

Hire

CHECKLIST

EMPLOYEE INFORMATION:

Name _____ Academy ID _____

Agency Name _____ Job Title _____

Certification Class _____ Prior Experience _____

Review Period _____ Background Investigator _____

HIRING REQUIREMENTS

1. 23-23-60(B)(2) - High School Diploma

- ☐ High School Diploma
- ☐ GED
- ☐ Equivalent accepted by SC Department of Education

2. 23-23-60(B)(3)(a)(b) - Physical Fitness

- ☐ Copy of medical history complied by licensed physician or medical examiner
- ☐ Certificate of complete medical examination and the results

3. 23-23-60(B)(4) - Criminal History

- ☐ NCIC - Purpose Code J and include SSN as a search parameter (no more than 90 days old)
- ☐ No convictions of criminal offense that carries a sentence of one year or more or of any criminal offence that involves moral turpitude. Forfeiture of bond, a guilty plea, or a plea of nolo contendere is considered the equivalent of a conviction

4. 23-23-60(B)(5) - Good Character

- ☐ Employer is of the opinion that the candidate is of good character
- ☐ Valid current state driver's license (any jurisdiction of US for Class 2/Corrections)
- ☐ No record during the previous 5 years for suspension of DL as a result of driving under the influence of alcoholic beverages or dangerous drugs, driving while impaired (or the equiv.), reckless homicide, involuntary manslaughter, or leaving the scene of an accident.
- ☐ Local Credit check with favorable results
- ☐ Fingerprint record from FBI and SLED indicates no record of felony convictions
- ☐ Signed attestation form committing to the practice of ethical policing (Hire Attestation)

5. 23-23-60(B)(6) - Photograph

- ☐ A copy of the Candidate's photograph

6. 23-23-60(B)(7) - Fingerprints

- ☐ A copy of the Candidate's fingerprints

7. 23-23-60(B)(8) - Age

- ☐ Present age is no less than 21 years (Class 1, 3, Reserve, SC Dept. Juvenile Justice)
- ☐ Present age is no less than 18 years (Class 2 Local Correctional Officers)
- ☐ Evidence must include a birth certificate or another acceptable document

8. 59-111-50 - Student Loans

- ☐ No defaulted student loans (National Direct, National Defense, Guaranteed-Federally Insured, Nursing, Health Professions, or Law Enforcement Educational Loan)

9. AG Opinion 1987 WL 342737 - Citizenship

- ☐ Candidates for LE employment must be a US Citizen

10. LETC Decision - Psychological Evaluation

- ☐ Candidates must complete psychological evaluation (Class 1, 3 Advanced, and Reserve)

11. Reading Comprehension Test

- ☐ Uncertified Class 1 Candidates must pass a reading comprehension test

TIME SENSITIVE REQUIREMENTS

- ☐ Acadis Check (3-5 business day processing time) (2020-LETC-003)
- ☐ PCS of Hire - must be submitted within 3 days of hire date (23-23-40)
 - ☐ Acadis Check response
 - ☐ Copy of Driver's License
 - ☐ Hire Attestation
- ☐ Firearms Verification - must be submitted within 3 days of PCS of Hire for uncertified officers who will have control or direction of members of the public or be exercising the power of arrest (23-23-40)

FORMER AGENCY(IES) CONTACTED

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

INVESTIGATOR COMMENTS

- _____
- _____
- _____
- _____
- _____
- _____
- _____