

SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY

Mandatory Retraining Notification (MRN)

Date

MM/DD/YYYY

Agency Name

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Agency Email

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Officer Name:

**Section I: Attestation**

By my signature hereto, I certify and make an official statement, that pursuant to SC Code Section 23-23-60(C), as amended, the officer identified in SECTION II of the Mandatory Retraining Notification Form, has completed the claimed number of hours and required coursework as reported herein annually and evidence of such completion is maintained in the official records of the employing agency and is subject to verification by the South Carolina Criminal Justice Academy (SCCJA) or its designated representative and meets the requirements for qualification of certification pursuant to 23-23-60 (B)(4)(5)(b)(c)(e).

Employing Agency Representative Signature

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Employing Agency Representative Printed Name

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Employing Agency Representative Academy ID

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**Section II: Officer renewing certification (MRN Form)**

The listed officer has completed or exceeded the minimum hours and required coursework for re-certification as a law enforcement officer, pursuant to SC Code Section 23-23-60(C), 23-23-50(A), 23-23-55, 37-010, as amended, and met the requirements for law enforcement vehicle training as required in Regulation 37-014, 015, 017, 018.

- **CLASS 1:** DV, Legal, Firearms and Less Lethal Weapons, Use of Force Policy Review and EVO each yr.; one mental health awareness in-service; plus, In-Service hrs. for a total of 40 hrs. Break hours down annually.
- **CLASS 1 LECO:** DV, Legal, Firearms and Less Lethal Weapons, Use of Force Policy Review & EVO each yr.; one mental health awareness in-service; plus, in-service hrs. for a total of 120 hrs. Break hours down annually.
- **CLASS 2:** Use of Force Policy Review, Less Lethal Weapons, one mental health awareness; plus, the mandatory in-service training from the “Minimum Standards for Local Detention Facilities In SC”, required by Section 24-9-10 through 24-9-50 to include but not limited to; review and update of safety and security procedures, regulations and equipment, recent legal decisions on the confinement and treatment of all types of persons detained.(Correctional Legal Update), report writing, sexual harassment, suicide prevention, inmate supervision, use of force regulations and tactics, emergency plans and procedures, interpersonal communication, cultural diversity, CPR and first aid training, sexual abuse/assault awareness and response/PREA, facility specific issues, for a total of 120 hrs. (Firearms, if issued) Break hours down annually.
- **CLASS 3 Advanced:** Legal update, Firearms and Less Lethal Weapons, Use of Force Policy Review each yr.; plus, one mental health awareness in-service. Break hours down annually.
- **Class 3 Basic:** Legal update, each yr.; plus, one mental health awareness in-service. Break hours down annually.
- **Class 3 Advanced SLECO:** Legal update, Firearms and Less Lethal Weapons, Use of Force Policy Review each yr.; plus, in-service hrs. for a total of 120 hrs.; plus, one mental health awareness in-service. Break hours down annually.
- **Class 3 Basic SLECO:** Legal update each yr.; plus, in-service hrs. for a total of 120 hrs.; plus, one mental health awareness in-service. Break hours down annually.

**In-Service Hours:** Any Academy Approved Law Enforcement Related Training (Pursuant to 37-010)

**Mental Health Awareness (Required):** One Academy approved continuing law enforcement education credit in mental health or addictive disorders over a three (3) year recertification period (Pursuant to 23-23-55)

## SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY

## Mandatory Retraining Notification (MRN)

**Instructions:**

1. Enter Officer's Name, Academy ID#, Certification Class (Class 1 LEO, Clas 1 LECO, Class 2, etc.)
2. Enter Month, day, year of session
- a) Firearms: enter date of qualification/If not issued for Class 2 or Class 3 Basic put NA
- b) Less Lethal Weapons: If not issued put NA
- c) Use of Force: enter date policy was reviewed
- d) Total ACADIS Hours: Total number of ACADIS Training Hours listed in ACADIS during the recertification period indicated
- e) Total In Service Hours: Total number of In Service Hours during this recertification period indicated to include, Firearms, Less Lethal, Use of Force and EVO

Officer Name:

Academy ID #:  #####-#####

Certification Class:

Certification Renewal Date: **Please use date picker for this field:****In boxes below use format MM/DD/YYYY or put NA If not assigned**

Year 1:		Firearms	Less Lethal Weapons	Use of Force	EVO	
	MM/DD/YYYY					
	Make Up Date:					
Total ACADIS Hours:						
Total In Service Hours:						

Year 2:		Firearms	Less Lethal Weapons	Use of Force	EVO	
	MM/DD/YYYY					
	Make Up Date:					
Total ACADIS Hours:						
Total In Service Hours:						

Year 3:		Firearms	Less Lethal Weapons	Use of Force	EVO	
	MM/DD/YYYY					
	Make Up Date:					
Total ACADIS Hours:						
Total In Service Hours:						
Total 3 Year Recert Hours:						

**Mental Health Awareness Training (if completed outside of ACADIS)**

MM/DD/YYYY	
Program Name	

**SECTION III: SCCJA BID Instructor Accreditation Maintenance Report Form**

By checking this box, I further certify and hereby make an official statement, that the officer identified in Section II of the SCCJA MRN Renewal, is in compliance with the Instructor Re-Accreditation Policy of the South Carolina Criminal Justice Academy for **Basic Instructor Development Certification (BID)**, and evidence of **thirty-six hours of instruction for your agency** is maintained in the official records of the employing agency and is subject to verification by the South Carolina Criminal Justice Academy or its designated representatives.