

Greer Police Department

General Order 410.1 Recruitment

This order consists of the following numbered sections:

- I. ADMINISTRATIVE PRACTICES AND PROCEDURES
- II. OUTREACH/RECRUITMENT
- III. EQUAL EMPLOYMENT OPPORTUNITY
- IV. APPLICATION DETAILS

October 1, 2007

I. ADMINISTRATIVE PRACTICES AND PROCEDURES

- A. Whenever there is an actual or forecasted entry level vacancy within the Police Department, a recruitment effort to attract applicants will include the following elements:
1. Request publication of entry level job vacancy by City of Greer's Human Resource Director. Entry level job vacancies are advertised through the mass media to include publishing in a newspaper of general circulation, on the City's web page, as well as email to outside agencies. Job announcements will also be posted at City Hall and in various Departments in the City.
 2. Included in job announcements and job applications will be language identifying the City as an equal opportunity employer; a description of the duties, responsibilities, requisite skills, educational level and other minimum qualifications or requirements and deadline for application acceptance. In some advertising, the applicant will be directed to the City's web page for detailed information on the job requirements.
- B. The Chief of Police has the authority and responsibility for administering the Police Department's role in the recruitment process. That role includes:
1. Requesting employees to encourage qualified applicants known to them to apply for posted job openings.
 2. Whenever possible, police personnel will be actively used in recruiting activities.
 3. Representatives of the Police Department will attend functions of educational institutions and community organizations, both within and outside the City, to inform potential employees of careers in law enforcement.
- C. The Chief of Police and any other police personnel assigned to manage recruitment activities shall be knowledgeable in personnel matters, especially equal employment opportunity as it affects the management and operations of the Department. Among the knowledge and skills to be maintained are:
1. Minimum requirements of employment
 2. Characteristics that disqualify candidates
 3. Federal and state compliance guidelines.
 4. Career opportunities, salaries, benefits and training.
 5. The selection process including procedures for background investigation, written, oral, physical and psychological testing.
 6. Techniques of informal record keeping systems for candidate tracking.

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- D. All police personnel are encouraged to participate in recruitment efforts. An employee, in his/her daily contact with the public, can be the Department's best recruiter. By and enthusiasm, the employee favorably impresses and attracts the type of individual the police service needs. Because of individual experience and knowledge, the employee is able to counsel persons who show an interest in law enforcement careers and is able to encourage applications by those who appear qualified.
 - E. To ensure job relevancy, recruitment strategies and procedures are based on a written analysis of the nature of the job to be performed; the knowledge, skills and training required to perform the job tasks and any prerequisite personal attributes. This analysis will be in the form of job descriptions which are maintained within the Police Department and the City Office of Human Resources.

II. OUTREACH/RECRUITMENT

- A. The Police Department recognizes that the recruitment effort is a personnel function. The City of Greer has vested the major recruiting activities under the direction of the Chief of Police. The Police Department will work cooperatively with the City Office of Human Resources in the recruitment effort.
- B. The Police Department will seek recruitment assistance, referrals and advice from community organizations and key leaders through both formal and informal contacts to increase and broaden the Department's exposure within its service area. Formal contact may be achieved through correspondence and informal contacts through attendance at organization meetings by Department personnel who may be members of the group.
- C. The Police Department will forward job vacancy announcements to various community service organizations to achieve broader dissemination and greater exposure of recruitment efforts. A mailing and email list of organizations that will receive the announcements will be maintained by the Police Department.

III. EQUAL EMPLOYMENT OPPORTUNITY

- employees
opportunity employer
discrimination against any
basis of race, color, religion, sex,
heritage or handicap, with respect to
promotion or other terms and conditions of
The Police Department follows the City's Equal Opportunity Plan
the City Employee Policy and Procedures Manual. In addition to
include:
- A. The Greer Police Department desires to have a ratio of minority group in approximate proportion to the make-up of the Greenville/Spartanburg Metropolitan Statistical Area. The City of Greer is an equal opportunity employer and, as such will not discriminate against or tolerate discrimination against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, marital status, ethnic heritage or handicap, with respect to recruitment, hiring, training, promotion or other terms and conditions of employment. The Police Department follows the City's Equal Opportunity Plan as outlined in the City Employee Policy and Procedures Manual. In addition to other efforts include:

1. Placing job announcements where minority groups and women represent a substantial portion of membership.
2. The use of application forms and related employment documents that are in compliance with applicable federal, state and local EEOC guidelines. The City of

employment Greer advertises as an Equal Employment Opportunity Employer on all applications and recruiting advertisements. General Order 410.1 Recruitment

3. Involving qualified minority group employees and/or female employees in the recruitment/selection process whenever possible.
4. Those employees involved in the recruitment process who engage in discriminatory practices of any kind will be subjected to disciplinary action up to and including dismissal.
5. Employees and/or applicants who believe they have been the subject of discrimination may seek redress through the City grievance process or may seek direct assistance of the Equal Employment Opportunities Commission S. Main Street, Greenville, SC 29601.
7. Specifics regarding the provisions of the Equal Employment Act are prominently displayed on EEOC posters on the Department bulletin board. Included on the poster is a toll free number which may be used to file complaints with EEOC.

IV. APPLICATION DETAILS

- A. If there is an application filing deadline, it will be printed on employment announcements and recruitment advertisements.
- B. Contact with applicants from the initial application phase to the final employment disposition will be made by the Administrative Lieutenant and the City's Human Resource Manager

Greer Police Department

General Order 420.1 Training

This order consists of the following numbered sections:

- I. GOALS AND FUNCTIONS
- II. TRAINING ACTIVITIES
- III. OUTSIDE RESOURCES
- IV. INTERNAL RESOURCES
- V. REMEDIAL TRAINING
- VI. TRAINING RECORDS
- VII. TRAINING INSTRUCTORS
- VIII. RECRUIT TRAINING
- IX. POST-RECRUIT TRAINING
- X. SPECIALIZED TRAINING
- XI. CIVILIAN TRAINING

October 1, 2007

I. GOALS AND FUNCTIONS

A. Training Goals

1. The Greer Police Department has an obligation to provide a professional standard of law enforcement service to this community. In fulfilling that responsibility, it is essential that Departmental personnel be properly trained. This is true not only at the entrance level where employees must receive basic training prior to assumption of police duties, but it is a continuous process throughout their careers. To these ends, the following training goals are established.
 - a. Provide job-related training for all personnel;
 - b. Train employees to be better prepared to act decisively and correctly in a wide variety of circumstances;
 - c. Provide training for specialization, advancement opportunity, and general safety of employees;
 - d. Provide training to meet the requirements mandated by law;
 - e. Provide training necessary to meet the Department's mission.

B. Training Function

This primary responsibility for fulfilling training requirements rests with the Department Training Officer. The Training Officer is responsible for assessing, developing and administering the training program within the scope of the Department's training objectives. In administering this program, the Training Officer may assign any of these duties as necessary. The Training Officer reports to the Staff Services/Planning Lieutenant.

II. TRAINING ACTIVITIES

A. The activities of the training function include:

1. Plan and develop training programs.
2. Post and update as necessary a training schedule.
3. Make available training brochures and academy training information.
4. Maintain training records.
5. Ensure that required training programs are attended.
6. Implement training programs.
7. Train Field Training Officers

8. Evaluate training programs for future use.
9. Coordinate training programs.

B. Training Needs Analysis

In developing training sessions and programs, the following will be considered as a resource in placing priority on training needs:

1. Staff reports and meeting discussions.
2. Consultation with Supervisors and Division Commanders.
3. Field observations.
4. Training evaluation reports and training committee input.
5. Recommendations from the Chief of Police.
6. Professional Standards Investigations reports.
7. Consultation with prosecutors and judges.
8. Personnel performance evaluations.
9. Any other resource available and pertinent.

E. Attendance Requirements

All assigned training will be attended by all personnel so directed. Personnel on vacation, court assignment that conflicts with the training schedule, sick or injury leave, or other cause, with prior approval by their Supervisor, may be excused. If required, a make-up of missed training will be accomplished as soon as practical.

F. Training Reimbursement

Any necessary reimbursement for training costs incurred by the employee for mileage, meals, tuition, housing, etc., will be compensated in accordance with policies established by the City of Greer.

III. OUTSIDE RESOURCES

A. Use of Resources - Public and Private

The Greer Police Department encourages the development of training programs using the resources of both public and private sectors of this community. Resources include the South Carolina Criminal Justice Academy, Greenville County Sheriff's Office; Spartanburg Sheriff's Department; County Solicitor Offices; and the International Association of Chiefs of Police. In the private sector, numerous sources of training are available on given topics.

B. Interagency Training

Department personnel may be assigned to attend training sponsored by other criminal justice agencies or personnel from other agencies may be invited to attend training sessions sponsored by the Department when the training meets an identifiable training need and:

1. Increases operational or administrative effectiveness.
2. Improves interagency cooperation.
3. Promote better understanding between criminal justice agencies.

IV. INTERNAL RESOURCES

A. Training Location

The Greer Police Department will provide classroom space and appropriate necessary equipment for internal training programs.

B. Training Curriculum

1. In the development of training programs, employee job descriptions and performance evaluations will be used to ensure job relatedness of training as it relates to knowledge and skills necessary to perform various tasks.
2. The Department also relies on the standards set out by the South Carolina Criminal Justice Academy for Certification and re-certification of law enforcement personnel.

C. Performance Objectives

Specific performance objectives are developed for all training programs. The performance objectives encompass the following activities:

1. Providing clear statements of the subject matter to be learned.
2. Focusing on the various elements of the job task analysis used to justify the training.
3. Providing a basis for evaluating the classroom participants and the training program.

D. Lesson Plan Required

1. Lesson plans will be required for all in-house training programs.
2. Instructors shall ensure that their courses are adequately taught from lesson plan outlines.
3. Lesson plans should include provisions for the following:
 - a. Name and title of the course.

- b. Statement of course objectives.
- c. Instructional technique to be utilized.
- d. Student performance objectives such as skills that should be demonstrated or knowledge expected to be acquired.
- e. Field experience when appropriate.
- f. Testing material.

E. Lesson Plan Approval

- 1. Lesson plans will be submitted by instructors for approval prior to the training date. All lesson plans will be approved by the Training Officer, who will ensure that the plan is consistent with Department objectives, applicable law and needs of the community.
- 2. Lesson plans for training approved by the South Carolina Criminal Justice Academy are considered approved for use by employees of this Department.

F. Tests

Course instructors will determine the need for pre-and/or post-tests that may be required. As a general rule, specialized, pre-promotional and advanced training will require tests. Tests will be developed by the instructor and should be based on course objective as stated in the lesson plan. Testing format may be a written exam or a performance exercise. Pass/fail scores will be 75%, or higher, based on a value of 100%.

V. REMEDIAL TRAINING

- A. Remedial training is individualized instruction used for specific deficiencies in personnel performance. Generally, the need for remedial training is recognized during routine supervisory evaluation, during training, evaluation during routine job performance, or during inspections.
- B. Training and proficiency requirements that are mandated by state law, South Carolina Criminal Justice Academy standards, or Department directives will require remedial training if failed. Job tasks such as weapon firing, non-lethal weapons techniques and driving skills that are unsatisfactorily performed will require remedial training. Essentially, any aspect of law enforcement that incurs liability because of lack of proper training will require remedial training if failed by the employee.
- C. Remedial training will be made available by the Training Officer as the need arises. Completion of the training will be accomplished as soon as possible after the deficiency is observed.
- D. Personnel designated to receive remedial training are required to attend the appropriate classes. Failure of these personnel to participate will be reported through the chain of command to the Chief of Police. Disciplinary action may result.

VI. TRAINING RECORDS

A. Any training received by personnel will be listed in the employee's training record. Training records include the following:

1. Name
2. Course title/when and where attended
3. Hours of instruction
4. Score (if tested)
5. Certificates issued

B. Training Class Records

Records of all in-service training will include at a minimum:

1. Lesson plan
2. Roster of attendees
3. Performance of individual attendees as measured by tests, if administered

C. Training Records

1. The release of training records by this Department will be governed by South Carolina state law and the Public Records Act.

2. Training records are essentially administrative records maintained by the Department for reference purposes and, as such, are available to employees and the public upon request during normal business hours or as otherwise arranged.

3. It is the responsibility of the employee receiving training to provide the Training Officer with copies of the registration information and any certifications received. This information will be used to document the training both to the SC Criminal Justice Academy for re-certification and in the employee's personnel file.

VII. TRAINING INSTRUCTORS

A. Department officers designated as Training Instructors should attend and complete the Training Instructor's course provided by the S.C. Criminal Justice Academy. Officers having recognized expertise in a subject matter may be considered for designation as instructors in their field of expertise without specific instructor training on a case-by-case basis.

B. Instructor Tenure

Personnel assigned as Instructors in the various disciplines will maintain tenure during

time as any certificates required are current. Upon lapse of a dated certificate, status as an Instructor in that discipline is terminated.

C. Instructor Qualifications

1. All Department Instructors who teach courses mandated by state law are required to possess Instructor Certification from the S.C. Criminal Justice Academy.
2. This certification includes training in the following areas:
 - a. Lesson plan development
 - b. Performance objective development
 - c. Instructional techniques
 - d. Learning theory
 - e. Testing and evaluation techniques
 - f. Resource availability and use
3. Instructors teaching courses not mandated by state law will be selected as outlined in "A" above.
4. Instructors within the Department may only instruct in areas in which they hold certification. Many specialty areas require specialized Instructor training and only properly certified instructors may train in those areas. These areas include Firearms; Defense; Driving; Conducted Energy Devices; Chemical Aerosol Projectors; Ground Defensive Tactics, Weapon Retention; Spontaneous Knife Defense.

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Firearms;
Defense;

D. Outside Instructors

Instructors selected from outside the Department will be selected for their expertise and their ability to provide quality instruction that normally cannot be provided by instructors from within this Department. The selection process for these instructors is based upon their experience, reputation, and relevancy of their instructional material as well as their formal academic credentials in their topic of instruction. Compensation for these instructors will be individually negotiated.

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II. RECRUIT TRAINING

- A. All newly hired, non-certified police officers must attend the S.C. Criminal Justice Academy. Basic police training in the State of S.C. has been standardized by the formation of the S.C. Criminal Justice Training Council as authorized by S.C. Code of Law any 23-23-10. This basic recruit training will be completed prior to any assignment, in capacity in which the officer is allowed to carry a weapon or is in a position to enforce the law or make an arrest.

- B. The SC Criminal Justice Training Council has established the criteria for the operation of

basic police training throughout the State of South Carolina.

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- C. In view of the fact that police officer basic training has been standardized throughout the State of South Carolina, the Administrative Lieutenant will place all non-certified recruit officers with the Academy.
1. The staffing, facilities, instructors or other resources required to operate the Academy will be the responsibility of the Academy. When requested by the Academy and approved by the Chief of Police, Greer Police officers may instruct in the Academy in an on-duty status without additional compensation from the Academy. Any officer with a state Instructor's Certification may instruct in the Academy as part of their continued certification with the approval of the Chief of Police.
 2. The Greer Police Department assumes all normal liabilities of its employees attending the Academy.
- D. Employees receiving training from the Academy will also receive instruction on Greer Police Department policies, procedures, rules and regulations. This instruction will be provided prior to or upon completion of basic recruit training at the Academy by the Training Officer or Field Training Officers under the direction of the Training Officer.
- E. The South Carolina Criminal Justice Academy provides a manual to recruit officers which includes information concerning:
1. Organization of the Academy
 2. The Academy's rules and regulations
 3. The Academy's rating, testing and evaluation system
 4. Physical fitness and proficiency skill requirements
 5. Daily training schedules
- F. Curriculum Requirements
1. The curriculum for basic police training in the State of South Carolina has been developed by the South Carolina Criminal Justice Academy and Training Council. The basic curriculum is based on the most frequent assignments of police officers in the State of South Carolina. In addition, the Academy requires testing of each skill or course taught. Successful completion is dependent upon mandatory attendance rules and achievement of a passing grade in the course of study.
 2. The current training requirements of the South Carolina Criminal Justice Academy exceed three hundred hours.
- G. Field Training Program
1. Upon completion of the basic police training program, a newly sworn officer will be provided a minimum of four (4) weeks field training by this agency.

2. Field Training Officer (FTO) candidates should be completely familiar with the policies and procedures of the Greer Police Department. FTO candidates must have demonstrated adequate skill, knowledge, and ability to perform the tasks that will be taught to the trainee. In addition, FTO candidates must have demonstrated a positive attitude toward the job and profession, be enthusiastic, able to inspire confidence and motivate the trainee to seek the best possible results from the field training experience. Officers interested in serving as an FTO should make their interest known through the chain of command. Candidates will be evaluated and selected by the Chief and members of the Command Staff.
3. FTOs shall be responsible to their regular supervisor in exercising the duties assigned.
4. Training of FTOs will be accomplished through the use of the FTO manual, listing goals and objectives and duties of the FTO and evaluation processes.
5. The Field Training Program will include patrol on day and night shifts, Communications, Detention, Criminal Investigation Division, Narcotics and Traffic Section.
6. Field Training Officers will utilize the recruit training evaluation form for the purpose of daily evaluation of the recruit officer. The FTO will prepare a weekly evaluation on the recruit which will be submitted to the Patrol Commander and Training Officer.
7. The FTO will report any problems of a significant nature with the training to the squad supervisor when it first becomes apparent. The supervisor will review the problem and determine the type of corrective action to be taken. If the problem is not abated, consultation with the Patrol Commander and/or Command Staff shall be made to determine the appropriate course of action.
8. FTOs are required to document the training both on the daily and weekly evaluations as well as making appropriate annotations to the Field Training Manual.
9. Recruits are not released from Training and assigned to a Team until they have satisfactorily completed the FTO program including a Review Board consisting of the primary FTO, representatives from the Command Staff, and other Departmental personnel as designated by the Training Officer, and any remedial training as designated by the Review Board.

III. POST-RECRUIT TRAINING

- A. All sworn personnel are required to complete annual in service training which includes, but is not limited to, firearms re-qualification, legal updates, biased based policing and emergency vehicle operation.
- B. Roll Call Training
 1. The Department will transmit information to members through the use of roll call training to supplement in-service training.

2. Roll call training will be under the supervision of the Training Officer in order to relate current information in a timely manner.

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3. The Field Training Officers, under the guidance of the Training Officer, will be responsible for roll call training, which will generally consist of brief synopses of information, including updates on policies and procedures or recent decisions and criminal justice opinions. Squad Supervisors may also initiate roll call training.
4. Roll call training may include a wide variety of techniques, including but not limited to lecture, video tapes, written documents to be distributed to members, audio tapes and discussions.
5. The Training Officer and FTOs will attempt to utilize materials prepared by the various training academies that the Department selects to review and retrain on basic or advanced materials.
6. Instructional methodology may include lectures, discussions, and/or demonstrations, depending on the nature and content of the material.
7. The Training Officer may utilize members who have received updated and/or specialized training to prepare and/or present roll call segments.
8. The roll call training program will be reviewed as needed by the Command and Supervisory staff.
9. Roll call training will vary in frequency and duration and will be scheduled on an "as-needed" basis, relying on recommendations from command and supervisory staff for suggested training topics. Roll Call Training will be documented on the Shift Daily Report.

IV. SPECIALIZED TRAINING

A. Specialized Training Required

Specialized training will be required of members assigned to the following areas, including but not limited to: supervision, investigations, school resource officers, DataMaster operators, radar operators, firearms instructor, evidence technicians, traffic officers, narcotic officers, Emergency Response Team, instructors of state-mandated courses, and other assignments as may be determined.

B. Specialized Training

1. Specialized training provided will include the following:
 - a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization.
 - b. Prior to being placed in a specialized assignment, the officer's supervisor will ensure that employee understands the mission, role, policies and

chain

of command of the new assignment.

c. Performance standards of the function or component.

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d. Department policies, procedures, rules, and regulations specifically related to the function or component.

e. Supervisory monitoring of the job performance of individuals newly trained in specialized skills.

2. Training will be provided by the Department or an outside academy, school, or university with certification granted upon completion. This will ensure that specific course content and hours of participation have been provided and that the content and hours of instruction have been based on a job task analysis of the specialization, if appropriate.
3. As part of supervised on-the-job training, each officer training in assignments listed in section "A" above will be apprised of Department policy and general orders relating to that assignment and its relationship to other areas of Department responsibility.
4. All personnel promoted to supervisory positions will receive training on supervisory and management skills development and techniques as soon as possible.
5. Specialized training will be initiated prior to assuming some functions, such as DataMaster Operator or ERT, or in some areas, such as Traffic or Narcotics Officer, formal training will be scheduled as soon as possible through an approved program.

V. CIVILIAN TRAINING

A. Civilian Personnel Orientation

All newly appointed civilian personnel will be presented an orientation program introducing them to the Department. This orientation program will include:

1. The Department's role, mission, goals, policies and procedures.
2. Working conditions, rules and regulations.
3. Rights and responsibilities of civilian employees.

B. Civilian Personnel Training

1. Certain civilian positions within the Department require training on specific job tasks prior to assuming the job responsibility. This training may consist of any of the following:
 - a. Field training.
 - b. Formalized classroom instruction.

- c. Reading of manuals, procedures and other written materials.
- d. Off-site specialized training.

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2. Positions applicable to this training include

- a. Records Clerk.
- b. Tele-communicator.
- c. Detention Officer.
- d. Animal Control Officer

C. In-Service Re-training

Additional training may be provided annually as determined necessary by the needs of the Department. Training in new or revised procedures, occurring as necessary, is intended to satisfy this training requirement.

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General Order 420.2 Instructional Programs

This order consists of the following numbered sections:

- I. TRAINING INSTRUCTORS
- II. RECRUIT TRAINING
- III. POST-RECRUIT TRAINING
- IV. SPECIALIZED TRAINING
- V. CIVILIAN TRAINING

October 1, 2007

I. TRAINING INSTRUCTORS

A. Department officers designated as training instructors should attend and complete the training instructor's course provided by the S.C. Criminal Justice Academy. Officers having recognized expertise in a subject matter may be considered for designation as instructors in their field of expertise without specific instructor training on a case-by-case basis.

B. Instructor Tenure

Personnel assigned as instructors in the various disciplines will maintain tenure during such time as any certificates required are current. Upon lapse of a dated certificate, status as an instructor in that discipline is terminated.

C. Instructor Qualifications

1. All Department instructors who teach courses mandated by state law are required to possess instructor certification from the S.C. Criminal Justice Academy.
2. This certification includes training in the following areas:
 - a. Lesson plan development
 - b. Performance objective development
 - c. Instructional techniques
 - d. Learning theory
 - e. Testing and evaluation techniques
 - f. Resource availability and use
3. Instructors teaching courses not mandated by state law will be selected as outlined in "A" above.

D. Outside Instructors

Instructors selected from outside the Department will be selected for their expertise and their ability to provide quality instruction that normally cannot be provided by instructors from within this Department. The selection process for these instructors is based upon their experience, reputation, and relevancy of their instructional material as well as their formal academic credentials in their topic of instruction. Compensation for these instructors will be individually negotiated.

II. RECRUIT TRAINING

A. All newly hired, non-certified police officers must attend the S.C. Criminal Justice Academy. Basic police training in the State of S.C. has been standardized by the formation of the S.C. Criminal Justice Training Council as authorized by S.C. Code of Law 23-23-10. This basic recruit training will be completed prior to any assignment, in

any

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capacity in which the officer is allowed to carry a weapon or is in a position to enforce the law or make an arrest.

- B. The Training Council has established the criteria for the operation of basic police training throughout the State of South Carolina.
- C. In view of the fact that police officer basic training has been standardized throughout the State of South Carolina, the Administrative Lieutenant will place all non-certified recruit officers with the Academy.
 - 1. The staffing, facilities, instructors or other resources required to operate the Academy will be the responsibility of the Academy. When requested by the Academy and approved by the Chief of Police, Greer Police officers may instruct in the Academy in an on-duty status without additional compensation from the Academy. Any officer with a state instructor's certification may instruct in the Academy duty status with approval of the Chief of Police.
 - 2. The Greer Police Department assumes all normal liabilities of its employees being trained at the Academy.
- D. Employees receiving training from the Academy will also receive instruction on Greer Police Department policies, procedures, rules and regulations. This instruction will be provided prior to or upon completion of basic recruit training at the Academy by Field Training Officers under the direction of the Training Officer.
- E. The South Carolina Criminal Justice Academy shall provide a manual to recruit officers which will include information concerning:
 - 1. Organization of the Academy
 - 2. The Academy's rules and regulations
 - 3. The Academy's rating, testing and evaluation system
 - 4. Physical fitness and proficiency skill requirements
 - 5. Daily training schedules
- F. Curriculum Requirements
 - 1. The curriculum for basic police training in the State of South Carolina has been developed by the South Carolina Criminal Justice Academy and Training Council. The basic curriculum is based on the most frequent assignments of police officers in the State of South Carolina. In addition, the Academy requires testing of each skill or course taught. Successful completion is dependent upon mandatory attendance rules and achievement of a passing grade in the course of the study.
 - 2. The current training requirements of the South Carolina Criminal Justice Academy exceeds three hundred hours.

G. Field Training Program

1. Upon completion of the basic police training program, a newly sworn officer will be provided a minimum of four (4) weeks field training by this agency.
2. Field Training Officer (FTO) candidates should be completely familiar with the policies and procedures of the Greer Police Department. FTO candidates must have demonstrated adequate skill, knowledge, and ability to perform the tasks that will be taught to the trainee. In addition, FTO candidates must have demonstrated a positive attitude toward the job and profession, be enthusiastic, able to inspire confidence and motivate the trainee to seek the best possible results from the field training experience. Officers interested in serving as an FTO should make their interest known through the chain of command. Candidates will be evaluated and selected by the Chief and command staff.
3. FTOs shall be responsible to their regular supervisor in exercising the duties assigned.
4. Training of FTOs will be accomplished through the use of the FTO manual, listing goals and objectives and duties of the FTO and evaluation processes.
5. The Field Training Program will include patrol on all shifts, Communications, Detention, Criminal Investigation Division, Narcotics Section and Traffic Section.
6. Field Training Officers will utilize the recruit training evaluation form for the purpose of daily evaluation of the recruit officer. The FTO will prepare a weekly evaluation on the recruit which will be submitted to the Patrol Commander and Training Officer.
7. The FTO will report any problems of a significant nature with the training to the squad supervisor when it first becomes apparent. The supervisor will review the problem and determine the type of corrective action to be taken. If the problem is not abated, consultation with the Patrol Commander and/or Command Staff shall be made to determine the appropriate course of action.
8. FTOs are required to document the training both on the daily and weekly evaluations as well as making appropriate annotations to the Field Training Manual.
9. Recruits are not released to solo patrol officer status until they have satisfactorily completed the FTO program including a Review Board consisting of the primary FTO, representatives from the Command Staff, and other Departmental personnel as designated by the Training Officer.

III. POST-RECRUIT TRAINING

A. In-Service Training

1. All sworn personnel are required to complete an annual re-training program to include firearms re-qualification and legal updates.
2. Refresher training is periodically provided to experienced officers to update their training and to evaluate the effectiveness of their prior recruit and in-service training.

3. In addition to formal training sessions as the need arises, the following will occur at staff or Departmental meetings, or may be distributed to personnel in written form:
 - a. Review of selected Departmental policies, procedures, and rules and regulations, with emphasis on changes.
 - b. Review of statutory or case law affecting law enforcement operations, with emphasis on changes.
 - c. Exercise of discretion in the decision to invoke the criminal justice process.
 - d. Review of the functions of agencies in the local criminal justice system.
 - e. Review of interrogation and interviewing techniques.
 - f. Use of force policy, including the use of deadly force.
 - g. Emergency medical services.
 - h. Review of performance evaluation system.
 - i. Emergency fire suppression techniques.
 - j. New or innovative investigative techniques or methods.
 - k. Hazardous materials incidents.
 - l. Review of contingency plans, if any, including those relating to special operations and unusual occurrences.
 - m. Crime prevention policies and procedures.
 - n. Collection and preservation of evidence.
 - o. Report writing and records system procedures and requirements.

B. Roll Call Training

1. The Department will transmit information to members through the use of roll call training to supplement, but not replace, in-service training.
2. Roll call training will be under the supervision of the Training Officer in order to relate current information in a timely manner.

C. Roll Call Structure

1. The Field Training Officers, under the guidance of the Training Officer will be responsible for roll call training, which will generally consist of brief synopses of information, including updates on policies and procedures or recent court decisions

and criminal justice opinions. Squad Supervisors may also initiate roll call training.
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2. Roll call training may include a wide variety of techniques, including but not limited to lecture, video tapes, written documents to be distributed to members, audio tapes and discussions.
3. The Training Officer and FTOs will attempt to utilize materials prepared by the various training academies that the Department selects to review and retrain on basic or advanced materials.
4. Instructional methodology may include lectures, discussions, and/or demonstrations, depending on the nature and content of the material.
5. The Training Officer may utilize members who have received updated and/or specialized training to prepare and/or present roll call segments.
6. The roll call training program will be reviewed as needed by the Command and Supervisory staff.
7. Roll call training will vary in frequency and duration and will be scheduled on an "as-needed" basis, relying on recommendations from command and supervisory staff for suggested training topics.

IV. SPECIALIZED TRAINING

A. Specialized Training Required

Specialized training will be required of members assigned to the following areas, including but not limited to: supervision, investigations, Radar operators, Data Master operators, firearms instructor, driving instructors, traffic officers, narcotic officers, school resource officers, instructors of state-mandated courses, and other assignments as may be determined.

- B. Training will be provided by the Department or an outside academy, school, or university with certification granted upon completion. This will ensure that specific course content and hours of participation have been provided and that the content and hours of instruction have been based on a job task analysis of the specialization, if appropriate.
- C. Specialized training required as indicated in section "B" above will be initiated prior to appointment or within thirty (30) days of the assignment of an employee to the function
Formal training will be scheduled as soon as possible through an approved program.
- D. Retraining will be completed as required to maintain certification in each specialized area.

V. CIVILIAN TRAINING

A. Civilian Personnel Orientation

All newly appointed civilian personnel will be presented an orientation program introducing them to the Department. This orientation program will include:

1. The Department's role, mission, goals, policies and procedures.

2. Working conditions, rules and regulations.

3. Rights and responsibilities of civilian employees.

B. Civilian Personnel Training

1. Certain civilian positions within the Department require training on specific job tasks prior to assuming the job responsibility. This training may consist of any of the following:

- a. Field training.
- b. Formalized classroom instruction.
- c. Reading of manuals, procedures and other written materials.
- d. Off-site specialized training.

2. Positions applicable to this training include

- a. Records Clerk.
- b. Tele-communicator
- c. Detention Officer
- d. Animal Control Officer

C. In-Service Re-training

Additional training may be provided annually as determined necessary by the needs of the Department. Training in new or revised procedures, occurring as necessary, is intended to satisfy this training requirement.

D. Documentation of completion of mandatory training

Supervisors will ensure that all mandatory training, including, but not limited to, the citywide mandatory training in safety related issues; bloodborne pathogen and TB; monthly general orders reviews; and annual training is completed by all personnel reporting to them. Completion of this training shall be notated in their annual performance review.

Greer Police Department

General Order 430.1 Promotional Procedures

This order consists of the following numbered sections:

- I. PROFESSIONAL AND LEGAL REQUIREMENTS
- II. ADMINISTRATIVE PRACTICES AND PROCEDURES
- III. ASSESSMENT CENTERS

October 1, 2007

I. PROFESSIONAL AND LEGAL REQUIREMENTS

- A. The allocation of rank positions within the Greer Police Department is authorized by the City Council. The responsibility for administering the promotional process to fill those positions is vested in the Chief of Police who is responsible for the following:
1. Development of the testing instruments that will be used to determine the merit and fitness of candidates:
 2. The conduct of oral interviews.
 3. Management of candidate's probationary period.
- B. The procedures governing the promotional process include the following:
1. Evaluating the promotional potential of candidates.
 2. Administering the testing process.
 3. Establishing eligibility lists.
 4. Conducting oral interviews prior to appointment to probationary status.
 5. Promoting successful candidate(s).
- C. All procedures used in the promotional process will be job related and non-discriminatory in application. All material utilized to test candidates for promotion will be drawn from the job description and will measure the ability of the candidate to perform the essential job functions identified in that job description. All promotional materials will be maintained in a secure location by the Captain. Individual's promotional applications, assignments and scores will be kept in their personnel files in Human Resources.
- D. If a written examination is used in the promotional process, the Department will provide candidates with a bibliography of reading materials used as the sources of questions in the written examination.
- E. Written notices announcing promotional examinations will be released by the City's Human Resource Department shall be prominently posted on bulletin boards and sent to all police personnel via email at least one week prior to the closing date for accepting applications. This announcement will include at a minimum:
1. A description of the position(s) or job classifications for which vacancies exist.
 2. A schedule of dates, times and locations of all elements of the process.
 3. A description of all eligibility requirements.
 4. An explanation of the application process.
 5. A description of the process to be used in selecting personnel for the vacancies.

- F. The criteria and procedures for the development of eligibility lists shall include, at a minimum:
 - 1. The relative numerical weight of each part of the examination. Unless informed to the contrary, all parts will share equal weight for scoring purposes.
 - 2. The candidates shall be ranked in order of merit and fitness as indicated by performance resulting from the promotional process.
 - 3. The time-in-grade and/or time in rank eligibility requirements, if any.
- G. The criteria and procedures for the use of eligibility lists are as follows:
 - 1. The eligibility list shall remain in effect for six months.
 - 2. The Chief of Police shall have the authority to select from any of the top three positions on the eligibility list for promotion. This will afford the Chief of Police the ability to select the most qualified candidate for the vacant promotional position.

II. ADMINISTRATIVE PRACTICES AND PROCEDURES

- A. A promotional appointment shall be subject to a probation period of one year.
- B. Appeals regarding an adverse decision concerning eligibility for an appointment to a promotional vacancy must be filed through the City's Grievance Policy. The appeal may include a review of the promotional process to include:
 - 1. A review of the questions and answer key to written examination, if any.
 - 2. A review of the written results of scored elements of the selection process.
 - 3. Promotional potential reports are not part of the Greer Police Department selection process. Instead, a numerical score is assigned to the candidate's performance in the promotional process. Results of that evaluation may be reviewed.
 - 4. If error is found, the Chief of Police may direct corrections to grading, re-application, re-testing, re-evaluation or otherwise provide equity to the candidate.

III. ASSESSMENT CENTERS

If an assessment center is utilized in the promotional process, the following will apply:

- A. The process will measure dimensions, attributes, characteristics, qualities, skills, abilities or knowledge specified in a written job task analysis.
- B. Multiple assessors who are thoroughly trained prior to participating in an assessment center will be utilized.
- C. Multiple assessment techniques will be utilized.

General Order 430.1
Promotional Procedures

- D. Where possible, simulation exercises will be pre-tested prior to use to ensure that the techniques provide reliable, objective and relevant information which measure the candidate's ability to perform critical tasks contained within the job description.
- E. The dimensions to be tested will be announced in advance.
- F. Candidates will be given post-assessment feedback upon request.
- G. Prior to appointment to probationary promotional status, the Chief of Police will interview the selected candidate to discuss performance expectations, the candidate's desire for the position, and the salary associated with the new position.

Greer Police Department

General Order 440.1 Performance Evaluations

This order consists of the following numbered sections:

- I. SYSTEM MANAGEMENT
- II. EVALUATION REVIEW
- III. EMPLOYEE COUNSELING
- IV. RATER RESPONSIBILITIES

October 1, 2007

I. SYSTEM MANAGEMENT

- A. The Manager of the City's Human Resources coordinates the performance evaluation system and maintains the City approved evaluation forms.
- B. The performance evaluation system incorporates two forms, one for non supervisory and an additional one for supervisors, that contains areas of performance which are subject to measurable evaluation and defines the different levels of performance which may be attained. Performance is judged as below expectation, meeting expectation or above expectation on areas of the employee's job duties. Comments are made as necessary on each performance area and a summary of the employee's performance with suggestions for improvement is completed.
- C. All personnel of the Department are evaluated annually by their immediate supervisor for that evaluation period. An employee may be evaluated more frequently for good reason and at the direction of the Chief of Police.
- D. Probationary employees are evaluated on a daily and weekly basis during the Field Training Program. . Annual appraisals begin on their first anniversary with the Department.
- E. Supervisory personnel will receive informal training in the use of the performance appraisal form as their supervisor reviews each completed appraisal and returns them with comments and recommendations. The reviewing official will ensure appraisal is fair, consistent and complete. Additional training on performance is provided to all supervisors during supervisory Department as well as during their training as Field Training Officers.
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that the
evaluating employee
training outside the
Training Officers.
- F. Performance evaluations, once reviewed with and signed by both the supervisor and the employee, are made a permanent part of the employee's personnel file and are stored in the City's Human Resource Managers office.

II. EVALUATION REVIEW

Prior to giving the evaluation to the employee, the supervisor will submit the evaluation for review and comment through the chain of command to the Chief of Police. The reviewing officials will record any additional comments on the evaluation form as needed and sign the form.

- A. The reviewing official and the supervisor should discuss the results of the evaluation. In the event of a disagreement, the reviewing official will discuss the discrepancy with the supervisor and reach agreement on the appropriate evaluation language. If an agreement cannot reach agreement, the reviewing official has the authority to change language and evaluations or make comments on the form. The final, revised form will be the official evaluation for that employee. Any changes on the evaluation which are not mutually agreed upon will require approval by the Chief of Police.
- B. When reviewing evaluations, the reviewing command staff officer will evaluate the rater to ensure their evaluations are fair, consistent and complete; that evaluation interviews are conducted according to guidelines; and that all evaluations are uniformly applied. Any areas of concern will be communicated to the supervisor by the command officer and should become part of that supervisor's performance evaluation

III. EMPLOYEE COUNSELING

After reviewing the written performance evaluation with a command staff officer, the supervisor will conduct a counseling session with the employee which will address the following:

- A. The content of the written performance evaluation. The criteria upon which the performance evaluation will be based are the tasks which the employee performs relative to the job description of the employee's position, the mission the Department and any identified goals and objectives for the Department or employee.
- B. Expectations for the new evaluation period.
- C. Career counseling which may include training, promotion, transfer or other relevant topics.
- D. The employee will sign the evaluation and be informed that written comments may be submitted relative to the evaluation within ten days of the counseling session.
- E. Employee wishing to appeal the content of a performance evaluation may attempt to resolve any dispute by meeting with the remainder of his/her chain of command or by filing a grievance in accordance with established procedure found in the City of Greer Employee Manual.

IV. RATER RESPONSIBILITIES

- A. The rater of an employee will generally be the employee's immediate supervisor at the end of the rating period. The rater should consult with previous supervisors who have worked with the employee during the rating period. Employees who have been in a new assignment for 45 days or less will be evaluated by their previous supervisor.
- B. The performance evaluation should be representative of the employee's total performance and contribution for the entire rating period. Evaluations require well-planned, accurate and detailed information. Raters should take enough time and put thought into each performance evaluation. Any evaluations which are either below or above the "meets expectations" category require documentation in support of the evaluation on the form.
- C. The employee's supervisor should not wait until the performance evaluation is completed to counsel an employee who is not meeting expectations in any area. Rather, the supervisor should notify the employee of the areas of below expectations performance as they occur to provide the employee the opportunity to correct the performance.