



*South Carolina State Constables
Association*

Upstate

Constable Information Guide



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Information Guide

Welcome

Welcome to the SC Constables Association Upstate (SCCAU) also known as District 3. We are glad you have decided to serve your state and your community through volunteer law enforcement service. For your benefit, this Information Guide is intended to answer many questions that new members typically have.

Disclaimer: This guide is an unofficial document and does not reflect any official policies as directed by the State of South Carolina, SLED, the Office of the Governor, or the SC Constable Association Upstate as a whole. An official SLED policy manual for SC State Constables can be found at www.sled.sc.gov

SCCAU enjoys good professional relationships with several area law enforcement agencies. These agencies are very receptive to the Constable program because of the professional reputation that has been established over the years. Through our service we can convert normal one-man patrol units to two-man units, which increase officer safety while on patrol, and allow the departments to better utilize available manpower.

Purpose

The purpose of the SC Constables Association Upstate is to assist local and state law enforcement in its daily operations, during special events, and during periods when extra manpower is needed. As a law enforcement officer in the state of South Carolina, it is expected that you will exercise your authority with discretion as outlined by the manual provided by SLED at the time of your application.

Meetings

The SC Constables Association Upstate typically meets on the third Monday of each month at 1900 hrs. (7:00 PM) at the Greenville City Police Training Facility, 688 Mauldin Road, Greenville. Meetings are sometimes held at other locations when training purposes require specialized facilities. (January and February may be switched to the second Monday due to Holidays; We normally have no meeting in August and December) Meetings typically last about 2-3 hours and consist of an informational session, possibly a business meeting, followed by a training session.

Agencies Supported (partial listing)

Anderson County Sheriff's Office
Anderson City Police
Clemson University Police
Clemson City Police
Furman University Police
Greenville County Sheriff's Office
Greenville City Police
Greenville Spartanburg Airport
Police
Mauldin Police
Oconee County Sheriff's Office
Pelzer Police
Spartanburg County Sheriff's Office
Spartanburg Community College Police
Seneca Police
Simpsonville Police
Traveler's Rest
York County
Wellford City Police
West Pelzer Police
West Union City Police
Williamston City Police
Wofford University
Police

To work with one or more of these agencies you must be on a pre-approved work list. You need to see the district Sergeant to begin this process as some agencies have specific requirements you must meet prior to being approved.

Organizational Structure

SC Constables Association Upstate has one elected officer, a District Director who acts as president of the Upstate Constables Association (District 3). The Director also serves as the liaison between SCCAU and SLED.

The Director appoints other officers as he sees fit. They usually consist of Assistant District Director, Director of Training, a Chaplain, Treasurer, Recruiter/Information Officer and a webmaster. Others that serve the association are agency coordinators. These coordinators take the lead as the contact for each of the agencies supported.

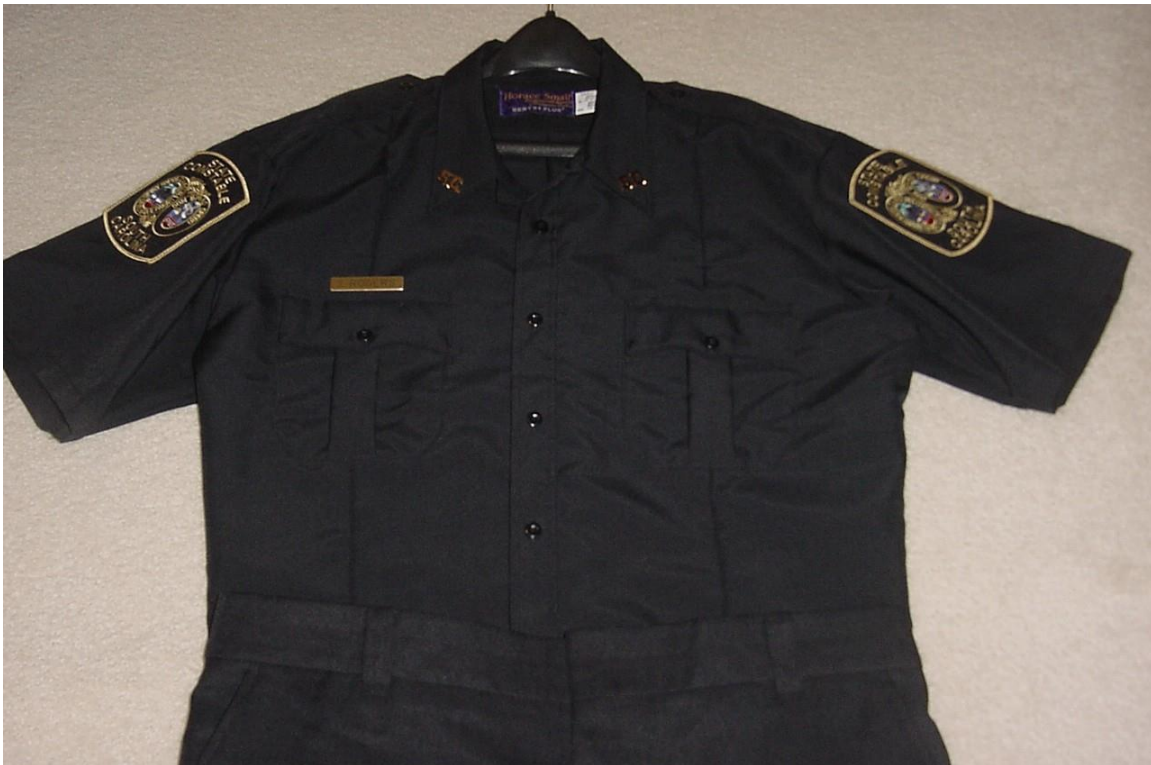
Uniforms

There are two basic uniforms that are worn while working in support of our local agencies. The Class “A” uniform is the uniform that is to be worn while working any standard duty assignment unless informed otherwise by the agency you will be supporting.

Uniforms - continued

“Class A’s”

The Class “A” uniform consists of a dark navy blue (midnight blue) button-up uniform shirt (short sleeve and/or long sleeve), and dark navy blue uniform pants, State Constable’s badge, State Constable shoulder patches on each shoulder, “POLICE State Constable” patch on the back, “SC” collar brass, name plate, duty belt, and black shoes. A dark navy-blue tie is also included in the long sleeve version of the Class “A” uniform. A picture of the Class “A” uniform can be found below. In the Duty Gear section of this document, you will find a complete listing of the Class “A” uniform components, along with suggested sources where these items can be purchased.



Ballistic vests are required to be worn while on patrol and in uniform whether it is Class “A” or Class “B”!!!

Uniforms - continued

Class "B"

Class "B" uniforms are only worn when approved by the agency. Some agencies, such as Lincolnville Police Department, approve the Class "B" uniform as the normal work uniform. The Class "B" uniform consists of black/dark navy blue BDU pants, a grey golf/polo style shirt with the constable's badge embroidered on the left front chest, "POLICE State Constable" embroidered on the back, black shoes (typically jump boots), and the duty belt. A picture of the Class "B" uniform can be found below. In the Duty Gear section of this document, you will find a complete listing of the Class "B" uniform components, along with suggested sources where these items can be purchased.

There is also a black Class "B" BDU shirt that may sometimes be worn when working in rugged conditions such as during wooded search and rescue operations. This uniform shirt has the badge embroidered or sewn on the left chest, with the Constable's name on the right chest, and "POLICE State Constable" embroidered on the back in order to increase visibility, and State Constable patches on the shoulders.



Ballistic vests are required to be worn while on patrol and in uniform whether it is Class "A" or Class "B"!!!

Duty Gear

The duty gear listed below is offered as a recommendation and does not represent a required list. The sources where the items can be purchased are not endorsements for the retailer, but are intended as suggestions where other Constables have located this gear in the past. Duty belts and accessories can be leather or nylon. Most constables use nylon because of the price, it is lighter weight, and is pretty durable.

Class “A” Uniform

Item	Specification	Potential Local Source
Badge	Smith and Warren	ConstableStuff.com
Shirt	Dark Navy Blue (LS-winter; SS-Summer)	ConstableStuff.com
Pants	Dark Navy Blue	ConstableStuff.com
Collar Brass	Letters SC, gold in color	ConstableStuff.com
Name Plate	Gold in Color	ConstableStuff.com
Shoulder Patches		ConstableStuff.com
Back Patch		ConstableStuff.com
Campaign Hat	Navy Blues, Straw	ConstableStuff.com
Hat Badge	Smith & Warren	ConstableStuff.com

Class “B” Uniform

Item	Specification	Potential Local Source
Shirt	Grey golf shirt, embroidered badge on chest	ConstableStuff.com
Shirt	Navy Blue/Black BDU	ConstableStuff.com
Pants	Navy Blue/Black BDU	ConstableStuff.com

Miscellaneous Duty Gear

Item	Specification	Potential Local Source
Body Armor	Threat Level II or better (see pg. 7)	Various Web Sites
Inner Duty Belt		See below for web sites
Sam Browne Belt		
Holster	Double or triple retention recommended!	
Hand Cuffs	Use S&W, Peerless, or another reputable brand	
Cuff Case		
Glove Pouch	For latex gloves	
Double Mag Case		
Flashlight Holder		
Black Jump Boots		
Traffic Vest	Required when working traffic at night	
Traffic Flashlight	For working traffic at night	

You may also find much of this gear available in Columbia at Lawmen’s or Wright-Johnson, or online at ConstableStuff.com, Galls.com, QMuniforms.com, CopsPlus.com, CHIEFsupply.com, or another online retailer. Be patient. Duty gear gets expensive and does not have to be acquired all at once.

Weapons

Pistols

When working with local agencies, your choice of defense weapons is important. Your duty weapon, and any back-up/off-duty weapons, must be chambered in a caliber approved by SLED (.38 spl, .357 mag., 9 mm, .40 S&W, or .45 ACP) and must be one you actually qualified with.

OC / “Pepper Spray”

If you decide to carry OC or any similar chemical defense spray it **MUST** be approved by the agency you are working with, and you must be trained and certified to carry it. It is important to note that an OC approved by one agency may not be approved by another, as some OC sprays are water-based and some are solvent-based. Solvent-based OC’s are not to be carried with a department that utilizes Taser® X26 devices as the solvent-based OC may ignite when utilized in conjunction with the Taser® X26.

ASP/PR-24 Batons

ASPs are the expandable batons most agencies now carry, whereas the PR-24 is the “nightstick” that was replaced. Some agencies may still utilize the PR-24, but just as with the Pistol and OC, you must be trained and certified to carry these weapons while on patrol, and the agency must approve.

Training

In an attempt to better equip Constables to assist full-time law enforcement agencies in a professional manner, SSCAU attempts to provide training to its Constables at each meeting. This training may take the form of videos, seminars or hands-on training. Additionally, several of the local agencies keep SSCAU apprised of its training schedule and invites working Constables to participate free-of-charge, assuming space is available.

To meet the state yearly training requirements, SSCAU also conducts the required legal update, pistol qualification, CDV and Blood borne pathogens annually. Dedicated, academy certified instructor for other training as needed.

Work Opportunities

SSCAU enjoys good working relationships with many local law enforcement agencies in the Upstate of South Carolina. Because of this relationship, a Constable should have no problem finding work opportunities on any given day. In order to get a duty assignment, you first must be on the approved work list for that department. This is accomplished by submitting your name, Call #, and SLED ID to the District Sergeant or coordinator for the agency(s) you wish to work with. Once your name is submitted and approved by the department you are ready to go. Keep in mind that some agencies may have additional requirements to work with them, and the approved work lists are only updated twice per year. The Sergeant should be able to provide you with any specific information or requirements for their respective agencies.

Check with your respective agencies for events.

Reports

You are required to file your *Quarterly Report* with SLED by the 15th day following the end of the calendar quarter for any assignment where you utilize your commission. You should keep a copy of this report for your records, and **a copy should be given to the Director of Training**). SCCAU will compile these reports and enter hours worked into a database so we can track hours worked for each agency in each quarter and annually.

Use of Force Reports and *Incident Reports* should be filed with the SCCAU Captain ASAP! A copy of the *Quarterly Report*, *Use of Force Report*, and *Incident Report* are included in the appendices of this document for your use.

Final Thoughts

This guide has been developed to answer many of the questions new Constables have, but you will learn best by getting involved, being frequent in your attendance, and asking questions of others. If you have any time, abilities, specialized training, or resources you can offer to SSCAU please feel free to share them with the leadership, as we are always in need of capable volunteers.

Work opportunities in SCCAU will likely be limited more by your time and availability rather than by the agencies we support. We enjoy this benefit due to the hard work, dedication, and professional work ethic of other Constables who laid the groundwork. Each time you report for a duty assignment, your conduct reflects on other Constables who share your interest in community service through law enforcement. Always strive to put your best foot forward in order to continue the professional reputation that others have worked so hard to develop.

God Bless the “Thin Blue Line.”

Appendices

INCIDENT REPORT

THIS FORM MUST BE SUBMITTED TO YOUR CAPTAIN WITHIN 5 DAYS OF REPORT DATE

NAME: _____ **SS#** _____ **Call Sign:** _____

Incident Type: _____ **Date of Incident:** _____

Was Force Used? Yes: _____ **No:** _____ **Type of Force Used?** _____

Department or Agency you were working with? _____

Officer you were working with? _____ **Officer's Badge or Unit #** _____

Parties Involved in the incident?	Party #1	Party #2
Names:	_____	_____ / _____
Addresses:	_____	_____ / _____ _____ / _____
Phone #'s:	_____	_____ / _____

Nature of Incident: _____ **Location:** _____

Narrative:

Signed: _____ **Report Date:** _____ / _____ / _____

Reviewed By: _____ **Date:** _____ / _____ / _____

Use of Force Report

Date of Incident: _____ Time of Incident: _____ Environmental Conditions: _____

State Constable Name: _____ Call Sign: _____

Agency Supporting: _____

Working with Officer(s): _____ Badge/ID # _____

Activity: _____

Other Officers/Constables Present: _____

Type of Force Used

OC Spray _____ Expandable Baton _____ Firearm Discharged _____

No. Rounds Fired _____ Other _____

Detailed Description of Use of Force: Include justification, how force was used, who was force used upon, location, time, names and race of all people present, injuries, medical attention given, other reports filled out and recipients. Be as specific as possible. Attach additional sheets if needed.

Suspect(s) Name: _____ Alias(s): _____

D.O.B. _____ Race _____ Sex _____ Height _____ Weight _____

Eyes _____ Hair _____ DL# _____ State _____

Address: _____

Witness(s) Name: _____ Alias(s): _____

D.O.B. _____ Race _____ Sex _____ Height _____ Weight _____

Eyes _____ Hair _____ DL# _____ State _____

Address: _____

Witness(s) Name: _____ Alias(s): _____

D.O.B. _____ Race _____ Sex _____ Height _____ Weight _____

Eyes _____ Hair _____ DL# _____ State _____

Address: _____

Suspect(s) Actions upon your arrival (Be very specific): _____

Officer/Constable's Reaction (Explain how you felt, why you took the course of action you did): _____

Medical Treatment

E.M.S. Called to Scene. Yes No **Reason:** _____

List of E.M.S. personnel: _____

Suspect(s) Injuries _____

Type of medical treatment to suspect(s): _____

Suspect released to: Jail Hospital

Officer/Constable's Injuries _____

Type of medical treatment to Officer/Constable(s):

Constable's Signature: _____ **Date:** _____

Officers Signature: _____ **Date:** _____

- Copies to:** Officer working with the Constable
SCCAU Captain
Constable's Personal Records
SLED

STATE CONSTABLE QUARTERLY REPORT

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

AD# _____ Telephone: Day _____ Night _____

Current Employment: _____

List all use of your commission during the last quarter. Use reverse side if needed.

Date	Agency	Patrol	Special Event	Training	Meeting	Commute	Other ¹

TOTALS _____

Last in-service training: Date: _____ Location: _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE.

Date Signature

Date	Agency	Patrol	Special Event	Training	Meeting	Commute

TOTALS _____

¹ Explain “Other” Hours:

CTIONS

- 1. REPORTING DATES: SLED must receive from every constable within thirty days of January 1, April 1, July 1 and October 1 of each year, a quarterly activity report for the quarter just ended. Failure to submit a timely report certifies to SLED that the constable did not use his or her commission authority during the reporting period. Failure to timely report use of constable authority is a violation of SLED policy and can result in suspension or revocation of a

commission.

2. **COMPLIANCE WITH POLICY:** A constable's signature on a quarterly report certifies that the constable has read, understands and is in compliance with all SLED policies governing state constables.
3. **ACTIVITY REPORTING:** A constable must make a report entry for each time assistance is given to an agency, department or officer. The "DATE" column must contain the date the work was performed. The "AGENCY" column must contain the name of the agency or department assisted. The constable must enter the number of hours spent on each activity in the appropriate column.
4. **POLICY:** Constables are authorized to take law enforcement action in the following circumstances only: (1) To assist a law enforcement officer who requests assistance or who is in imminent danger, (2) to take appropriate action in response to an imminent and urgent threat to public safety or (3) when working an assignment pre-approved by SLED.
5. Submit reports to: SLED Regulatory Services, PO Box 21398, Columbia, SC 29221-1398, (803) 896-7015.

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