

RESTRUCTURING & SEVEN-YEAR PLAN

South Carolina Law Enforcement Training Council Criminal Justice Academy

Date of Submission: 03/25/2015

	Name	Date of Hire	Email
Agency Director	Hubert F. Harrell	06/17/2008	HFHarrell@sccja.sc.gov
Previous Agency Director	William Neill	05/19/2003	

	Name	Phone	Email
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Is the agency vested with revenue bonding authority? (re: Section 2-2-60(E))	No
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I have reviewed and approved the enclosed 2015 Restructuring and Seven-Year Plan Report, which are complete and accurate to the extent of my knowledge.

Current Agency Director
(Sign/Date):

(Type/Print Name):

Hubert F. Harrell

If applicable, Board/Commission Chair
(Sign/Date):

(Type/Print Name):

Mark Keel

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ESTABLISHED IN THE EARLY 1970'S, THE SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY WAS PATTERNED AFTER THE FEDERAL BUREAU OF INVESTIGATION TRAINING ACADEMY. THE ACADEMY BECAME A STAND-ALONE AGENCY IN MAY 2006 AND 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.

Historical Perspective Chart

Agency Submitting Report	Year	Description of Restructuring that Occurred	Description of Major Change in Agency's Purpose or Mission
SC Law Enforcement Training Council	2006	Criminal Justice Academy separated from the Department of Public Safety	Criminal Justice Academy became a stand alone agency
SC Law Enforcement Training Council	2011	Expanded training for basic law enforcement students from 9 weeks to 12 weeks	Added additional courses to the basic training curriculum that were previously taught as advanced
SC Law Enforcement Training Council	2011	Expanded advanced training courses	Added additional courses to reflect response to current issues
SC Law Enforcement Training Council	2013	Initiated the use of ACADIS software	Utilize ACADIS software in the training and maintenance of law enforcement officer records
SC Law Enforcement Training Council	2014	Initiated procedures to become CALEA accredited	Aligning to become a CALEA certified law enforcement agency.

Purpose/Mission/Vision Chart

Agency Submitting Report	Date Agency created	Purpose	Mission	Vision	Legal Standards Cross References
SC Law Enforcement Training Council	5/30/2006	To provide a program for training law enforcement officers and other persons employed in the criminal justice system in SC	To train Criminal Justice Personnel by providing mandated training and a continuous certification process	To train law enforcement personnel to become certified and maintain certification to effectively perform their duties efficiently, effectively and ethically.	Purpose: 23-23-10 Mission: 23-23-20 Vision: 23-23-20

Key Performance Measures Results

- Increase mandated training from nine to twelve weeks for Class 1 Officers.
- Increased number of Basic Law training classes on ground simultaneously from three to four.
- Upgraded technology to maintain and update Certified Officer's records.
- Expanded Advanced Training to reflect changes in Legislation.
- Upgraded studio so more classes can be accessed through internet to allow officers to receive training while in the field instead of just classroom.

Key Deliverables Chart

Agency Submitting Report	Item #	Deliverable (i.e. product or service)	Three Most Significant (#1, #2, #3)	Primary Method of Delivery	What can be done to reduce the general public and/or other agencies initial need for this deliverable? (i.e. preventative measures before the citizen or agency needs to come to the agency)	What can be done to reduce the general public and/or other agencies need to return for this deliverable? (i.e. preventative measures to ensure they do not need to come back to the agency for this service or product after already receiving it once)	If deliverable is identified as one of the three most significant, what would allow the agency to focus on it more?	Major Program Areas Cross Reference
SC Law Enforcement Training Council								
	1	Provide mandated basic entry level training for certification of all state, county and local law enforcement officers and other designated personnel within the criminal justice system.	#1	Instruction and demonstration	Nothing as this is required by statute	Reduce the amount of turnover in law enforcement agencies for the state, counties, and municipalities	This is the primary focus of the Agency	II
	2	Provide advanced level training for certification of all state, county and local law enforcement officers and other designated personnel within the criminal justice system.	#2	Instruction and demonstration	This is required to maintain status as certified officers	Nothing as this is ever changing due to Legislative changes	This is the primary focus of the Agency	II
	3							
	4							
	5							
	6							

Key Customers Chart

Agency Submitting Report	Item #	Customer Segments	Requirements/Expectations	Deliverables Cross References
SC Law Enforcement Training Council	1	Law enforcement and other designated personnel in the criminal justice system who work for the State of South Carolina	Providing legally sound and comprehensive best practice law enforcement training for all law enforcement personnel.	I, II
SC Law Enforcement Training Council	2	Law enforcement and other designated personnel in the criminal justice system who work for the forty six counties of South Carolina	Providing legally sound and comprehensive best practice law enforcement training for all law enforcement personnel.	I, II
SC Law Enforcement Training Council	3	Law enforcement and other designated personnel in the criminal justice system who work for two hundred two municipalities in South Carolina	Providing legally sound and comprehensive best practice law enforcement training for all law enforcement personnel.	I, II
SC Law Enforcement Training Council	4	Law enforcement and other designated personnel in the criminal justice system who work for colleges and universities in South Carolina	Providing legally sound and comprehensive best practice law enforcement training for all law enforcement personnel.	I, II
SC Law Enforcement Training Council	5	Law enforcement and other designated personnel in the criminal justice system who work for non-governmental entities in South Carolina	Providing legally sound and comprehensive best practice law enforcement training for all law enforcement personnel.	I, II
	6			

Key Stakeholder Chart

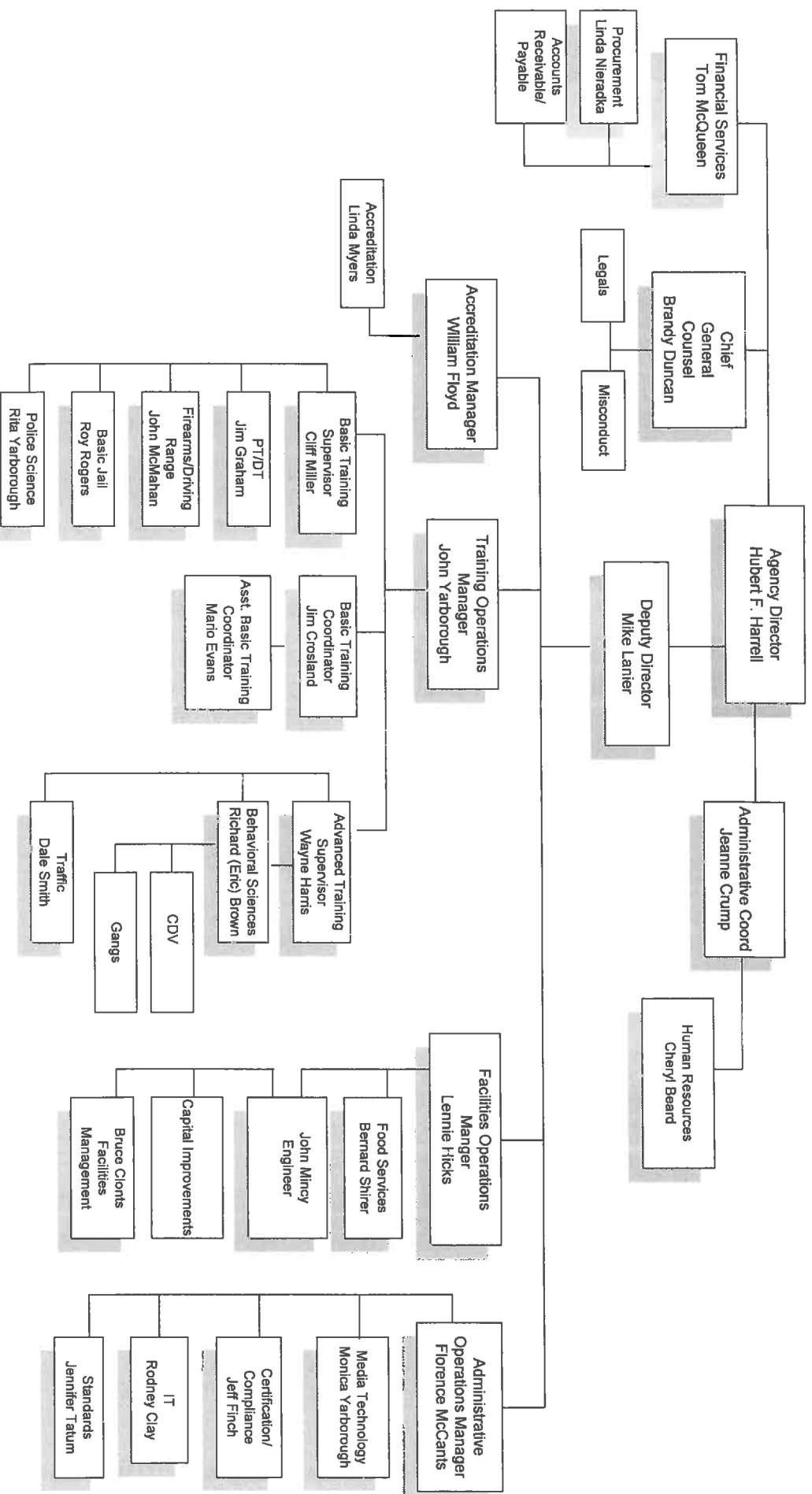
Agency Submitting Report	Item #	Stakeholder Group	Requirements/Expectations	Deliverables Cross References
SC Law Enforcement Training Council	1	State of South Carolina	Providing legally sound and comprehensive best practice law enforcement training for all law enforcement personnel.	I, II
SC Law Enforcement Training Council	2	The forty six counties of South Carolina	Providing legally sound and comprehensive best practice law enforcement training for all law enforcement personnel.	I, II
SC Law Enforcement Training Council	3	Two hundred two municipalities in South Carolina	Providing legally sound and comprehensive best practice law enforcement training for all law enforcement personnel.	I, II
SC Law Enforcement Training Council	4	Colleges and universities in South Carolina	Providing legally sound and comprehensive best practice law enforcement training for all law enforcement personnel.	I, II
SC Law Enforcement Training Council	5	Non-governmental entities in South Carolina who utilize law enforcement	Providing legally sound and comprehensive best practice law enforcement training for all law enforcement personnel.	I, II
	6			

Agency Name: South Carolina Law Enforcement Training Council
 Agency Code: N20
 Agency Section: 64

Key Partner Agencies Chart

Agency Submitting Report	Agency w/ Impact on Mission Success	Partnership Arrangement Established	Performance Measures Routinely Reviewed Together	Major Program Areas Cross Reference
SC Law Enforcement Training Council	SC State Law Enforcement Division	Interact with SLED for NCIC, fingerprint information, officer background checks and disciplinaries and receipt of vehicles for training. Perform training for their officers and allow usage of range areas.	Certification status and training requirements for the law enforcement persone.	II
SC Law Enforcement Training Council	SC Department of Public Safety	Receive used vehicles for use in training as well as perform basic and advanced training of their law enforcement personnel and allow usage of the range areas.	Certification status and training requirements for the law enforcement persone.	II
SC Law Enforcement Training Council	SC Department of Natural Resources	Utilize some of staff as guest instructors and perform basic and advanced training of their law enforcementt persones and allow usage of range areas.	Certification status and training requirements for the law enforcement persone.	II

SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY ORGANIZATIONAL CHART



Overseeing Body - General Chart

Agency Submitting Report	Type of Body (i.e. Board, Commission, etc.)	# of Times per Year Body Meets	Total # of Individuals on the Body	Are Individuals Elected or Appointed?	Who Elects or Appoints?	Length of Term	Limitations on Total Number of Terms	Limitations on Consecutive Number of Terms	Challenges Imposed or that Agency staff and the Body have faced based on the structure of the overseeing body	Other Pertinent Information
SC Law Enforcement Training Council	Law Enforcement Training Council	Minimum of 4	Eleven	Appointed	Governor	N/A	N/A	N/A	None	Training Council members and terms are based on SC Code of Laws 23-23-30

Overseeing Body - Individual Members Chart

Agency Submitting Report	Name of Individual on Body	Contact Information	Profession	Date First Started Serving on the Body	Last Date Served on the Body	Length of Time on the Body (in years)	Senator or House Member? (put Senate or House)	Major Program Areas Cross Reference
SC Law Enforcement Training Council	Attorney General Alan Wilson	(803) 734-9370	Agency Head Attorney General's Office	11/2/2010		5		I, II
SC Law Enforcement Training Council	Chief Mark Keel	(803) 896-9223	Agency Head SLED	2/5/2008		7		I, II
SC Law Enforcement Training Council	Director Jerry Adger	(803) 734-9278	Agency Head DPPPS	1/12/2015		0		I, II
SC Law Enforcement Training Council	Director Bryan Starling	(803) 896-8555	Agency Head Corrections	10/1/2013		2		I, II
SC Law Enforcement Training Council	Director Alvin Taylor	(803) 734-4007	Agency Head DNR	3/17/2012		3		I, II
SC Law Enforcement Training Council	Director Leroy Smith	(803) 896-7979	Agency Head DPS	10/3/2011		4		I, II
SC Law Enforcement Training Council	Director Robin Morse	(864) 833-7512	Agency Head Clinton DPS	5/31/2014		1		I, II
SC Law Enforcement Training Council	Director John C. Thomas	(803) 441-4251	Agency Head North Augusta DPS	1/15/2013		2		I, II
SC Law Enforcement Training Council	Sheriff J. Edward Darrell	(803) 245-3018	Agency Head Bamberg County	9/19/2012		3		I, II
SC Law Enforcement Training Council	Sheriff Bruce M. Bryant	(803) 828-3057	Agency Head York County	2/13/2007		8		I, II
SC Law Enforcement Training Council	Director Renald Myers	(803) 576-3200	Agency Head Alvin S Glenn Detention Center	9/30/2009		6		I, II

Agency Submitting Report	Program/Title	Purpose	FY 2012-13 Expenditures				FY 2013-14 Expenditures				Key Performance Measures Cross Reference	Legal Standards Cross References
			General	Other	Federal	TOTAL	General	Other	Federal	TOTAL		
SC Law Enforcement Training Council	I. Administration	Leadership and direction for the Agency, including administration, finance, and supporting services.		\$4,630,055 39.5%		\$4,630,055 34.7%	\$388,916 42.6%	\$4,567,132 41.1%		\$4,956,048 39.6%		All
SC Law Enforcement Training Council	II. Training	Instructional staff	\$325,869 51.5%	\$4,341,244 60.5%	\$477,169 100.0%	\$5,344,282 61.2%	\$331,038 39.1%	\$4,538,103 58.9%	\$478,813 100.0%	\$5,347,954 59.3%		All

Remainder of Programs: List any programs not included above and show the remainder of expenditures by source of funds.
 Earmarked for transfer to ETV

\$574,244

\$574,244

\$140,000

\$140,000

Remainder of Expenditures:	48.5%			4.1%	18.2%		1.1%
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Emerging Issues

There was a \$5 Surcharge proviso created as part of the FY2008-09 budget process to be used to offset expenses associated with the construction and equipping of additional classroom and dorm spaces to meet the increased demand for basic, advanced, and specialized training. This proviso was codified during the FY 2014-15 Legislative session, but it contained a sunset provision that abolishes it on June 30, 2016.

The initial funds received by the South Carolina Law Enforcement Training Council (Criminal Justice Academy) were in August 2008. It was originally believed this surcharge would generate about \$4 million of revenue. In the first year (FY09) the revenue was \$3,059,082. For the first full year (FY10), revenue increased to \$3,831,536. Since that time the revenues have decreased – \$3,800,702 (FY11); \$3,522,352 (FY12); \$3,380,004 (FY13) and \$3,415,940 (FY14).

As well as repaying the loan for construction costs, there are fifteen FTE's associated with this funding source – the majority of the costs being for instructor salaries and fringes.

With the decrease in “fees and fines” funding (averaging 5% annually for the past five years) and continued instability in receiving these funds, it prevents current and future planning; therefore if this sunset provision is not removed, there would be insufficient funds to maintain the current instruction level. Advanced classes and instructors would have to be eliminated and the basic training course would have to be scaled back.

Legal Standards Chart

Agency Submitting Report	Item #	Statute/Regulation/Provisos	State or Federal	Summary of Statutory Requirement and/or Authority Granted
Law Enforcement Training Council	1	23-23-10	State	Sets out the reasoning and intent of the chapter. Provides definitions.
Law Enforcement Training Council	2	23-23-20	State	Creates the Criminal Justice Academy.
Law Enforcement Training Council	3	23-23-30	State	Creates the Law Enforcement Training Council & their requirement to meet.
Law Enforcement Training Council	4	23-23-40	State	Outlines requirement of training and certification for all law enforcement officers in South Carolina. Sets out exceptions to the training requirement.
Law Enforcement Training Council	5	23-23-50	State	Outlines requirement of continuing education related to domestic violence.
Law Enforcement Training Council	6	23-23-60	State	Outlines information to be submitted for candidates for certification, expiration of certification, and grants the Council authority to issue certification and other appropriate indicia of compliance.
Law Enforcement Training Council	7	23-23-70	State	Outlines Council's authority to issue certification in certain situations to chiefs and certain retired law enforcement officers.
Law Enforcement Training Council	8	23-23-80	State	Outlines powers & duties of the Training Council.
Law Enforcement Training Council	9	23-23-90	State	Provides absolute immunity in litigation regarding communications that are required by the Training Act.
Law Enforcement Training Council	10	23-23-100	State	Allows the Director to issue Orders for compliance with the Training Act and corresponding regulations. Outlines procedure to be used to invoke civil penalties if that Order is not complied with.
Law Enforcement Training Council	10	23-23-110	State	Provides procedure for municipalities with only one law enforcement officer to secure assistance from county Sheriff during training at the Academy.
Law Enforcement Training Council	11	23-23-115	State	Allows training of law enforcement officers of the Savannah River Site at the Academy.
Law Enforcement Training Council	12	23-23-120	State	Provides for reimbursement of basic training expenses between law enforcement agencies under certain circumstances.
Law Enforcement Training Council	13	23-23-130	State	Allows for retention of certain academy generated revenues for certain operating expenses of the Academy.
Law Enforcement Training Council	14	23-23-140	State	Requires certification of patrol canine teams.
Law Enforcement Training Council	15	23-47-20	State	Requires telecommunication operators and/or dispatchers to attend training at the Academy.
Law Enforcement Training Council	16	37-062	State	Requires telecommunication operators and/or dispatchers to attend training within one year of hire, except in certain circumstances.

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Legal Standards Chart

Law Enforcement Training Council	17	37-063	State	Requires good character to be certified as a telecommunication operator and/or dispatchers. Provides for the availability of background information to future employers, the Academy, & the Council.
Law Enforcement Training Council	18	37-068	State	Sets up how an agency applies for re-issuance of certification for telecommunication operators and/or dispatchers & cases in which that recertification cannot be re-issued.
Law Enforcement Training Council	19	38-001	State	Sets out the authority of the Director with regard to Orders issued pursuant to S.C. Code 23-23-100.
Law Enforcement Training Council	20	38-002	State	Sets up how an agency applies for re-issuance of certification for law enforcement officers.
Law Enforcement Training Council	21	38-003	State	Requires good character to be certified as a law enforcement officer. Provides for the availability of background information to future employers, the Academy, & the Council.
Law Enforcement Training Council	22	38-004	State	Outlines that the Council may deny certification to a law enforcement officer candidate if they have committed misconduct. Defines misconduct.
Law Enforcement Training Council	23	38-005	State	Sets out the firearms qualification requirement.
Law Enforcement Training Council	24	38-006	State	Sets out when certification of law enforcement officers occurs, that only one certification may be held at a time, and what level of certification is required.
Law Enforcement Training Council	25	38-007	State	Sets out the different certification levels and who should hold what certification level.
Law Enforcement Training Council	26	38-008	State	Sets out what prior training can be considered in exempting a candidate from basic training. Also, outlines when retraining is required based on break-in-service rules.
Law Enforcement Training Council	27	38-009	State	Outlines the documentation required to be filed when an officer separates from an agency, when the officer needs to be notified of that filing, and the penalty for failing to report that separation.
Law Enforcement Training Council	28	38-010	State	Outlines requirements for Reserve Officers.
Law Enforcement Training Council	29	38-011	State	Outlines qualifications & certification of Traffic Radar Operators.
Law Enforcement Training Council	30	38-012	State	Sets out reporting of continuing education requirements met for purposes of recertification (recertification for another 3 years).
Law Enforcement Training Council	31	38-013	State	Outlines requirements for the continuing education requirements for each certification level.
Law Enforcement Training Council	32	38-014	State	Outlines how an agency can get a course approved for continuing education hours.
Law Enforcement Training Council	33	38-015	State	Outlines the requirements to get a 3 year certification extended.
Law Enforcement Training Council	34	38-016	State	Outlines that the Council may withdraw certification to a law enforcement officer if they have committed misconduct or have other issues. Defines misconduct.
Law Enforcement Training Council	35	38-017	State	Outlines the reporting requirements of an agency when an officer commits an offense that may require the withdrawal of certification under S.C. Reg. 38-016 & the penalty for failing to report.
Law Enforcement Training Council	36	38-018	State	Outlines when an investigation into alleged misconduct shall occur and the process for notification regarding such an investigations initiation and conclusion.

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Law Enforcement Training Council	37	38-019	State	Outlines when and how notification regarding withdrawal of certification shall occur.
Law Enforcement Training Council	38	38-020	State	Outlines that notification sent pursuant to S.C. Reg. 38-020 shall be confidential.
Law Enforcement Training Council	39	38-021	State	Sets out which agencies must conduct emergency vehicle training.
Law Enforcement Training Council	40	38-022	State	Sets out the different levels for emergency vehicle training and the requirements of each level of training.
Law Enforcement Training Council	41	38-023	State	Outlines how notification of emergency vehicle training to the Academy shall take place.
Law Enforcement Training Council	42	38-024	State	Sets out how often emergency vehicle training shall take place.
Law Enforcement Training Council	43	38-025	State	Outlines process for getting emergency vehicle training approved for continuing education credit hours.
Law Enforcement Training Council	44	38-026	State	Outlines how an agency can get emergency vehicle training from other states, the federal government, or private training providers approved to comply with these regulations.
Law Enforcement Training Council	45	38-027	State	Outlines the effect of failure to comply with the requirements of emergency vehicle training.
Law Enforcement Training Council	46	38-028	State	Provides definitions for the regulations.
Law Enforcement Training Council	47	38-060	State	Provides definitions for the regulations.
Law Enforcement Training Council	48	38-061	State	Outlines the minimum requirements to train as a telecommunications operator and/or dispatcher.
Law Enforcement Training Council	49	38-062	State	Outlines the training requirements prior to certification being issued and the requirements for re-issuance of certification.
Law Enforcement Training Council	50	38-063	State	Outlines requirements to be re-certified after a break-in-service.
Law Enforcement Training Council	51	38-064	State	Outlines requirements to report separations from the agency.
Law Enforcement Training Council	52	38-065	State	Outlines how cost of training shall be paid to the Academy.
Law Enforcement Training Council	53	Proviso 64.1	State	Allows carry over to complete projects.
Law Enforcement Training Council	54	Proviso 64.2	State	Allows collection, expending, retaining, and carrying forward to funds received for reimbursement for personnel & equipment expended due to an emergency.
Law Enforcement Training Council	55	2-13-240	State	Outlines distribution of the Code of Laws of South Carolina.
Law Enforcement Training Council	56	6-11-340	State	Allows special purposes districts to have law enforcement officers and send them for training at the Academy. The Academy is allowed to charge a fee for this training.

Law Enforcement Training Council	57	14-1-206	State	Funding mechanism for the Academy.
Law Enforcement Training Council	58	14-1-207	State	Funding mechanism for the Academy.
Law Enforcement Training Council	59	14-1-208	State	Funding mechanism for the Academy.
Law Enforcement Training Council	60	14-1-240	State	Funding mechanism for the Academy. Currently, set to sunset in June 2016.
Law Enforcement Training Council	61	23-3-65	State	Requires the Academy to develop a course of training for critical incident stress debriefing and peer support team.
Law Enforcement Training Council	62	23-3-540	State	Allows the Academy to provide training to officers of PPP regarding utilization of active electronic monitoring devices.
Law Enforcement Training Council	63	23-4-110	State	Places the Director of the Academy on the Governor's Committee on Criminal Justice, Crime & Delinquency.
Law Enforcement Training Council	64	23-1-1-110	State	Outlines the qualifications to be Sheriff.
Law Enforcement Training Council	65	23-28-30	State	Outlines training requirements for Reserve Police Officers.
Law Enforcement Training Council	66	23-28-60	State	Allows the Academy to issue Identification cards for Reserve Police Officers.
Law Enforcement Training Council	67	23-28-80	State	Outlines training requirements for a Reserve Police Officer to become a regular law enforcement officer.
Law Enforcement Training Council	68	24-5-320	State	Outlines requirements for Reserve Detention Officers.
Law Enforcement Training Council	69	24-5-360	State	Outlines training requirements for a Reserve Detention Officer to become a regular detention officer.
Law Enforcement Training Council	70	40-18-30	State	To advise and consent with SLED regarding the curriculum, training, and certification of security guards.
Law Enforcement Training Council	71	43-35-310	State	Places the Director of the Academy or his designee on the Adult Protection Coordinating Council.
Law Enforcement Training Council	72	43-35-560	State	Places the Director of the Academy on the Vulnerable Adults Fatalities Review Committee.
Law Enforcement Training Council	73	56-5-760	State	Requires the Academy to promulgate regulations regarding guidelines and training for emergency vehicles.
Law Enforcement Training Council	74	59-116-110	State	Requires the Academy to provide training to Campus Police Officers. Allows the Academy to charge for this training.
Law Enforcement Training Council	75	63-1-1-1930	State	Place the Director of the Academy on the Child Fatality Advisory Committee.
Law Enforcement Training Council	76	63-17-1020	State	Requires the Academy deny or withdraw certifications in certain situations involving failure to pay child support.

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Law Enforcement Training Council	77	63-19-390	State	Allows law enforcement officers of DJJ to receive training at the Academy.
Law Enforcement Training Council	78	23-28-40	State	Requires the Academy to approve Reserve Officer training.
Law Enforcement Training Council	79	23-28-90	State	Allows regular law enforcement to officers to switch to a reserve officer position with the concurrence of the Academy.
Law Enforcement Training Council	80	59-116-40	State	Outlines requirements to be a Campus Police Officer.
Law Enforcement Training Council	81	17-5-130	State	Requires the Director of the Academy to appoint members of the Coroner's Training Advisory Committee.
Law Enforcement Training Council	82	17-5-115	State	Allows deputy coroners to attend training at the Academy & be certified as Class 3 law enforcement officers.

Agency Submitting Report	Item #	Report Name	Legislative Entity Requesting Report	Law Requiring Report	Stated Intent of Report	Year First Required	Reporting Freq.	# of Days in which Report is to be Completed	Month Report is Due	Month Agency is Required to Submit Report	Cost to Complete Report				Positive Results of Reporting	Method in which Report is Submitted to Agency (i.e. email, etc.)	Format in which Report is Submitted to Agency (i.e. Word and Excel)	Method in which Report is Submitted to Agency (i.e. email, etc.)	Format in which Report is Submitted to Agency (i.e. Word and Excel)
											# of Staff Members Assigned to Complete Report	Approx. Total Amount of Time to Complete Report (i.e. staff time, etc.)	Approx. Total Cost to Agency to Complete Report (i.e. staff time, etc.)						
SC Law Enforcement Training Council	1	Restructuring Report	House Legislative Oversight Committee	1-30-10(G)(1)	Increased Efficiency	2015	Annually	30	February	March	7	30 Hours	\$1,550	TBD	Email and Handcopy	Word and Excel	Email and Handcopy	Word and Excel	Word and Excel
SC Law Enforcement Training Council	2	Accountability Report	Executive Budget Office	Proviso 117.31 1-1-220	Provide the Governor and General Assembly with information that supports their analysis of the budget and also ensure that the Agency's budget submission has a basis for its decision	Unk	Annually	60	July	September	4	20 Hours	\$1,100	TBD	Email and Handcopy	Word and Excel	Email and Handcopy	Word and Excel	Word and Excel
SC Law Enforcement Training Council	3	Restructuring Report	Office of Senate Oversight Budget & Control	1-30-10(G)	Cost Savings & Increased Efficiency	2014/15	At least once every seven years	60	November	January	2	3 Hours	\$175	TBD	Email	Word and Excel	Email and Handcopy	Word and Excel	Word and Excel
SC Law Enforcement Training Council	4	Bank Agency Transparency and Accountability	Proviso 117.88	Cost Savings & Increased Efficiency	Unk	Annually	30	September	October		1	.25 Hours	\$15	TBD	Email	Excel	Handcopy	Excel	Excel

Agency Submitting Report	Does agency have internal auditors? Y/N	Date Internal Audits Began	Individuals responsible for hiring internal auditors	Individuals to whom internal auditors report	Name and contact information for head internal Auditor	General subject matters audited	When matters decision of within an internal audit is concluded	Information considered when determining whether to conduct an internal audit	Do internal auditors conduct an agency wide risk assessment routinely? Y/N	Do internal auditors routinely evaluate the agency's performance measurement and improvement systems? Y/N	Total Number of Audits performed in last five fiscal years	# of months for shortest audit	# of months for longest audit	Avg. # of months needed to conduct audit of that entity	Date of most recent Peer Review of Self-Assessment by IG/SLA or other entity (if other entity, name of that entity)
SC Law Enforcement Training Council	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

The South Carolina Criminal Justice Academy was patterned after the FBI Training Academy model when it was created by SLED Chief Strom in the early 1970's. The mission of the Academy is to provide training and a continuous certification process for all state and local law enforcement officers and local detention officers. On site, the Academy trains mandated classes for approximately 2,115 Class 1, Class 2 and Class 3 officers each year in keeping with Title 23 SC Code of Laws. This training was increased from nine weeks for Class 1 Officers to twelve weeks after it was determined that essential job tasks needed to be addressed and emphasized. Advanced training was increased as well to address current trends and requirements identified by end users in the field. To ensure continual service to the field, manpower allocation studies and reviews of operational areas of training are conducted. Agencies served by the Academy are queried at stakeholder meetings to determine if the Academy is providing adequate service to the field. With oversight from the Training Council, the Academy is able to change or alter curriculum and determine new training programs and initiatives. The efficiency and effectiveness of the Academy is measured by the success of the trainee in their ability to demonstrate through practical and written exams the knowledge, skills and abilities to perform law enforcement functions.

Technology is utilized to track services as well as provide services. For training, task analysis and performance based training records are inputted into the ACADIS system by both the Academy and other users which was previously done using LETS – a system which has become outdated and no longer supported. The ACADIS system maintains law enforcement officer information regarding their certification and training records. Also for students, the Academy uses LXR Online Testing. With the assistance of SLED, the Academy also receives information regarding students and prospective students through the use of NCIC. Academy financial records are done using the statewide SCEIS system. Recently, the Academy has initiated the steps to become CALEA certified and is using a Power DMS software to maintain records leading toward that certification.

The top three strategic objectives having the largest impact on the Academy are to maintain a knowledgeable capable staff that has both the tools and budget to accomplish the mission. The methods used to track these objectives are the support of Mandated Basic and Advance Training, a functional registration process and a functional re-certification and certification tracking process. The fundamentals required to accomplish the task are to have a comprehensive knowledgeable staff to develop relative training. The Agency is in need of a reliable source of funding that is critical to providing the necessary environment to learning and supports the instructional processes.

Because the Criminal Justice Academy is the only organization in South Carolina authorized to perform the mission of training and certifying law enforcement, it looks to similar agencies in other parts of the country and even overseas to seek to improve teaching methods and styles. Many other states look to the South Carolina Academy to model their methods of teaching. Three of the best in the country entities to which the Academy looks at for the same type processes performed are:

Federal Law Enforcement Training Center (FLETC)
Glynco Center
1131 Chapel Crossing Road
Glynco, Georgia 31524
(915) 267-2100
www.fletc.gov

Federal Bureau of Investigation (FBI) Training Academy
1234 Range Road
Quantico, Virginia 22135
(703) 632-1000
www.fbi.gov

Kentucky Department of Criminal Justice
Funderburk Building
Eastern Kentucky University
521 Lancaster Avenue
Richmond, Kentucky 40475
(859) 622-1328
www.docjt.ky.gov

While the Academy has many good leaders and instructors, the senior leaders at the Academy who review and monitor the performance measures to maintain consistency are:

- Major John Yarborough for the training programs
- Major Florence McCants for Certification
- Captain Jim Crosland for Registration
- Rodney Clay for Information Technology
- Deputy Director Mike Lanier for oversight of entire Agency
- Director Hubert Harrell for oversight of entire Agency

Due to limited funding, there are no plans to restructure or make any major changes at this time. The Academy is continually making changes to adapt training based on changes in Legislation. Elimination of any program would have a direct impact on law enforcements ability to provide professional and quality service to the communities of South Carolina.

Personnel Involved Chart

Agency Submitting Report	Name	Phone	Email	Department/Division	Title	Question	Role In Answering Question
SC Law Enforcement Training Council	Brandy Durcan	803-896-7414	BDurcan@scsca.sc.gov	General Counsel	General Counsel	III. 1	Compiling the statutes, regulations and proviso that pertain to the Agency
SC Law Enforcement Training Council	Jeanne Crump	803-896-7779	JDCrump@scsca.sc.gov	Director's Office	Admin Coordinator	II. 7	Typed out the list of all electronic databases and document management systems the agency uses.
SC Law Enforcement Training Council	Cheryl Beard	803-896-3827	CFBeard@scsca.sc.gov	Human Resources	Director	II. 6	Provided the Organizational Workflow chart and employment information.
SC Law Enforcement Training Council	Tom McQueen	803-896-8115	TEMcQueen@scsca.sc.gov	Finance	Director	I, II, III, IV, V, VI	Completed charts information and final draft of report
SC Law Enforcement Training Council	Mike Lanier	803-896-7753	DMLanier@scsca.sc.gov	Director's Office	Deputy Director	I.A. 1 , V , VI	Provided information for historical perspective, performance measures and restructuring
SC Law Enforcement Training Council	Rodney Clay	803-896-7991	RFClay@scsca.sc.gov	Information Technology	Director	V.C.1	Listing of electronic databases & programs utilized by the Agency
SC Law Enforcement Training Council	Missy Collins	803-896-9912	MMCollins@scsca.sc.gov	Registration	Director	I.A. 1 , V	Provided information for historical perspective & performance measures

Agency Name: South Carolina Law Enforcement Training Council
Agency Code: N20
Agency Section: 64

Similar Information Requested Chart

Agency Submitting Report	Restructuring Report Question #	Name of Other Report	Section of Other Report	Entity Requesting Report	Freq. Other Report Is Required
SC Law Enforcement Training Council	11.8	Accountability	Section 2	Executive Budget	Annually

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