



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: Training and Career Development **Number:** 138-A

Effective Date: February 25, 2023

Revised Date: April 3, 2026

Rescinds: 138 – Training and Career Development Dated: 02-25-2023

S-108 – Detention Pre-Service 07-20-2015

S-109 – Detention In-Service Training 07-20-2015

S-110 – Detention Training Records 07-20-2015

Approved By:

I. PURPOSE

A. The Myrtle Beach Police Department strives to provide all personnel with the training they need to perform their duties safely and effectively. The department maintains a comprehensive training program designed to ensure that training is on-going, current, and effective for all employees. Training serves three broad purposes. First, well-trained employees are better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity, effectiveness, and overall safety. Third, training fosters cooperation, unity of effort and purpose among employees and organizational components.

B. The training goals for the Myrtle Beach Police Department are:

1. To prepare new employees with the basic skills, knowledge, and abilities needed to perform their duties;
2. To provide employees with specialized training in order to increase their efficiency and effectiveness;
3. To provide continuous in-service training focused on maintaining a high proficiency level in field skills;
4. To Provide instruction in current law enforcement trends, new or revised case law and new investigative techniques;

5. To identify employees who have significant leadership and management abilities and provide them with advanced training in law enforcement administration; and
6. To provide the citizens of the City of Myrtle Beach with the most effective, efficient law enforcement services available.

II. GENERAL PROCEDURES

A. ATTENDANCE

1. Attendance at assigned training is mandatory. Once assigned to a training program or class, employees may be excused for any valid reason by any member of the Training Unit.
2. The Training Unit will reschedule training for employees who were excused from scheduled training as needed.
3. The Training Unit will record all cases of absenteeism and report them to the Administrative Commander, who will notify the proper division commander.

B. REIMBURSEMENT FOR TRAINING EXPENSES

1. All expenses for training must be pre-approved by the Administrative Commander.
2. When department members incur expenses in connection with approved training, those reasonable expenses will be reimbursed in accordance with the City of Myrtle Beach Travel and Subsistence Policy.

C. LESSON PLANS

1. When the Department conducts training, instructors will be required to submit lesson plans to a SCCJA certified Basic Instructor for inspection and approval.
2. Lesson plans will include:
 - a. Topic and course title
 - b. Course objectives
 - c. Student performance and job-related objectives

- d. Teaching techniques (lecture, conference, group discussion, seminars, demonstration)
 - e. Introduction
 - f. Course content
 - g. Conclusion and summary
 - h. Testing, if any
 - i. References
- 3. Lesson plans should have a valid CJA Lesson Plan Number issued by the South Carolina Criminal Justice Academy (SCCJA) before they are used.
 - 4. The Training Unit will maintain all lesson plans used for instruction by training personnel. If twelve months or more have passed since a lesson plan was reviewed last, it must be reviewed before further use.
 - 5. Testing procedures used in training classes will be based on competency, using performance objectives that measure participant knowledge and abilities. Where scores are used in the testing process, minimal acceptance scores will be established and announced to the participants at the beginning of the training session. Skills performance, such as application of CPR techniques, must be performed to the satisfaction of the grading official in accordance with the lesson plan. Only grades of "Pass" or "Fail" will be recorded in the employee's training record for written and performance tests.

D. VENDOR TRAINING

- 1. The Department may authorize employees to attend training provided by outside vendors.
- 2. Lesson plans and the use of certified instructors are encouraged but not required for this type of training.
- 3. This type of training may take place in city facilities, if authorized, or in other locations inside or outside the city.

4. If the training qualifies for Continuing Law Enforcement Education (CLEE) credits, the vendor will provide the Training Unit with the certification letter from the South Carolina Criminal Justice Academy (SCCJA).
5. Vendors should provide a certificate of completion or some other written confirmation of training. Employees shall forward the documentation to the Training Unit for inclusion in their training record.

E. TRAINING RECORDS

1. Following the completion of a training assignment, the Training staff will ensure that proper documentation of such training is maintained. A training index will list personnel by name, along with the type of training received, dates of the training, and hours involved. A training file will be maintained on all personnel showing certificates of completion, attendance, and test scores, if any.
2. A record of each training class offered by the Myrtle Beach Police Department will be maintained. This record will include:
 - a. Course content (lesson plans);
 - b. Names of instructor(s);
 - c. Names of attendees, including their department if from another agency;
 - d. Date(s) of training;
 - e. Total hours of training;
 - f. Performance of individual attendees as measured by written and/or practical tests, if administered.

F. PROCEDURE TRAINING

1. All agency personnel will receive initial training of agency policies, procedures, rules, and regulations for the City of Myrtle Beach as well as the Myrtle Beach Police Department.
2. All agency personnel will receive updated training whenever any policy, procedure, rule, or regulation is enacted, modified, or rescinded.

3. A record of the completion of procedure training will be documented in each employee's training file.

G. INITIAL TRAINING

1. The goal of Initial Training is to ensure that law enforcement agencies in South Carolina are staffed with personnel capable of performing in accordance with generally accepted standards for recruits.
2. All new employees will complete a Myrtle Beach Police Department Pre-Service Program. The topics to be covered in specific Pre-Service Programs will be listed in the FTO Module, and modifications may be made as needed. All Pre-Service Programs will, at a minimum, contain the following training:
 - a. Orientation to the Myrtle Beach Police Department's role, purpose, goals, policies, and procedures.
 - b. Working conditions and regulations.
 - c. Responsibilities and rights of the employee.
3. Class I: All newly appointed Class I Officers must successfully complete the Basic Law Enforcement Training or a Special Basic Law Enforcement Training course through the South Carolina Criminal Justice Academy before publicly engaging in any capacity in which the officer will carry a weapon or is in a position to make an arrest. These employees shall not work independently until they have earned Class I Certification and the Chief of Police, or designee, has approved their release from the FTO Program.
4. Class II: All newly appointed police Class II Officers must successfully complete the Basic Detention Training course through the South Carolina Criminal Justice Academy within one year of their hire date. These employees shall not work independently with inmates until they have earned Class II certification and the Chief of Police, or designee, has approved their release from the FTO Program.
5. Class III: All newly appointed police Class III Officers must successfully complete the Limited Duty Class III Basic or Advanced Training course through the South Carolina Criminal Justice Academy before publicly engaging in any capacity in

which the officer will carry a weapon or is in a position to make an arrest. These employees shall not work independently until they have earned Class III certification and the Chief of Police, or designee, has approved their release from the FTO Program.

6. Class IV: All newly appointed police Class IV Officers must successfully complete the Basic Telecommunications Training course through the South Carolina Criminal Justice Academy within one year of their hire date. These employees may work independently only in areas of the Communication Center in which they have passed the FTO Program.
7. All other employees will complete a Myrtle Beach Police Department Pre-Service Program and will receive On-The-Job training based on duties and responsibilities outlined in their specific job description.
8. If an employee fails Initial Training, the Chief of Police will determine if the employee will be:
 - a. Retained with one additional opportunity to pass Initial Training; or
 - b. Demoted or transferred to another position; or
 - c. Terminated from employment.

H. IN-SERVICE TRAINING

1. All sworn personnel will complete an annual retraining program consistent with the requirements of the SCCJA and South Carolina State Law. The SCCJA and/or the Chief of Police mandates specific subjects.
2. Firearms skills will be demonstrated at least semi-annually.
3. All employees are required to attend annual in-service training. The Training Unit will offer Class I and III officers a minimum of 16 hours of in-service training annually. Class II Officers will be offered at least 40 hours of in-service training annually. All other employees will attend Bloodborne Pathogens re-training and may be required to attend additional in-service training mandated by the Training Unit.
4. Annual In-Service Training for Class I, II, and III officers will include:

- a. Ethics
 - b. Use of Force Procedures
 - c. Weapons – all lethal and non-lethal for which an officer has been trained and issued. (Note: Re-training for some non-lethal weapons may be required less frequently.)
 - d. Legal Update
 - e. Mental Health or Addictive Disorder
 - f. Critical Incident Plan
 - g. Domestic Violence
 - h. Bloodborne Pathogens
 - i. Emergency Vehicle Operations (EVO)
5. In-Service Training for Class II officers should include, but not be limited to:
- a. Review and update of safety and security procedures, regulations, and equipment;
 - b. Recent legal decisions on the confinement and treatment of all types of persons detained;
 - c. Report writing;
 - d. Sexual harassment;
 - e. Suicide prevention;
 - f. Inmate supervision;
 - g. Use of force regulations and tactics;
 - h. Emergency plans and procedures;
 - i. Interpersonal communication;
 - j. Cultural diversity;

- k. CPR and first aid training;
 - l. Sexual abuse/assault awareness and response/PREA;
 - m. Facility-specific issues.
6. The Training Unit is authorized to select instructors to teach classes.
- a. Instructors holding current certifications in their respective specialties must be assigned as the lead instructor for those subjects requiring specialized instructor certificates (firearms, driving, defensive tactics, etc.). The lead instructor may solicit the assistance of other qualified personnel to be assistant instructors.
 - b. Specific Skills and Basic Instructors may be assigned to instruct classes that do not require a specialized instructor certificate.
 - c. The Administrative Commander may authorize any person with specific expertise to instruct any class that does not require a specialized instructor certificate.
 - d. The Training Unit has the authority to set deadlines for lesson plan submission from all instructors.

I. REMEDIAL TRAINING

1. The Myrtle Beach City Police Department recognizes that the attendance and satisfactory completion of a prescribed training program is not an absolute assurance that the "trained" employee will perform satisfactorily in all aspects of his/her duties. It is each supervisor's responsibility to determine the existing training needs of personnel within their areas of supervision and to retrain or recommend retraining when such action is warranted by the circumstances surrounding an employee's inadequate performance.
2. Prior to recommending remedial training or performing direct action to remediate an employee's training needs, the supervisor will make a reasonable effort to determine the extent of the performance inadequacy. This may be done by review of the employee's performance appraisal, by direct observation of the employee's performance in person, or by reviewing audio/video footage, through consultation with other staff, and by examination

of inspection reports pertinent to the employee's performance. Once it has been determined that an employee's inadequate performance is linked to a lack of required knowledge or skills, the supervisor will, through personal supervision or other means, take the steps necessary to supply the missing knowledge or to develop the employee's skills.

3. The criteria to be utilized in determining the need for remedial training will be a comparison of the employee's performance to the job standards established for the position. Employees whose performance is judged below standard due to a lack of requisite knowledge and/or skills are candidates for additional training or remediation.
4. When it is determined that an employee's performance inadequacy is one which, if not corrected, would expose the public to unnecessary danger or the police department to substantial liability (such as firearms skills), steps to correct the problem must be taken immediately. The supervisor will either correct the problem or arrange with the training staff to supply the required remedial training. Remedial training must be performed and completed successfully prior to resuming official duties. Performance inadequacies that pose no clear and present danger to the public or the police department will be corrected at the earliest possible opportunity.
5. Employees scheduled to attend a remedial training session are required to attend. Willful non-attendance will result in disciplinary action.
6. Although remedial training is a viable means of correcting some work-related deficiencies, the process will not be considered the only means available for coping with an employee's inadequate performance. Other means (i.e., transfer, demotion, referral to the Employee Assistance Program, termination, etc.) may be utilized when judged more appropriate to the particular circumstances surrounding the inadequate performance.

J. ROLL CALL TRAINING

1. Roll call training will be used whenever it is feasible to teach in increments of ten minutes or less.
2. Planning for roll call training is the responsibility of department supervisors in conjunction with department instructors and the Training Officer.

3. Techniques used in roll call training may include lectures, visual aids, videos, and demonstrations, which lend themselves to the limited period of instruction.
4. Training sessions may be compact and stand-alone, or they may involve a series of roll call sessions to cover a particular subject.
5. This training does not require the use of certified instructors or lesson plans.
6. Roll call training will be documented on a sign-in sheet that will be forwarded to Training for inclusion in training records.

K. ACCREDITATION TRAINING

1. Training will be provided to all personnel to familiarize them with the accreditation process.
2. All newly hired personnel will attend accreditation training within a reasonable time after hiring.
3. All agency personnel will receive training in the accreditation process prior to the on-site assessment associated with initial accreditation and each re-accreditation.
4. Newly assigned Accreditation Managers will attend Accreditation Manager training within one year of assignment.

L. SPECIALIZED TRAINING

1. Specialized training is necessary to provide skills, knowledge, and abilities in particular areas that are beyond those taught in either recruit or other in-service programs. Positions within the police department that must receive specialized training to perform their duties properly are:
 - a. Bicycle Officer;
 - b. Canine Officer;
 - c. Detective/Investigator/Task Force Officer;
 - d. Field Training Officer;
 - e. Instructor (All disciplines requiring advanced certification);

- f. Marijuana Analyst;
 - g. Motorcycle Officer;
 - h. NCIC operator;
 - i. School-Resource Officer;
 - j. SWAT/CINT/Negotiations Team;
 - k. Traffic Specialties (All disciplines requiring advanced certification);
 - l. Other specialized positions as designated by the Chief of Police.
2. Employees with certifications that require regular recertification (annual, bi-or tri-annually) will attend the required recertification/retraining opportunities as needed. Employees who fail to complete recertification are subject to disciplinary action. Employees must obtain written approval from the Administrative Division Commander before relinquishing a certification.
 3. Specialized training is more than on-the-job training and experience, although that is an important aspect of the training function. Coordination will be made with the SCCJA and other law enforcement practitioners to determine the formal training courses most suited to particular specialist areas. Specialized training may include:
 - a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization.
 - b. Management, administration, supervision, personnel policies, and support services of the specialized component.
 - c. Performance standards of the specialized component.
 - d. Police department policies, procedures, rules, and regulations specifically related to the specialized function.
 - e. Supervised on-the-job training.

M. PROMOTION TRAINING

1. All newly promoted personnel will be enrolled in the Leadership Development Program for the supervisor level they have achieved.
2. The program must be successfully completed within the probationary period for the new position.

N. RE-TRAINING AFTER EXTENDED ABSENCE OR LIGHT-DUTY ASSIGNMENT

1. All sworn personnel returning to regular duty after:
 - a. an absence from duty of 30 calendar days or longer, or
 - b. a light-duty assignment of any length, or
 - c. leave of any length due to an injury

will be assigned to the Training Unit and must complete re-training before reintegrating to a normal duty assignment.

2. The Training Unit will review the officer's training record to determine the scope of the retraining. The following records will be reviewed:
 - a. Firearms qualification (pistol and rifle)
 - i. Note: Officers returning from light duty or leave due to injury must re-qualify regardless of when they last qualified.
 - b. Emergency Vehicle Operation Training
 - c. Use of Force Training
 - d. Academy-required Training
 - e. Department-required Training
3. If the officer's absence was longer than 365 calendar days, the officer will be referred to the FTO Manager for evaluation of the need for additional field training.
4. After reviewing all records and re-training, the Administrative Lieutenant will provide a memorandum releasing the officer to

regular duty. The memorandum will be added to the officer's training record.

O. ANNUAL TRAINING EVALUATION AND DOCUMENTATION

1. The Administrative Commander is responsible for developing training programs, training needs assessment, and coordination.
2. On an annual basis, the Administrative Commander will convene a work group to review all training programs offered by the police department. Areas to be reviewed are:
 - a. Use of Force Procedures;
 - b. Recent court decisions;
 - c. New statutes;
 - d. Utilizations of physical facilities;
 - e. Scheduling of training;
 - f. Topics for In-Service training;
 - g. Interviews with division commanders;
 - h. Number of officers trained and extent of training provided;
 - i. Effectiveness of training.
3. The Administrative Commander will prepare an annual report and forward it to the Chief of Police by July 1 of each year.