



# South Carolina Criminal Justice Academy

July 31, 2018

Agency Heads  
South Carolina Law Enforcement

RE: PCS Forms

Dear Agency Head:

Please allow this letter to serve as guidance for completing the Personnel Change in Status Hire form (PCS), which is to be submitted to CJA for new employees. This form is found at [sccja.sc.gov](http://sccja.sc.gov), then go to the "General Information" tab, click on "Forms" and open the "New Employee" under the Certification/Compliance heading.

The PCS of Hire form is now a sworn statement. The form requires the affiant to swear and attest that:

1. The affiant has completed a criminal history check on the applicant and concluded that the applicant has not been convicted of any criminal offense that is a felony, or any criminal offense that carries a sentence of one year or more, or of any criminal offense that involves moral turpitude;
2. The affiant has completed a driver's license check on the applicant and concluded that the applicant holds a valid current state driver's license with no record during the previous five years for suspension of driver's license as a result of driving under the influence of alcoholic beverages or dangerous drugs, driving while impaired (or the equivalent), reckless homicide, involuntary manslaughter, or leaving the scene of an accident;
3. The applicant for a Class 1 certification has completed the mandatory psychological evaluation;
4. The affiant has contacted CJA to discuss the contents of the applicant's ACADIS file to include any allegations of misconduct; and
5. The affiant has contacted the applicant's former agency, if any, to discuss the terms of the applicant's separation. The affiant must contact a member of the former agency's command staff to discuss the terms of separation.

Now that the PCS of Hire form is a sworn statement, any omission, falsification or misrepresentation of information on the form may lead to:

1. Certification, of the affiant, of the person signing as authorizing signature of agency, and/or of the applicant, being denied, suspended or revoked;

If you have any questions regarding the new PCS of Hire form, please feel free to contact the Certification and Compliance Manager, Jeff Finch 803-896-7805.

Sincerely,

A handwritten signature in blue ink that reads "Lewis J. Swindler, Jr." The signature is written in a cursive style with a large initial 'L' and a distinct 'J'.

Lewis J. Swindler, Jr.  
Director