

## Coroner's Office Forms

All forms can be found on our website at [www.sccja.sc.gov](http://www.sccja.sc.gov) then click Forms in the upper left corner

Hire: (*found on the website under forms in the Compliance/Certification Section*)

1. Acadis Check [ACADIS Employment Check](#)
  - a. We will check our records to ensure the candidate is clear for Certification.
2. If during the Background Check, a charge and disposition are discovered and you are not sure if it would be a disqualifier, please complete the CHC Review Form [CHC Review for Certification](#) prior to submittal of the Personnel Change in Status(PCS) Form. This could be a Crime of Moral Turpitude or a military DD214 with a discharge that is not "Honorable".
  - a. Please remember Section 59-111-50 – Persons defaulting on students' loans are precluded from employment with the State, unless they have voluntarily entered into an agreement after default under which terms the debt will be repaid and the lender confirms this agreement in writing with the state agency.
3. Within 3 days of Hire you must submit a PCS of Hire Form (The Hire Date is the date hired as a Deputy Coroner, if they are a Deputy Coroner or if they choose to transfer to the Class 3 Advanced Officer, you will put the Hire date as the date they accepted the position as a Class 3 Advanced Officer).
  - a. Submit the Personnel Change in Status (PCS) of Hire Form. [Hire Form: Personnel Change in Status \(PCS\)](#)
    - i. This form adds them to Acadis under your agency.
    - ii. If hiring as a Class 3 Advanced Officer and they have not previously been a Certified Law Enforcement Officer, they will need to have a psychological completed that meets our guidelines. [Psychological\\_Guidelines\\_2020-09-24.pdf](#)
    - iii. You will upload the email from the ACADIS Check that you received from the Certification unit into the PCS of Hire.
    - iv. You will upload a EPA and Hire Attestation Form. [EPA-and-Hire-Attestation-20240530-Fillable.pdf](#)
4. If they are in ACADIS as a Deputy Coroner but want to transfer to a Class 3 Advanced Officer, complete the Internal Transfer Form. [Internal Transfer Form](#) The date of Hire for Class 3 Advanced Officer will be the date you decided to make them a Class 3 Advanced Officer, not the date they were hired as a Deputy Coroner.
5. Submit a Firearms Verification Form within 3 days **of issuing a weapon** if they are hired as a Class 3 Advanced Officer. [Firearms Verification](#)

To Register for Class 3 Advanced Training: (*found on the website under forms in the Registration Section*)

Complete the Candidate Training and Certification Application [Law Enforcement Training and Certification Application](#)

- a. You will upload the Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)

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2. Once they appear as "New Hire", you can register your candidate for "Registration" in ACADIS under Training and Events, Available Training, search for "Registration YYYY.MM.DD 9am-12pm".
  - a. We are in Building 4 at SCCJA, behind the Main Building
  - b. Bring a SC Driver's License to Registration
3. Once registered, they will receive an email with links to manual.
  - a. You can then assign the videos. NO ONE SHOULD BEGIN TRAINING WITHOUT COMPLETEING REGISTRATION FIRST.
    - i. Manuals are also available in ACADIS under Training and Events, Available Training, search for "Manuals"
4. When ready, the Training Officer, or the Agency Representative with Training Officer Rights, will sign them up for the Class 3 Advanced DT Proficiency Testing and Firearms Qualification in ACADIS. This must be completed before the cumulative exam.
5. After successful completion of the DT Proficiency and Firearms Qualification, you can register them for the Class 3 Advanced Cumulative Exam.
6. Upon passing, they will be certified as a Class 3 Advanced Officer.
7. To maintain the Class 3 Advanced Officer Certification the officer is required to complete the following training over the 3-year recertification cycle:
  - a. Training through ACADIS:
    - i. 3 DV Videos
    - ii. 6 Legal Updates
    - iii. 1 Approved Mental Illness Training
  - b. Training Outside of ACADIS:
    - i. Use of Force Policy Review
    - ii. Firearms Training/Qualification
    - iii. Less Lethal Weapon Training (if issued)

Separation: (found on the website under forms in the Compliance/Certification Section)

1. Routine Separation [PCS: Routine Separation](#)
  - a. This removes them from your agency profile
2. Separation Due to Misconduct [PCS: Separation Due to Misconduct](#)

Update Agency Point of Contact or assign Training Officer Rights [Agency Point of Contact and/or Training Officer Access Update](#)