

SOUTH CAROLINA RESERVE OFFICER TRAINING PROGRAM

Administrative Guide



**S.C. Department of Public Safety
Criminal Justice Academy Division
Instructional Standards and Support**

2005 Edition

South Carolina Reserve Officer Training Program

Effective July 1, 2005

Authority

SC Reserve Officer Law – Chapter 28, Title 23, Code of Laws of SC, 1976 as amended.

The South Carolina Reserve Officer

A reserve officer is a non-paid volunteer who assists a law enforcement agency in enforcing the laws of South Carolina. The reserve officer is appointed by and serves at the pleasure of the agency head.

A reserve officer candidate must successfully complete the SC Reserve Officer Training Program to include an end of course written evaluation prepared by the South Carolina Criminal Justice Academy.

Following are detailed descriptions of all requirements/responsibilities of host departments and reserve officer candidates. Please read carefully. For questions contact:

Spears Westbrook, ISS Program Manager
803-896-7786
spearswestbrook@scdps.net

or

Kathy Danielsen, Administrative Coordinator
803-896-7843
kathydanielsen@scdps.net

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How to Become a South Carolina Reserve Department

In order to host a South Carolina Reserve Officer Program, the department must complete and return the Application for Approval as South Carolina Reserve Department form. Once a department has been approved to host a South Carolina Reserve Officer Program that department must submit an application annually on the anniversary date. This form is to be submitted whether or not the department is actively training reserve officer candidates.

It is the department's responsibility to submit the required paperwork annually. The South Carolina Criminal Justice Academy will not send out reminders. Failure to complete the paperwork annually may result in a department's reserve status being withdrawn.

Each department using reserve officers must have **one full-time class 1 officer as coordinator-supervisor** who must be responsible directly to the Chief/Sheriff. This Reserve Liaison is responsible for the coordination of training classes and scheduling of the Reserve test.

Send completed form to:

Kathy Danielsen
SCDPS/Criminal Justice Academy Division
Instructional Standards and Support Section
5400 Broad River Road
Columbia, SC 29212

How to Conduct a South Carolina Reserve Officer Candidate Training Program

Once a department is approved as a reserve department, the department may apply to conduct a South Carolina Reserve Officer Training Program. In order to host a South Carolina Reserve Officer Training Program, the department must complete and return the Application for South Carolina Reserve Officer Training Implementation form **before** beginning **each** training program. The application can be faxed to 803-896-8746 or mailed to the SC Criminal Justice Academy Division, Standards Unit, 5400 Broad River Road, Columbia, South Carolina 29212.

If you are training candidates from other departments, the candidates' employing agencies must complete an Application for Approval as South Carolina Reserve Department and an Application for South Carolina Reserve Officer Training Implementation form **before** the training program begins. The Application for South Carolina Reserve Officer Training Implementation form must indicate who will be providing the training for the Local Ordinances and Policies and Emergency Vehicle Operations.

Any changes that occur in the training program after an application has been approved must be submitted to the Standards Unit immediately for reapproval. Failure to do so may result in appointments being delayed and/or denied.

The Reserve Liaison will be the contact for questions and scheduling of the test. Any change in the Reserve Liaison must be submitted to the Standards Unit in writing on department letterhead.

Once the above steps have been completed and the applications approved, the South Carolina Criminal Justice Academy will forward an electronic version of the South Carolina Reserve Officer Training Manual. In addition to the manual the department will be forwarded video tapes/DVDs of certain coursework (see Reserve Officer Training course titles).

South Carolina Reserve Officer Training Program Course Titles

Program coursework consists of instructional units from law to firearms. Lesson plans are developed and approved by the South Carolina Criminal Justice Academy. All lesson plans will be provided by the South Carolina Criminal Justice Academy with the exception of Emergency Vehicle Operations and Local Ordinances and Policies. Lesson plans must be taught as structured; modification of performance objectives, instructional content, and support training material is prohibited.

Video tapes/DVDs will be provided in addition to the manual for the Legals and CDV portions. The department must have a CJA accredited instructor or a CJA approved attorney present during all video/DVD presentations. Training must be conducted by CJA accredited instructors and/or CJA approved attorneys. The names of CJA accredited instructors and/or CJA approved attorneys must be listed on the Application for South Carolina Reserve Officer Training Implementation.

The test will cover all content, except Emergency Vehicle Operations and Local Ordinances and Policies.

SC Reserve Officer Training Curriculum – Effective July 1, 2005

Videotapes/DVDs and lesson plans will be provided for the following topics:

Course Title	Hours	Course Title	Hours
1 Introduction to Criminal Law	2	12 First Amendment Issues	1
2 Courts, Crimes, Procedure	2	13 Confessions, Interrogation, Miranda	3
3 Probable Cause	2	14 Specific Crimes	7.5
4 The Exclusionary Rule	1.5	15 Evidence	3.5
5 Arrests	2	16 Civil Liability	4
6 Investigative Detention	2	17 CDV Dynamics	1.5
7 Searches I	3.5	18 CDV Statutes	1
8 Searches II	4	19 Harassment and Stalking	1
9 Searches III	3.5	20 CDV Law Enforcement Response	3.5
10 Courtroom Procedures	3	21 Victimology	2
11 Ethics in Law Enforcement	2		

Lesson plans will be provided for the following topics:

22 Diversity	5	29 Handling the Mentally Ill	1.5
23 Officer Survival	3.5	30 Juvenile Procedures	3.5
24 Firearms (Revolver or Semi auto)	24	31 Sexual Assault	4
25 Prisoner Control and Transportation	2.5	32 Hazardous Materials (See note)	4
26 Tactical Handcuffing	7	33 Child Abuse	3.5
27 Use of Force	2.5	34 Omnibus Adult Protection Act	2
28 Shooting Decisions	3.5		

Topics Departments are responsible for:

35 Emergency Vehicle Operations	2	36 Local Ordinances and Policies	10
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Note: [The Hazardous Materials lesson plan is currently under review and will not be included in the training until further notice.](#)

South Carolina Reserve Officer Testing Process

The South Carolina Criminal Justice Academy/Academic Testing Unit will prepare a test consisting of 100 test items for reserve officer testing; all test items will be individually cross-referenced to performance objectives. The current passing grade for certification as a reserve officer is 70%.

Upon completion of the training program the department hosting the training will provide the **original** Reserve Candidate Registration/Authorization to Release Information Form, Departmental Training Verification, Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form and Defensive Tactics/Tactical Handcuffing/Proficiency Score Sheet for each candidate. Faxes will not be accepted.

Upon receipt of the **original** documentation for each candidate, the CJA Instructional Standards and Support Unit will review the paperwork for completeness and compare the information to the approved Application for South Carolina Reserve Officer Training Implementation. Provided all paperwork is in order, the CJA Instructional Standards and Support Unit will contact the department hosting the training to setup a test date at the South Carolina Criminal Justice Academy. Test dates will not be scheduled until all **original** documentation is received for each candidate.

Reserve testing is scheduled on the first and third Wednesday of each month at the South Carolina Criminal Justice Academy, 5400 Broad River Road, Columbia, South Carolina. The test is administered from 2:00 pm to 4:00 pm. Candidates must arrive between 1:30 pm and 1:45 pm to check-in and present their South Carolina Driver's Licenses for identification. Candidates should not bring manuals, beepers, or cell phones to the test site. Instructions begin at 1:45 pm and the test starts promptly at 2:00 pm. **No one will be admitted after the instructions have begun.**

Candidates **MUST** be scheduled in advance or they will not be allowed to take the test. Department's must notify the CJA Instructional Standards and Support Unit when candidates are unable to attend on the assigned testing date.

The test will be scored within 48 hours after the test is given. Test score notification will be **mailed** to Chiefs, Sheriffs, or Agency Heads within one week. Test scores will **NOT** be released to candidates or via telephone.

For a successful candidate, a Reserve Officer Appointment form must be completed and forwarded to Ms. Theresa Clark in the CJA Certification Unit within 60 days of the test. This must be done prior to a reserve officer commencing his/her duties. Upon receipt of the original appointment form (no faxes), Ms. Clark will contact the department with authorization to begin the reserve officer ride-along requirement within 15 working days.

In the event a candidate fails the test, one retest will be offered no sooner than 60 days after the date of the failure. The employing department's Reserve Liaison must contact the CJA Instructional Standards and Support Unit at 803-896-7843 to reschedule the test.

If a candidate fails the test a second time, the candidate must repeat the required training program and be retested no sooner than one year after the date of the retest failure.

Documentation Required Before Reserve Officers Can Begin Ride-Along Requirement

For a candidate who successfully completes the reserve test, an original Reserve Officer Appointment form must be completed and forwarded to Ms. Theresa Clark in the CJA Certification Unit within 60 days of the test. This must be done **prior** to a reserve officer commencing his/her duties. Upon receipt of the original appointment form (no faxes), Ms. Clark will contact the department with authorization to begin the reserve officer ride-along requirement within 15 working days.

The Reserve Officer Appointment form must be completed and forwarded to the CJA Certification Unit within **60 days** of the candidate successfully completing the reserve test. Failure to complete and send in the Reserve Officer Appointment form may result in loss of a department's reserve status and the candidate may have to repeat the entire training process.

Miscellaneous Facts

Reserve officers must maintain a logged service time of 20 hours each month or 60 hours each quarter. In-service training shall be held periodically but not less than once a month. Consecutive absences of more than three sessions may be grounds for dismissal. Reserve officers must complete 240 duty hours with a certified Class 1 officer before working alone.

Every reserve officer must be in proximate contact, by radio or another device, with the full-time officer to whom he/she is assigned at all times.

Reserve officers who transfer to full time employment must complete all the requirements as set forth by law as appropriate for the class certification. For example, if a reserve officer is hired as a full time (Class 1) law enforcement officer, he/she must complete the nine week basic training session.

Any currently certified full-time law enforcement officer who leaves his/her position under honorable conditions may, within 12 months, at the request of the chief and with the concurrence of the Department of Public Safety, be issued a registration card identifying him/her as a member of the reserve. Any such officer shall not be required to undergo the preliminary training but shall be required to have a current physical exam.

The number of reserve officers cannot exceed the number of regular full-time officers of the department.

Reserve Officers with a Break In Service

Over one year but less than three years:

1. Candidate must complete the legal and CDV portions of the SC Reserve Officer Training Program. The Department must contact CJA Standards Unit (803-896-7843) **prior** to training the candidate and submit an Application for South Carolina Reserve Officer Training Implementation. Once approved the training can be provided.
2. Upon completion of training, an **original** (no faxes) Reserve Candidate Registration/Authorization to Release Information Form, Departmental Training Verification, and Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form must be completed for each candidate indicating that he/she has:
 - a. Completed Legals and CDV training.
 - b. Qualified with firearm.
 - c. Completed 2 hours on the department's Emergency Response Driving policy.
 - d. Completed 10 hours on the department's Local Ordinances and Policies.

The original forms should be mailed to Kathy Daniels, CJA Standards Unit, 5400 Broad River Road, Columbia, SC 29212.

3. Upon receipt of the original forms, the CJA Standards Unit will schedule a test date to administer a 50 item test.
4. A Reserve Officer Appointment form must be submitted within 60 days of the test date for candidates who successfully complete the test. Please allow 15 working days to process paperwork.
5. Complete any additional paperwork required by CJA Certification.
6. Candidate must have a current physical.

Three year break in service:

Candidate must complete entire South Carolina Reserve Officer Training Program.

Transfer of Reserve Officer to Another Department

In order for a reserve officer to transfer from one department to another, the receiving department must furnish the following documentation:

1. Reserve Officer Appointment form for the new department.
2. Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form indicating that the reserve officer has:
 - a. Qualified with firearm at the new department.
 - b. Completed 2 hours on the new department's Emergency Response Driving policy.
 - c. Completed 10 hours on the new department's Local Ordinances and Policies.
3. Complete any additional paperwork required by CJA Certification.

Transfer of BASIC Constable to a Reserve Officer

In order for a **basic** constable to transfer to a department as a reserve officer, the following must be done:

1. Constable must surrender credentials to SLED in writing.
 2. SLED must provide written letter indicating that constable is in good standing to the SC Criminal Justice Academy.
 3. Candidate must complete 54.5 hours of Reserve training (this would be Reserve training excluding the Legals, CDV and Firearms). The Department must contact CJA Standards Unit (803-896-7843) **prior** to training the candidate and submit an Application for South Carolina Reserve Officer Training Implementation. Once approved the training can be provided.
 4. Upon completion of training, an **original** (no faxes) Reserve Candidate Registration/Authorization to Release Information Form, Departmental Training Verification, Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form and Defensive Tactics/Tactical Handcuffing/Proficiency Score Sheet must be completed for each candidate indicating that he/she has:
 - a. Completed the additional Reserve training.
 - b. Qualified with firearm.
 - c. Completed 2 hours on the department's Emergency Response Driving policy.
 - d. Completed 10 hours on the department's Local Ordinances and Policies.
- The original forms should be mailed to Kathy Daniels, CJA Standards Unit, 5400 Broad River Road, Columbia, SC 29212.
5. Upon receipt of the original forms, the CJA Standards Unit will schedule a test date to administer a 50 item test.
 6. A Reserve Officer Appointment form must be submitted within 60 days of the test date for candidates who successfully complete the test. Please allow 15 working days to process paperwork.
 7. Complete any additional paperwork required by CJA Certification.
 8. Candidate must have a current physical.
 9. Complete 240 hours of ride along with Department just like a new reserve officer prior to riding alone.

Transfer of ADVANCED Constable to a Reserve Officer

In order for an advanced constable to transfer to a department as a reserve officer, the following must be done:

1. Constable must surrender credentials to SLED in writing.
2. SLED must provide written letter indicating that constable is in good standing to the SC Criminal Justice Academy.
3. Department must complete a Reserve Officer Appointment form. Please allow 15 working days to process paperwork.
4. Department must complete a Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form indicating that the constable has:
 - a. Qualified with firearm at the department as a Reserve officer.
 - b. Completed Emergency Vehicle Operations and Local Ordinances and Policies.
5. Complete any additional paperwork required by CJA Certification.
6. Complete 240 hours of ride along with Department just like a new reserve officer prior to riding alone.

When a Personnel Change in Status Report Form is Necessary

Personnel Change in Status Report of Separation/Termination is required:

1. When a reserve officer is no longer appointed by your department for the following reasons:
 - a. Reserve officer voluntarily resigned
 - b. Termination due to involuntary separation (please specify reason)
 - c. Termination due to disqualification (please specify nature of disqualification)
 - d. Misconduct resulting in termination (please specify reason)
 - e. Misconduct resulting in suspension (please specify reason)
2. When a class 1 law enforcement officer transfers to reserve status within your agency.
3. When a class 1 law enforcement officer voluntarily resigns (in good standing) and is appointed please indicate on the form the date of transfer from class 1 law enforcement to reserve status.

NOTE: A class 1 law enforcement officer can remain a reservist up to three years. If the officer goes over three years and desires class 1 law enforcement certification, the nine week basic training course would be required.

Maintaining Reserve Officer's Training File

The following documentation **MUST** be kept in the reserve officer's training file at the employing department:

1. All documentation required by South Carolina law:
 - a. A photo copy of reserve officer's birth certificate or similar approved document
 - b. High School diploma or GED certification
 - c. Report of medical exam showing satisfactory to the chief/sheriff
 - d. Fingerprint card showing results of SLED and FBI identification fingerprint check. All charges must show a final disposition, plus whether it was a felony or misdemeanor
 - e. Reserve officer must hold a valid/current SC Driver's License with no record for the past 5 years for suspension as a result of DUI or Leaving the Scene of an Accident
 - f. A background investigation, including a credit check, has been conducted, and the results are satisfactory.
 - g. A recent photograph
 - h. A copy of Departmental Training Verification form and firearm qualification
2. Copy of Reserve Appointment Statement form
3. Time sheet: Hours Reserve Officer worked = 20 hours each month or 60 hours each quarter
4. Copies of in-service training (Example: Legals, cores) (In-service training shall be held periodically but not less than once a month.)

For more information, contact Theresa Clark, CJA Certification Unit, at (803) 896-7804 or theresaclark@scdps.net.

Constables

The Group 3 Constable Training Program is regulated by SLED. A Constable Implementation Form must be completed and approved by SLED before offering the constable training program or in-service training. All instructors must be approved or accredited by CJA. Testing is conducted through the same process as reserves and offered at CJA on the first and third Wednesday.

For more information, contact Diana White, SLED Regulatory at (803) 896-7015 or dwhite@sled.sc.gov.