- B. The CJA Staff member noting the violation shall record the required information and forward the form to the Training Coordinator. A copy of the form will be given to the student.
- C. The Training Coordinator categorizes the violation and notes the number of violations, conducts an investigation if necessary, and takes the appropriate action. Immediately afterwards, the Training Coordinator will notify the appropriate Instructor/Staff of the action taken.

### **INFRACTIONS OF DISCIPLINE**

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

#### **CATEGORY I: - One Demerit Per Violation**

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

Examples: Category I – One Demerit

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

Action to be taken:

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

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

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

Fourth infraction in this Category I will result in dismissal.

## **CATEGORY II: One or Two Demerit Per Violation**

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

Examples: Category II – Up to Two Demerits

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

Action to be taken for Category II Infraction:

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

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

### **CATEGORY III: - Four Demerits Per Violation**

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

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

Reckless behavior (behavior or threats of behavior that puts others at risk of injury or death, including reckless behavior on firearms/driving/practical ranges)  
Visiting/entertaining member of **opposite sex** in dorm room  
Unauthorized entry into dorm room  
**Possession of a weapon or ammunition** on CJA property without authorization  
**Unauthorized alcoholic beverage** on CJA property  
Under the influence of alcohol or drugs (Breathtesting Training excepted)  
Visiting unauthorized areas  
Lying, cheating, stealing or tolerating those who do  
Making threats against persons or property  
Any criminal offense including traffic offenses (more than a four point violation)  
Conduct unbecoming a law enforcement officer  
Violation of honor code

Action to be taken:

Investigation by Training Coordinator

Notification to the Director by the Training Coordinator

Notification to the Agency Head by the Director of CJA or his appointee **AND dismissal** of the student.

### **MERITS**

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

### **Value of Merits:**

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

## **DISCRIMINATION**

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

If you believe you have experienced or witnessed discrimination or harassment, or if you do not know if an act is discriminatory or harassing but believe it may be, you should **immediately** notify your supervisor; an instructor; and Cheryl Beard, the Academy's Affirmative Action Officer, at 896-3827. Any Academy employee, supervisor, or instructor who learns of a discriminatory or harassing act should bring the matter immediately to the Academy's Affirmative Action Officer's attention, Cheryl Beard.



# **The South Carolina Criminal Justice Academy**

Office of The Director

## **POLICY AUTHORITY**

Administrative Policy Statement

### **Student Grievances**

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

**Operational Procedures**  
**Student Grievances**

A. Basic Students (Process)

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

1. Notify the class leader.
2. The class leader will advise the Basic Training Coordinator who will schedule a conference with the aggrieved student within 24 hours of notification.
3. If the Basic Training Coordinator is able to satisfy the grievance, a "report of action taken" will be prepared, signed, and dated by the Basic Training Coordinator and the student.
4. In the event that the Basic Training Coordinator is unable to satisfy the grievance, the student will be advised to record his/her grievance in writing and submit to the Training Operations Manager.
5. The Training Operations Manager will notify the student's department of the nature of the grievance and schedule a conference with the student.
6. If the Training Operations Manager is able to satisfy the grievance, a "report of action taken" will be prepared and distributed as follows:
  - \* Copy to the Student
  - \* Copy to the Department
  - \* Copy to the Director, CJA
  - \* Copy to the Student Training File.
7. If the Training Operations Manager is unable to satisfy the grievance, a written report will be prepared and provided to the Criminal Justice Academy Director for further action.
8. The Criminal Justice Academy Director will schedule a conference with the student and a representative of the student's department (if requested) for further determination in satisfying the grievance.
9. A final summary report of the grievance and action will be prepared and distributed as follows:
  - a. Aggrieved Student
  - b. Student's Department
  - c. Student's CJA Training File
  - d. Office of General Counsel, SCCJA

B. Advanced\Specialized Students

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

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

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

# Training Requirements



## REPORTING, UNIFORM AND EQUIPMENT REQUIREMENTS

### Section 2



# **BASIC LAW ENFORCEMENT AND BASIC JAIL ORIENTATION SCHEDULE**

**Basic Law – 2:00 p.m. on the Sunday before class starts**

**Basic Jail - 4:00 p.m. on the Sunday before the class starts**

The 12-week Basic Law Enforcement student should report the Sunday before their class begins at 2:00 p.m. to the gym, in PT uniform to run the Physical Abilities Test (PAT). The 3-week Basic Jail student should report the Sunday before their class begins at 4:00 p.m. to the gym in the main Academy Building (JP Strom Building). They will first engage in drill and ceremonies, which will enhance the students' attention to details and allow him/her to develop precision movements within the class as well as develop a response to methods of instruction. The cadre will use three methods of instruction for the drill and ceremonies: step-by-step, talk through, and by the number methods. Students will be given an explanation, demonstration, and then practice each movement.

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

2:00 p.m. – Report to main campus gym in PT Uniform(Sp.Basic Officers do not participate)

4:30 p.m. – Move to village for orientation

4:30-5:00 p.m. – Testing Orientation

5:00 – 5:30 Medical Screening

5:30 - Cadre

(Dinner will NOT be provided on the reporting Sunday)

## **BASIC JAIL STUDENTS:**

4:00 p.m. to 6:00 p.m. Forming the Class

- \* Stationary movements:      Position of Attention  
   Rest Position  
   Facing Movements  
   Hand Salute
- \* Marching movements:      Forward march (30 inch step)  
   Marching in Place  
   Half-Step  
   Open & Closing Ranks
- \* Other movements:          Aligning the Class  
   Changing Direction of Column  
   Raising and Retiring the Colors

6:00-7:00 p.m. Academy orientation

Room Assignments

Dining Hall Procedures

7:30-8:00 a.m. Monday, Policy and Classroom orientation

Classroom Orientation

Rules and Regulations

(Dinner will not be provided on this Sunday)

## STUDENT INSPECTION – UNIFORM STANDARDS

### For Basic Law Enforcement and Basic Jail Students

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

- Uniform will be wrinkle free, clean and have a neat appearance with creases (military creases in front and back of shirt, sleeves, and pant legs).
- 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).
- There will be no strings or raveled patches on uniform.
- Shirts and pants should match (shirt will have military creases front and back).
- The student is to present an overall PROFESSIONAL LOOK AND ATTITUDE.
- **No pagers, cell phones or similar communication devices** are allowed, unless approved by the Training Coordinator.
- Females' hair should be pinned up (if needed) at all times.

## CLASS LEADER

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

- A. Check and report class attendance to the Basic Training Unit daily. Immediately report any unexcused absences.**
- B. Check with the Basic Training Unit twice daily and deliver mail and telephone messages to class members.**
- C. Ensure that any problems or classroom deficiencies are reported immediately to the Basic Training Coordinator for correction.**

## ROOM INSPECTION GUIDELINES

- 1. Squad Leaders are to inspect the rooms of their squad (regardless of sex) once a week. Checkout inspections are to be conducted on Friday **before** graduation ceremonies.
- 2. Cadre may conduct a formal room inspection at any time, although most will be conducted following in-ranks inspection. During a formal room inspection, students will wait outside the room at attention while cadre inspects room.
- 3. Squad Leaders are to fill out the inspection checklist and turn it in to the Class Leader.
- 4. Class Leaders are to use the checklist to complete their inspection report.
- 5. Class Leaders are to inspect common areas of the dorms and turn in the Inspection Report to the Dorm Manager.
- 6. Squad Leaders are checking the rooms to ensure that:
  - a. Beds are **neatly** made
  - b. Clothes are picked up off the floor and are not lying on beds
  - c. Wall lockers are neat and items are not bulging out of the locker
  - d. All valuables are secure
  - e. Wet clothes are hung up neatly in the bathroom to dry (not lying on bed or floor of room)
  - f. Suitcases, shoes and all other items (TVs, radios, CD players, etc.) that are not in the wall lockers should be stored under the bed or neatly in the space that is provided
  - g. Student must comply with dormitory check out list
  - h. Bathrooms are clean
  - i. Personal items are not left in bathroom
  - j. Towels are hung neatly on the towel racks
  - k. Trash has been emptied



## ABSENCES

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

Excused absence:

- A. Emergency situations after proper notification from the student's agency.
- B. Court appearance verified by subpoena. A copy of the subpoena must be furnished to the office of the Basic Training Coordinator.
- C. Illness or injury that prevents class participation. Illness or injuries that prevent a student from participating in class must be reported to the Basic Training Coordinator's office. Training related injuries require the completion of a Student Incident Report or Injury Form.

**All student training-related injuries should be reported to the Basic Training Coordinator's office, even when medical treatment is not needed, in order to establish a record of the injury.**

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

Any student may be recycled if;

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

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

**SPECIFIC INSTRUCTIONS**  
**Only for**  
**LIMITED DUTY STUDENTS**

(Class III Certification)

Limited Duty Students should report directly to the classroom by 7:00 p.m. on the first Sunday evening for orientation. **Students must report back to the Academy between 6:00 p.m. and 8:00 p.m. on any subsequent Sundays if staying in the dorms.** Students who wish to stay off campus need written authorization from their department head for approval to commute.

**Classroom Uniform:** Departmental uniforms or if no uniforms are issued, proper office attire (i.e., no jeans, t-shirts or other "off duty" type clothing) in the classroom.

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

**EQUIPMENT:** None

**LIMITED DUTY TESTING PROCEDURES**

To successfully complete the Basic Limited Duty Training program, a student must score at least 70% on all academic tests. No proficiency tests are given. The Unit I written tests must be successfully completed with a minimum passing score of 70% before the student progresses to the next unit test. In the event that a student fails a test, the student will be dismissed from the Academy.

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

It is the class leader's responsibility to ask for a test review after each unit test.

The following subject blocks each **require a passing grade** for certification for students attending the Limited Duty course:

**ACADEMIC WRITTEN TESTS**

**UNITS I & II**



## **SPECIFIC INSTRUCTIONS**

**Only for**

### **BASIC JAIL/DETENTION STUDENTS**

(Class II Certification)

Students attending the 3-week Basic Jail Training course (including those students NOT staying on campus) must report to the gymnasium at 4:00 p.m. on the Sunday prior to the first day of class for orientation, daily inspections, formation training and dorm room assignment. Students must report back to the Academy between 6:00 to 8:00 p.m. on any subsequent Sundays if staying in the dorms. The students should report in duty attire for this orientation.

#### **BASIC JAIL UNIFORM:**

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

#### **Defensive Tactics Uniform for gym:**

1. Solid white T-shirt or solid white sweatshirt (no writing), Crew neck only
2. Solid black shorts or sweat-pants (no logos). Not including name brands
3. White socks
4. Gym shoes with non-marking soles

#### **Equipment for Defensive Tactics training:**

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

#### **JAIL INSTRUCTIONS:**

Wk 1: Change into Defensive Tactics Uniform after lunch break. Must change back into Classroom Uniform before evening meal.

Wk 2: Monday: Students will be in Classroom Uniforms entire day.

Wk 2: Starting on Tuesday of second week until completion of course, change from Classroom Uniform into Defensive Tactics Uniform at 2:45 p.m. Report to class at 3:00 p.m. Change back into Classroom Uniform before evening meal.

#### **BASIC JAIL – LEGALS ONLY (First 2 Days of Basic Jail Session):**

Report to classroom promptly before 8:00 am on Monday morning. You are not required to attend the Sunday orientation. The receptionist can advise you which classroom has been assigned for your course. You may, at your option, check into the dormitory on the Sunday before class begins between 6:00 p.m. to 9:30 p.m. You should report to class in your departmental uniform.

## BASIC JAIL TESTING PROCEDURES

All academic written tests must be successfully completed with a minimum passing score of 70% before the student progresses to the next unit. The PPCT written test must be successfully completed on the first attempt with a passing score of 80% 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.

It is the class leader's responsibility to ask for a test review after each unit test.

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

<b>ACADEMIC WRITTEN TESTS: UNITS I, II &amp; III (100 Points per Unit)</b>	<b>300 Points</b>
<b>PPCT (Pressure Point Control Techniques) WRITTEN TEST</b>	<b><u>100 Points</u></b>
	<b>400 Points</b>
<b>PPCT (Pressure Point Control Techniques) PROFICIENCY</b>	

**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 JAIL AWARDS AND RECOGNITION**

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

### **THE BERT FRIDAY AWARD**

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

### **THE DISTINGUISHED GRADUATE AWARD**

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

### **NOTICE:**

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

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



**SPECIFIC INSTRUCTIONS**  
**Only for**  
**SPECIAL BASIC TRAINING**

**(Formerly Certified Officers)**

Officers who are formerly certified (either out-of-state or in South Carolina, with less than a 3-year break in service) attend the first six weeks of the twelve-week Basic Training Session. Qualification for the Special Basic training should be determined by your agency prior to registration.

Special Basic officers need to report to the Village before 2:00 p.m. on the Sunday before class starts for orientation and to obtain their dorm assignments.

**Classroom Uniform for Special Basic Students:**

**Classroom Uniform:** The classroom uniform for Special Basic students will be:

1. Khaki trousers and polo shirts (departmental-issued polo shirts if available).
2. Black belt
3. White Crew neck T-shirt
4. Black leather shoes or boots and dark socks

**PT Uniform:** The PT uniform will be the khaki pants and white crew neck T-shirts, white socks and a good pair of running shoes (any color).

**Equipment:** Special Basic students are required to attend the week of driving/firearms at the range and should bring the same equipment as the 12-week Basic Law students for the applicable weeks of training.

Equipment required for Special Basic Officers:

1. Holster and leather gear
2. Flashlight
3. Handcuffs and key
4. Handgun & 2 Magazines (Friday of week 4 & all of week 5)
5. Handgun cleaning kit (week 5)

**AMMO WILL BE PROVIDED BY THE ACADEMY**





## **SPECIFIC INSTRUCTIONS**

**Only for**

### **BASIC LAW ENFORCEMENT STUDENTS**

(Class I Certification – attending entire 12- week course)

Please plan to arrive for orientation on **SUNDAY promptly at 2:00 p.m. in PT Uniform to the Gymnasium at the Village. BRING THIS MANUAL WITH YOU WHEN YOU REPORT FOR ORIENTATION.** After the orientation you will run the Physical Abilities Test (PAT), receive your dormitory room assignment and move into your room. (Meals will not be provided during this reporting Sunday). With the exception of weekends, basic law students are not permitted to leave campus for any reason during the twelve weeks of training. Students must report back to the Academy between 6:00 p.m. and 8:00 p.m. on any subsequent Sundays.

#### **Classroom Uniform for Basic Law Enforcement Students:**

1. Khaki shirts and trousers (no pleats) - at least 3 changes  
Long sleeve shirts will be worn  
if your class begins between October 1<sup>st</sup> and March 31<sup>st</sup>  
Short-sleeve shirts will be worn  
if your class begins between April 1<sup>st</sup> and September 30<sup>th</sup>
2. Black belt
3. White Crew neck T-shirt
4. Black leather shoes or boots and dark socks
5. One (1) hat will be issued by the Academy  
(If destroyed you will have to purchase one.)
6. One (1) Photo ID will be issued by the Academy.

#### **Physical Training Uniform:**

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

#### **Equipment:**

1. Holster and leather gear
2. Handcuffs/key
3. Flashlight
4. Shotgun & cleaning kit (week 12)
5. Handgun & 2 Magazines (Friday of week 4)
6. Handgun cleaning kit (Friday of week 4)
7. Students interested in VA benefits should bring their DD214 form, Copy #4.
8. Notepad, pencils & pens (weeks 1-12)  
Index cards, highlighters, are optional (week 1 -12)

**AMMO IS FURNISHED BY THE ACADEMY FOR ALL WEAPONS**

## **BASIC LAW ENFORCEMENT TESTING PROCEDURES**

### **PHYSICAL ABILITIES TEST:**

Basic Law students attending the 12-week program must successfully complete the Academy's Physical Abilities Test (PAT). 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.ORG](http://www.SCCJA.ORG).

### **ACADEMIC AND PROFICIENCY TESTS:**

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

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

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

# **BASIC LAW ENFORCEMENT AWARDS AND RECOGNITION**

## **THE J.P. STROM AWARD**

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

## **THE DISTINGUISHED GRADUATE AWARD**

The Distinguished Graduate Award is awarded to each student who attains a cumulative academic score of at least a 960 total points out of a possible 1000 in order to qualify for the award. No student who has been recycled for academic or proficiency failure is eligible for this award.

## **CLIFFORD A. MOYER MARKSMANSHIP AWARD**

This award is given to the officer who scores the highest during handgun qualifications on the first officially scored attempt. No student who has been recycled for academic 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 been recycled for academic 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.

## **FORMATION RUN GUIDELINES**

### **(For Basic Law Enforcement Students)**

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

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

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

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

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

1. Class Leader is to ensure that all students have their ID tags on their left chest before formation. If a student shows up without their nametag, it could result in a demerit.
2. Class Leader is responsible for getting an accurate count of the class and reporting that count to the instructor.
3. 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.
4. Instructors will determine alternative training for medical problems sustained while at SCCJA.
5. If the student falls out of the formation (behind the last row of individuals) he/she will be classified as a "Fall Out".
6. Students will give their ID tags to the first available instructor if they fall out of the run.
7. 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.
8. 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 fallout).

## **CHALLENGE RUN REQUIREMENTS**

### **(For Basic Law Enforcement Students)**

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

Eligibility for participation in the Challenge Run will include:

1. Participants must pass all academic requirements.
2. Participants must pass all written and proficiency tests.
3. Final run time must not exceed 25 minutes over course.

Training Coordinator must review and approve all exceptions.

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

## BASIC LAW ENFORCEMENT LEGACY PROGRAM

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

**OPTION 1: A class may choose to make a cash donation to a memorial fund or other law enforcement related charity (i.e. a memorial fund for a slain officer).**

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

**OPTION 2: In lieu of a donation, a class may purchase a framed print for display in the public areas of the Academy.**

If a print is purchased, the class will have the opportunity to present it formally to the Criminal Justice Academy as part of its graduation ceremony. To assist the class and maintain quality and continuity, a selection of art prints has been approved from which the class may choose. A class may also suggest other prints of which it may be aware, but must obtain approval before proceeding with the purchase of the print. Only approved prints will be accepted.

The following general criteria govern the prints accepted:

1. Prints must be representative of Law Enforcement and/or South Carolina (history, culture, natural environment).
2. Prints must be appropriate for long-term display in a public building.
3. Overall cost must be no greater than \$200 - \$300 (representing an individual cost in a class of 50 to 60 of \$4.00 - \$5.00). Total cost includes the price of the print, mat, frame and mounting, as well as a brass plate engraved with the class number and dates.

The Academy works with a professional art consultant who assists with the acquisition of prints and provides continuity of framing services. If a class wishes to participate, a print must be chosen and money collected **no later than three weeks prior to graduation.** A catalog with approved prints may be obtained from administrative staff in the Basic Training Unit.

## RANGE SAFETY RULES

### **FIREARMS RANGE:**

1. Except a required for training, there will be no running on the ranges or in concurrent training areas. Horseplay is prohibited at all times.
2. Coffee is permitted in the designated break areas only. Smoking and chewing of tobacco are allowed outside in designated areas only.
3. The break area and the latrine are the only places on the range where a candidate is authorized to be while his or her relay is not firing, except when directed by an instructor.
4. Long trousers, shirts and shoes are required when using any range. No tank tops, sandals or opened toe shoes are allowed. Baseball style caps are mandatory for Basic Law Students, and optional for Advanced Training. No other headgear is allowed.
5. Belt and holster must be designed to function properly to permit the safe removal and return of the weapon to the holster. Cross-draw, shoulder, clamshell and holsters with the finger through the trigger guard activated release 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 outside of the orange area directly behind the firing line.
11. No upholstered weapons are allowed outside the orange area directly behind the firing line unless the candidate is under the direct supervision of an instructor.
12. Upholstered weapons will have the actions opened at all times when the candidate is outside of the orange area directly behind the firing line.
13. Dry firing is allowed only at the firing line under the supervision of an instructor.
14. The muzzle of all weapons will be pointed downrange at all times when not holstered and when the candidate is on the firing line.
15. Holstered weapons will have the retaining strap snapped at all times.
16. No weapons will be loaded until the Range OIC gives the command to load.
17. All commands from the Range Control Deck must be obeyed.
18. Movement to and away from the firing line will be executed on command from the Range Control Deck by the Range OIC.
19. No conversations are allowed between candidates when on the firing line.
20. Do not place the trigger finger within the trigger guard until you are ready to fire.
21. If a weapon is accidentally dropped, report this to an instructor immediately who will inspect the weapon to ensure it is safe to fire. If the weapon is dropped loaded, point the muzzle down range.
22. All weapons will be carried to and from the ranges unloaded. The weapon should be holstered.
23. Ammunition or brass dropped in front of the firing line will not be retrieved until the Range OIC has declared the line safe.
24. Do not fire at a target that has turned to the edged position.
25. When the trigger is pulled and the pistol fails to fire, clear the weapon by tapping the magazine, racking the slide and attempting to fire the weapon.
26. Any excess ammunition in the candidate's possession at the end of each day will be turned over to an instructor.



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

## **DRIVING RANGE RULES**

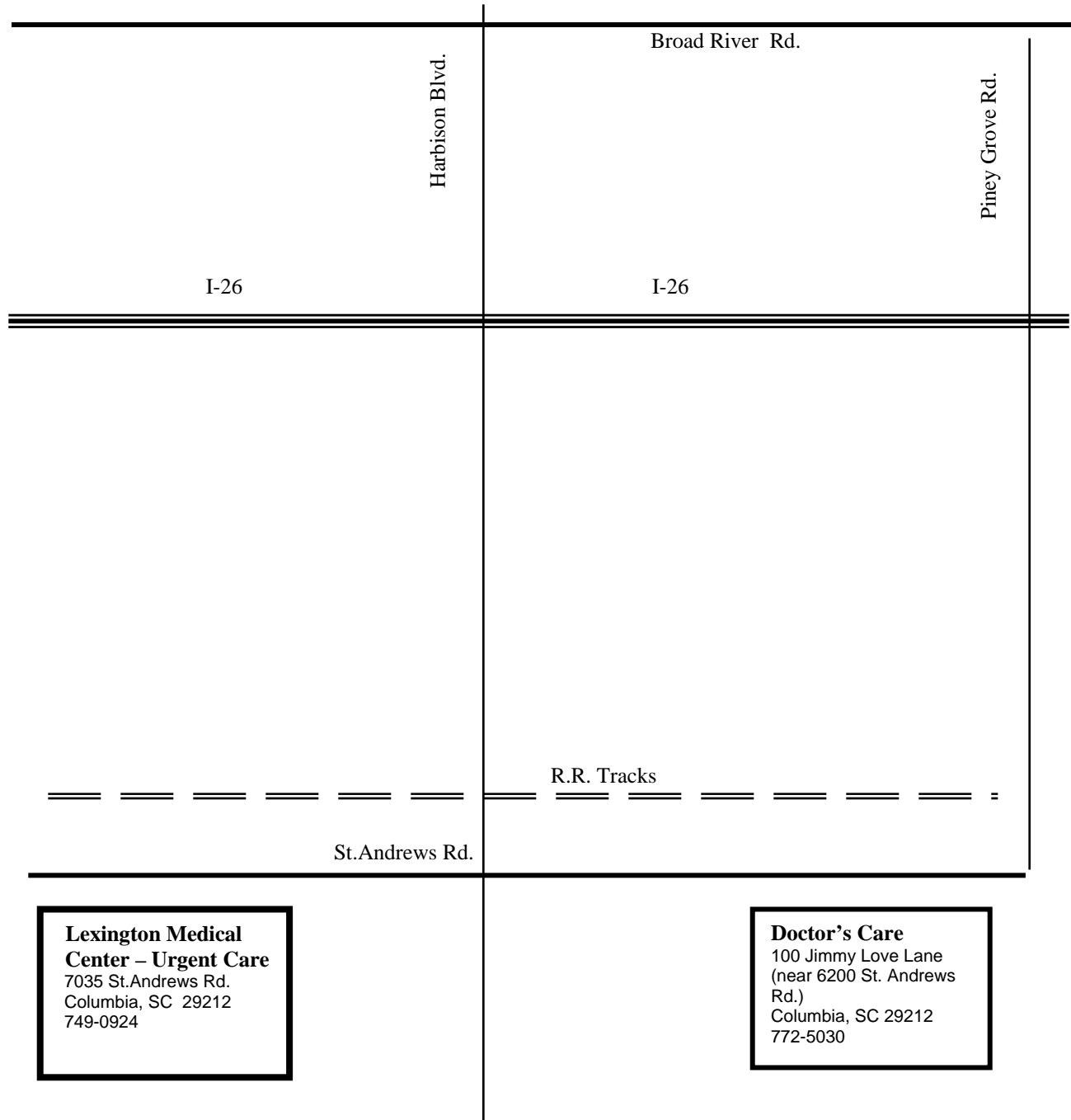
1. All students will conduct themselves in a professional, orderly manner displaying conduct becoming to law enforcement personnel.
2. No student is to leave his/her assigned group for any reason without direct authorization from the instructor.
3. No student will be permitted in the “shop area” at any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

IN CASE MEDICAL TREATMENT IS NEEDED:

**MAP & DIRECTIONS TO LEXINGTON CO. MEDICAL CENTER & DOCTOR'S CARE**

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

**Criminal  
Justice  
Academy  
Building**



**Lexington Medical  
Center – Urgent Care**  
7035 St. Andrews Rd.  
Columbia, SC 29212  
749-0924

**Doctor's Care**  
100 Jimmy Love Lane  
(near 6200 St. Andrews  
Rd.)  
Columbia, SC 29212  
772-5030



