



# COLUMBIA POLICE DEPARTMENT

*“Policing Excellence through Community Partnerships”*

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## 1.0 DIRECTIVE

All Columbia Police Department personnel shall be trained to the highest feasible standards and in accordance to the laws of the State of South Carolina.

## 2.0 TRAINING GOALS

Training is a vital element of any police department as it is necessary to ensure that officers are properly trained to perform the complex functions of effective professional law enforcement. Training plays an essential role in the Department's ability to provide well trained officers who are better prepared to act appropriately in a number of different situations. The training program will ensure that the needs of the Department are addressed and that there is strict accountability for all training required. Training shall be consistent with the departmental goals and objectives.

## 3.0 DEPARTMENTAL TRAINING UNIT

The Training Unit of the Columbia Police Department shall be responsible for the developing and administering training programs for the department's sworn and non-sworn members. The unit shall also be responsible for coordinating training through outside agencies and institutions in an attempt to provide each employee with the best available training in an effort to promote the professional development of all departmental employees.

### 3.1 Organization and Administration

The Training Unit is assigned to the Administrative Services Bureau and is under the direct supervision of the Training Sergeant. The Training Unit shall be responsible for overseeing all training activities associated with the department and its' members.

### 3.2 Responsibilities of the Unit

The duties and responsibilities of the Training Unit shall include, but not be limited to, the following:

- Planning, developing and implementing training programs that meet the needs of the department.
- Notifying personnel of required and optional training programs and ensuring that required programs

- are attended.
- Maintaining accurate records of all training completed by personnel.
- Notifying Department personnel of available training offered by outside agencies and which personnel may elect to attend.
- Maintaining accurate updated records of all training programs conducted by or for the Department.
- Evaluating, updating, and revising all training programs conducted by or for the Department.
- Selecting and training Department employees to serve as training instructors.
- Identifying and utilizing public and private resources in Departmental training programs.
- Coordinating training activities or programs conducted by the Department or outside agencies.
- Coordinating training assignments with the South Carolina Criminal Justice Academy.
- Assuring that all training is developed using the job tasks analysis of the position to be trained.
- The identification of the resources of public and private organizations as they relate to the training function.

### 3.3 Activity Reports

On a monthly basis, the Training Unit shall prepare a performance report summarizing the activities of the Training Unit. The Training Unit shall also prepare a cumulative performance report at the end of the fiscal year. The report will include:

- Number of training programs conducted during the month;
- Total number of participants;
- Total man-hours in training programs;
- Results of training programs;
- Problem areas encountered;
- Significant accomplishments; and
- On-going activities.

The report shall be submitted to the Major of the Administrative Bureau and forwarded to the Chief of Police.

### 4.0 DEPARTMENTAL TRAINING PROGRAMS - BASIC CANDIDATE SCHOOL (BCS)

The concept of Basic Candidate School is to prepare new officers to successfully complete the South Carolina Criminal Justice Academy (SCCJA). The BCS program is an eight (8) week program that will consist of informative classroom presentations, intensive hands-on practical exercises and academic testing.

All new hire and annual in-service will be covered during this course and recruits must pass all competency based testing., to include firearms qualification. Recruits not successfully completing the training may be recycled in the program at the discretion of the Chief of Police. Repeated failure may be grounds for dismissal.

Upon successful completion of the Basic Candidate School, recruits will enter an orientation period in a non-enforcement status to observe various units and functions within the department prior to beginning the South Carolina Criminal Justice Academy Basic Law Enforcement Training course.

Former officers of the Columbia Police Department with less than a three (3) year break in service are exempt for Basic Candidate School.

#### **Instruction and Operating Strategy**

Students will receive classroom/range instruction, which will be conducted in a para-military structured environment, along with hands-on practical exercises pertaining to various topics on which they will be tested at the SCCJA. In addition to the SCCJA curriculum, BCS students will also be given instruction on topics that will familiarize them with the Columbia Police Department. Much of this instruction will be given by guest

instructors from within the department who are highly knowledgeable in their specific skill set and allow the students to start a working relationship with other certified officers.

The overall goal of the Training unit is to prepare officer candidates with information and confidence to successfully complete the SCCJA.

### **Organization and Staffing**

The Training Unit is assigned to the Staff Development Division which reports to the Major of the Administrative Services Bureau. The Staff Development Division is composed one (1) Captain, one (1) Lieutenant, One (1) Training Sergeant and four (4) MPO/Police Officers and one (1) non-sworn Administrative staff member.

### **Facilities**

Staff assigned to the Training Unit conduct training administration and operations at 900 River Hill Circle, Columbia, SC. Staff members also operate an overflow and in-service training facility at 1600 Bull St. in downtown Columbia. The Training Unit may conduct training at other locations depending on a specific need.

Through frequent inspections, the staff ensures the facility is within safety and occupancy guidelines. The City of Columbia Risk Management division conducts annual safety inspections and submits a written report to City Hall.

### **Training Records**

The Project Coordinator for the Training Unit is responsible for the maintenance of all training classes, content and records. Training transcripts are updated at least weekly and contain employee name, date of training, type of training and any other information pertinent to the course. Hard copies of individual training records are stored and maintained at 1600 Bull Street. Additional training records for SCCJA required training, as well as Instructor Certifications are stored on the SCCJA ACADIS training portal. Training Unit records management is through the use of L.E.A. Data Technologies.

### **Administrative Procedures**

Administrative procedures are in place to ensure the Training Unit is performing in an efficient and accountable manner. At the beginning of the Basic candidate School, recruits will be provided with a handbook, which describes the schedule of the training, contents, the expectations for recruit participation as well as other pertinent information that will help ensure successful completion of the Basic Candidate School.

#### **4.1 Use of Lesson Plans**

The Training Unit shall require lesson plans for all training programs conducted by or for the Department. All lesson plans shall be submitted through the chain-of-command and forwarded to the City Legal Department for review. Lesson plans must be consistent with departmental policies and procedures, City ordinances and State and Federal laws. Lesson plans submitted by instructors from outside agencies must meet the criteria established for departmental lesson plans.

All lesson plans developed within the Department will utilize the South Carolina Criminal Justice Academy lesson plan format and shall include the following:

- The name of the individual who prepared the lesson plan and the name of the person who shall conduct the program.
- The scope or purpose of the program will be clearly defined.
- A list of all resource material, training aids and handouts that will be used during the program.

- A brief synopsis of the material to be discussed during the program.
- The types of instructional techniques to be used by the instructor.
- Clearly defined performance objectives that define what information or skills participant(s) are expected to obtain.

Each lesson plan will be reviewed by the Training Lieutenant periodically to ensure that the contents remain up-to-date and relevant to the training needs of the Department. Should a lesson plan be revised, a cover sheet shall accompany each lesson plan and it shall reflect the revision date.

#### 4.2 Testing Procedures

Firearms qualification, EVOC, OC, First Aid/ CPR, ASP, OC Re-certification, Blood Borne Pathogens, Tuberculosis training (OSHA) certification and all online training courses shall include individual competency based tests which utilize performance objectives and which measure participant knowledge of and ability to use job-related skills. Advanced courses that are offered through The South Carolina Criminal Justice Academy as well as various outside training sources may also administer competency based testing.

#### 4.3 Attendance and Participation

The Training Unit shall announce all training programs to be conducted by the Department through the use of inter-departmental memorandum. The memorandum or email will identify those individuals who are required to attend. The memo or email will be forwarded to the various Bureaus and shall also be posted on departmental bulletin boards. Attendance of all assigned training is mandatory

The Training Unit shall maintain an attendance log for all training programs to verify employee participation. Upon completion of each training program, the training file of each participant shall be updated to indicate successful completion of the program.

#### 4.4 Excused Absences

An employee may be excused from a mandatory training program when:

- The employee is on confirmed sick or injury leave.
- The employee is scheduled to appear in court.
- The employee's Division Captain, the Bureau Major or the Chief has granted the employee an excuse.
- The employee has an emergency or business of a confirmed, serious nature.

The term "confirmed" is utilized to indicate an articulable reason with proper justification in writing as to the reason for the absence. The employees' immediate supervisor will be contacted to confirm the reason for the absence.

In the event of an excused absence from a training program, the Training Unit shall make arrangements for the individual to attend a makeup session or attend a future program that addresses the same topic.

Un-excused absences will be documented and forwarded to the employee's assigned Division to be handled by the Division's Commanding Officer.

### 5.0 OUTSIDE AGENCY TRAINING

The Training Unit will work closely with outside area agencies in an effort to develop and participate in joint training programs between agencies. This effort is made in an attempt to enhance and expand the number of specialized and in-service training programs that may be offered to Department personnel. Whenever agency resources permit, the Department will invite area agencies to participate in Department sponsored training programs. Likewise, the Department

will take advantage of any training programs offered by the other agencies and the resources of public and private organizations when available, provided that the program furthers the training goals of the Department.

## **6.0 SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY TRAINING**

The South Carolina Criminal Justice Academy is the state's only law enforcement academy. It was established by state law to provide basic law enforcement training to all new law enforcement officers. The academy also offers specialized and advanced training on a wide variety of law enforcement topics and encourages agencies to participate in these programs.

The statewide system of fines and forfeitures, as administered by each county and municipality, is responsible for financing the costs of all recruit training. Some specialized courses offered by the academy may require a direct payment of fees. Such sources shall be evaluated and attended whenever necessary to meet the training needs of the Department.

### **6.1 Recruit Training**

Upon appointment to the Department, all new recruits shall be scheduled to attend the Department's Basic Candidate School. Prior to assignment to formal training, each recruit will enter an orientation period to observe the daily functions of the Police Department. Former officers of the Columbia Police Department with less than a three (3) year break in service are exempt from Basic Candidate School.

All Police Officer Candidates and officers certified by another agency will attend the Department's 320-hour Basic Candidate School before being sworn in or attending the Criminal Justice Academy. The course incorporates the skills, knowledge and competencies needed to complete South Carolina Criminal Justice Academy as well as perform as a police officer.

All new hire and annual in-service training will be covered during this course and recruits must pass all competency based testing, to include firearms qualification. Recruits not successfully completing the training may be recycled in the program at the discretion of the Chief of Police. Academic failures will be reviewed weekly to determine a course of action for the recruit. Repeated failure may be grounds for dismissal.

Upon successful completion of the Basic Candidate School, recruits will be scheduled to attend the South Carolina Criminal Justice Academy Basic Law Enforcement Training course.

In compliance with South Carolina Training Act 23-23-40, all new officers are required to complete the Basic Law Enforcement Training course conducted by the South Carolina Criminal Justice Academy.

In the event a recruit fails to successfully complete the program, he shall not perform in the capacity of a sworn officer of the Columbia Police Department and shall not be empowered or authorized to enforce the law or exercise the power of arrest. In the event of an Academy failure, the Chief of Police may arrange to recycle the employee for a second attempt. A second failure within one (1) year may be grounds for dismissal.

All sworn officers of the Department shall take the Oath of Office prior to receiving any assignment in which the officer is permitted to carry a firearm or effect an arrest.

### **6.2 Role of the Training Lieutenant**

The Training Lieutenant shall act as the Department's liaison officer with the Criminal Justice Academy and will be responsible for:

- Providing the Academy with input regarding the training needs of the Department;
- Requesting slots for departmental personnel in academy training programs;
- Scheduling and monitoring Department personnel in academy training programs to include the Basic Law Enforcement course and other specialized training programs offered by the Academy; and

- Updating the training files of personnel who participate in academy training programs.

### 6.3 Use of Departmental Instructors

The Columbia Police Department will provide instructor assistance to the Criminal Justice Academy and other outside agencies whenever feasible. All requests for instructor assistance shall be submitted to the Chief of Police.

## 7.0 DEPARTMENTAL RECRUIT TRAINING PROGRAM (FTO)

Upon completion of the SCCJA Basic Law Enforcement course, recruits shall be required to complete a formalized 575-hour, field-training program. The recruit-training program shall be based on the Department's current job task analysis. The program shall serve as a continuation of the academy training and shall also be used to familiarize the recruit with the policies, directives, procedures, rules and regulations of the Department and will use evaluation techniques designed to measure competency in the required skills, knowledge and abilities.

### 7.1 Procedures

In the event a recruit fails to successfully complete the five (5) phase training program, a re-enforcement training period of up to 112 hours may be instituted. Upon completion of the remedial training period, a report shall be prepared by the Field Training Officer recommending whether the recruit should be retained or released. The report will be forwarded through the chain of command to the Major of Community Policing Operations who will review the report and make a recommendation to the Chief of Police on the final disposition of the recruit.

### 7.2 Training Officers (FTO's)

Personnel with the rank of Corporal or Master Police Officer (MPO) shall be responsible for serving as the primary Field Training Officer (FTO) for their squad. Corporals and Master Police Officers desiring to serve as a FTO must submit a FTO application a meet the below listed criteria:

- A minimum of two (2) years of service in the Community Policing Operations Bureau.
- Must successfully complete all scheduled in-service training programs during their most recent evaluation period.
- Must receive a minimum of four (4) outstanding ratings on their most recent annual evaluation.
- Cannot receive a rating of "improvement needed" on their most recent annual evaluation.
- Must not receive more than three (3) oral reprimands, two (2) written reprimands or any suspensions during their most recent annual evaluation period.
- Successfully qualify on their latest firearms qualification course.
- Shall not be involved in an accident while operating a city vehicle during their most recent annual evaluation period where contributory negligence is indicated and there is personal injury and/or property damage in excess of one thousand dollars (\$5,000).
- Shall not receive in excess of two (2) substantiated complaints during their most recent annual evaluation period.
- A thorough review of the employee's attendance record will be conducted to determine the employee's reliability or indication of the abuse of sick leave.
- A stated desire to participate in the FTO program.

Applications shall be forwarded through the applicant's chain of command to the Training Lieutenant who will render the final decision. Officers selected will be required to undergo training conducted by the Training Unit prior to performing as a FTO..

The Squad Sergeant shall be responsible for supervising FTOs and monitoring their performance.

### 7.3 Responsibilities of the FTO

The FTO shall be responsible for:

- Addressing all indicated areas of training prescribed by the Police Training Manual;
- Following all procedures outlined in the Police Training Manual;
- Ensuring that the standards set by the Columbia Police Department and its Training Unit are met in order to produce a qualified officer who is prepared to serve the community in a professional manner;
- Completing all required evaluation forms utilized in the Recruit Training Program;
- Submitting daily observation reports; and
- Attending all in-service training programs regarding FTO's and the Police Training Program.

## 8.0 DEPARTMENTAL TRAINING INSTRUCTORS

### 8.1 Selection

Individuals within the Department who are identified as having knowledge of teaching theories, methods and practices may be selected to serve as training instructors. Individuals selected must also have knowledge, skills and ability directly related to the topic(s) to be taught.

Before assuming instructional duties personnel will be required to attend Basic Instructor's course at the South Carolina Criminal Justice Academy and/or an accredited training institution.

Upon selection as a departmental Training Instructor, the individual will be expected to serve in that capacity for a minimum of three (3) years. The performance of the instructor will be evaluated on a continuous basis by the Training Lieutenant to ensure that his performance meets departmental training standards and the standards indicated by the training institution.

### 8.2 Training

Upon selection to serve as an instructor, the individual shall receive training in the following areas:

- Lesson plan development – to identify the various formats of lesson plans and methods of teaching from a lesson plan.
- Performance objectives development – to teach instructors how performance objectives structure a lesson plan.
- Instructional techniques – to provide the instructor candidate with the various methods of instruction and the advantages and disadvantages of each.
- Learning techniques – to familiarize the instructor candidates on how to identify the principles that govern the adult learning process and how to apply these principles to the delivery of classroom instruction.
- Testing and Evaluation techniques – to provide the instructor candidate with a fundamental grasp of basic forms of test and evaluation techniques.
- Resource availability and use – to provide available resources for use in preparing a lesson plan.

### 8.3 Instructors from Outside Agencies

The Training Unit shall utilize the same selection criteria for outside instructors as it uses for departmental instructors. The Training Unit Lieutenant shall coordinate and supervise all training programs conducted by outside instructors.

## 9.0 IN-SERVICE TRAINING

## 9.1 Annual Re-Training Program

All sworn members of the Department, regardless of rank, will be required to participate in an annual in-service re-training program conducted by the Training Unit. The following training is required on an annual basis:

- A review of the City of Columbia Response to Resistance Policy
- Firearms training and re-qualification, to include low light firing
- Emergency Vehicle Operation and precision driving training, classroom and hands on driving
- Bloodborne Pathogens and Tuberculosis
- Defensive tactics/ expandable baton re-certification
- OC spray re-certification (if issued)
- Biased Based Profiling
- Dealing with the mentally ill
- Sexual harassment prevention
- South Carolina Criminal Justice Academy Legal Update
- South Carolina Criminal Justice Academy criminal domestic violence training
- Ethics
- Consular Notification
- Emergency Operation/All Hazard Plan
- ADA

The following training may also be included in the annual in-service training program:

- A review of Departmental directives, policies, procedures and rules and regulations and any additions or revisions which have been implemented during the year.
- A review of new and pertinent statutory or case law that has an affect on the operation of law enforcement agencies.
- A review of the use of discretion in deciding whether or not to invoke the criminal justice process.
- A review of interrogation and interviewing techniques.
- A review of fire suppression techniques.
- An exposure to any new or innovation investigative methods or techniques.
- A review of procedures for dealing with hazardous materials.
- A review of crime prevention policies and procedures.
- A review in the collection and preservation of evidence.
- A review on report writing and records system procedures and requirements.

## 9.2 Roll Call Training

Roll Call Training shall be used by squad Sergeants to conduct training programs that can be presented in fifteen (15) minutes or less. Roll Call Training may be used between formal training programs to present changes in Departmental rules, regulations, policies and procedures. It may also be used to address a specific training need that has been identified by the squad Sergeant. Owing to the informal nature of Roll Call Training, a lesson plan is not required.

The squad Sergeant shall be responsible for completing a Roll Call Training form for all roll call training programs conducted for his squad. The Roll Call Training form should include an outline of the subject matter and the objectives of the program. The squad Sergeant shall be responsible for maintaining attendance records of all Roll Call Training Programs. All Roll Call Training forms and attendance sheets shall remain on file in the Region headquarters and a copy shall be forwarded to the Training Unit.

Sergeants may use Corporals or line officers as instructors when it can be demonstrated that they have a special skill or knowledge in the topic to be addressed. The Training Unit shall assist the squad Sergeant in obtaining an



outside instructor when necessary. The Training Unit shall also provide squad Sergeants with any necessary resource material or training aids. The Training Lieutenant shall monitor and evaluate Roll Call Training Programs to ensure that they are consistent with the training goals of the Department.

## **10.0 ADVANCED TRAINING**

In order to provide Department members with higher level supervisory and management skills, the Department shall provide selected members with advanced training. The goal of advanced training is to develop higher supervisory and management skills levels within the Department. Agencies that may be utilized for the purpose of advanced training shall include, but not be limited to, the following:

- Southern Police Institute
- Northwestern University Traffic Institute
- FBI Academy
- International Association of Chiefs of Police
- North Carolina State University
- Institute of Police Technology and Management
- Commission on Accreditation for Law Enforcement Agencies

### **10.1 Participation in Advanced Training**

Sworn personnel who have demonstrated above average leadership and management skills will be considered for participation in advanced training programs. All potential candidates must also be recommended by their commanding officer. The final decision in the selection process is made by the Chief of Police who shall consider the needs of the Department in rendering his decision.

All personnel who successfully complete advanced training programs are expected to utilize their newly acquired skills in their current or future job assignments.

### **10.2 Skill Development upon Promotion**

Upon promotion the employee will review their new job description with a command staff supervisor, and will be scheduled to attend instructional courses offered by the Department, Academy, outside agencies or other organizations.

## **11.0 SPECIALIZED TRAINING**

Personnel may have duties that go beyond the normal scope of police activity and require special training in order to perform successfully.

The area of specialized duty is identified subject to expansion as required and indicated by departmental growth or reorganization or as deemed necessary by the Chief of Police.

The Columbia Police Department currently recognizes fourteen (14) specialized assignments for sworn personnel that include the following:

• Organized Crime/Narcotics Officer
• SWAT Operator
• School Resource Officer
• Polygraph Operator
• Gang Officer

• Traffic Enforcement Officer
• Crime Prevention Officer
• K-9 Handler
• Community Response Officer
• Recruiter
• Crime Scene Investigator
• Telephone Response Officer
• Training Officer
• Bomb Technician

### **Organized Crime/Narcotics Officer (OCN)**

The Organized Crime and Narcotics Unit (OCN) is responsible for investigating vice, organized crime, illegal drugs, and gathering intelligence related to such activities. The OCN unit was implemented to combat the large amount of illegal drugs being trafficked through the city on a daily basis. The OCN unit specializes in obtaining and executing search warrants, conducting covert surveillance, investigating complaints involving prostitution, illegal drugs and illegal gambling.

Once an officer is assigned to the OCN unit, the officer is expected to meet basic education and training requirements. Requirements for OCN include On-the-Job Training (OJT) and classroom participation/attendance as courses are available. OCN Officer training is designed to teach Basic Narcotics operation and procedures in, *but not limited to*, the following:

- Review the Columbia Police Department’s OCN Directives and Procedures manual.
- Shadow with another OCN the agent to gain skills and practical knowledge about the job.
- Learn Case Development, Drug Identification, Undercover Operations and Informant Management.
- Learn techniques of conducting surveillance
- Develop Raid and Operational plans.
- Learn how to develop, document and work confidential informants.
- Learn how to prepare and execute drug search warrants.

### **SWAT Operator**

The Columbia Police Department SWAT is committed to preserve life in high-risk situations through the use of specialized training, equipment, and tactics in a professional manner that inspires confidence within the community. Columbia Police Officers assigned to SWAT provide an immediate, systematic response of trained law enforcement personnel and equipment to tactical situations, emergencies, critical incidents or natural disasters that exceed the capabilities of normal patrol operations. The Columbia Police Department SWAT is an ongoing unit that preserves life in high risk situations that exceeds the capabilities of normal patrol operations.

Once an officer is selected for SWAT, the officer is expected to meet basic education and training requirements. Requirements for SWAT include On-the-Job Training (OJT) and classroom participation/attendance as courses are available. SWAT training is designed to prepare officers in SWAT operations and procedures in, *but not limited to*, the following:

- Review the Columbia Police Department’s Directives and Procedures relevant to the position
- Learn SWAT weapons systems qualifications
- Learn SWAT team movements
- Learn basic close quarters battle (CQB) entry tactics

### **School Resource Officer (SRO)**

School Resource Officers work to establish rapport, trust, and mutual respect with youth while also portraying law enforcement in a positive light. School Resource Officers simultaneously serve in many roles including the fundamental roles of law enforcement officer, law-related educator, and law-related counselor. School Resource Officers are not only vital in the deterrence of crime on school campuses, but they are certainly necessary in the handling of law enforcement-related situations when they arise on campus. Arguably, the majority of a School Resource Officer's time is spent developing positive relationships with youth and working in collaboration with students, school staff, and community members to reduce juvenile crime and delinquency.

Once an officer is assigned to the SRO unit, the officer is expected to meet basic education and training requirements. Requirements for SRO include On-the-Job Training (OJT) and classroom participation/attendance as courses are available. SRO Officer training is designed to prepare officers in SRO operation and procedures in, *but not limited to*, the following:

- Review the Columbia Police Department's Directives and Procedures relevant to the position
- Attend 40 hour School Resource Officer Training course
- Receive annual training through the SC Association of School Officers
- Shadow experienced SRO to gain practical skills and knowledge

### **Polygraph Operator\***

The Columbia Police Department (CPD) Polygraph Unit provides polygraph support for the Department's law enforcement (LE) missions and for applicant screening involving the Department's workforce. The Columbia Police Department (CPD) striving to be a self-sufficient department with an in-house polygraph examiner to run both criminal and administrative examinations.

Once an officer is assigned to the Polygraph unit, the officer is expected to meet basic education and training requirements. Requirements for Polygraph operator include On-the-Job Training (OJT) and classroom participation/attendance as courses are available. Polygraph operators training is designed to teach polygraph operation and procedures in, *but not limited to*, the following:

- Review the Columbia Police Department's Directives and Procedures relevant to the position
- Successful attendance of a polygraph school accredited by the American Polygraph Association.
- Obtain Polygraph license
- 40 hours continuing education hours every two (2) years

### **Gang Officer (Midlands Gang Task Force)**

The purpose of the GTF is to acquire and disseminate intelligence on gang members and their respective gangs through validations and real-time intelligence bulletins; to provide education, awareness, prevention to the public and law enforcement; to investigate gang related/motivated crimes; and to coordinate with law enforcement efforts during multi-agency investigations of gang members. The Columbia Police Department identified the need for a specialized unit to identify, track, investigate and acquire intelligence on the rising gang population in the greater Columbia area.

Once an officer is selected for the Gang Unit, the officer is expected to meet basic education and training requirements. Requirements for the Gang Unit include On-the-Job Training (OJT) and classroom participation/attendance as courses are available. Gang Unit training is designed to prepare officers in Gang Unit operations and procedures in, *but not limited to*, the following:

- Review the Columbia Police Department's Directives and Procedures relevant to the position
- Complete NCIC certification

- Complete GangNET training
- Complete Graffiti Recognition training
- Complete Gang Recognition and Investigations training

### **Traffic Enforcement Officer\***

In addition to enforcing and educating citizens on the traffic laws, the unit is responsible for responding to and working all serious and fatal collisions in the City of Columbia. With the ever increasing population in the City of Columbia and lack of roadway infrastructure to support said growth, there is a constant increase of collisions that is relevant to the growth of the City. The Traffic Unit is tasked with improving the safety for the motoring citizens.

Once an officer is selected for the Traffic Unit, the officer is expected to meet basic education and training requirements. Requirements for the Traffic Unit include On-the-Job Training (OJT) and classroom participation/attendance as courses are available. Traffic Unit training is designed to prepare officers in Traffic Unit operations and procedures in, *but not limited to*, the following:

- Review the Columbia Police Department's Directives and Procedures relevant to the position
- Complete DMT breath test operator certification
- Complete Speed measurement device training certification
- Complete Traffic scene collision investigation training
- Complete Technical traffic collision investigation training
- Complete Collision reconstruction training
- Complete Standardized field sobriety test practitioner training

### **Crime Prevention Officer**

The Crime Prevention unit of the Columbia Police Department plays a major role in empowering the citizens of Columbia through programs that teach sound safety practices and preventative thinking. Enforcement alone will not stop crime; Crime Prevention addresses crime through education and enlightenment. Rising crime numbers and increased juvenile incidents necessitated the need for this multi-faceted approach to crime prevention and intervention strategies.

Once an officer is selected for Crime Prevention, the officer is expected to meet basic education and training requirements. Requirements for Crime Prevention include On-the-Job Training (OJT) and classroom participation/attendance as courses are available. Crime Prevention training is designed to prepare officers in Crime Prevention operations and procedures in, *but not limited to*, the following:

- Review the Columbia Police Department's Directives and Procedures relevant to the position
- Complete Crime Prevention Through Environmental Design training
- Shadow Crime Prevention officer to gain practical skills and knowledge

### **K-9 Handler\***

The K-9 Unit is used to support patrol operations, specialized units, and criminal investigations, 24 hours a day, seven (7) days a week. The canines are trained in multiple skillsets to include tracking, drug detection, criminal apprehension, handler protection, building search, and article search. The K-9 Unit responds to all priority calls for service throughout the city. Over the years the K-9 teams have tracked and located missing persons, apprehended dangerous suspects, and have been responsible for the removal of significant amounts of illegal drugs from the communities in Columbia.

Once an officer is selected for the K9 Unit, the officer is expected to meet basic education and training requirements. Requirements for the K9 Unit include On-the-Job Training (OJT) and classroom participation/attendance as courses are available. K9 Unit training is designed to prepare officers in K9 Unit operations and procedures in, *but not limited to*, the following:

- Review the Columbia Police Department's Directives and Procedures relevant to the position
- Obtain SC Police K9 certification
- Become proficient with assigned K9 in areas of obedience, detection, apprehension and search
- Maintain annual certification requirements as established by an independent certifying body
- Shadow certified K9 handler to gain practical skills and knowledge

### **Community Response Team Member (CRT)**

The Columbia Police Department Regional Community Response Team (CRT) is designed to be a proactive flexible resource unit that is responsive to the crime trends and needs of the neighborhoods that they serve. Their schedules are fluid by design to ensure a rapid response to any mitigating factors that impact the citizens of Columbia. The CRT units were initially formed and remain focused as a specific point of contact for citizens to address concerns and question for a timely solution. CRT provides a familiar, caring face that citizens grow to trust through meaningful and responsive interactions in various capacities such as community meetings, phone calls, bike patrols, foot patrols and other proactive initiatives that build trust and transparency between Columbia PD and the citizens that we proudly serve.

Once an officer is selected for CRT, the officer is expected to meet basic education and training requirements. Requirements for CRT include On-the-Job Training (OJT) and classroom participation/attendance as courses are available. CRT training is designed to prepare officers in CRT operations and procedures in, *but not limited to*, the following:

- Review the Columbia Police Department's Directives and Procedures relevant to the position
- Complete Bike Patrol training
- Become familiar in basic crime scene processing
- Become familiar with surveillance techniques
- Obtain basic narcotics training
- Develop skills in building community/public relations

### **Recruiter**

The Recruiting Unit is responsible for identifying, recruiting and hiring qualified personnel to join the department. They are also responsible for ensuring a consistent and unbiased selection process for vacant assignments within the department. As hiring highly qualified personnel is paramount to any agency, the Recruiting Unit was established to focus the department's efforts to attract personnel. Always mindful of the department's demographics, the unit utilizes the Equal Opportunity guidelines and principles to ensure diversity within the agency.

Once an officer is selected for Recruiting, the officer is expected to meet basic education and training requirements. Requirements for Recruiting include On-the-Job Training (OJT) and classroom participation/attendance as courses are available. Recruiting training is designed to prepare officers in Recruiting operations and procedures in, *but not limited to*, the following:

- Review the Columbia Police Department's Directives and Procedures relevant to the position
- Review and become familiar with the City of Columbia Employee Handbook
- Review and become familiar with requirements of the Equal Employment Protections
- Review and become familiar with Americans with Disabilities Act
- Review and become familiar with SC Criminal Justice Academy paperwork and requirements
- Shadow experienced Recruiting personnel to gain practical skills and knowledge

### **Crime Scene Investigator (CSI)**

The Crime Scene Investigator is responsible for documenting, collecting, transporting and analyzing evidence from crime scenes. As science has improved the capabilities for detecting and analyzing evidence, the need for personnel

with specialized capabilities also became necessary to document and recover evidence. For a successful court presentation, evidence must be properly maintained and documented.

Once an officer is selected for CSI, the officer is expected to meet basic education and training requirements. Requirements for CSI include On-the-Job Training (OJT) and classroom participation/attendance as courses are available. CSI training is designed to prepare officers in CSI operations and procedures in, *but not limited to*, the following:

- Review the Columbia Police Department's Directives and Procedures relevant to the position
- Shadow a trained Crime Scene officer to gain practical knowledge and skills
- Attend a Crime Scene Processing Course
- Attend a Photography Course
- Attend the basic Fingerprint Recognition & Comparison Course
- Attend Advanced Latent Palm Print Comparison Course in order to become an AFIS Operator.

### **Telephone Response Officer (TRU)\***

The Telephone Response Officer serves as a hub for the flow of communication throughout the department. While maintaining a 24/7 posture, the unit routes calls, manages NCIC, outstanding warrants and towed vehicle files. The enormous amount of information required a central routing location capable of successfully managing the demands of the agency.

Once an officer is selected for TRU, the officer is expected to meet basic education and training requirements. Requirements for TRU include On-the-Job Training (OJT) and classroom participation/attendance as courses are available. TRU training is designed to prepare officers in TRU operations and procedures in, *but not limited to*, the following:

- Review the Columbia Police Department's Directives and Procedures relevant to the position
- 40 hour NCIC Certification
- Develop skills in building community/public relations

### **Training Officer\***

Training officers are responsible for training officers and maintaining training records. The training officer prepares newly hired officers to enter the profession as well as ensuring that officers receive continuing education hours necessary to maintain their certification. All training aspects are coordinated through the Training Unit by the training officers. As law enforcement became more professional and demanding, the need for a dedicated unit that ensured officers were trained to perform the job became apparent.

Once an officer is selected for the Training Unit, the officer is expected to meet basic education and training requirements. Requirements for the Training Unit include On-the-Job Training (OJT) and classroom participation/attendance as courses are available. Training Unit training is designed to prepare officers in Training Unit operations and procedures in, *but not limited to*, the following:

- Review the Columbia Police Department's Directives and Procedures relevant to the position
- Obtain Specific Skills Instructor Certification
- Obtain Firearm instructor Certification
- Obtain Driving Instructor Certification
- Shadow experienced training officer to gain practical skills and knowledge

### **Bomb Tech\***

The bomb squad shall be responsible for specific searches for concealed explosives, explosive and incendiary devices.

Also bomb squad personnel shall be responsible for identifying and neutralizing explosives, explosives incendiary and chemical devices. The need for a dedicated bomb unit emerged as a result of the changing times. As the potential for terrorist attacks became widely known, the department required a unit that could quickly respond and neutralize any threats.

Once an officer is selected for the Bomb Unit, the officer is expected to meet basic education and training requirements. Requirements for the Bomb Unit include On-the-Job Training (OJT) and classroom participation/attendance as courses are available. Bomb Unit training is designed to prepare officers in Bomb Unit operations and procedures in, *but not limited to*, the following:

- Review the Columbia Police Department's Directives and Procedures relevant to the position
- Complete Hazardous Materials Technician training
- Complete Bomb Technician certification
- Shadow certified Bomb Technician to gain practical skills and knowledge
- Continuing education advanced training (40 hours)
- Every three (3) years recertification

*Positions noted with an asterisk (\*) have retraining and or recertification requirements, as specified.*

All personnel who transfer into positions requiring specialized training shall begin such training within thirty (30) days of the date of transfer. The Training Unit, in conjunction with the academy, colleges, universities and other criminal justice agencies, shall provide specialized training programs for departmental personnel.

Specialized training programs shall include, but are not limited to, the following:

- Development and/or enhancement of skills, knowledge and abilities, particular to the specialization
- Management, administration, supervision, personnel policies and support services of the function or component
- Performance standards of the function or component
- Agency policies, procedures, rules and regulations specifically related to the function of the component
- Supervised on-the-job training

## 12.2 Specialized Non-Sworn Training

Non-sworn positions within the Department that may require training beyond orientation include:

- School Crossing Guards
- Evidence Technicians\*
- Data Entry Operators\*
- Records employees\*
- TRU employees\*
- Chemist\*\*
- Marijuana Analyst\*\*
- Crime Analysis Specialist
- Planning and Research
- Victim Assistance Advocate\*\* (12 hours annual re-training certification)
- Accreditation Manager (within one (1) year of assignment)

The Chief, at his discretion, may require additional training for other non-sworn positions whenever he deems it necessary to meet the needs of the Department.

NOTE: Positions with an asterisk have NCIC recertification and or Bloodborne Pathogens retraining requirements. Positions with a double-asterisk (\*\*) have position specific recertification requirements.

## **12.0 NEW HIRE ORIENTATION**

All new hire employees shall receive orientation training that provides the new employee with information on the role, purpose and goals of the Department in addition to the City Of Columbia new hire orientation.. Each supervisor shall be responsible for ensuring that all new employees receive a copy of the City's Employee Handbook. Supervisors should review the handbook with each new employee to ensure that the employee understands the contents of the handbook. Supervisors shall also ensure that employees understand all departmental rules, regulations and working conditions as well as the rights and responsibilities of departmental employees.

## **13.0 BASIC RE-ENFORCEMENT TRAINING**

The purpose of re-enforcement training is to correct a specific deficiency that has been identified by individual program testing procedures or performance evaluation procedures in areas of practical application in both training and on-the-job performance.

It is the supervisor's responsibility to determine the existing training needs of personnel within their areas of supervision and to retrain or recommend retraining when warranted by the employee's performance. Supervisors may recommend re-enforcement training for employees who continually demonstrate a deficiency in the performance of their duties. Employees who continually demonstrate a deficiency on quarterly performance appraisals shall be required to submit to remedial training in an attempt to correct the deficiency.

Employees who fail to score satisfactorily on performance evaluations during training or training programs may also be required to undergo re-enforcement training. Failure to report to training or failure to make satisfactory progress may result in disciplinary action up to and including termination.

## **14.0 REIMBURSEMENT OF TRAINING COSTS**

The Columbia Police Department shall reimburse employees for expenses incurred as a result of attendance at programs authorized by the Department. The employee is responsible for completing all necessary paperwork and requirements for reimbursement.

## **15.0 RELEASE OF TRAINING RECORDS**

Personnel training records will only be released to outside agencies with the authority and consent of the Chief of Police. Only authorized Departmental personnel shall have access to the Department's training records.