

South Carolina Criminal Justice Academy

Mandatory Retraining Notification (MRN) Instructions

Policy:

For an officer to be eligible for re-certification, the officer must complete, at a minimum, the number of approved continuing law enforcement education hours as appropriate for the officer's certification class. SC Code Section 23-23-60(C), 23-23-50(A), 23-23-55, 37-010, as amended, as well as, vehicle training as required in Regulation 37-014, 015, 017, 018.

- CLASS 1: DV, Legal update (part 1 and part 2) & EVO each yr.; one mental health awareness in-service; plus, In-Service hrs. for a total of 40 hrs
- CLASS 1 LECO: DV, Legal Update (part 1 and part 2) & EVO each yr.; one mental health awareness in-service; plus, in-service hrs for a total of 120 hrs
- CLASS 2: One mental health awareness in-service; plus, in-service hrs for a total of 120 hrs
- CLASS 3: Legal Update (part1 and part 2) each yr; plus, one mental health awareness inservice
- Class 3 SLECO: Legal Update each yr; plus, in-service hrs for a total of 120 hrs; plus, one mental health awareness in-service
 - Mental Health Awareness: One required continuing law enforcement education credit in mental health or addictive disorders over a three (3) year recertification period
 - IN-SERVICE HOURS: Can use any Law Enforcement Related Training
 - SEPARATE CERTIFICATION HOURS: Classes taken at CJA that grant you a certification (other than Basic Training)
 - FIREARMS: It is Best Practice to recertify officers, at a minimum, yearly

If you have a	January -June 30, 2020 ren	ewal date, then we are look	ing for:
2017 DV	2017/2018 Legal Part 1	2017/2018 Legal Part 2	2017 EVO
		(January)	
2018 DV	2018/2019 Legal Part 1	2018/2019 Legal Part 2	2018 EVO
		(January)	
2019 DV	2019/2020 Legal Part 1	2019/2020 Legal Part 2	2019 EVO
		(January)	
Remember, th	he Legal Update Videos fol	low the fiscal year (July 1-J	June 30)

Instructions for submitting an MRN through ACADIS:

Complete the MRN form for any training that was not taken as Online Training in ACADIS. Online training is Legal Update, DV, Line Up, etc.

Log into the ACADIS Portal <u>https://acadis-portal.sccja.sc.gov/acadisviewer/login.aspx</u> Find officer under Personnel Tab Scroll to certification and select "Renew" next to the officer's certification class Verify Officers information is correct and select "Continue" Read the Guidelines for Renewal and click "Continue"

The requirements for re-certification are listed.

1. Click "Update" next to the Requirement

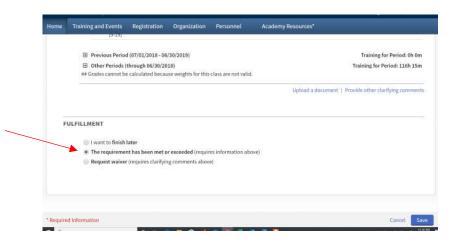
lome	Training and Events	Registration	Organization	Personnel	Academy Resources*			
	Personal Information		REMENTS					
	Guidelines		Please acknowledge the fulfillment of the following requirements. To acknow fulfillment of a requirement, click the corresponding "Update" link.					
	0	Requ	iirement	Type	Fulfilled Date	Status	\sim	
	Requirements Affirmation	Upd	estic Violence ate (1 update each totaling 6 hours)	Training		Unfulfilled	<u>Update</u>	
		Oper	rgency Vehicle ation (EVO) (3 EVO es / hours may	Training		Unfulfilled	Update	
		each	l Update (2 parts fo year totaling 6 s/3 Years)	r Training		Unfulfilled	<u>Updat</u>	
		train 6 ho	Up (Optional ing offered by CJA urs x 3 Years = an tional 18 hours, if led)	Training		Unfulfilled	Updat	
				more •				
	re to search	0 = 2			Delete Request 1. Fir	ish Later Back	Contin	

2. Choose the course(s) that fulfill the requirement by checking the box next the course(s)

	Training and I	Events Registratio	on Organiza	tion Pers	onnel A	cademy Res	ources*	
٢ra	aining							
R	EQUIREMENT							
	Legal Update (2	parts for each year tota	iling 6 hours/3 Y	sars) 😮 Instru	ctions			
		ON OF FULFILLME		Additional o	itions are listed b	selow		
	Training	ning, Ongoing, & Uncor						Training for Period: 7h 15m
	Upcon	Training	Start	End	Grade	Hours	Training Category	Student Status
	🛛 Upcon			End			Training Category	
	Upcon	Training Legal Update - Legal Update 2019-2020	Start	End		Hours	Training Category	Student Status
	🛛 Upcon	Training Legal Update - Legal Update 2019-2020 January Legal Update - Legal	Start 03/19/2020 03/19/2020	End		Hours Oh Om	Training Category	Student Status In Progress
ire	🛛 Upcon	Training Legal Update - Legal Update 2019-2020 January Legal Update - Legal Update 2018-2019	Start 03/19/2020 03/19/2020	End	Grade	Hours Oh Om Oh Om	Training Category	Student Status In Progress In Progress

3. Then Scroll to the very bottom of the screen

Click "The Requirements have been met or exceeded" then click "Save"



You will see that requirement has been updated to "Fulfilled" under "Status"

	Requirement	Туре	Fulfilled Date	Status	
(a) Requirements	Domestic Violence Update (1 update each year totaling 6 hours)	Training		Unfulfilled	Update
Affirmation	Emergency Vehicle Operation (EVO) (3 EVO classes / hours may vary)	Training		Unfulfilled	Update
	Legal Update (2 parts for each year totaling 6 hours/3 Years)	Training	03/30/2020 by Collins, Mellissa M.	Fulfilled	Undate
	Line Up (Optional training offered by CJA - 6 hours x 3 Years = an additional 18 hours, if needed)	Training		Unfulfilled	Update
	Mental Health or Addictive Disorders Update (hours vary- CJA offers 2.25 hours)	Training		Unfulfilled	Updat
	MRN for training not documented in ACADIS	Document		Unfulfilled	Updat

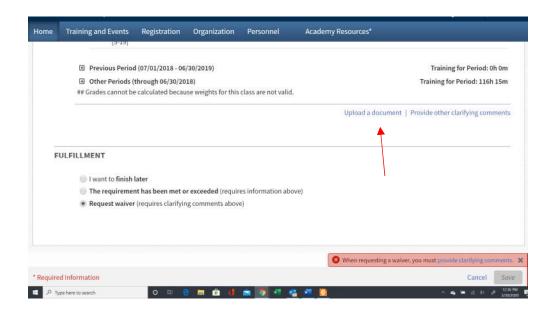
Move on to the next Requirement and complete steps 1-3 above for each requirement until all requirements are marked "Fulfilled"

If the training was done outside of ACADIS

click "Update" for that requirement

At the bottom Click "Request Waiver"

If there is a certificate of training that would meet the requirement, you can upload the certificate You will then provide clarifying comments. You can state "Certificate attached" or if the training is listed on the MRN just state "MRN will be attached" Click "Save"



The final requirement is MRN

Upload the completed MRN Document (can be found on our website <u>www.sccja.sc.gov</u>) Click "The Requirements have been met or exceeded" then click "Save"

Once all Requirements are met:

the "Status" column next to each requirement should be listed as "Fulfilled" Click "Continue"

Complete the Affirmation and Criminal Offense Declaration and click "Submit"

You should see the certification renewed within 5 days. If not, please contact certification at <u>cert@sccja.sc.gov</u>