

AGENCY NAME:	South Carolina Law Enforcement Training Council	
AGENCY CODE:	N-20	SECTION: 64



Fiscal Year 2013-14 Accountability Report

SUBMISSION FORM



"The Mission of the South Carolina Criminal Justice Academy is to train Criminal Justice Personnel by providing mandated training and a continuous certification process."

Please identify your agency's preferred contacts for this year's accountability report.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Tom McQueen	(803) 896-8115	Temcqueen@sccja.sc.gov
SECONDARY CONTACT:	Hubert Harrell	(803) 896-7907	HFHarrell@sccja.sc.gov

I have reviewed and approved the enclosed FY 2013-14 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN/DATE):	<i>Hubert F. Harrell</i>	<i>9/9/2014</i>
(TYPE/PRINT NAME):	Director Hubert Harrell	
BOARD/CMSN CHAIR (SIGN/DATE):	<i>Mark Keel</i> <i>9/11/2014</i>	
(TYPE/PRINT NAME):	Chief Mark Keel	

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AGENCY'S DISCUSSION AND ANALYSIS

THE SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY (ACADEMY) UNDER THE DIRECTION OF THE SOUTH CAROLINA LAW ENFORCEMENT TRAINING COUNCIL PROVIDES TRAINING AND CONTINUOUS CERTIFICATIONS FOR ALL STATE AND LOCAL LAW ENFORCEMENT OFFICERS AND LOCAL DETENTION OFFICERS. ADDITIONALLY, THE ACADEMY TRAINS AND CERTIFIES LOCAL DISPATCHERS. THIS PROCESS IS ACCOMPLISHED BY PROVIDING TRAINING TO IN-RESIDENT STUDENTS AT THE ACADEMY'S FACILITY IN COLUMBIA, ADVANCED OFF-SITE TRAINING THROUGH COORDINATION WITH LOCAL LAW ENFORCEMENT AGENCIES AND ON-LINE INTERNET TRAINING. THIS PAST YEAR THE ACADEMY OFFERED 16 BASIC LAW ENFORCEMENT CLASSES WITH 1,089 STUDENTS ATTENDING AND 881 GRADUATING, 16 SPECIAL BASIC CLASSES WITH 87 ATTENDING AND 77 GRADUATING, 12 BASIC JAIL CLASSES WITH 707 ATTENDEES AND 550 GRADUATING, 9 OFFERINGS OF BASIC JAIL- LEGAL WITH 16 ATTENDING 16 GRADUATING, 4 CLASSES OF LIMITED DUTY BASIC WITH 141 ATTENDING AND 120 GRADUATING AND 9 OFFERINGS OF BASIC TELECOMMUNICATION OFFICER TRAINING WITH 178 ATTENDING AND 138 GRADUATING. THE ACADEMY OFFERED 66 DIFFERENT ADVANCED TRAINING PROGRAMS THROUGHOUT THE YEAR WITH 342 INDIVIDUAL CLASSES TRAINING A TOTAL OF 9,929 PERSONNEL WITH 9,357 GRADUATING.

THE BASIC TRAINING UNIT AND STANDARDS STAFF CONDUCTED A REVIEW OF THE ACADEMY'S TASKS ANALYSIS STUDY TO VALIDATE THE CURRENT JOB FUNCTIONS, TASKS REQUIRED TO SUPPORT THESE FUNCTIONS AND EQUIPMENT USE ASSOCIATED WITH SOUTH CAROLINA LAW ENFORCEMENT FIELD OPERATIONS TO ENSURE THE BASIC LAW CURRICULUM IS CURRENT. THE BASIC DETENTION UNIT DEVELOPED AND IMPLEMENTED A COURT SECURITY TRAINING COURSE FOR DETENTION OFFICERS AND THE BASIC TRAINING UNIT REVISED THE SCHOOL RESOURCE OFFICER TRAINING PROGRAM INTO A COMPREHENSIVE TWO WEEK COURSE INCLUDING ACTIVE SHOOTER RESPONSE. THE DEFENSIVE TACTICS STAFF ADDED LONG GUN DISARMING TECHNIQUES AND VEHICLE EXTRACTION PRACTICUMS TO THE CURRICULUM. A REGISTERED NURSE WAS HIRED TO RESPOND TO FIRST REPORT OF INJURY AND ILLNESS ISSUES AT THE ACADEMY AS WELL AS RESPOND TO MEDICAL EMERGENCIES THAT MAY ARISE WITH THE STUDENTS OR STAFF. THE REGISTRATION UNIT INCORPORATED THE USE OF "JOTFORM" TO EXPEDITE AND IMPROVE CUSTOMER SERVICE TO AGENCIES REGISTERING STUDENTS FOR CLASSES.

ADVANCED TRAINING SECTION/TRAFFIC SAFETY UNIT EMBARKED ON THE GOAL OF TRAINING EVERY STATE TROOPER IN ADVANCED ROADSIDE IMPAIRMENT DETECTION WITH APPROXIMATELY 1/3 OF THE FORCE TRAINED THIS YEAR. STATEWIDE EMPHASIS WAS PLACED ON IMPROVING INSTRUCTIONAL CAPABILITIES OF THE AGENCY INSTRUCTORS TRAINED BY THE ACADEMY WITH REVISIONS TO THE REQUIREMENTS FOR BASIC AND SPECIFIC SKILLS INSTRUCTORS.

STANDARDS AND TESTING UNIT ACQUIRED 130 COMPUTERS TO FACILITATE ONLINE TESTING PROCEDURES IN THE BASIC LAW ENFORCEMENT PROGRAM. FURTHERMORE, THIS UNIT ASSISTED WITH THE DEVELOPMENT AND IMPLEMENTATION OF THE NEWLY MANDATED CANINE CERTIFICATION.

THE MEDIA/LIBRARY UNIT CONTINUES TO WORK WITH THE SOUTH CAROLINA EDUCATIONAL TELEVISION NETWORK TO PROVIDE ONLINE TRAINING FOR OFFICERS IN THE FIELD BUT A NEW DELIVERY METHOD WAS TESTED THIS YEAR USING THE ACADEMY'S ACADIS LEARNING MANAGEMENT SYSTEM WHICH ALLOWS THE ACADEMY TO PROVIDE THE SAME ONLINE TRAINING DIRECTLY TO THE OFFICERS IN THE FIELD FROM OUR SERVER. INITIALLY FOUR AGENCIES WERE USED TO PILOT AND TEST THE SYSTEM WITH 19 ADDITIONAL AGENCIES BEING ADDED AND MORE APPLYING.

THE CERTIFICATION AND COMPLIANCE UNIT IS COMPLETING THE TRANSFORMATION OF THE MANNER IN WHICH OFFICER TRAINING AND CERTIFICATION RECORDS ARE BEING STORED WITH THE USE OF "SCAN PRO" IMAGING TO EXPEDITE AND IMPROVE THE PROCESS. CERTIFICATION PROCESSED 5,556 PERSONNEL CHANGE IN STATUS FORMS (PCS), 1,790 CERTIFICATION REQUEST, 7,885 MANDATORY RETRAINING NOTIFICATIONS (MRN) AND 51 OUT OF STATE TRAINING REVIEWS THIS PAST YEAR. THEY SENT OUT 3,260 COMPLIANCE REMINDER LETTERS, ISSUED 1,782 BASIC CERTIFICATIONS AND RECERTIFIED 5,204 LAW ENFORCEMENT PERSONNEL.

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INFORMATION TECHNOLOGY UNIT (IT) ASSISTED THE STANDARDS UNIT IN PREPARING THE 130 COMPUTERS FOR ON-LINE TESTING AS WELL AS 75 ADDITIONAL COMPUTERS WHICH WERE ALREADY ON HAND. THROUGH THE USE OF BIZHUBS, THE IT UNIT UPGRADED TO A CONTINUOUS PROACTIVE MONITORING SOLUTION FOR CRITICAL IT RESOURCES THUS PROVIDING INSTANT NOTIFICATION WHEN RESOURCE AVAILABILITY ISSUES ARE DETECTED. IT DEVELOPED A WEB-SITE FOR REGISTRATION WHICH HAD IMPROVED COMMUNICATION WITH THE STATE AND LOCAL AGENCIES IN THE FIELD. ADDITIONALLY, IT IMPLEMENTED A COMPUTER HARD DRIVE IMAGING SYSTEM TO AID IN STAGING NEW COMPUTERS ALONG WITH AN IMPROVED ASSET MANAGEMENT SYSTEM TO BETTER TRACK COMPUTER ACQUISITIONS, SHELF LIFE AND FORECAST FUTURE NEEDS. WITH THE STATE'S CURRENT INITIATIVE TO IMPROVE NETWORK SECURITY, IT IMPLEMENTED AN IP ADDRESS MANAGEMENT SYSTEM IN ORDER TO MONITOR AND IDENTIFY IP ADDRESS BEING USED THROUGHOUT THE AGENCY TO DOCUMENT THE NETWORK INFRASTRUCTURE. THIS WAS COMPLIMENTED BY A MORE ROBUST VULNERABILITY SCANNING MANAGEMENT SYSTEM TO AIDE IN IDENTIFYING RISKS TO THE AGENCY-BASED IT RESOURCES. IN SUPPORT OF THE ACADIS LEARNING MANAGEMENT SYSTEM FOR THE FIELD IT INCREASED THE AGENCY'S INTERNET SPEED FROM 20 MBPS TO 50 MBPS. PLANS WERE MADE TO RENEGOTIATE THE IT AGREEMENT WITH DTO WITH IMPLEMENTATION IN JULY 2014 WHICH WILL SAVE THE AGENCY \$12,705 ANNUALLY.

UTILIZING 1.6 MILLION DOLLARS IN ONE-TIME STATE MONEY PROVIDED BY THE LEGISLATURE, FACILITIES MANAGEMENT INITIATED CAPITAL PROJECTS TO RENOVATE THE HVAC SYSTEMS AT THE ACADEMY AND ADDRESS WATER LEAKAGE ISSUES. LEAKING SECTIONS OF THE DOMESTIC UNDERGROUND WATER LINE WERE REPLACED TO IMPROVE OPERATIONAL EFFICIENCY OF THE HVAC SYSTEM. MAIN WATER LINES THROUGHOUT THREE OF THE DORMS WERE REPLACED WHICH HAD BEEN LEAKING OVER A NUMBER OF YEARS. CONTRACTS WERE SIGNED AND WORK BEGAN IN REPLACING SIX 43 YEAR OLD AIR HANDLERS IN THE STUDENT DORMS, GYMNASIUM AND CONFERENCE ROOM. MUCH OF THIS WORK HAS BEEN COMPLETED. ADDITIONAL CONTRACTS WERE AWARDED TO REPLACE TWO 25 YEAR OLD CHILLERS WITH A PROJECTED COMPLETION IN THE FALL OF 2015. LASTLY WORK BEGAN ON REPLACING THE 43 YEAR OLD HVAC SYSTEM IN THE ADMINISTRATIVE AREA AS WELL AS THE CENTRAL CORE OF CLASSROOMS IN THE MAIN BUILDING. PROJECTED COMPLETION WILL BE EARLY FY 2015. FACILITIES HAS INITIATED A PROGRAM OF RAKING PINE STRAW FROM TREES LOCATED ON THE PROPERTY INSTEAD OF PURCHASING FROM VENDORS AND BUILT A SOD CUTTING MACHINE IN ORDER TO HARVEST OUR OWN GRASS FOR REUSE INSTEAD BUYING COMMERCIALLY. THE FOUR BUILDINGS IN THE PRACTICAL PROBLEMS TRAINING VILLAGE HAD WHITE METAL ROOFS INSTALLED TO EXTEND THEIR SERVICE, STOPPING LEAKS AND REFLECTING HEAT TO IMPROVE ENERGY SAVINGS.

FOOD SERVICE HAS SUCCESSFULLY LOWERED STUDENT MEALS FROM \$1.68 IN 2011 TO \$1.25 IN FY 14. THIS WAS ACCOMPLISHED BY RENOVATING THE DINING HALL TO ALLOW FOR BETTER CONTROL OVER FOOD PORTIONING, ELIMINATING OR RESTRICTING COSTLY ITEMS FROM THE MENU AND FINALLY CHANGING WHERE THE ACADEMY PURCHASES FOOD TO THE CHEF STORE CAPITALIZING ON REDUCED FOOD PRICES. THIS WAS DONE WITHOUT DIMINISHING THE QUALITY OF THE MEALS.

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Performance Measurement Template

Item	Performance Measure	Last Value	Current Value	Target Value	Time Applicable	Data Source and Availability	Reporting Freq.	Calculation Method	Associated Objective(s)
1	Basic Law students graduates	800	881	912	July 1 - June 30	ACADIS	Annual		1.1.1
2	Total Mandated students graduates	1772	1782	1871	July 1 - June 30	ACADIS	Annual		1.1.1,1.1.2,
3	Advanced students graduates	8789	9357	9825	July 1 - June 30	ACADIS	Annual		1.2.1,1.2.2,1.2.3,1.2.4
4	Decrease wait time for training (weeks)	12	15	6	30-Jun	Registration Records	Monthly		1.1.1
5	Classes for School Resource Officer	4	3	4	July 1 - June 30	ACADIS	Annual		1.1.2

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Program Template

Program/Title	Purpose	FY 2012-13 Expenditures				FY 2013-14 Expenditures				Associated Objective(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Administration	Leadership and direction for the Agency, including administration, finance, and supporting services.	\$ 574,244	\$ 4,630,055		\$ 5,204,299	\$ 528,916	\$ 4,567,132		\$ 5,096,048	1.1.3,1.2.1,2.1.1,2.1.2,2.1.3
II. Training	Instructional staff	\$ 525,869	\$ 4,341,244	\$ 477,169	\$ 5,344,282	\$ 331,038	\$ 4,538,103	\$ 478,813	\$ 5,347,954	1.1.1,1.1.2,1.1.4,1.2.2,1.2.3,1.2.4
					\$ -					\$ -
					\$ -					\$ -

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Strategic Planning Template

Type	Goal	Item # Strat	Object	Description
G	1			Enhance the quality of training given to certified law enforcement personnel in South Carolina
S		1.1		Expand capabilities for Basic Training
O			1.1.1	Decrease wait time for enrolled officers to initiate training
O			1.1.2	Expand number of classes available for School Resource Officer
O			1.1.3	Enhance on-line testing procedures
O			1.1.4	Expand Basic curriculum to include additional up-to-date procedures
S		1.2		Expansion of Advanced Training capabilities
O			1.2.1	Expand usage of ACADIS on-line training
O			1.2.2	Improve instructional capabilities for Field Training Officer
O			1.2.3	Train each State Trooper in Advanced Roadside Impairment Detection
O			1.2.4	Expand advanced training for Detention Officers
G	2			Ensure the physical integrity of the Agency's facilities and equipment
S		2.1		Maintain safety and security of buildings and equipment
O			2.1.1	Upgrade outdated and unsupported electrical equipment
O			2.1.2	Maintain integrity of the dorms
O			2.1.3	Upgrade fleet for instructional usage
S		2.2		Utilize energy efficient equipment to reduce utility costs
G	3			Initiate accreditation from the Commission on Accreditation for Law Enforcement Agencies