



SCDC POLICY/PROCEDURE

NUMBER: ADM-17.07

TITLE: TRAINING REQUIREMENTS FOR EMERGENCY RESPONSE TEAMS

ISSUE DATE: OCTOBER 1, 2012

RESPONSIBLE AUTHORITY: DIVISION OF SECURITY

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-17.07 (July 1, 2006); (January 1, 2004)

RELEVANT SCDC FORMS/SUPPLIES: NONE

ACA/CAC STANDARDS: 4-4089

STATE/FEDERAL STATUTES: Continuing Law Enforcement Education, South Carolina Code of Laws, Section 23-6-400 et seq., as amended.

PURPOSE: To provide mandated training requirements necessary to be met by members assigned to any SCDC Emergency Response Team.

POLICY STATEMENT: In order to preserve control and order, the SCDC will maintain and employ Emergency Response Teams specially trained to respond to disturbances, crises, and emergency situations. Emergency Response Team members will be required to attend a requisite number of mandated training classes on an annual basis in order to remain members of their assigned team/unit.

TABLE OF CONTENTS

1. [REQUIRED TRAINING/EXPERIENCE FOR PLACEMENT ON AN EMERGENCY RESPONSE TEAM](#)
2. [MANDATED TRAINING](#)
3. [EMERGENCY RESPONSE TEAM TRAINING PLANS](#)
4. [DEFINITIONS](#)

SPECIFIC PROCEDURES:

1. REQUIRED TRAINING/EXPERIENCE FOR PLACEMENT ON AN EMERGENCY RESPONSE TEAM:

1.1 Required Minimum Qualifications:

1.1.1 Special Operations Response Teams (SORT) and Rapid Response Teams (RRT): Prior to being assigned to either a SORT or RRT team, all potential members must have at least **twelve (12)** months of experience as a certified Correctional Officer, which may be waived with prior military, **law enforcement**, or corrections experience. SORT and RRT members must pass a physical training test prior to team assignment, basic **and complete a** 40-hour SORT/RRT training class, **which** will be scheduled as needed. This class will provide specialized training for each team. **(4-4089)**

1.1.2 Situation Control Teams (SITCON): Prior to being assigned to SITCON, all members must have at least one (1) year of continuous employment with the SCDC in either a uniformed or non-uniformed position/assignment and must successfully complete the 60 hours Basic SITCON class and hostage negotiation courses. (4-4089)

2. MANDATED TRAINING:

2.1 RRT and SITCON team and reserve members will be required to receive 24 hours of specialized training on an annual basis *in addition to all other training required for their primary employment.* The 24 hours of mandated annual training will be broken down into increments of a minimum of two (2) hour (on average) monthly training sessions. (4-4089)

2.2 SORT members will be required to receive **144** hours of specialized training on an annual basis. SORT members will receive **12** hours of monthly training. Additional training may be recommended as needed and approved by the Division Director of Security with the concurrence of the *Deputy* Director *for* Operations. (4-4089)

2.3 On an annual basis, Emergency Response Team members will be required to attend at least 75% of all mandated training sessions offered. Any Emergency Response Team member who fails to attend at least 75% of all mandated training sessions offered on an annual basis will be removed from his/her assigned Emergency Response Team. SCDC Form 17-7, "Training Roster" will be completed and submitted to the Training Academy within 30 calendar days of the completion of the training. A copy of the 17-7 will be maintained by the institutional leader.

2.4 For mandatory training purposes, only Continuing Law Enforcement Education (CLEE)-approved training programs and lesson plans will be used to train Emergency Response Team members.

2.5 The Emergency Response Team Majors shall be responsible for providing to the Training Academy no later than January 31st of each year proposed lesson plans for the required specialized training or an affirmative statement that the lesson plans have been reviewed and no changes are necessary. The Training Academy will review the lesson plans and submit them when finalized to the South Carolina Criminal Justice Academy for approval.

3. EMERGENCY RESPONSE TEAM TRAINING PLANS:

3.1 All Emergency Response Team Majors will be required to submit annually to the Division Director of Security, a training plan detailing the mandated training requirements for their Emergency Response Teams. Training plans will, at a minimum, contain the following information:

- the title of each class;
- the number of training hours for each class; and
- the projected dates *when* each required class will be conducted.

4. DEFINITIONS:

Emergency Response Teams refers to the following groups:

Situation Control Team (SITCON): A team whose purpose is to stabilize and resolve an emergency situation through communication without or prior to the use of force.

Rapid Response Team (RRT): A team whose purpose is to provide containment, control, and movement of inmates.

Special Operations Response Team (SORT): A team whose purpose is to contain and control the immediate crisis area and, if necessary, regain control of the area by force, to include lethal force, where appropriate.

Mandated Training refers to training designated by the Emergency Operations Section that is required to be taken by any Emergency Response Team member on an annual basis.

NOTE: The above training requirements may be waived by the *Deputy* Director *for* Operations in extreme emergency situations, i.e. riot, disturbance, work stoppage, etc.

SIGNATURE ON FILE

s/ William R. Byars, Jr., Director

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.