



**South Carolina Criminal Justice Academy
Instructional Standards and Testing
5400 Broad River Road
Columbia, SC 29212
803-896-7843
803-896-8746 (fax)**

**Application for Approval as SC Reserve Department
2017-2018**

A new Application for Approval as SC Reserve Department form must be completed **annually** (by July 15). Fax completed form to CJA Instructional Standards and Testing at 803-896-8746.

If you wish to conduct a South Carolina Reserve Officer Training Program, complete the Application for South Carolina Reserve Officer Training Implementation form and fax to 803-896-8746.

PLEASE PRINT OR TYPE

Date: _____ Department: _____
 Chief/Sheriff (full name): _____ Acadis #: _____
 Reserve Liaison (include rank): _____ Acadis #: _____
 Each department using reserve officers must have one full-time class 1 officer as coordinator-supervisor who **must be responsible directly to the Chief/Sheriff.**
 Mailing Address: _____ City: _____ Zip Code: _____
 Telephone #: _____ Fax #: _____
 Chief/Sheriff's E-Mail: _____ Reserve Liaison's E-Mail: _____

Provide valid e-mail addresses for Chief/Sheriff/Agency Head and Reserve Liaison. **All correspondence concerning the reserve program will be via e-mail.**

of Full Time Class 1 Officers: _____ # of Reserve Officers Currently Appointed: _____

A reserve officer is a **non-paid** volunteer who assists a law enforcement agency in enforcing the laws of South Carolina. Reserve officers **cannot** be paid for road hours or administrative duties. However, S.C. Code 23-28-20(B) states, in part: "The chief, with the approval of the governing body, also shall allow for the compensation of reserve police officers for work done pursuant to Section 23-24-10 [Extra Duty] when compensation for approved public activities would be paid by a party other than the municipality or county. Reserve officers must be paid for approved public activities the same as off-duty police officers. Work performed for compensation must be in excess of the minimum logged service time required by Section 23-29-70 [20 hrs monthly/60 hrs quarterly]..." (Emphasis Added) No other compensation is allowed for under South Carolina state law.

Every reserve officer must be in proximate contact, by radio or another device, with the full-time officer to whom he/she is assigned at all times. Reserve officers cannot supervise or direct activities of class 1 or class 3 law enforcement officers.

Your agency is responsible for maintaining time sheets and training records for all reserve officers. Reserve officers must maintain a logged service time of 20 hrs monthly/60 hrs quarterly. Training hours and commuting time to and from duty **do not** count toward logged service time. Any service performed by a reserve officer for which compensation is received (e.g., providing security at athletic events, parades, or similar events) **must be in excess of the required 20 hrs monthly/60 hrs quarterly** and **cannot** be counted toward the required logged service time.

In-service training shall be held periodically but not less than once a month. Consecutive absences of more than three sessions may be grounds for dismissal. Annual training must include Legal Update, DV Update, Firearms Qualification, and Agency Policy Updates. Training **does not** count toward the logged service time requirement.

A reserve officer who cannot meet the requirements for logged service time and monthly/annual training should be terminated until such time he/she is able to comply with the requirements. A PCS of Separation must be submitted to Certification. If a reserve officer is out over 1 year, he/she will require additional training to return. If out over 3 years he/she must complete entire reserve training program.

Reserve status is not covered by military leave. The Department should separate the reserve officer from reserve status, unless he/she is able to continue doing in-service and logged service time each month. A separation of over one year is considered a break in service.

Should any conflict regarding logged service time or training arise, the SC Criminal Justice Academy reserves the right to review all documents maintained by the department on reserve officers.

Signature of Police Chief/Sheriff/Agency Head (no designee allowed) _____ Date _____

Approved: <input type="checkbox"/>	A new Application for Approval as SC Reserve Department form must be completed every year in July and <u>any time</u> a change is made to information on the form (change in Chief/Sheriff/Agency Head, or Reserve Liaison; reserve officers added/removed - include PCS also).
Denied: <input type="checkbox"/>	

CJA Standards Program Coordinator: _____ Date: _____

Department: _____

Provide full name (no nickname) and Academy # for each Reserve officer currently working with your Department. The number of reserve officers cannot exceed the number of class 1 full-time officers of the department. This information will be compared with Academy records. **Do not list reserve candidates who are currently attending training and have not passed the examination.**

If a reserve officer has resigned or been terminated you must submit a PCS of Separation to the Certification Unit.

Reserve Officer's Full Name (Name on SS Card - no nicknames)		Academy #	Reserve Officer's Full Name (Name on SS Card - no nicknames)		Academy #
1.	_____	_____	51.	_____	_____
2.	_____	_____	52.	_____	_____
3.	_____	_____	53.	_____	_____
4.	_____	_____	54.	_____	_____
5.	_____	_____	55.	_____	_____
6.	_____	_____	56.	_____	_____
7.	_____	_____	57.	_____	_____
8.	_____	_____	58.	_____	_____
9.	_____	_____	59.	_____	_____
10.	_____	_____	60.	_____	_____
11.	_____	_____	61.	_____	_____
12.	_____	_____	62.	_____	_____
13.	_____	_____	63.	_____	_____
14.	_____	_____	64.	_____	_____
15.	_____	_____	65.	_____	_____
16.	_____	_____	66.	_____	_____
17.	_____	_____	67.	_____	_____
18.	_____	_____	68.	_____	_____
19.	_____	_____	69.	_____	_____
20.	_____	_____	70.	_____	_____
21.	_____	_____	71.	_____	_____
22.	_____	_____	72.	_____	_____
23.	_____	_____	73.	_____	_____
24.	_____	_____	74.	_____	_____
25.	_____	_____	75.	_____	_____
26.	_____	_____	76.	_____	_____
27.	_____	_____	77.	_____	_____
28.	_____	_____	78.	_____	_____
29.	_____	_____	79.	_____	_____
30.	_____	_____	80.	_____	_____
31.	_____	_____	81.	_____	_____
32.	_____	_____	82.	_____	_____
33.	_____	_____	83.	_____	_____
34.	_____	_____	84.	_____	_____
35.	_____	_____	85.	_____	_____
36.	_____	_____	86.	_____	_____
37.	_____	_____	87.	_____	_____
38.	_____	_____	88.	_____	_____
39.	_____	_____	89.	_____	_____
40.	_____	_____	90.	_____	_____
41.	_____	_____	91.	_____	_____
42.	_____	_____	92.	_____	_____
43.	_____	_____	93.	_____	_____
44.	_____	_____	94.	_____	_____
45.	_____	_____	95.	_____	_____
46.	_____	_____	96.	_____	_____
47.	_____	_____	97.	_____	_____
48.	_____	_____	98.	_____	_____
49.	_____	_____	99.	_____	_____
50.	_____	_____	100.	_____	_____

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