



# South Carolina Criminal Justice Academy

## Reserve to Class 1

### Verification of Hours



Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Agency Email: \_\_\_\_\_

Reserve Certification Issue Date: \_\_\_\_\_

#### Section I: Attestation

By my signature and initials hereto, I certify and make an official statement, that pursuant to R. 37-030, the agency listed above has all documentation required for the officer identified in SECTION II of the Reserve to Class 1 Verification of Hours Form, and they have 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.

**Initial Below**

\_\_\_\_\_

#### Section II: Officer requesting transfer Reserve to Class 1 via Special Basic plus the Physical Abilities Testing

I attest that the officer listed below has completed or exceeded the minimum hours and required In-Service coursework for consideration of certification as a law enforcement officer, pursuant to SC Code Section 23-23-60.

\_\_\_\_\_

**Duty Hours:** I attest that the officer listed below completed and logged 240 hours with a Certified Class 1 Officer before working alone.

\_\_\_\_\_

**Annual Training:** I attest that the officer listed below has completed the required annual training to include Legal Updates, DV Updates, Firearms Qualifications and Agency Policy Updates. (Mental Health is strongly encouraged.)

\_\_\_\_\_

**Logged Service Time:** I attest that the officer listed below has logged a minimum service time of 20 hours each month or 60 hours each quarter consistently over the past two years. (Training hours and commuting time to and from duty DO NOT COUNT toward logged service time. Any service performed for which compensation is received (e.g., providing security at athletic events, parades, or similar events) cannot be counted toward the required reserve logged service time.

\_\_\_\_\_

**In-Service Hours:** I attest that the officer listed below has consistently attended In-Service training at least once a month in the past two years.

\_\_\_\_\_

**The presented officer meets the minimum selection standards recognized by law as applicable to a full-time law enforcement officer.**

\_\_\_\_\_

Employing Agency Representative Signature: \_\_\_\_\_

Employing Agency Representative Printed Name: \_\_\_\_\_

Employing Agency Representative Academy ID: \_\_\_\_\_

Officer Name: \_\_\_\_\_ Academy ID: \_\_\_\_\_