

South Carolina Training Officers Meeting
August 14, 2007
10:00 a.m.
Academy Driving Range

August 14, 2007 Guest Speakers:

SCCJA: Ms. Barbara Bloom, Ms. Judy Ellington, Ms. Karen Yarborough
Mr. Mike LaPalme, Sumter PD - CALEA Update/briefing

Our meeting began today with our special guest from the South Carolina Criminal Justice Academy (SCCJA); Ms. Barbara Bloom, Ms. Judy Ellington and Ms. Karen Yarborough, discussing enrollment, registration and slot allocation of classes. Needless to say, there is so much involved within these processes, however, I will try and recapture some of the **highlights** presented to us.

First of all, "Basic" classes take precedence over all other classes. There are usually 3-5 Basic sessions overlapping at all times; leaving few resources for other classes, i.e., advanced training classes. Numerous variables must be considered when scheduling any courses such as dorms, food, instructor availability. Additionally, if something atypical occurs, throwing in yet another obstacle as in last years dorm renovations, adjustments must be made. They would then have to work around those schedules as well. Once the calendar is divided into classes, the LETS schedule track dorm/courses/ Mr. Kevin Stogner develops any new course profiles for upcoming classes if not already in system at this time as well, with any pre-requisites, class limits, etc. The catalogue is then developed with courses available and goes into the computer, hopefully allowing enough time before July 1st. Basic classes are scheduled first, then advanced classes. The schedule goes to Mr. Neil by the end of March. Mid April, sometimes later depending on any delays that may have occurred, is when the course offerings will be posted on the website. You will then review catalogue of courses and make your departmental request before the deadline dates. Once cut-off dates have arrived and the LETS system shuts down there is no way of entering anyone into a course. Then the allocation of slot requests begins which is generated from the LETS system. A master roster is received indicating the number of training you have previously requested and either received or been denied along with your current requests. Ms. Bloom stated that Ms. Judy Ellington is a big component when the allocation of slots occurs because of her extensive knowledge, history, and experience at academy. She is aware of agency needs (i.e., lost slots, needs, etc.). The LETS report, Ms. Judy Ellington's expertise, and this year they used instructors as well to help in the allocation of slot request. They review each departmental request either accepting or rejecting their requests at this time. Notifications are then returned to all departments with either acceptance or rejection results. The master roster is then generated from their selections and printed. Next years roster is generated from this process as well, indicating the following years requests.

Ms. Ellington indicated that large departments with 40 instructors need not put in for instructor slots because they will be denied. She then provided an example of a large department with 40 firearms instructors who had put in for additional firearms instructor slots. Needless to say, they were rejected. The agency contacted Ms. Ellington inquiring as to why they were rejected. She informed them. They then informed her that they actually had only 20 of those 40 instructors; the other 20 were no longer instructing. This is critical to all departments. Any instructor who is no longer instructing should be deleted from you list and Mr. Kevin Stogner should be contacted with the names. He will then update the LETS system making your future slot request more likely. However, if you do not notify Mr. Stogner, you will continue to be denied slots. Therefore, make sure you contact him with all inactive instructors.

To us, the course selection process seems very simple. However, as noted above, there is a lot of preparation that must occur before any course is offered. Our guests mentioned several key

points that everyone should be aware of to help procedures flow more smoothly. They are as follows:

- Inform them **if an officer is not going to attend** a class (**call or email them**). **Last year there were 124 "no-shows"** who did not contact the academy.
- Inform them if there is a **change in officer** for a particular class. This is fine but they must be notified. **Remember** - call, email, or visit in person!
- Notify Mr. Kevin Stogner of the names of inactive instructors. He will then update the master roster.
- Remember **deadline dates**. There are **no exceptions!**
- Do not send an officer to a class if not approved.
- Do not send an officer to registration without **ANY** documentation. This has occurred numerous times and the officer is sent back to agency. They cannot be registered for a class without the completed proper documentation requested on the "Documentation for Registration" form.
- Do not send an officer to registration without proper documentation.
- When departments receive new training officers, inform Jeff Finch @ 896.7803.
- If you request a class and did not receive it, email Ms. Judy Ellington. She may be able to place you on standby.
- Expired data-master or radar officers must take eight (8) hours of class again
- Data-master/radar recerts - **white** pages are mailed to academy ATTN: Donald Noe
- Review SCCJA's HOME PAGE, anything **new** will be listed in **RED**.
- If you teach a class, information goes on MRN, not sent to academy.
- When calling, TALK SLOWLY AND CLEARLY when leaving a message! If you cannot be understood, you cannot be helped!
- **New procedure** for registration for "no-shows." A letter will now be sent to your Sheriff as well as you (training officer).
- Advanced class offerings depend on numerous variables, i.e., instructor availability, dorms, food service, # of basic classes being held, etc.
- The LETS program tracks dorms/courses/agency requests; both past and present/slot allocations, etc.

The above requests must be followed by everyone. Their jobs/duties are varied and numerous; often under tight deadlines. They too have a "staffing shortage" with each one wearing many hats, just as many agencies. Therefore, by all of us working together, life should be much easier for everyone. Rules were made for a reason - to comply with and adhere too. Remember this when conversing with the personnel at the academy. They are more than willing to assist you with your requests, if possible. But remember to do your part in the process/procedures as well. When working together in harmony, things always work out for the best. Additionally, stressing this point yet again due to its importance is **to remember to contact them if you no longer require a slot**. Your notification will enable an officer to be placed in a class that they may have been looking at next year before getting in to. What if that was your officer? Wouldn't you want that slot for him/her? Of course you would. So please be respectful of each agency and academy staff by notifying them as soon as possible. We cannot afford to let any slots go unused!

Additionally, they pointed out that if for some reason you feel your agency has been "slighted" or treated unfairly to please contact Ms. Ellington. They will investigate the matter and assist you. It will be beneficial for you to write a letter to the academy providing the history of your requests/rejections; with dates, number of requests made, courses requested, etc.. This will certainly help your case by having written factual documentation. If you are found to be correct they will make sure you receive a slot as soon as possible. An officer in attendance stated that he had encountered this problem. He stated that his department was extremely small and had been requesting instructor slots, only to be rejected each time. He had received only one (1)

instructor slot since 2002. He explained his case to Ms. Ellington and was assured a slot in the next course offering. He had written documentation; "the history," proving his requests as well.

At conclusion, our guests stressed to call them if we ever needed their assistance. They are more than willing to assist us in resolving our problem(s). I know first-hand how helpful they are in assisting with different problems. They seem "tireless," always ready to assist when called upon. We all would like to thank them for taking time today to come and provide us with this valuable information and for all their assistance; both past and present!

President Boling reiterated the concern about inactive instructors; going through your list and deleting names of instructors who are not instructing. They are interfering with your department receiving additional slots when really needed. And remember, if you run into a situation with slot allocations not being met as needed contact either Ms. Bloom or Ms. Ellington. They will assist you in any way possible. An officer in attendance stated that he encountered this problem; having one officer who really needed an instructor slot. He called and explained the situation to Ms. Ellington and was granted a slot. If you contact them, they will help you. Sometimes they may not be able to get you a slot at a particular time requested, but they will do their best to ensure you get a slot as soon as possible.

Break: 10:50 am - 11:05 am

Guest speaker: Mr. Mike LaPalme, Sumter PD - CALEA UPDATE

After the break our next guest speaker began with CALEA updates. Mr. Mike LaPalme from Sumter PD provided an overview of CALEA; what it is and current updates regarding training.

Mr. LaPalme began his discussion by providing us with a briefing of his employment/credentials. He then began with an overview of CALEA; providing handouts to all in attendance. The below is an overview of his discussion.

What is CALEA?

- Commission on accreditation for Law Enforcement agencies
- Created by:
 - International Association of Chiefs of Police
 - National Sheriff's Association
 - Police Executive Research Forum
 - National Organization of Black Law Enforcement Executives
- Not for Profit Organization

Benefits of National Accreditation

- CALEA Accreditation requires an agency to develop a comprehensive, well thought out, uniform set of well written directives. This is one of the most successful methods for administrative and operational goals, while also providing direction to personnel
- CALEA Accreditation standards provide the necessary reports and analyses a CEO needs to make fact-based, informed management decisions
- CALEA Accreditation requires a preparedness program to be put in place - so an agency is ready to address natural or man-made unusual occurrences
- CALEA Accreditation is a means for developing or improving upon an agency's relationship with the community

- CALEA Accreditation strengthens an agency's accountability, both with the agency and the community through a continuum of standards that clarify duties, authority, performance, and responsibilities
- Being CALEA Accredited can limit an agency's liability and risk exposure because it demonstrates that internationally recognized standards for law enforcement has been met, as verified by a team of independent outside CALEA trained assessors
- CALEA Accreditation facilitates an agency's pursuit of professional excellence

In summary, CALEA requires a uniform set of written directives, forcing agencies to update their P&P's to the latest standards. They want the community to be aware of what your agency is doing and what you are doing to help them within their communities (i.e., crime prevention). The goal of accreditation is becoming accredited; striving for **professional excellence**.

Training Requirements (with timeframes)

- Demonstrates proficiency with all lethal weapons authorized to carry and tasers - annually
- Use of Force - annually
- Warning shots - annually
- All hazard plan - annually
- Ethics training for all personnel - bi-annually/every 2 years
- Less lethal weapons and weapon less control techniques training - bi-annually/every 2 years
- Biased based profiling (left up to departments on timeframe)
- Employee assistance program - designated supervisors
- Recruitment officer training - upon assignment
 - Personnel matters/EEOC
 - Background investigations

Training

- Training Officer - upon assignment
 - Lesson plan development
 - FTO Training
- Training in use of special purpose vehicles and animals
- Use of roadblocks and forcible stopping techniques if authorized
- Dealing with mental suspects
- Polygraph operator training - upon assignment
- Radar operator training - upon assignment
- DNA evidence collection

New CALEA Standards (CALEA reviews their standards typically every 3-4 years, coming up with new standards during that review)

- Consular notification
- Notification of CEO of incidents with liability
- Employee ID
- Career development program
- Roadblocks and forcible stopping
- Identity crimes
- Cold case investigation - someone in agency must be tracking these
- Interview rooms - Ex: Officer cannot be armed, what is in there, etc.
- Homeland Security - expansion of incident command system; authorization or buying nuclear equipment and approved for use, drug dog & use of evidence as method and accountability for controlled substance. They do not want officers using drugs.

- DNA evidence collection - standard reads that not everyone needs this
- Security and accountability of controlled substances
- Processing and temporary detention (Mr. LaPalme stated that many agencies are having problems in this area. When they take someone into the data master, they must remember to place their weapon in a lockbox in sally port, as well as when fingerprinting. They have to be mindful that when they are dealing with inmates or persons in custody, they must not be armed. This standard must have written directives on procedures when taking someone into custody.)

Mr. Evan's presentation was very informative and interesting. It provided insight into what CALEA is and requirements established by them. Once an agency becomes accredited, they are recertified every three (3) years. CALEA assessors come into the agency and review their standards. It is a very stringent process and they are very strict as well. It takes a lot of hard work to become accredited and even more to maintain it. Every department that is accredited should be proud and display their "professional excellence" plaque.

Training:

Upcoming training/needs/requests:

Next, President Boling asked if anyone had any training needs/updates. The following training is being offered:

Spartanburg County Sheriff's Office

"Practical Homicide Investigations" August 20-22, 2007

Location: Spartanburg Marriott Conference

Registration information - contact Ms. Yolanda Johnson, Telephone (864) 503-4523 or email at yjohnson@spartanburgcounty.org

An upcoming "Active Shooter" class is in the works. Brian will put this information out as it becomes available.

Someone brought up the 1033 Program - Rock Island Armory. They completely refurbish weapons and LE equipment. Another officer stated that there had been a recall notice on some of their equipment.

Another officer in attendance provided everyone with a good website for court rulings. Visit www.officer.com you can receive good information concerning liability for officers as well as additional pertinent information.

A big discussion evolved around the instructor from Hazard Kentucky who travels with his trailer from state to state providing superb "free" training for LE officers. He was an officer for many years and has a wealth of knowledge. In order to receive training from him you must put in a request approximately eight (8) months to a year in advance. However, from what was stated, it is well worth the wait.

S.C. Training Officer Association Area Representative vacancies:

Next, President Boling stated that we still had a few area representative vacancies within the training officers association that needed to be filled. He informed everyone that **Officer Randy Horne from the Clover PD**, who was our current Area 1 representative in the upstate region, was no longer employed with Clover PD. He had resigned and was now working for Duke Energy Company. We all wish Randy the best of luck with his new employment position. This now left this area vacant; which encompasses York, Lancaster, Chester, Union, and Cherokee counties. **Officer Anna Jagger was nominated and elected** to fill this position. **Congratulations Anna** and welcome aboard!

Area 3 is vacant as well that encompasses Spartanburg, Laurens, Greenwood, and Abbeville counties. There was no one to represent this area; **deferred** until the next meeting.

The midlands region; area 1, encompassing Chesterfield, Darlington, Marlboro, Lee and Kershaw counties was vacant as well. **Mr. Mike Evans was nominated and elected to fill this position. Congratulations Mike!**

Our last vacancy is in the **Midlands, Area 4;** encompassing McCormick, Edgefield, Aiken, and Barnwell counties. It was **deferred** until our next meeting. There was no one in attendance to secure that area.

Areas remaining vacant: Upstate Region, Area 3: (Spartanburg, Laurens, Greenwood, and Abbeville counties)

Midlands Region, Area 4: (McCormick, Edgefield, Aiken, and Barnwell)

Someone in attendance asked what the difference was between Advanced and Regional training. Mr. Cliff Miller (SCCJA) stated that the difference between Advanced and Regional training is nothing other than **location**.

President Boling provided an update on the latest "Training Council" update. The Training Council governs the academy. President Boling's Sheriff presides as Chairman over the council, affording Brian attendance at these meetings. He began by stating that the tickets were not paying for all the necessary expenses. The council is trying to come up with other resources to fund academy expenses. Someone asked about "lottery" money and why it cannot be used to assist in funding. President Boling stated that there is a lot of lottery funds available, however they are not willing to release any of it for this project due to no representative working model available. President Boling stated that the insurance model is used most often. President Boling encouraged everyone to inform their Sheriff's, Chiefs, etc. on what is occurring within the council as they have the necessary power in getting things accomplished and knowing personnel to contact who may be able to assist the council in their quest for additional funding. They can contact members of the council with ideas, etc. if necessary.

In closing, President Boling stated that **our next meeting** would be on **October 9, 2007 at 10:00 a.m.** He will inform everyone of the location at a later time. We would like to thank our special guests for taking their time to come and speak with us on very important issues, and a big thank you to everyone else who attended as well. We really appreciate you taking your time to come and assist with training needs/issues/requests, etc. You are encouraged to invite fellow officers to come to our meetings as well. We love having "new faces" join in our discussions and share in training ideas/information/updates, etc. See you at the next meeting!

Meeting adjourned at approximately noon.

Lyn Saylor
Secretary

Officers/Guests in attendance today, August 14, 2007

Gary Fowler	Sumter, PD	gfowler@sumter-sc.com
Mike LaPalme	Sumter, PD	mlapalme@sumter-sc.com
Dennis Lanier	Santee Cooper	dblanier@santeecooper.com
(Area 3 Representative)		
Garth Holt	SCPSA	mgholt@sccogst.net
(REAR ADMIRAL - ALWAYS!)		
Mike King	Beaufort PD	mking@bftpolice.com
Mark Mims	Florence PD	mmims@cityofflorence.com
Anna Jagger	Chester PD	policetrainingchester@yahoo.com
(Newly elected/replaced Randy Horne Upstate Area 1)		
Chuck Giordano	Oconee Cty SO	cgiordano@Aoconeesc.com
Mike McGowan	Oconee CO SO	Mmcgowan@oconeesc.com
Jenny Dailey	Sumter CO SO	jedailey@sumtercountysc.org
Cliff Miller	SCCJA	ccmiller@sccja.org
Ron Dills	Tega Cay PD	rfdills@comporium.net
Patrick Forenberry	Greer PD	pforenberry@cityofgreer.org
Timothy Bussey	MUSC/DPS	busseyt@musc.edu
Dean Hatchell	North Charleston PD	dhatchell@northcharleston.org
Michael Evans	Sumter PD	mevans@sumter-sc.com
(Newly elected, Midlands Area 3)		
Doug McMurray	Chester SO	dmcsmurray@chesterso.com
James Joyner	Fairfield CO SO	straining@fairfieldsc.com
Jim Hicklin	Fairfield CO SO	straining@fairfieldsc.com
Lyn Saylor	Lexington CO SO	lquery@lex-co.com
(Secretary)		
Scott Morrison	WCPD	smorrison@westcolumbiasc.gov
(Vice President/Treasurer)		
Brian Boling	York CO SO	brian.boling@yorkcountygov.com
(President)		

We would like to thank all of you who attended our meeting and hope to see you at our next meeting on October, 9, 2007. Brian will let us know the exact meeting place closer to the meeting date. Again, thanks for attending and mark you calendars for our next meeting. Plan on bringing someone with you too!!! We love having new officers attend and share information with us.

Lyn Saylor, Secretary