

AGENCY NAME:	South Carolina Law Enforcement Training Council		
AGENCY CODE:	N20	SECTION:	64



Fiscal Year 2014-15 Accountability Report

SUBMISSION FORM

AGENCY MISSION	<p>It is the mission of the South Carolina Criminal Justice Academy to foster and uphold prescribed laws and regulations by providing mandated basic and advanced training to criminal justice personnel and maintain a continuous certification process to ensure that only the most qualified persons are sanctioned by the State to serve.</p>
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Please identify your agency's preferred contacts for this year's accountability report.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
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I have reviewed and approved the enclosed FY 2014-15 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN/DATE):	
(TYPE/PRINT NAME):	Director Hubert F. Harrell
BOARD/CMSN CHAIR (SIGN/DATE):	
(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 MANDATED AS WELL AS ADVANCED 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 LOCATED IN COLUMBIA, ADVANCED OFF-SITE TRAINING THROUGH COORDINATION WITH LOCAL LAW ENFORCEMENT AGENCIES AND ON-LINE TRAINING VIA THE INTERNET. FOR FISCAL YEAR 2015, THE ACADEMY OFFERED 16 BASIC LAW ENFORCEMENT CLASSES WITH 1,092 STUDENTS ATTENDING AND 875 GRADUATING; 16 SPECIAL BASIC CLASSES WITH 91 ATTENDING AND 80 GRADUATING; 12 BASIC JAIL CLASSES WITH 718 ATTENDING AND 518 GRADUATING; 6 BASIC JAIL – LEGAL CLASSES WITH 12 ATTENDING AND 12 GRADUATING; 4 CLASSES OF LIMITED DUTY WITH 119 ATTENDING AND 100 GRADUATING; AND 10 CLASSES FOR BASIC TELECOMMUNICATION OFFICER TRAINING WITH 155 ATTENDING AND 140 GRADUATING. THE ACADEMY OFFERED 70 DIFFERENT ADVANCED TRAINING PROGRAMS THROUGHOUT THE YEAR WITH 382 INDIVIDUAL CLASSES ATTENDED BY 7,497 PERSONNEL WITH 6,470 GRADUATING. ON THE NEWLY EXPANDED ACADIS LEARNING MANAGEMENT SYSTEM, ON-LINE CLASSES WERE OFFERED AND 19,729 WERE COMPLETED.

IN ORDER TO CONTROL AND MANAGE THE RISK OF STUDENTS AND STAFF BEING INJURED WHILE PARTICIPATING IN “HANDS ON” TRAINING, THE TRAINING DIVISION DEVELOPED RISK ASSESSMENTS FOR ALL TRAINING PROCESSES. TO MIRROR THE DRIVING INSTRUCTOR PRE-QUALIFICATION PROCESS THAT WAS INSTITUTED IN 2014, A FIREARMS INSTRUCTOR PRE-QUALIFICATION PROGRAM WAS DEVELOPED. THE DETENTION OFFICER PROGRAM DEVELOPED A ONE DAY COURSE – *RESPONDING TO THE MENTALLY ILL IN A DETENTION SETTING*. THE ADVANCED TRAINING UNIT HAS DEVELOPED COURSES TO INCLUDE – *LAW ENFORCEMENT RESPONSE TO THE MENTALLY ILL AND DEVELOPING A DATA BASE FOR GANG MEMBERS AND GANG ACTIVITY*. ALSO, EXPORTABLE TRAINING VIDEOS ARE BEING DEVELOPED CONSISTING OF – *USE OF FORCE LIABILITY, CHANGES IN THE DOMESTIC VIOLENCE LAWS, DE-ESCALATION TECHNIQUES IN POLICING, AND POLICING IN DIVERSE COMMUNITIES*. OVER ONE HALF OF THE STATE TROOPERS HAVE BEEN TRAINED FOR *ADVANCED ROADSIDE IMPAIRMENT DETECTION (ARIDE)*. ONE FOURTH OF THE ADVANCED TRAINING INSTRUCTORS WILL WRITE AND TEACH A NEW COURSE, CONCENTRATING ON CONTEMPORARY ISSUES. IN CONJUNCTION WITH THE STATE LAW ENFORCEMENT DIVISION (SLED), BASIC TRAINING PROGRAMS WILL BE AUGMENTED WITH NCIC OPERATOR TRAINING FOR CLASS 1 AND CLASS 3 OFFICERS WHILE CLASS 4 OFFICERS WILL HAVE *ADVANCED WARRANT ENTRY* TRAINING INSERTED INTO BASIC TELECOMMUNICATIONS. ADDITIONALLY, A UNIFORM CRIME REPORT (UCR) BLOCK OF INSTRUCTION WILL BE PLACED IN THE CLASS 1 OFFICER BASIC TRAINING PROGRAM. THE BASIC AND ADVANCED TRAINING DIVISIONS WILL CONTINUE TO MAKE TRAINING AS CONTEMPORARY AS POSSIBLE FOR SOUTH CAROLINA’S LAW ENFORCEMENT COMMUNITY.

THE MEDIA/LIBRARY UNIT HAS OPENED THE ACADIS LEARNING MANAGEMENT SYSTEM (LMS) TO ALL LAW ENFORCEMENT AGENCIES IN THE STATE. THERE ARE CURRENTLY 295 DEPARTMENTS USING THIS SYSTEM WHICH HAS OVER 23 COURSES AVAILABLE INCLUDING LEGAL UPDATES, CRIMINAL DOMESTIC VIOLENCE, RADAR RECERTIFICATION AND STANDARDIZED FIELD SOBRIETY TEST RECERTIFICATION. THE BASIC LAW, BASIC DETENTION AND BASIC TELECOMMUNICATION MANUALS WERE ALSO ADDED TO ACADIS THIS YEAR FOR TRAINING OFFICER ACCESS. A NEW ACADEMY WEBSITE WAS BUILT AND LAUNCHED IN MAY 2015.

THE CERTIFICATION AND COMPLIANCE UNIT CONTINUES TO COMPLETE THE TRANSFORMATION OF THE WAY OFFICER RECORDS ARE STORED WITH THE USE OF THE ACADIS DOCUMENT MANAGEMENT SYSTEM. CERTIFICATION PROCESSED 6,402 PERSONNEL CHANGE IN STATUS REPORTS (PCS); 2,194 CERTIFICATION SERVICE REQUESTS; 7,239 MANDATORY RETRAINING NOTIFICATIONS (MRN); AND 78 OUT-OF-STATE TRAINING REVIEWS. THEY ISSUED/MAILED 1,612 BASIC CERTIFICATIONS (CLASS 1, 2, 3, & 4); MAILED 3,016 COMPLIANCE REMINDER LETTERS AND RENEWED 4,260 (CLASS 1, 2, & 3) LAW ENFORCEMENT OFFICER CERTIFICATION RENEWALS.

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THE AGENCY ASSIGNED THE IT MANAGER THE ROLE OF SECURITY OFFICER. AS THE SECURITY OFFICER, AN EMAIL ENCRYPTION SOLUTION WAS IMPLEMENTED AND IS ACTIVELY BEING USED BY THE STANDARDS AND TESTING DEPARTMENT AND THE AGENCY'S NURSE TO DISTRIBUTE CONFIDENTIAL INFORMATION SECURELY. IN A COMMITMENT TO AVOID INFORMATION COMPROMISE, THE SERVICE WILL CONTINUE TO BE DEPLOYED THROUGHOUT THE AGENCY WHENEVER CONFIDENTIAL INFORMATION NEEDS TO BE COMMUNICATED VIA EMAIL. THE SECURITY OFFICER ALSO TRANSITIONED THE AGENCY TO A NEW VPN SOLUTION TO COMPLY WITH CJIS REQUIREMENTS AS WELL AS GENERAL REMOTE ACCESS SECURITY REQUIREMENTS THAT INCLUDES AUTOMATED EMAIL ALERTS WHENEVER A REMOTE CONNECTION IS DETECTED AND AN AUDIT CAPABILITY. THE AGENCY IMPLEMENTED AN ANTI-VIRUS SOLUTION AND CONTINUES TO DEPLOY TO ALL AGENCY-OWNED WORKSTATIONS. THE AGENCY REPLACED 24 WORKSTATIONS AND UPGRADED A SERVER THAT SERVES THE AGENCY'S WEBSITE.

THE STANDARDS AND TESTING UNITS ACQUIRED ADDITIONAL COMPUTERS IN FY 2014 AND ALL BASIC LAW ENFORCEMENT CLASSES AND BASIC TELECOMMUNICATIONS TESTED ONLINE WITH GREAT SUCCESS IN FY 2014-15. THIS HAS GREATLY DECREASED THE TESTING UNIT'S PRINTING COSTS WITH ONLY ADVANCED CLASSES, BASIC DETENTION AND LIMITED DUTY CLASSES HAVING PAPER TESTS. THIS UNIT ALSO ASSISTED THE TRAINING OPERATIONS MANAGER WITH UPDATING THE BASIC DETENTION AND BASIC TELECOMMUNICATIONS JOB TASK ANALYSIS WHICH CONSISTED OF SENDING SURVEYS TO A SAMPLE GROUP OF SUBJECT MATTER EXPERTS IN THE FIELD. UPON RECEIVING THE RESULTS AND REVIEWS, REVISIONS WERE MADE TO ENSURE THAT THERE IS AN ACCURATE CERTIFICATION PROGRAM FOR BASIC DETENTION AND TELECOMMUNICATIONS THAT PREPARES A STUDENT TO RETURN TO HIS/HER DEPARTMENT WITH THE BEST MODERN TRAINING POSSIBLE.

THE PROJECT TO UPGRADE THE HVAC UNITS WHICH BEGAN IN FY 2014 WAS COMPLETED IN FY 2015 WHICH CONSISTED OF 9 NEW AIR HANDLERS, TWO NEW CHILLERS, THREE NEW HEAT PUMPS AND A NEW MITSUBISHI HVAC SYSTEM AS WELL AS THE INSTALLATION OF THREE 250 GALLON HOT WATER HEATERS FOR THE KITCHEN AND DORMS. ADDITIONALLY, THE MAIN MECHANICAL ROOM WHICH SERVES AS THE DISTRIBUTION POINT FOR CHILLED WATER WAS RECONFIGURED AND RE-PLUMBED FOR MORE EFFICIENT DISTRIBUTION AND FLOW OF CHILLED WATER THROUGHOUT THE FACILITY. AS A RESULT, THE ACADEMY IS ABLE TO PROVIDE HEAT AND AIR CONDITIONING THROUGHOUT THE MAIN BUILDING AND ALL DORMITORIES IN A MORE EFFICIENT AND ECONOMICAL MANNER. ALSO, IN FY 2015, THE ACADEMY REPLACED THE LOWER DINING HALL ROOF AND AIR HANDLER. THE DRIVING RANGE 1.3 MILE OVAL TRACK WAS RESURFACED DUE TO SAFETY CONCERNS FOR LAW ENFORCEMENT DRIVER TRAINING.

FOOD SERVICE HAS CONTINUED TO MAINTAIN THE FOOD COST TO \$1.20 PER MEAL FOR THE YEAR. THIS HAS BEEN ACCOMPLISHED THROUGH RESOURCEFUL MEAL PLANNING, EXCEPTIONAL PRICE SHOPPING OF FOOD PRODUCTS, CAREFUL FOOD PREPARATION AND FOOD SERVICE SUPPORT STAFF. THIS GOAL HAS BEEN ACHIEVED WHILE STILL PROVIDING STUDENTS AND STAFF WITH MEALS WHICH ARE NUTRITIONALLY SOUND AND APPETIZING, WHILE AT THE SAME TIME MEETING ALL USDA, OSHA AND SC DHEC REQUIREMENTS WITHIN THEIR LIMITED BUDGET.

Item	Performance Measure	Last Value	Current Value	Target Value	Time Applicable	Data Source and Availability	Reporting Freq.	Calculation Method	Associated Objectives
1	Basic Law Student Graduates	891	875	992	July 1 - June 30	ACADIS	Annual	70 students * 16 classes * 85%	2.1.1, 2.1.2, 2.1.4
2	Total Mandated Student Graduates	1782	1725	1894	July 1 - June 30	ACADIS	Annual	2228 students * 85%	2.1.1, 2.1.2, 2.1.3, 2.1.4
3	Advanced Student Graduates *	9357	6470	7000	July 1 - June 30	ACADIS	Annual	14000 students * 50%	2.1.1, 2.1.4, 2.2.1, 2.2.2
4	Decrease wait time for training (weeks)	15	21	10	30-Jun	Registration Records	Monthly		2.1.5
5	Classes for School Resource Officers	3	3	4	July 1 - June 30	ACADIS	Annual		2.1.6
6	On-Line ACADIS Training *	0	19729	21000	July 1 - June 30	ACADIS	Annual	14000 students * 2 classes * 75%	2.1.1, 2.2.1, 2.2.2

* ACADIS On-Line Training Initiated FY 2015.
 Previously some Advanced Student
 Graduates utilized ETV training On-Line.

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Strategic Planning Template

Type	Goal	Item # Strat	Object	Description
G	1			
S		1.1		Provide a safe, secure and functional environment to enable the staff to work and the students to learn.
O			1.1.1	Maintain safety and security of buildings and equipment
O			1.1.2	Increase security of the receptionist area
O			1.1.3	Install additional security cameras throughout campus
S		1.2		Upgrade facilities that have deteriorated due to usage and age
S		1.3		Upgrade the second dining hall
G	2			Re-open the second dining hall
S		2.1		Upgrade the vehicle fleet for instructional usage
O			2.1.1	Provide meaningful, contemporary, and best practice law enforcement, detention and dispatcher training to the South Carolina Criminal Justice Community
O			2.1.2	Expand capabilities for Mandated Training
O			2.1.3	Increase number of students utilizing computerized training
O			2.1.4	Increase number of officers NCIC certified
O			2.1.5	Increase number of Class 2 Officers trained
S		2.2		Construct "Shoot House"
O			2.2.1	Decrease wait time for enrolled officers to initiate training
O			2.2.2	Expand number of classes available for School Resource Officer
G	3			Expansion of Advanced Training opportunities
S		3.1		Review current advanced training for courses with declining enrollment
S		3.2		Increase by 1/3 the advanced training classes stressing contemporary issues
S		3.3		Provide continual oversight of certified South Carolina criminal justice personnel to ensure established standards are maintained.
S				To acquire national accreditation for the Academy through CALEA by Nov 2016
S				Review misconduct process to improve tracking and reporting
S				Audit field records to ensure matches with Certification records

SOUTH CAROLINA LAW ENFORCEMENT TRAINING COUNCIL SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY

