



Lowcountry Constables Association
Allendale - Bamberg - Barnwell - Beaufort - Berkeley - Calhoun
Charleston - Colleton - Dorchester - Hampton - Jasper - Orangeburg



Constable Information Guide

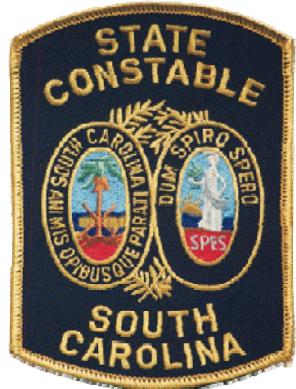


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Information Guide

Welcome

Welcome to the Lowcountry Constables Association. 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 Lowcountry Constable Association as a whole. An official SLED policy manual for SC State Constables can be found at www.sled.state.sc.us.

LCA 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 are able to 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 Lowcountry Constables Association 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 Lowcountry Constables Association typically meets on the second Tuesday of each month at 1800 hrs (6:00 PM) in the Emergency Operations Center of Charleston County's Lonnie Hamilton Public Service Building located at 4045 Bridge View Drive. Meetings are sometimes held at other locations when training purposes require specialized facilities. 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)

Charleston County Sheriff's Office
North Charleston Police Department
Charleston County COBRA Team (Limited Openings)
Lincolnville Police Department
Dorchester County Sheriff's Office
Moncks Corner Police Department
Jamestown Police Department
Berkeley County Sheriff's Office
Branchville Police Department

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

Lowcountry Constables Association has one elected officer, a Captain who acts as president of the Lowcountry Constables Association. The Captain also serves as the liaison between LCA and SLED.

The Captain appoints other officers as he sees fit. They usually consist of one or two Lieutenants who serve as his second-in-command, a Chaplain, Treasurer, Secretary, and Quartermaster (supply guy), and Sergeants who take the lead as the contact for each of the agencies supported.

It is important to note that rank is never worn while working with law enforcement agencies, and rank does not give any disciplinary authority over other constables. Rank is granted as a title of respect to those who are willing to serve in a leadership capacity, and to help define the organization in a fashion similar to conventional law enforcement agencies.

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 be 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 be 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 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	Blackington Model B544, or equal	Command, T&T
Shirt	Dark Navy Blue (LS-winter; SS-Summer)	T&T, Command
Pants	Dark Navy Blue	T&T, Command
Collar Brass	Letters SC, gold in color	T&T, ConstableStuff.com
Name Plate	Gold in Color	T&T
Shoulder Patches		ConstableStuff.com
Back Patch		ConstableStuff.com
Campaign Hat	Navy Blus, Straw	Command
Hat Badge	Smith & Warren	ConstableStuff.com

Class "B" Uniform

Item	Specification	Potential Local Source
Shirt	Grey golf shirt, embroidered badge on chest	T&T
Shirt	Navy Blue/Black BDU	Command, T&T
Pants	Navy Blue/Black BDU	Command, T&T

Miscellaneous Duty Gear

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

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.

Taser® X26

Taser® X26 models are carried by some of the local agencies LCA supports. Training for the Taser® X26 is available through local agencies, and is valuable for learning how to deal with Tasered suspects. However, at this time, it is SLED's policy that SLED Agents, nor State Constables, are permitted to carry Tasers regardless of the agency you are supporting.

Training

In an attempt to better equip Constables to assist full-time law enforcement agencies in a professional manner, LCA 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 LCA apprised of its training schedule and invites working Constables to participate free-of-charge, assuming space is available.

Charleston County Sheriff's Office has Reserve Officer training on the first Thursday night of each month at the CC Detention Center, and Dorchester County Sheriff's Office

has Reserve Officer training on the fourth Tuesday of each month at the Law Enforcement Training Complex off Hwy. 78 in Summerville.

To meet the state yearly training requirements, LCA also conducts the required legal update and pistol qualification annually, CDV/Bloodborne pathogens annual update (required for Advanced Constables only) and has a dedicated, academy certified instructor for other training as needed.

Work Opportunities

LCA enjoys good working relationships with many local law enforcement agencies in the Lowcountry 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 #, SS #, 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.

Below is a sample list of some of the “Special” work assignments that are available each year to LCA members, in addition to routine patrol opportunities.

Event	Agency
Coastal Carolina Fair	CCSO
Hurricane Shelters	CCSO
Air Show @ Charleston Air Force Base	CCSO, NCPD
Election Day	CCSO
Martin Luther King Day Parades	DCSO, MCPD, CCSO
High School Football Games	NCPD, MCPD, CCSO
Missing Person Searches	Any
Emergency Drills	CCSO, NCPD
Traffic Safety Check Points	LPD, JPD, CCSO
Motorcycle Rally at Ladson Fairgrounds	CCSO
See-Saw Days	Harleyville PD
Grits Festival	DCSO
Hell Hole Swamp	JPD
Bike Week in Myrtle Beach	MBPD, SBPD, etc.

Some work assignments are classified for Constables who hold the “Advanced Constable” credential from SLED because the Constable may be working alone. These requests are designated by the agency making the request and are not at the discretion of the LCA.

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 give to the Lieutenant.** LCA will compile these reports and enter hours worked into a database so we can track hours worked for each agency in a given quarter and annually.

Use of Force Reports and *Incident Reports* should be filed with the LCA 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 LCA please feel free to share them with the leadership, as we are always in need of capable volunteers.

Work opportunities in LCA 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



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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**

Parties Involved in the incident? **Party #1** **Party #2**

Parties Involved in the incident? **Party #1** **Party #2**

Names: _____ / _____

Addresses: _____ / _____

 /

Phone #'s: _____ / _____

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

Narrative: *...the first time I saw the sun...the first time I saw the sun...*

Signed: _____ Report Date: _____ / _____ / _____

Reviewed By: _____ Date: _____ / _____ / _____



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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
 LCA 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.

TOTALS

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

**I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND
COMPLETE.**

Date

Signature

TOTALS

¹ Explain “Other” Hours:

AUCTIONS

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.

Charleston County Sheriff's Office 10 Codes

10-00	Caution	10-34	Break-in	10-67	Patrol Area
10-01	Unable to Copy	10-35	Vehicle Break-in	10-68	Runaway
10-03	Signal Good	10-36	Correct Time	10-69	Out of Service @ Court
10-04	Acknowledge/OK	10-37	Stopping Vehicle (add desc + loc)	10-70	Fire/Fire Alarm
10-05	Relay	10-38	Vandalism	10-71	Man Down on Ground @
10-06	Busy	10-39	Vandalism of Vehicle	10-72	Smoke/Fog Report
10-07	Out of Service/Death	10-40	Suspicious Person	10-73	Livestock on Highway
10-08	In Service	10-41	Begin Tour of Duty	10-74	Negative
10-09	Repeat	10-42	End Tour of Duty	10-75	Indecent Exposure
10-10	Fight in progress	10-43	Information	10-76	Enroute
10-11	Animal Case	10-44	Suspicious Vehicle	10-77	ETA
10-12	Stand by	10-45	Animal Carcass	10-78	Riot
10-13	Weather/Road report	10-46	Assist Motorist/Disabled Vehicle	10-79	Notify Coroner/Med. Examiner
10-14	Report of Prowler	10-47	Alarm (ADT, Coastal)	10-80	Chase in Progress
10-15	Disturbance	10-48	Assault	10-81	Datamaster Operator
10-16	Domestic	10-49	Traffic Light Out @	10-82	Rape
10-17	Item (anything)	10-50	Accident	10-83	Work School Crossing
10-18	Theft	10-51	Wrecker	10-84	Escapee
10-19	Return to ...	10-52	Ambulance Needed	10-85	Prison/Jail Break
10-20	Location	10-53	Road Blocked by ...	10-86	Shoplifter
10-21	Call by telephone	10-54	Strong Armed Robbery	10-87	Child Molesting
10-21A	Call home	10-55	Intoxicated Driver	10-88	Suicide
10-22	Disregard	10-56	Intoxicated Pedestrian	10-89	Bomb Threat
10-23	Arrived at Scene	10-57	Hit & Run Accident	10-90	Bank Alarm
10-24	Leaving Scene	10-58	Direct Traffic	10-91	Pick-up Prisoners/Transport
10-25	Report in Person to (Meet)	10-59	Convey/Escort	10-92	Improperly Parked Vehicle
10-26	Kidnapping/Abduction	10-60	Vehicle in Ditch	10-93	Tower Light Check
10-27	Drivers License Information	10-61	Personnel in Area (Stakeout)	10-94	Racing Vehicles
10-28	Vehicle Registration Info.	10-62	Missing Person	10-95	Prisoner/Subject in Custody
10-29	Check Rec. s for Want/Stolen	10-63	Prepare to Copy	10-96	Mental Subject
10-30	Illegal use of Radio	10-64	Phone Calls (Threat, Harass)	10-97	Breach of Trust
10-31	Crime in Progress	10-65	Emergency Message	10-98	Req. Permission to go to ...
10-32	Man w/a Gun	10-66	Trespassers	10-99	Records Indicate Stolen

Codes					
C-01	NORMAL RESPONSE	C-15	OVERDOSE	C-48	GUNSHOTS HEARD IN AREA
C-02	SILENT -NO LIGHTS/SIREN	C-16	CHILD ABUSE	C-49	SHOOTING
C-03	URGENT - LIGHTS/SIREN	C-17	CHILD NEGLECT	C-50	OPEN / UNSECURED DOOR
C-04	HOLD UP/ARMED ROBERY	C-18	FORGERY	C-51	UNLAWFUL USE OF PHONE
C-05	REQUEST SUPERVISOR @	C-29	VICE CHECK	C-52	CONFISCATION
C-06	COFFEE BREAK	C-30	FOLLOW-UP	C-53	FRAUD
C-07	LUNCH BREAK	C-32	VICE INVESTIGATION/ACTIVITY	C-54	FOUND PERSON
C-08	FOUND PROPERTY	C-33	NARCOTICS INVEST/ACTIVITY	C-55	INJURED PERSON
C-09	LOST PROPERTY	C-34	CHAUFFER LICENSE	C-56	LOOTING
C-10	PERSONAL USE OF VEHICLE	C-35	TAXI LICENSE	C-57	PRICE GOUGING
C-19	FRAUDULENT CHECK	C-36	911 HANG UP	C-58	TREE DOWN
C-20	VEHICLE MISHAP	C-37	911 OPEN LINE	C-59	INES DOWN
C-21	PURSE SNATCHING	C-38	CHECK / ENSURE STATUS 10-4	C-60	MAIL TAMPERING
C-22	ABANDONED VEHICLE	C-39	OFF DUTY SECURITY	C-61	HAZARDOUS MATERIAL
C-23	CSO ACTIVITY	C-40	AUTO PEDESTRIAN	C-62	ARREST WARRANT
C-24	LECTURE	C-41	CITIZEN ARREST	C-63	SEARCH WARRANT
C-25	PEEPING TOM	C-42	MAN WITH KNIFE	C-64	BOLO - BE ON LOOK OUT FOR
C-26	OUT OF CAR/RADIO ON	C-43	CUTTING/STABBING	C-65	SNATCH & GRAB
C-11	THREAT IN PERSON	C-44	DROWNING	C-66	CARJACKING
C-12	ARSON	C-45	LITTERING / DUMPING TRASH	C-67	STALKER
C-13	REPOSSESSION	C-46	OFFICER IN TROUBLE	C-68	DRIVING UNDER SUSPENSION
C-14	SICK PERSON	C-47	AGENCY ASSIST	C-70	SEX OFFENDER

These codes apply to CCSO only.

Dorchester County Sheriff's Office 10 Codes				Signals
10-00	Chase in Progress	10-34	Time	10-67 Prisoner in Custody
10-01	Signal Weak	10-35	Animal Call	3 - DUS
10-02	Signal Good	10-36	Homicide	10 - Meal Break
10-03	Stop Transmitting	10-37	Shoplifter	15 - Clear from Emerg. Signal
10-04	Affirmative	10-38	Overdose	17 - Illegal Drugs
10-05	Relay	10-39	Attempted Suicide	20 - Tower Light
10-06	Busy	10-40	Road Repairs to	21 - Visitor in Office
10-07	Not in Service	10-41	Begin Tour of Duty	30 - Residence Check
10-08	In Service	10-42	End Tour of Duty	41 - In Vehicle, Not on Duty
10-09	Repeat	10-43	Urgent Siren/Lights	42 - Out of Vehicle, Not on Duty
10-10	Negative	10-44	Silent Run	50 - Advise OCA & Times
10-11	_____ on duty	10-45	Animal Carcass	75 - Serving Civil Process at
10-12	Stand by	10-46	Assist Motorist	100 - Refueling Vehicle
10-13	Existing Conditions	10-47	Suspicious Vehicle	200 - Req. Bloodhounds at
10-14	Information	10-48	Traffic Stop	300 - Reg. K-9/Narcotics Dogs at
10-15	Message Delivered	10-49	Civil Disturbance	400 - Conducting K-9 Training at
10-16	Reply to message	10-50	Accident	500 - Req. SERT Team at
10-17	Enroute	10-51	Wrecker	600 - Conducting SERT Training
10-18	Urgent	10-52	Ambulance	700 - Conducting Marine Ops at
10-19	In Contact	10-53	Road Blocked by ...	800 - Command Post
10-20	Location	10-54	Direct Traffic	
10-21	Call by telephone	10-55	Intoxicated Driver	
10-22	Disregard	10-56	Intoxicated Person	
10-23	Arrived at Scene	10-57	Hit & Run Accident	
10-24	Assignment Complete	10-58	Riot	
10-25	Report to (Meet)	10-59	Man with gun	
10-26	ETA	10-60	Notify Coroner	
10-27	License Information	10-61	Illegal Use of Radio	
10-28	Vehicle Registration Info.	10-63	Advise 10-21 of	
10-29	Check Records	10-64	Bomb Threat	
10-30	Danger/Caution	10-65	Blockade	
10-31	Pick up	10-66	Drag Racing	
10-32	_____ units needed			
10-33	Help/Emergency			

These codes apply to DCSO only.