



South Carolina Criminal Justice Academy

March 12, 2018

Director Jackie Swindler
SC Criminal Justice Academy
5400 Broad River Road
Columbia, SC 29212

Dear Sheriff's and Chiefs,

In an effort to afford everyone an opportunity to get their officers trained as soon as possible, and still be able to forecast their hiring, please see the below changes to Registration that will be effective immediately.

- Reserved slots cannot be reserved more than 6 months in the future. Please only reserve slots that you know you will need. Currently we will be reserving slots in the BLE 690, September 16, 2018, class now. Please contact Missy Collins to reserve your spot.
- Candidates currently enrolled with all documents on file in October 2018 and later will automatically be bumped up to September 16, 2018 class.
- All candidates **must have all necessary documents completed and filed with the Academy 30 days prior to the start date of the class** for attendance. This includes the Psychological attestation on the PCS of hire, PCS of hire, the application, completed fingerprinting process, FAQ/EVO, if Limited Duty, Medical and TB test results, FEMA ICS 100, if Basic Telecommunications. Failure to complete the registration process on time will result in **immediate forfeiture of reserved slots for that class.**
- If you are not going to be able to fill a slot, please let us know, as soon as possible, so other agencies can use the spot.
- Only registered candidates that have all documents, to include medical and TB, will be bumped up into an earlier class.
- If you asked to be on standby for an earlier seat, and are called and decline a bump up, you may lose the chance to be contacted again in the future for a bump up.

We hope this will create a positive change in the registration process and wait time for candidates. If this still continues to create a burden on agencies, then we would possibly do away with the forecasting of slots altogether.

Thank you for your cooperation in this matter.

Sincerely,

Jackie Swindler

Director