

Charleston County Coroner's Office Policy #44

Title: Training and Continuing Education

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Authorized By: Bobbi Jo O'Neal, Coroner

44.1 POLICY

The Charleston County Coroner's Office is committed to a progressive training program that continually improves the skills, knowledge, and abilities of all employees. The State of South Carolina requires that each Deputy Coroner earn at least sixteen hours of continuing education credits annually and it is also the requirement of the Charleston County Coroner's Office. Each Deputy Coroner is required to provide proof of credits earned which will be kept in their personnel file.

44.2 PROCEDURE

1. The Charleston County Coroner's Office requires all Deputies to pursue certifications in our field of expertise beyond the minimal state requirements. All investigative deputies will acquire Diplomat Registry status with the American Board of Medicolegal Death Investigators (ABMDI) within 18 months of their sworn date. Once registered, investigative deputies shall continue to remain current in their ABMDI Diplomat status. Each investigative deputy will be encouraged to seek Fellow status with ABMDI to become a Board-Certified Medicolegal Death Investigator.

2. The Coroner or her designee will be responsible for the organization and administration of all training programs. These responsibilities will include but are not limited to, the following:

- a) Plan and develop training programs that reflect the training needs of the office.
- b) Announce mandatory, remedial, optional, and all other available training.

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- c) Maintain attendance records for all mandatory training programs in the employee's personnel file and/or other designated locations.
- d) Act as a liaison with the Criminal Justice Academy.
- e) Ensure that all Deputies meet or exceed annual training requirements.

3. Any employee may submit a training request to the Coroner or their designee for approval of attendance. Training programs may be designated as mandatory. When training is mandatory, exceptions to attendance may be allowed only under the following conditions:

- a) Preapproved annual leave
- b) Reasonable excuses, such as illness or court
- c) Approval from the Coroner

4. A Deputy Coroner not attending mandatory training must notify their supervisor with justification. Such notification should be done in a timely manner and the information forwarded to the Coroner. When a conflict with training is known in advance, the deputy can reschedule training when the training is available.

5. If training has been paid for by the Charleston County Coroner's Office and the Deputy is absent from the training for any reason other than those listed above; he/she may be expected to reimburse the county for this training.

6. The Coroner may administer annual retraining of Deputies which may include, but are not limited to the following:

- a) Changes in policies and procedures
- b) Evidence collection, preservation, and packaging
- c) Report writing and records procedures.