



Training Officer Handbook

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8th Edition

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Hiring Process

The hiring process for all officers must begin with an Acadis Check.

Acadis Checks

The Acadis check form can be found by going to our website: sccja.sc.gov

Click on the General Information tab, Select the Forms option, scroll down to the second box titled "Certification/Compliance". The form is titled "[Acadis / Employment Check](#)".

SCCJA requires agencies to submit an Acadis Check on all candidates prior to hire. This includes previously certified and non-certified applicants.

Please allow 3-5 Business days to receive an emailed response, after you have submitted the request.

Acadis Check Response

The email you receive from Certification is the email you will need to attach to the PCS of Hire, if you choose to hire the candidate.

Information you will receive after completing the form:

- Academy ID number (if they have one: please put this on the PCS of Hire)
- Certification Renewal Date
- Which Certification they currently hold (if any)
- All agencies that they have been employed with
- Training History
- If they had a break in service and what is needed to get their certification back
- If there is anything in their record that would not allow them to carry a certification (such as a misconduct)

Our Acadis Check/Employment Check does not substitute for the background check you must do within your department.



ACADIS / Background Check

As part of a background investigation, I am requesting an ACADIS/Background check on the following individual:

PLEASE NOTE: An Acadis Background Check is REQUIRED prior to submitting a PCS of Hire Form

Individual's Information

Requesting Agency *

Certification Requested *

Name *

To the best of your knowledge, has the individual been employed as a law enforcement officer in the state of South Carolina? *

☐ Yes ☐ No

Date of Birth *

Last 4 of Social Security Number *

Academy ID

Last 4 of Social Security Number

(If Applicable)

Maiden / Alias Full Name

(If Applicable)

Maiden / Alias Full Name 2

(If Applicable)

Requesting Agency Information

By entering my name below, I attest that I am an official representative of the requesting agency:

Background Investigator Name *

Background Investigator Position/Rank

Background Investigator Academy ID Number

(If Applicable)

Background Investigator Email *

Upload Release Form

(If requesting a complete background check with documentation to be returned)

Please allow 3-5 business days for a response.

Submit

Save

Hiring Process

Background investigation (23-23-60)

All agencies must complete a background investigation for **ALL candidates** they hire.

As part of this background investigation, a State and National Criminal History check must be completed, through NCIC, purpose code J. Ensure you are using the Social Security number in the search parameters. The Criminal History must be completed **within 90 days** of the date of hire. The Criminal History check must conclude that the candidate “has not been convicted of any criminal offense that is a felony, or any criminal offense that carries a sentence of one year or more, or of any criminal offense that involves moral turpitude. Forfeiture of bond, a guilty plea, or a plea of nolo contendere is considered the equivalent of a conviction“. Any Military Discharge that is not listed as “Honorable” or any crime appearing on the CHRI from NCIC that you are unsure if it is disqualifier, please complete the CHC Review “CHC Review for Certification Form”

Candidates should be run through IADLEST’s National Decertification Index (NDI). To get access to this free service apply at [IADLEST](#)

A driving record check must be completed for ALL candidates (not including telecommunications Class 4). The candidate must “hold a valid current state driver’s license with no record during the previous five years for suspension of driver’s license as a result of driving under the influence of alcoholic beverages or dangerous drugs, driving while impaired (or the equivalent), reckless homicide, involuntary manslaughter, or leaving the scene of an accident. Candidates/applicants for certification as state or local correctional officers may hold a valid current driver’s license issued by any jurisdiction of the United States“.

A credit check must be run for all candidates and the results must be favorable. Candidates for law enforcement employment, may not be in default of any National Direct Student Loan, a National Defense Student Loan, a Guaranteed-Federally Insured Student Loan, a Nursing Student Loan, a Health Professions Student Loan or a Law Enforcement Educational Loan (59-111-50).

A signed attestation form committing to the practice of ethical policing (hire attestation).

All applicants must show successful completion of high school and have received a high school diploma, equivalency certificate (military or other) recognized and accepted by the SC Department of Education.

Successful completion of the reading comprehension test is required for all **NEW Class 1** certified officers.

Successful completion of the mandatory psychological evaluation is required for **all NEW Class 1, NEW Class 3 Advanced, and NEW Reserve** officers.

The PDF copy of the email response from the SCCJA Certification Unit, verifying Acadis Background Check completion, must be attached to the PCS of Hire for ALL candidates (2020-LETC-003).

If the applicant has been **previously employed** with a Law Enforcement Agency with SC (Class 1, Class 2, Class 3, Class 4, Reserve) it must be indicated on the hire form. You must speak with a member of their **former employer’s command staff** to discuss the terms of separation. You must have their Agency name, Full Name and Rank. If they are **a non-certified employee** (ie. HR), you will indicate that for “Rank“ and put 0000-0000 for the Academy ID. Email mmcollins@sccja.sc.gov to receive the link for the Command Staff Point of Contact for Background Investigations.

Hiring Process

PCS of Hire

The Hire form MUST be completed within 3 business days of hiring your candidate.

The PCS forms can be found by going to our website:
sccja.sc.gov

Click on the General Information tab, Select the Forms option, scroll down to the second box titled “Certification/Compliance”, and select the form titled “[PCS of Hire](#)”.

For PCS of Hire 911, go to the box titled “Basic Telecommunications Officer Training” and select “[Basic Telecommunication Operator Hire Form](#)”.

Please ensure that all the boxes are filled out with correct information. We will not accept forms with information that is inaccurate.

Some common problems we see are:

- Psychological and reading comprehension test information is not on the form for **required certification classes**
- The **applicant's name** does not match the name on the Acadis check attached to the hire
- **Previously employed** officers do not have information regarding the name of the **command staff of the previous agency** that was contacted.

You will also be required to **upload a PDF copy** of the following:

- Acadis check response email or the attachment received
- A copy of the applicant's valid Driver's License
- SCCJA Hire Attestation Form

We will not be able to accept any forms with errors.

Please verify that all information is correct before submitting. **Submitting forms with errors can cause errors in the individual's personnel records and/or a delay in processing.**

Please allow 3-5 business days for Certification to process the PCS of Hire.

Hire Attestation

The ethical policing attestation is a part of the hire attestation. This attestation is required for all hires, regardless of certification status.

The hire attestation must have a witness signature for it to be accepted.

If the candidate does not have an Academy ID, that field may be left blank.



South Carolina Criminal Justice Academy Hire Form Attestation



Ethical Policing Attestation:

I swear or affirm to commit to the practice of ethical policing, which means the discharge of responsibilities, stemming from employment as a law enforcement officer, which is devoid of misconduct and which is carried out in conformance with the laws of this State, including the duty to safeguard life and the duty to intervene.

Initial
Below

Hiring Attestation:

As the applicant for law enforcement certification, I attest that I am aware of the minimum standards for employment as a law enforcement officer, that I meet or exceed each of those requirements, that the information provided on my application to the hiring agency and the South Carolina Criminal Justice Academy, hereafter referred to as the Academy, and all other information submitted by me, both oral and written throughout the employment process, is thorough, complete, and accurate to the best of my knowledge.

I further attest, if previously certified out of state, I have never had a Law Enforcement Certification revoked or denied for any reason in any other state.

If I am issued a firearm, I attest that I am lawfully allowed to carry a firearm.

I further understand and agree that any omission, falsification or misrepresentation of any fact or portion of such information can be the sole basis for termination of my employment and/or denial, suspension, or revocation of my certification at any time. I specifically acknowledge that my continued employment and certification are contingent on maintaining the minimum standards for employment as a law enforcement officer pursuant to SC Code of Law, Section 23-23-60.

Signature of Candidate

Printed Name of Candidate

Candidate Academy ID #

Today's Date

Witness Signature

Hiring Process

PCS of Hire (non-TCO)

Agency Information

Today's Date *

7/1/2024

Agency *

Hiring Agency Name

Agency Representative Name *

Title

First

Last

Agency Representative Email *

Agency Representative Phone Number *

(111) 222-3333

Officer/Applicant's Information

Applicants First Name *

Applicants Middle Name *

Applicants Last Name *

Suffix

NO ABBREVIATION

If no middle name use NMN

Jr., II, III, IV, V

Officer/Applicant's Home Address *

Address Line 1

Address Line 2

City

State

Zip Code

If your agency address is entered, your form will be rejected and you will be required to resubmit

Date of Hire *

01/01/2020

CONFIRM Date of Hire *

01/01/2020

Certification Requested *

Job Duties *

Patrol, Transport, Detention, Administrator, etc.

Date of Birth *

01/01/2000

Last 4 of SSN# *

####

South Carolina Driver License Number *

XXXXXXXXXX

Applicant must be
21 Years of Age
upon Hire for Basic
Law

Candidate must have a South Carolina
Driver's License

Upload copy of the applicant/officer's valid driver's license *

Upload or drag files here.

Gender *

☐ Male ☐ Female

Race *

Does this person have an Academy ID? *

☐ Yes ☐ No

Applicant's Agency Issued Email Address

Applicant's Personal Email Address *

Signed Hire Attestation Form

Please upload the signed attestation form in the area provided below. To access the form, go to <https://sccja.sc.gov/general-information/forms> or click [HERE](#).

ATTENTION: Please ensure that you are using the current version of the hire attestation that is linked above. This version will be MANDATORY effective 07/01/24. If a previous version is used on or after 07/01/2024, you will be required to resubmit.

Upload the signed copy of the candidates hire attestation form below *

Upload or drag files here.

Prior to uploading, please review the above statement

Date Criminal History was Completed *

01/01/2020

Upon Completion of Background Investigation please respond appropriately. *

During the background investigation, did the applicant self-admit to any felonies? *

Yes/No

☐ Pursuant to 23-23-00(B)(5)(a) I attest that a background investigation has been conducted and the employer is of the opinion that the candidate is of good character.

2) Holds a valid current state driver's license with no record during the previous five years for suspension of driver's license as a result of driving under the influence of alcoholic beverages or dangerous drugs, driving while impaired (or the equivalent), reckless homicide, involuntary manslaughter, or leaving the scene of an accident. Candidates/applicants for certification as state or local correctional officers may hold a valid current driver's license issued by any jurisdiction of the United States.

Date Driving Record Check was Completed *

01/01/2020

3) Successfully completed a reading comprehension test (for Class One newly certified officers only, hired after March 17, 2019)

Date Reading Comprehension Test Administered

01/01/2020

4) Successfully completed the mandatory psychological evaluation (for Class One newly certified, Class 3 Advanced New Hire or Reserve New Hire only) administered by:

Date of Psychological Evaluation

01/01/2020

Person Administering the Psychological Evaluation

Title

First

Middle

Last

Suffix

Upload a copy of the EMAIL RESPONSE from the SCCJA Certification Unit verifying ACADIS Background Check *

Upload or drag files here.

Please submit ONLY a .pdf copy of the EMAIL RESPONSE from the SCCJA Certification Unit. Attaching a copy of the verification of submission will result in the PCS of Hire being rejected/discarded.

Has applicant previously been employed with a Law Enforcement Agency in South Carolina? (Class 1, Class 2, Class 3, Class 4, Reserve) *

☐ Yes

☒ No

Has applicant previously been employed with the SC Department of Corrections? *

☐ Yes

☒ No

Has applicant previously been employed with an out-of-state law enforcement agency? *

☐ Yes

☒ No

Not certified applicant will have control or direction of members of the public or will be exercising the power of arrest *

☐ Yes

☒ No

(FOR CLASS 1, CLASS 1 LECO AND CLASS 3 ONLY)

If this hire is a PEBA Proviso 108.18 hire (see below) you MUST upload a PDF copy of your completed Form 7218 in order for your PCS of Hire to be processed.

108.18. If a member of the Police Officer Retirement System chooses to engage in the Return to Work program, their twelve month period spent not engaging in officer duties shall not cause a member to lose their license or be unable to perform the duties of a police officer. Officers participating in the Return to Work program shall be required to meet continuous training and education requirements of the South Carolina Law Enforcement Academy.

[CLICK HERE TO ACCESS PEBA FORM 7218](#)

If you are unsure if this is a PEBA Return to Work Hire, please contact Cert@sccja.sc.gov for clarification.

Is this a PEBA Proviso 108.18 hire?

☐ Yes ☒ No

Department Authorization

By signing below, I attest that all information contained within this hire form is complete and correct. I understand that if any information is found to be incomplete or in error, an Academy representative may discard this hire form and notify me to resubmit

Authorized Signature for Department *

Title

First

Mi

Last

Authorized Person's Academy ID# *

XXXX-XXXX

Hiring Process

PCS of Hire: 911/Telecommunications

Today's Date *
7/1/2024

Agency *
Hiring Agency Name

Agency Email *

Agency Phone Number *
(111) 222-3333

Applicant Information

Date of Hire *
01/01/2020

CONFIRM Date of Hire *
01/01/2020

Applicants First Name *

Applicants Middle Name *
DO NOT ABBREVIATE

Applicants Last Name *

Suffix
Jr., II, III, etc.

Full Name, no abbreviation. If no middle name use NMN.

Maiden / Alias Full Name (IF APPLICABLE)
First Middle Last

Date of Birth *
01/01/2000

Last 4 of SSN# *
XXXX

Type of Employment *
☐ Full Time ☐ Part Time

Gender *
☐ Male ☐ Female

Race *

Does this person have an Academy ID? *
☐ Yes ☐ No

Affidavit of Background Investigation

Affiants Information Who Conducted Background Investigation

By entering my name below, I hereby attest that I have conducted a complete background investigation on the above 911 operator. My background investigation concluded that the above 911 operator does not have any conviction for any criminal offense that carries a possible sentence of more than one year or a crime of moral turpitude and I, hereby, make application for 911 certification.

Authorized Signature for Affiant (Background Investigator) *
Please type in First and Last Name

Background Investigator Academy ID# *
XXXX-XXXX

Background Investigator Phone Number *

PERSONALLY appeared before me, the above named, who first being duly sworn, deposes and says that affiant hereby attests that affiant has conducted a complete background investigation on the above individual. Affiant's background investigation concluded that this individual is of "Good Character" and does not have any disqualifications which would render the individual unemployable under the South Carolina Code of Regulations Section 37-063, 37-064, 37-073, 37-074, and I hereby make application for certification. Affiant's background investigation concluded that the applicant for certification:

1) Has not been convicted of any criminal offense that carries a sentence of one year or more, a felony, or of any criminal offense that involves moral turpitude. Forfeiture of bond, a guilty plea, or a plea of nolo contendere is considered the equivalent of a conviction.

Date Criminal History Completed *
01/01/2020

Upon Completion of Background Investigation please respond appropriately. *

Authorization

By entering my name below, I, as an official representative of the appointing agency, do submit to the Criminal Justice Academy, the above named appointee as a candidate for training/certification. The candidate meets or exceeds each of the minimum standards for employment and this Agency has properly conducted the required employment procedures as established by the South Carolina Criminal Justice Academy as required by the Code of Laws of South Carolina, 1976, Chapter 23 Training for Law Enforcement Officers and Regulations Chapter 37. I acknowledge that any omission, falsification or misrepresentation of information or procedures, by either the candidate or this Agency, through the employment and/or certification process may result in certification being denied, suspended or revoked by the South Carolina Criminal Justice Academy.

Authorized Signature for Department Electronic Signature *
Please type in First and Last Name

Authorized Signature for Department Academy ID# *
XXXX-XXXX

The Hire form MUST be completed within 3 business days of hiring your candidate.

The PCS forms can be found by going to our website:
sccja.sc.gov

Click on the General Information tab, Select the Forms option, scroll down to the box titled "Basic Telecommunications Officer Training" and select "[Basic Telecommunication Operator Hire Form](#)".

Every agency who requests operator's certification shall conduct a background investigation; concluding that the candidate is of good character and has not engaged in misconduct.

A Criminal History check must be completed, through NCIC, purpose code J. The Criminal History must be completed within 90 days of the date of hire. The Criminal History check must conclude that the candidate "has not been convicted of any criminal offense that is a felony, or any criminal offense that carries a sentence of one year or more, or of any criminal offense that involves moral turpitude. Forfeiture of bond, a guilty plea, or a plea of nolo contendere is considered the equivalent of a conviction".

Although not required, telecommunications agencies may request an Acadis check for applicants. This will give your agency details on any prior SC employment with a law enforcement agency and any training needed by the applicant.

We will not be able to accept any forms with errors. Please verify that all information is correct before submitting.

Submitting forms with errors can cause errors in the individual's personnel records and/or a delay in processing.

Some common problems we see are:

- Applicant Name does not match Academy ID given
- Applicant has an Academy ID, but "No" is chosen on the hire form

Please allow 3-5 business days for Certification to process the PCS of Hire.

Internal Transfers

When Can I Use an Internal Transfer Form?

Internal transfers can only be completed for Officers switching certifications within the **SAME agency/department**.

An agency can only use an internal transfer form IF:

- The applicant is switching from a **Class 1 to a Class 3** (basic or advanced) within the **SAME agency/department name**.
- The applicant is switching from a **Class 3 Advanced to Class 3 Basic** or switching from a **Class 3 Basic to Class 3 Advanced** within the **SAME agency/department name**.
- The applicant is switching from a **Class 2 to a Class 3 SLECO** (armed or unarmed) within the **SAME agency/department name**.

We will not be able to accept any forms with errors. Please verify that all information is correct before submitting. **Submitting forms with errors can cause errors in the individual's personnel records and/or a delay in processing.**

If completing the internal transfer form for an officer whose previous certification was unarmed, a **Firearms Verification Form** must be completed within 3 days of hire, if the officer will be armed with their new certification.

For all **NEW** Class 1, Class 1 LECO, Class 3 Advanced, and Reserves a **psychological exam is required**.

For all **NEW** Class 1, and Class 1 LECOs, successful completion of the **reading comprehension test is required**.

Please allow **3-5 business days** for Certification to process this form.



Internal Transfer Form

ATTENTION: This form is to be used **ONLY** when the agency name within Acadis is identical and classification of officer is the only change

Example:

Candidate is currently a Class 1 with Mayberry PD and is transferring to Reserve status with Mayberry PD. (YES, the agency names in Acadis are identical as can be seen above - an Internal Transfer Form is applicable)

Candidate is currently a Class 2 with Mayberry Co. Sheriff's Office Detention Center and is moving into a Class 1 capacity with Mayberry Co. Sheriff's Office. (NO, agency must submit a Routine Separation under the detention center and a PCS of Hire under the sheriff's office. See above that the agency names ARE NOT identical)

If you are unsure if you are completing the correct form, please email Cert@scdca.gov or call 803-896-7805.

Have you read and understand the field above? *

Agency Information

Agency *

Agency PoC Email *

Agency PoC Phone *

Officer Information

Name *

Academy ID *

Home Address *

Separation Process

Routine Separations (do NOT involve misconduct)

The Routine Separation form can be found by going to our website: sccja.sc.gov

Click on the General Information tab, Select the Forms option, scroll down to the second box titled “Certification/Compliance”. The form is titled “[Routine Separations](#)”.

SCCJA requires agencies to submit a separation form within 15 days of the separation date.

A **Routine Separation** is defined as:

- Voluntary (the officer resigned or accepted employment with another LE agency)
- Retired
- Deceased
- Medical Leave
- Military Leave
- Discharged/Fired

There is a “other” box that can be used to indicate the nature of the separation that DOES NOT include misconduct. **Please utilize this box if the separation is a TERMINATION.**

All separations must be accompanied by a Mandatory Retraining Notification (MRN) indicating in-service and EVO training received while the officer was employed with your agency. Even if the officer has not completed any training, please indicate on the form by stating 0 or “none” under the in-service training.

Please ensure that the address that is being put on this form is the Officer’s Information.

We will not be able to accept any forms with errors.

Please verify that all information is correct before submitting. **Submitting forms with errors can cause errors in the individual’s personnel records and/or a delay in processing.**

Please allow 3-5 business days for Certification to process this form.



PCS: Routine Separation

Agency Information

Agency *

Agency Email *

Agency Phone Number *

Officer Information

Name *

Academy ID *

Certification Type *

Address *

Separation Information

(For all separations NOT involving misconduct as defined in S.C. Reg. 37-025)

You must submit MRN (Mandatory Retraining Notification) information below indicating in-service training received since last renewal.

PLEASE NOTE:

“Date of Separation” and “CONFIRM Date of Separation” **MUST MATCH**

Date of Separation *

CONFIRM Date of Separation *

Separation Action *

Reason(s) for Separation

- ☐ Resigned/Voluntary
- ☐ Resigned/Voluntary-Under Internal Investigation
- ☐ Retired
- ☐ Deceased
- ☐ Accepted employment with another Law Enforcement Agency
- ☐ Medical Leave not job related
- ☐ Medical Leave on job injury
- ☐ Failure to successfully complete basic training
- ☐ Failure to successfully complete in-service training
- ☐ Termination for violation of AGENCY policy NOT involving misconduct as defined in S.C. Reg. 37-025 (i.e., sub-standard performance, excessive absenteeism, sleeping on duty, etc)
- ☐ Military Leave
- ☐ Other

There is a pending criminal investigation on this officer *

☐ Yes ☐ No

There are pending criminal charges on this officer *

☐ Yes ☐ No

Separation Process

Separations Due to Misconduct

The Separation Due to Misconduct form can be found by going to our website: sccja.sc.gov

Click on the General Information tab, Select the Forms option, scroll down to the second box titled “Certification/Compliance”. The form is titled “[Separation Due to Misconduct](#)”.

SCCJA requires agencies to submit a Separation Due to Misconduct form **within 15 days of the discovery** of any event of misconduct which is determined to be “FOUNDED” by the agency or department. The Misconduct Report Form, Separation Supplement, and all documentation related to the misconduct must be forwarded to the Criminal Justice Academy’s Certification Unit.

For any separation involving misconduct, as defined in S.C. Code Section 23-23-150, completion of this form is **REQUIRED**.

The form must have one of the 15 reasons for misconduct separations (listed to the right) for it to be accepted by the SCCJA.

Please be detailed when describing the misconduct behavior.

When completing a Separation Due to Misconduct, it must be accompanied by a Mandatory Retraining Notification (MRN) indicating in-service and EVO training received while the officer was employed with your agency. Even if the officer has not completed any training, please indicate on the form by stating 0 or “none” under the in-service training.

Separations Due to Misconduct must be signed off on by the Agency Head or their Designee.

Nature of the Misconduct can be one (or more) of the following:

- A conviction, plea of guilty, pleas of no contest or admission of guilt to a felony, a crime punishable by a sentence of more than one year, regardless of the sentence actually imposed, or a crime of moral turpitude, any of which were committed in this State or any other jurisdiction;
- The unlawful use of a controlled substance;
- The repeated use of excessive force in dealing with the public or prisoners;
- Dangerous or unsafe practices involving firearms, weapons, or vehicles which indicate either a willful or wanton disregard for the safety of persons or property;
- The physical or psychological abuse of members of the public or prisoners;
- The misrepresentation of employment-related information;
- Willfully making false, misleading, incomplete, deceitful, or incorrect statements to a law enforcement officer, a law enforcement agency, or a representative of the agency, except when required by departmental policy or by the laws of this State;
- Willfully making false, misleading, incomplete, deceitful, or incorrect statements to any court of competent jurisdiction, or their staff members, whether under oath or not;
- Willfully providing false, misleading, incomplete, deceitful, or incorrect information on a document, record, report, or form, except when required by departmental policy or by the laws of this State;
- The falsification of any application for certification and training based upon which the officer was admitted for training;
- Providing false information to the Criminal Justice Academy;
- Willful submission of false, misleading, incomplete, deceitful, or incorrect statements to the Criminal Justice Academy, or its representatives;
- The willful failure to intervene when observing another officer physically abusing a person, whether or not the person is in custody, while in the performance of his official duties, if the officer knew the person’s rights were being violated, the officer had an opportunity to intervene, and the officer chose not to do so;
- The willful and knowing failure to promptly report another officer, while in the performance of his official duties, abusing a person whether or not the person is in custody;
- The willful use of excessive force in an objectively unreasonable manner

Military Return/Workers Comp/Medical Return to Work

R. 37-011. EXTENSION OF CERTIFICATION RENEWAL DATE.

A CERTIFIED LAW ENFORCEMENT OFFICER WHO IS UNABLE TO COMPLETE THE REQUIREMENTS OF R.37-010 WITHIN THE THREE YEAR PERIOD SPECIFIED WILL BE GRANTED AN EXTENSION TO HIS/HER RENEWAL DATE IN THE FOLLOWING CASES: A. **MILITARY LEAVE**. ANY OFFICER CALLED TO ACTIVE MILITARY DUTY **FOR A PERIOD OF MORE THAN THIRTY CONSECUTIVE DAYS** SHALL BE GRANTED AN EXTENSION TO HIS/HER RENEWAL DATE, AS SPECIFIED IN SECTION 23-23-60(C) OF THE SOUTH CAROLINA CODE OF LAWS, FOR THE DURATION OF THE ACTIVE DUTY, PLUS NINETY DAYS

SC 23-23-60(C)(2) NOTWITHSTANDING THE PROVISIONS OF ITEM (1), A CERTIFICATE MAY NOT EXPIRE IF EMPLOYMENT IS DISCONTINUED BECAUSE OF THE OFFICER'S ABSENCE FROM WORK DUE TO A **DISABILITY HE SUSTAINED IN THAT EMPLOYMENT FOR WHICH HE RECEIVES WORKERS' COMPENSATION BENEFITS AND FROM WHICH HE HAS NOT BEEN AUTHORIZED TO RETURN TO WORK WITHOUT RESTRICTION**; PROVIDED, HOWEVER, THAT BEFORE HE MAY RESUME EMPLOYMENT FOR WHICH THE CERTIFICATE IS REQUIRED, HE MUST COMPLETE ALL CONTINUING EDUCATION REQUIREMENTS FOR THE PERIOD OF TIME IN WHICH HE WAS RECEIVING WORKERS' COMPENSATION BENEFITS AND HAD NOT BEEN AUTHORIZED TO RETURN TO WORK. ADDITIONALLY, THE THREE-YEAR DURATION OF A CERTIFICATE IS TOLLED DURING SUCH AN ABSENCE FROM EMPLOYMENT, AND **BEGINS RUNNING WHEN THE OFFICER IS AUTHORIZED TO RETURN TO WORK WITHOUT RESTRICTION**.

R. 37-011 B. MEDICAL, DISABILITY OR ADMINISTRATIVE LEAVE. 1. ANY OFFICER WHO IS ON **DISABILITY LEAVE, MEDICAL LEAVE, ADMINISTRATIVE LEAVE AS A RESULT OF AN ASSAULT BY AN INMATE, PATIENT OR CLIENT, OR OTHER ADMINISTRATIVE LEAVE GRANTED BY THE EMPLOYING AGENCY, WITH OR WITHOUT PAY, FOR A PERIOD OF MORE THAN THIRTY CONSECUTIVE DAYS**, SHALL BE GRANTED AN EXTENSION TO HIS/HER RENEWAL DATE, AS SPECIFIED IN SECTION 23-23-60(C) OF THE SOUTH CAROLINA CODE OF LAWS, FOR THE DURATION OF THE LEAVE, PROVIDED SUCH EXTENSION DOES NOT EXCEED ONE YEAR. 2. ANY OFFICER ON MEDICAL LEAVE, DISABILITY LEAVE, ADMINISTRATIVE LEAVE AS A RESULT OF AN ASSAULT BY AN INMATE, PATIENT OR CLIENT, OR OTHER ADMINISTRATIVE LEAVE GRANTED BY THE EMPLOYING AGENCY, FOR A PERIOD OF ONE YEAR OR MORE SHALL BE TREATED UNDER R.37-006(D)(3) OR (4)

Military Return/Workers Comp/Medical Return to Work

MILITARY RETURN/WORKERS COMP/MEDICAL RETURN TO WORK

THEIS FORM IS FOR THOSE OFFICERS THAT WERE SEPARATED FOR MORE THAN 30 DAYS DUE TO MILITARY, MEDICAL OR WORKERS COMPENSATION



Military Return/Workers Comp/Medical Return to Work

This form must be submitted for officers returning from military leave/workers comp/medical/disability or administrative leave granted by employing agency (not disciplinary). This can be submitted In lieu of a PCS of Hire Form

Agency Information

Officer Information

Department Signatures

Agency Information

Today's Date *

8/12/2026

Agency *

Hiring Agency Name



Agency Representative Name *

Title

First

Last

Agency Representative Email *

Agency Representative Phone Number *

(111) 222-3333

Military Return/Workers Comp/Medical Return to Work

Officer/Applicant's Information

Please enter the name exactly as it appears in ACADIS

Applicant's First Name *

Applicant's Middle Name *

NO ABBREVIATION

If no middle name use NMN.

Applicant's Last Name *

Suffix

Jr., II, III, IV, V

Applicant's Academy ID *

**YOU WILL NEED TO
CHOOSE THE REASON
THEY WERE SEPARATED**

Address Line 2

City

State

Zip Code

If your agency address is entered, your form will be rejected and you will be required to resubmit

Returning from:

- ☐ Medical - Workers Compensation (on the Job Injury) ☐ Medical Leave ☐ Disability Leave
☐ Administrative Leave as a result of assault by an inmate, patient or client ☐ Military Leave
☐ Administrative Leave granted by the employing agency

Military Return/Workers Comp/Medical Return to Work

Date of Return *

01/01/2020

CONFIRM Date of Return *

01/01/2020

Certification Requested *

Job Duties *

Patrol, Transport, Detention, Administrator, etc.

South Carolina Driver License Number *

#####

Candidate must have a South Carolina Driver's License

Upload a copy of the
Drivers License-not
the driving history

Upload copy of the applicant/officer's valid driver's license *

Upload

or drag files here.

Do not upload a copy of the driving record. Drivers License only.

Applicant's Agency Issued Email Address

Applicant's Personal Email Address *

Affidavit of Background Investigation

Affiants Information Who Conducted Background Investigation at Hiring Agency

By entering my name below, I, as an official representative of the appointing agency, do submit to the Criminal Justice Academy, the above named appointee as a candidate for training/certification. The candidate still meets or exceeds each of the minimum standards for employment and this Agency has properly conducted the required employment procedures as established by the South Carolina Criminal Justice Academy as required by the Code of Laws of South Carolina, 1976, Chapter 23 Training for Law Enforcement Officers and Regulations Chapter 37. I acknowledge that any omission, falsification or misrepresentation of information or procedures, by either the candidate or this Agency, through the employment and/or certification process may result in certification being denied, suspended or revoked by the South Carolina Criminal Justice Academy.

(Driver's Record; Credit Check; Criminal Record Check - each completed by hiring agency) Applicants must list any and all criminal charges regardless of the date of offense and the disposition (dismissal, not guilty, not processed). Do not include minor traffic offenses, but specifically include DUI, DWI, Driving While License Revoked/Suspended, Speeding to Elude Arrest, or Duty to Stop in Event of Accident. If you list a charge(s), please ensure that the In-State and Interstate Criminal History Check shows Final Disposition for each charge(s).

Authorized Signature for Affiant (Background Investigator) *

First and Last Name

Military Return/Workers Comp/Medical Return to Work

To bring them back into compliance , you need to rerun the NCIC, Credit Check and the Drivers License history

PERSONA, sworn, deposes and says that affiant hereby attests that affiant has conducted a complete background investigation on the above officer. Affiant's background investigation concluded that this officer is of "Good Character" and does not have any disqualifications which would render the officer uncertifiable under the South Carolina Training Act, Section 23-23-60 and I hereby make application for certification. Affiant's background investigation concluded that the applicant for certification:

1) has not been convicted of any criminal offense that is a felony, or any criminal offense that carries a sentence of one year or more, or of any criminal offense that involves moral turpitude. Forfeiture of bond, a guilty plea, or a plea of nolo contendere is considered the equivalent of a conviction.

Date Criminal History was Completed *

01/01/2020

Upon Completion of Background Investigation please respond appropriately. *

☐ As the background investigator, I hereby attest that all crimes of moral turpitude in South Carolina were referenced and there are no criminal convictions (23-23-60(B)(4)) or driver's license suspensions (23-23-60(B)(5)(b)) that disqualify this candidate under 23-23-60 of the SC Training Act.

[Click here to review 23-23-60 of the SC Training Act](#)

☐ Pursuant to 23-23-60(B)(5)(a) I attest that a background investigation has been conducted and the employer is of the opinion that the candidate is of good character.

2) Holds a valid current state driver's license with no record during the previous five years for suspension of driver's license as a result of driving under the influence of alcoholic beverages or dangerous drugs, driving while impaired (or the equivalent), reckless homicide, involuntary manslaughter, or leaving the scene of an accident. Candidates/applicants for certification as state or local correctional officers may hold a valid current driver's license issued by any jurisdiction of the United States.

Date Driving Record Check was Completed *

01/01/2020

Military Return/Workers Comp/Medical Return to Work

Upload a medical release from the doctor *

Upload

or drag files here.

Please submit only a .pdf copy of the medical release. Medical release must indicate that the patient has been released from the doctor's care. DO NOT upload psychological evaluations.

FOR MEDICAL RETURN, UPLOAD A LETTER FROM THE DOCTOR RELEASING THEM FROM MEDICAL CARE AND STATING THEY CAN RETURN TO WORK WITHOUT RESTRICTIONS - PURSUANT TO SC 23-23-60(C)(2) OR FOR MILITARY RETURN, UPLOAD A COPY OF THE DD 214 INDICATING THEY LEFT WITH A HONORABLE DISCHARGE OR A LETTER OF GOOD STANDING FROM THEIR COMMAND STAFF STATING THEY LEFT IN GOOD STANDING WITH DATE OF RELEASE.

Upload a copy of the applicant/officer's DD214 long form or a short form with a letter from Military Command Staff that the officer's deployment has concluded and the officer left the deployment in good standing with no disciplinary actions taken. *

Upload

or drag files here.

Please submit ONLY a .pdf copy of the DD214, NOT the orders. Long Form DD214 or LOGS from Installation Commanding Officer are the ONLY acceptable documents.

Military Return/Workers Comp/Medical Return to Work

TO BRING THE OFFICER BACK INTO COMPLIANCE BEFORE REISSUANCE OF CERTIFICATION THE FOLLOWING MUST BE COMPLETED:

Military & Medical Return-to-Work Actions

Out > 1 year	Certification expired	Fingerprints > 5 years	Required Actions
No	No	N/A	Complete all ACADIS videos
No	Yes	N/A	Submit MRN renewal
Yes	No	N/A	Submit FAV Form and complete all ACADIS videos
Yes	Yes	No	Submit FAV Form and MRN renewal
Yes	Yes	Yes	Submit FAV Form and MRN renewal and come to Registration for fingerprinting (no appointment necessary - can appear M-Th 9a - 12p)
Out > 5 years	Certification expired	Fingerprints > 5 years	Required Actions
Yes	Yes	Yes	Submit FAV Form, complete all ACADIS videos for last 3 years and MRN reflecting one full year of FA, LL, UoF and EVO (dates to be placed on Year 1 line of the MRN). MRN to be submitted directly to cert@scjia.sc.gov . Once approved a new certification date will be issued.

Notes:

- Certification will not be re-issued until all required actions have been fully completed. Once finished, email cert@scjia.sc.gov so the Certification and Compliance Unit can re-issue the certification.
- Medical return-to-work applicants have one year from the date of their return to come back into compliance.
- Military return-to-work applicants have their total time separated from the agency plus ninety (90) days to return to compliance.
- If required actions are not completed within the indicated timeframes, abbreviated training or full re-training will be required.
- Applicants are not considered certified until all required actions have been completed, cleared by the Certification and Compliance Unit, and the certification has been re-issued in ACADIS.

Training Review Request

Where to Find the Training Review Request Form

The Training Review Request form can be found by going to our website: sccja.sc.gov

Click on the General Information tab, Select the Forms option, scroll down to the tenth box titled “Out -of-State Transfers“. The form is titled “[Training Review Request Form](#)“.

Instructions for Completing the Training Review

Training Review requests will be conducted for previously certified SC law enforcement officers with no other coincidental and/or intermittent out of state law enforcement employment, military or federal training, service and/or employment. The hiring agency’s authorized official must complete and submit the one-page TRAINING REVIEW REQUEST FORM. The agency’s request along with the officer’s training file will be reviewed to determine training and certification, previous employment, breaks in law enforcement service, and in-service training requirements.

Upon completion of the review, the agency will be notified of the candidate’s eligibility and training requirement for certification. Training Review requests will be conducted for out of state candidates, SCDC Class II candidates, and military/federal candidates with prior training, certification and employment.

To make a request for out of state training review, an authorized official for the hiring agency must complete and submit the one-page TRAINING REVIEW REQUEST FORM along with the following required documentation prior to Registration:

- (1) Certificate of Completion (BLET Course, Basic Corrections or Detention Course or Federal Training Course)
- (2) Curriculum/Syllabus showing hours and topics of training
- (3) A completed [POST letter](#) has been received from the out-of-state POST agency
- (4) A Letter of Good Standing from the current or last agency the applicant was employed is required
- (5) Indication that a Letter of Good Standing has been requested for Federal/Military candidates; or a Verification of Employment Letter for SCDC Correction candidates

Please do not send documents that do not pertain to the Training Review. Only attach the requested documents above.

Prior to a candidate’s registration for training at the Academy, the Training Review Request Form along with the required documentation above should be submitted.

Upon receipt of all submitted documentation, a review will be conducted to determine a candidate’s eligibility for condensed training programs.

All certified out of state candidates with less than one (1) year of law enforcement employment/experience (one year begins upon completion of training and subsequent employment) or candidates with no law enforcement employment/experience will have to attend the 4 X 8 basic training course.

NOTE: When requesting [POST Letter](#) information from other States you must include an “Authorization of Release” signed by the candidate authorizing release of personal information. Please submit the completed POST Letter once you receive it back from the Post Agency. The SCCJA will accept electronic POST documents sent back to requesting agencies. The POST Letter DOES NOT have to be received directly from the state POST.

If POST information is requested with no success of obtaining information from State POST agencies, you must submit a statement on agency letterhead, signed by the Chief, Sheriff or Director, stating multiple attempts to obtain credentials have been without success, along with confirmation that a thorough background investigation was conducted and no discrepancies were found to disqualify for South Carolina certification in accordance with the SC Law Enforcement Training Act.

After all required documents are submitted, please allow up to 10 business days for this review.

Questions concerning Requests for Training Reviews should be directed to cert@sccja.sc.gov

P.O.S.T. Letter



South Carolina Criminal Justice Academy *Certification & Compliance P.O.S.T. Letter*



Date: _____

P.O.S.T. Agency Name: _____

Re: _____ SSN: _____ DOB: _____

In support of the South Carolina Law Enforcement Training Act, Section 23-23-60, the state of South Carolina requests the following information from your state to process the candidate's application:

- On what date was the above named individual certified as a law enforcement or detention/corrections officer in your state? _____
- Is he/she still serving as a law enforcement or detention/corrections officer in your state, if not, when did he/she separate or terminate employment? _____
- How do your records show this individual separated from their most recent law enforcement employment? _____
Examples Include: Resignation, Termination, Resignation while Under Internal Investigation, Resignation in Lieu of Termination, Retired, etc.
- Is he/she currently eligible to serve as a law enforcement or detention/corrections officer in your state? _____
- Was he/she ever decertified as a law enforcement or detention/corrections officer due to misconduct? _____

I certify that there is no reason to deny certification in South Carolina.

Print Name: _____ Signature: _____

Title: _____ Email: _____

Please complete and return this form to Cert@sccja.sc.gov. Your prompt response will allow the above candidate to begin his/her certification process. Please contact the Certification & Compliance Unit at (803) 896-7802, or email Cert@sccja.sc.gov if you should have any questions.

Sincerely,

Lewis J. Swindler, Jr.
Director

5400 Broad River Road, Columbia, South Carolina 29212-3540

Phone: (803) 896-7802 Fax: (803) 896-7803

Revised: 2-2024

Certification Renewal

Renewal Requirements

Class 1 Renewal Requirements

- **Domestic Violence Update:**
 - 3 previous CDVs
- **Legal Updates:**
 - 6 previous legal updates (depends on renewal date)
- **Mental Illness Training:**
 - 1 training is required over each 3-year recertification period
- **Emergency Vehicle Operations (EVO):**
 - Training is required annually
- **Firearms Training/SCCJA Qualification:**
 - Training is required annually
- **Less-Lethal Weapons:**
 - Training is required annually
- **Use of Force policy update/review:**
 - Training/Review is required annually
- Officers must have **40 hours** total; this includes all training above and in-service hours

Class 2 Renewal Requirements

- **Mental Illness Training:**
 - 1 training is required over each 3-year recertification period
- **Firearms Training/SCCJA Qualification:**
 - Training is required annually, if issued a firearm
- **Less-Lethal Weapons:**
 - Training is required annually
- **Use of Force policy update/review:**
 - Training/Review is required annually
- Officers must have **120 hours** total; this includes all training above and in-service hours

Class 1 LECO Renewal Requirements

- Must meet all renewal requirements for Class 1 and Class 2 certifications

Class 3 Basic Renewal Requirements

- **Legal Updates:**
 - 6 previous legal updates (depends on renewal date)
- **Mental Illness Training:**
 - 1 training is required over each 3-year recertification period
- **Less-Lethal Weapons:**
 - Training is required annually, if issued less-lethal weapons
- **Use of Force policy update/review:**
 - Training/Review is required annually, if authorized to carry weapons

Class 3 Advanced Renewal Requirements

- **Domestic Violence Update:**
 - 3 previous CDVs
- **Legal Updates:**
 - 6 previous legal updates (depends on renewal date)
- **Mental Illness Training:**
 - 1 training is required over each 3-year recertification period
- **Emergency Vehicle Operations (EVO):**
 - Training is required annually, if operating an emergency vehicle
- **Firearms Training/SCCJA Qualification:**
 - Training is required annually
- **Less-Lethal Weapons:**
 - Training is required annually
- **Use of Force policy update/review:**
 - Training/Review is required annually

Class 2 SLECO Renewal Requirements

- Must meet all renewal requirements for Class 2 and Class 3 certifications
 - SLECO Armed must meet the requirements for Class 3 Advanced
 - SLECO Unarmed must meet the requirements for Class 3 Basic

Certification Renewal

SCCJA Approved Mental Illness Training (eff. January 1, 2025)

APPROVED MENTAL ILLNESS TRAINING (eff. 07.01.2025)			
Number	Title	Institutional Provider	Approved Hours
5443	Crisis Intervention Team Training (5-day course)	#321 - NAMI of South Carolina	35
1724	Two Hour Crisis Intervention Program	#321 - NAMI of South Carolina	2
5965	Responding to People with Mental Illness	#501 Police One Academy	2
ACADIS	Studio: Mental Illness	SCDMH	1.5

Certification Renewal

Renewal Process

“A certificate as a law enforcement officer issued by the council will **expire three years from the date of issuance**“ (SC Code 23-23-60). To prevent expiration of their certificate, certified officers must renew their certifications every 3 years (Class 1, Class 2, Class 3).

Per Section 23-23-60 of the Law Enforcement Training Act, “the application for renewal must be received by the director **at least 45 days prior to the expiration** of the certificate“.

Certified Officers who hold a Class 1 LEO, Class 1 LECO, or Class 3 certification must have their **Legal Updates and DV training yearly**; per Training Regulation 37-010 and SC Code 23-23-50.

All Officers who hold a Class 1 LEO, Class 1 LECO, Class 2 LCO, Class 3 SLECO, or Class 3 SLE certification are required to complete Continuing Law Enforcement Education Credits (CLEEC) in **mental health or addictive disorders over a three-year recertification period**; per SC Code 23-23-55.

Certified Class 1 LEO, Class 1 LECO, and any other law enforcement officer who drives or operates a law enforcement emergency vehicle must also have at least 1 **Emergency Vehicle (EVO) training per year**; per Training Regulation 37-015 and 37-017.

Certified Officers who hold a Class 1 LEO, Class 1 LECO, Class 2, or Class 3 Advanced certification must have a **annual firearms training/qualification**. Exceptions are made for Class 2 Officers who are not issued a firearm.

All Certified Officers, for all certification classes, who are issued **less-lethal weapons must have annual training**.

All agency personnel authorized to carry weapons are required to have **annual Use of Force training** and/or policy review.

When all required training has been completed the officer is able to have their certification renewed.

To access the certification renewal application, log into your Acadis portal and click on “Workforce” and then “Personnel”. Choose the Officer’s name from the personnel list. Once on the Officer’s profile, scroll down to the certification section and select Renew beside the desired certification.

Verify the Officer’s personal information, certification type for renewal, mandatory training requirements, valid Driver’s License check, attach a signed MRN document, and then submit the request for renewal.

Certification Renewal

Completing A Renewal Request

To access the certification renewal application, log into your Acadis portal and click on “Workforce” and then “Personnel”. A list of all personnel for your agency will appear. Choose the Officer whose certification needs renewal.

Once on the Officer’s profile, scroll down to where you see “Certifications”.

Certifications

Name ▾	Type	Issue Date	Expiration
Class 1 Law Enforcement Officer	Certification	12/17/2007	12/17/2022
DataMaster	Certification	09/03/2008	09/03/2010
DataMaster Transition	Certification	10/30/2008	10/30/2010
Radar Operator	Certification	03/13/2009	12/31/2012

To the right of the certification expiration, it will say the status of the certification and give the option to renew, if applicable.

Status	
☐ Inactive	<button>Print Certificate</button>
☒ Active	<button>Renew</button> 
☒ Active	
☐ Inactive	<button>Print Certificate</button>

Once you select review, it will ask you to confirm the Officer’s information.

RECIPIENT

Verify the following personal information. You may update the recipient's record to enter missing or incorrect details.

Academy ID 1234-5678
Recipient Smith, John Doe
Applicant Training Officer Johnson
Mailing Address 123 Criminal Justice Road
City, ST 45678 (Police County)
Primary Phone (987) 654-3210
Email smithjohndoe@email.com

After confirming their information, click continue in the bottom right hand corner. If you need to change their mailing address or phone number, choose “Update Recipient Information”. To save as a draft and continue later, choose “Finish Later”.

[Finish Later](#) | [Update Recipient Information](#) Continue

Step 2 will ask you to verify the Certification that you are renewing. If the certification showing is correct, choose continue.

The third step is to acknowledge the fulfillment of the renewal requirements. Beside each requirement, there is the option to “Update” the requirement. For any training that did not auto-fulfill, choose the “Update” button to choose appropriate training.

Requirement	Type	Status	
1 Mental illness training is required over the 3 year recertification period	Training	Unfulfilled	Update
DV 2021	Training	Unfulfilled	Update
DV 2022	Training	Unfulfilled	Update
DV 2023	Training	Unfulfilled	Update
I attest that the candidate for re-certification listed has had a driver's license check completed within the past 45 days and holds a valid current driver's license.	Custom Question with Multiple Responses	Unfulfilled	Update
***You are required to enter the candidate's driver's license number in clarifying comments. Failure to do so will result in a rejected audit.			
Legal Update 2021 Part 1	Training	Unfulfilled	Update
Legal Update 2021-Part 2	Training	Unfulfilled	Update
Legal Update 2022 - Part 1	Training	Unfulfilled	Update
Legal Update 2022 - Part 2	Training	Unfulfilled	Update
Legal Update 2023 - Part 1	Training	Unfulfilled	Update
Legal Update 2023 - Part 2	Training	Unfulfilled	Update
Legal Update 2024 - Part 1	Training	Unfulfilled	Update
Line Up (Optional training offered by CJA - 6 hours x 3 Years = an additional 18 hours, if needed)	Training	Unfulfilled	Update
MRI for training not documented in Acadis (In-Service) PLUS yearly Emergency Vehicle Operations (EVO) training. (EVO Required - 3 EVO Classes / hours may vary)	Document	Unfulfilled	Update
Separate Certification Hours (For Certifications issued through ACADIS) If not needed please Request Waiver and state “not needed” to fulfill requirement	Training	Unfulfilled	Update

A list of training will appear. Choose the correct training to fulfill the requirement chosen.

☐ CDV - Annual - DV 2019 - What are the Proper Charges?	09/24/2019
☒ Legal Update - Legal Update 2019-2020	09/24/2019
☐ Basic Patrol Rifle - Basic Patrol Rifle 2019.09.17	09/17/2019
☐ Line-Up - LineUp 2018 July-August	03/11/2019

After selecting the appropriate training, scroll to the bottom of the page and select “The requirement has been met or exceeded”. Then click the blue save button.

- ☐ I want to finish later
☒ The requirement has been met or exceeded (requires information above)
☐ Request waiver (requires clarifying comments above)

To fulfill the Driver’s License attestation, click update and then you will need to agree that the candidate for recertification has had a driver’s license check completed in the last 45 days and that their license is currently valid. Click change beside clarifying comments and type in the individuals driver’s license number.

* I attest that the candidate for re-certification listed has had a driver's license check completed within the past 45 days.

***You are required to enter the candidate's driver's license number in clarifying comments. Failure to do so will result in

- ☒ Agree
☐ Disagree

* Clarifying Comments

SCDL #123456789 ([change](#))

Once all requirements show fulfilled, click continue on the bottom right to continue to the next section.

Certification Renewal

Completing A Renewal Request

The final page of the renewal requests is the applicant affirmation and criminal offense declaration.

You must certified that the officer has met the minimum requirements for certification and re-certification.

APPLICANT AFFIRMATION

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, have completed the claimed number of hours and required coursework as reported herein 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).

I further certify and hereby make an official statement, that the officer identified in Section III of the SCCJA Instructor Accreditation Maintenance Report Form, is in compliance with the Instructor Re-Accreditation Policy of the South Carolina Criminal Justice Academy, (completed or exceeded the minimum of 12 hours of instructional activities required 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 or its designated representatives.

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, as well as, met the requirements for law enforcement vehicle training as required in Regulation 37-014, 015, 017, 018.

- ☒ All requirements for this certification or license have been met, and the applicant attests that the above statements are true
- ☐ Not all requirements for this certification or license have been met by the recipient

The applicant must also declare that the officer has not been charged with or convicted of a criminal offense.

CRIMINAL OFFENSE DECLARATION

Since the recipient's last issue or renewal of this certification / license:

- ☒ The recipient has NOT been charged with or convicted of a criminal offense*
- ☐ The recipient has been charged with or convicted of a criminal offense*

* excluding minor traffic violations and criminal offenses expunged by a court

If you need to return to the renewal application at a later date, you can save the application as a draft by clicking “Finish Later”. It will then show under the “Applications” section on the Officer’s profile.

Certification	Requested Action	Application Date	Requirements	Complete
Class 1 Law Enforcement Officer	Portal Renewal	12/01/2022	14	12
Incomplete Progress Status 2 ☐ Draft Continue				

To reopen and complete the renewal application, click the continue option.

Once the renewal application has been submitted, you will see the Status change under the “Applications” section. The status will default to “Pending Audit”. Once the request is reviewed by a member of certification, the status will change to show “Approved” or “Rejected”. A rejected application can not be edited and resubmitted. If an application for renewal is rejected, you must begin a new renewal application.

Progress	Status
	☐ Pending Audit
View	

Compliance Monitor

Personnel Compliance

When all required training has been completed the officer is able to have their certification renewed. To access the certification renewal application, log into your Acadis portal and click on “Workforce”. When the menu appears, click “Certification Compliance”.

In the [Compliance Monitor](#), you can filter your personnel to show certifications that expire within the next 0–365 days and also show certifications that have expired in the last 30 days.

Filters

The results will be limited to those that match all of the criteria provided below.

Certifications All certifications that expire
([Change](#))

Expires in the next days

Expired ☒ Show certifications that expired in the last days

[Cancel](#) | [Clear All Filters](#) [Apply](#)

The Compliance Monitor will then show a list of Officers with the certification they hold, the Days to Expiration, and Certification Status.

Days to Expiration ▲	Expiration	Certification Status
-30	10/31/2022	Inactive
9	12/09/2022	Active

Officers with expired certifications, over 30 days, will not be found in the compliance monitor. You will need to select the individual Officer from the main personnel list.

Mandatory Training Renotification

[MRN GUIDELINES](#)

[FILLABLE MRN DOCUMENT](#)

SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY

Mandatory Retraining Notification (MRN)

Date 08/31/2025 MM/DD/YYYY

Agency Name Mayberry Police Department

Agency Email mayberry1@gmail.com

Officer Name: Barney Fife

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).

MRN Document cannot be signed by yourself. If you are the training officer, Chief, or Director, you must have someone else, who can confirm your training, sign the document.

Employing Agency Representative Signature

Employing Agency Representative Printed Name

Employing Agency Representative Academy ID

Andy Griffin

1234-5678

####-####

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)

Mandatory Training Renotification

[MRN INSTRUCTIONS](#)

[FILLABLE MRN DOCUMENT](#)

Class 1 Certification MRN

SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY
Mandatory Retraining Notification (MRN)

Instructions:

1. Enter Officer's Name, Academy ID#, Certification Class (Class 1 LEO, Class 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: Barney Fife
Academy ID #: 9874-5987 ####-####
Certification Class: Class 1 Law Enforcement Officer
Certification Renewal Date: 10/20/2025 **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	
10/20/2022	10/20/2023	MM/DD/YYYY	11/15/2022	01/15/2023	03/05/2023	06/01/2023	
		Make Up Date:					
						Total ACADIS Hours:	14.25
						Total In Service Hours:	20.00

The training dates listed in this section should be between the dates under Year 1

Year 2:			Firearms	Less Lethal Weapons	Use of Force	EVO	
10/20/2023	10/20/2024	MM/DD/YYYY	11/25/2023	02/14/2024	04/17/2024		
		Make Up Date:				10/08/2025	
						Total ACADIS Hours:	12.50
						Total In Service Hours:	15.00

The training dates listed in this section should be between the dates under Year 2

Year 3:			Firearms	Less Lethal Weapons	Use of Force	EVO	
10/20/2024	10/20/2025	MM/DD/YYYY	11/03/2024	na	04/16/2025	05/06/2025	
		Make Up Date:					
						Total ACADIS Hours:	14.75
						Total In Service Hours:	30.00
						Total 3 Year Recert Hours:	106.50

The training dates listed in this section should be between the dates under Year 3

If Make Up training is needed, the date of the training can be placed here

Mental Health Awareness Training (if completed outside of ACADIS)	
MM/DD/YYYY	06/04/2024
Program Name	Mental Health First Aid

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.

Only check this box for BID Instructors

Mandatory Training Renotification

[MRN INSTRUCTIONS](#)

[FILLABLE MRN DOCUMENT](#)

Class 2 Certification MRN

SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY Mandatory Retraining Notification (MRN)

Instructions:

1. Enter Officer's Name, Academy ID#, Certification Class (Class 1 LEO, Class 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: Barney Fife
Academy ID #: 9874-5987 ####-####
Certification Class: Class 2 Correction Officer
Certification Renewal Date: 10/20/2025 **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	
10/20/2022	10/20/2023	MM/DD/YYYY	11/15/2022	01/15/2023	03/05/2023	na	
		Make Up Date:					
						Total ACADIS Hours:	14.25
						Total In Service Hours:	30.00

The training dates listed in this section should be between the dates under Year 1

If issued a firearm

Year 2:			Firearms	Less Lethal Weapons	Use of Force	EVO	
10/20/2023	10/20/2024	MM/DD/YYYY	na		04/17/2024	na	
		Make Up Date:		06/15/2025			
						Total ACADIS Hours:	12.50
						Total In Service Hours:	35.00

The training dates listed in this section should be between the dates under Year 2

If Make Up training is needed, the date of the training can be placed here

Year 3:			Firearms	Less Lethal Weapons	Use of Force	EVO	
10/20/2024	10/20/2025	MM/DD/YYYY	na	05/23/2025	04/16/2025	na	
		Make Up Date:					
						Total ACADIS Hours:	14.75
						Total In Service Hours:	30.00
						Total 3 Year Recert Hours:	136.50

The training dates listed in this section should be between the dates under Year 3

If NOT issued a firearm

Mental Health Awareness Training (if completed outside of ACADIS)	
MM/DD/YYYY	06/04/2024
Program Name	Mental Health First Aid

SECTION III: SCCJA BID Instructor Accreditation Maintenance Report Form

☐

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Mandatory Training Renotification

[MRN INSTRUCTIONS](#)

[FILLABLE MRN DOCUMENT](#)

Class 3 Basic Certification MRN

SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY

Mandatory Retraining Notification (MRN)

Instructions:

1. Enter Officer's Name, Academy ID#, Certification Class (Class 1 LEO, Class 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: Barney Fife
Academy ID #: 9874-5987 ####-####
Certification Class: Class 3 Limited Duty Basic (Unarmed)
Certification Renewal Date: 10/20/2025 **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	
10/20/2022	10/20/2023	MM/DD/YYYY	na	12/01/2022	03/05/2023	na	
		Make Up Date:					
						Total ACADIS Hours:	10.00
						Total In Service Hours:	10.00

The training dates listed in this section should be between the dates under Year 1

If issued a less lethal weapon

Year 2:			Firearms	Less Lethal Weapons	Use of Force	EVO	
10/20/2023	10/20/2024	MM/DD/YYYY	na	na	11/12/2023	na	
		Make Up Date:					
						Total ACADIS Hours:	6.50
						Total In Service Hours:	15.00

The training dates listed in this section should be between the dates under Year 2

If NOT issued less lethal weapons

Year 3:			Firearms	Less Lethal Weapons	Use of Force	EVO	
10/20/2024	10/20/2025	MM/DD/YYYY	na	na	04/16/2025	na	
		Make Up Date:					
						Total ACADIS Hours:	12.25
						Total In Service Hours:	10.00
						Total 3 Year Recert Hours:	63.75

The training dates listed in this section should be between the dates under Year 3

Mental Health Awareness Training (if completed outside of ACADIS)	
MM/DD/YYYY	06/04/2024
Program Name	Mental Health First Aid

SECTION III: SCCJA BID Instructor Accreditation Maintenance Report Form

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Mandatory Training Renotification

[MRN INSTRUCTIONS](#)

[FILLABLE MRN DOCUMENT](#)

Class 3 Advanced Certification MRN

SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY

Mandatory Retraining Notification (MRN)

Instructions:

1. Enter Officer's Name, Academy ID#, Certification Class (Class 1 LEO, Class 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: **Barney Fife**
Academy ID #: **9874-5987** ####-####
Certification Class: **Class 3 Limited Duty Advanced (Armed)**
Certification Renewal Date: **10/20/2025** **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	
10/20/2022	10/20/2023	MM/DD/YYYY	11/15/2022	01/15/2023	03/05/2023	06/01/2023	
		Make Up Date:					
			If operating an emergency vehicle			Total ACADIS Hours:	14.25
						Total In Service Hours:	20.00

The training dates listed in this section should be between the dates under Year 1

Year 2:			Firearms	Less Lethal Weapons	Use of Force	EVO	
10/20/2023	10/20/2024	MM/DD/YYYY	11/25/2023	02/14/2024	04/17/2024	na	
		Make Up Date:					
			If NOT operating an emergency vehicle			Total ACADIS Hours:	12.50
						Total In Service Hours:	15.00

The training dates listed in this section should be between the dates under Year 2

Year 3:			Firearms	Less Lethal Weapons	Use of Force	EVO	
10/20/2024	10/20/2025	MM/DD/YYYY	11/03/2024	na	04/16/2025	na	
		Make Up Date:					
						Total ACADIS Hours:	14.75
						Total In Service Hours:	30.00
						Total 3 Year Recert Hours:	106.50

The training dates listed in this section should be between the dates under Year 3

Mental Health Awareness Training (if completed outside of ACADIS)	
MM/DD/YYYY	06/04/2024
Program Name	Mental Health First Aid

SECTION III: SCCJA BID Instructor Accreditation Maintenance Report Form

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How to Indicate Make-Up Training

[MRN INSTRUCTIONS](#)

[FILLABLE MRN DOCUMENT](#)

SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY

Mandatory Retraining Notification (MRN)

Instructions:

1. Enter Officer's Name, Academy ID#, Certification Class (Class 1 LEO, Class 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: Barney Fife
Academy ID #: 9874-5987 ####-####
Certification Class: Class 1 Law Enforcement Officer
Certification Renewal Date: 10/20/2025 **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	
10/20/2022	10/20/2023	MM/DD/YYYY	11/15/2022	01/15/2023	03/05/2023	06/01/2023	
		Make Up Date:					
							Total ACADIS Hours: 14.25
							Total In Service Hours: 20.00

Year 2:			Firearms	Less Lethal Weapons	Use of Force	EVO	
10/20/2023	10/20/2024	MM/DD/YYYY	11/25/2023		04/17/2024	06/01/2024	
		Make Up Date:		07/09/2025			
							Total ACADIS Hours: 12.50
							Total In Service Hours: 15.00

Put the actual date the training occurred here

Year 3:			Firearms	Less Lethal Weapons	Use of Force	EVO	
10/20/2024	10/20/2025	MM/DD/YYYY	11/03/2024	12/01/2024	04/16/2025	09/18/2025	
		Make Up Date:					
							Total ACADIS Hours: 14.75
							Total In Service Hours: 30.00
							Total 3 Year Recert Hours: 106.50

Mental Health Awareness Training (if completed outside of ACADIS)	
MM/DD/YYYY	06/04/2024
Program Name	Mental Health First Aid

SECTION III: SCCJA BID Instructor Accreditation Maintenance Report Form

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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.

Verification of Firearms Qualification (FAV)

01. Where do I find the FAV Form?

The FAV form can be found by going to our website: sccja.sc.gov. Once on the website, hover over the “General Information” tab and click the “Forms” option. Scroll down to the second box titled “Certification/Compliance” and select “[Firearms Verification Form](#)”.

This form is meant for brand new hires that are being given their weapon and will be enforcing laws prior to coming to the academy, all class 3 advanced officers, and any officers with a break in service (Training Regulation 37-006(D)(6), even if transferring from one agency to another.

02. When do I need to submit the FAV?

FAV forms must be filled out and submitted within 3 days of submitting the PCS of Hire. If your candidate is not in Acadis when it is time to submit this form, you can substitute their Academy ID number by placing 0000-0000 in that field.

03. What is required on the FAV form?

FAV forms must include the Applicant/Officer’s name, Academy ID, and certification type, the reporting agency’s name, date the firearms qualification was completed, Name and Academy ID of the Firearms Instructor, a signed PDF of the SCCJA Firearms Instructor Verification Form, and the Name, Email, and Academy ID for the Agency Representative submitting the form.

04. Important Info

We will not be able to accept any forms that contain errors. Forms containing **errors will be rejected**. Please verify that all information is correct before submitting. **Submitting forms with errors can cause errors in the individual’s personnel records and/or a delay in processing.**

Please allow 3-5 business days for Certification to process this form.

Applicant Information

Name *

Academy ID *

If assigned- if not put 0000-0000

Certification Type: *

Reporting Agency *

Above named applicant has successfully completed a firearms qualification course approved by the Law Enforcement Training Council on:

Date FAQ Completed *

Firearms Instructor Name *

Firearms Instructor Academy ID *

Must upload a copy of the SCCJA Firearms Instructor Verification Form signed by the instructor attesting to the scores. (linked below) *

Upload or drag files here.

[FAV Verification 2024.pdf \(sc.gov\)](#)

Authorized Signature for Department

Name *

Email

Academy ID# *

Submit

Save

LECOs & SLECOs

Class 1 LECOs and Class 3 SLECOs

Class 1 LECOs and Class 3 SLECOs can be assigned to a Sheriff's Office or Detention Center, if the officer falls under the authority of a Sheriff or a Police Department with a Jail, if the officer falls under the authority of a Police Chief.

Class 1 LECOs and Class 3 SLECOs are positions that allow officers to be certified in two different areas. Officers must have jobs that require performance of dual duties in those areas.

Class 1 LECO

Class 1 Law Enforcement/Corrections Officer

Class 1 LECOs performs **Class 1 duties and Class 2 duties**. An officer wanting to be certified as a Class 1 LECO must successfully complete basic law training and basic detention training.

Officers must remain in compliance for **both areas** (Class 1 and Class 2).

Class 1 LECOs must complete yearly DV training and yearly Legal Update training. They must also complete one mental illness training per three-year renewal cycle, and a total of **120 in-service** hours. LECOs must have an annual firearms training/qualification, less-lethal weapons training/qualification, and Use of Force policy review.

Class 3 SLECO

Class 3 Special Law Enforcement/Corrections

Class 3 SLECOs perform **Class 3 duties and Class 2 duties**. An officer wanting to be certified as a Class 3 SLECO must successfully complete limited duty training (basic or advanced) and basic detention training.

Officer must remain in compliance for **both areas** (Class 3, basic or advanced, and Class 2).

Class 3 Basic SLECOs must complete yearly Legal Updates, one mental illness training per three-year renewal cycle, a total of **120 in-service** hours, annual less-lethal weapons training/qualification and Use of Force policy review.

Class 3 Advanced SLECOs must complete yearly Legal Updates, yearly DVs, one mental illness training per three-year renewal cycle, and a total of **120 in-service** hours, annual firearms training/qualification, less-lethal weapons training/qualification, and Use of Force policy review. If operating an emergency vehicle they must also have an annual EVO training.

If trained for only Class 3 Basic, they **cannot carry a firearm** in the performance of Class 3 duties. Officer must be a Class 3 Advanced to carry a firearm.

Reserves

01. Reserve Contacts

Information concerning status as a reserve department, scheduling a reserve training class, or scheduling a testing date:

Gracyn Malkiewicz

Standards, Accreditation, and Testing

803-896-4249

GVMalkiewicz@sccja.sc.gov

Information concerning PCS of Hire, PCS of Separation, or transfer of class 1 officer to reserve status or reserve officer back to class 1 officer, or training requirements for reserve officers who have a break in service:

Theresa Clark

Certification Unit

803-896-7804

THClark@sccja.sc.gov

02. Reserve - Administrative Guide

To access the South Carolina Reserve Officer Training Program: Administrative Guide, go to our website at sccja.sc.gov and click on “[Forms](#)”. Scroll down to the eighth box titled “Reserve Training”.

Select the link that says “[Reserve Officer Training Program Administrative Guide \(PDF\)](#)”.

03. Reserve Officer

A reserve officer is a non-paid (with exceptions to approved public activities) volunteer who assists a law enforcement agency in enforcing the laws of South Carolina. The reserve officer is appointed by and serves at the pleasure of the agency head.

A reserve officer candidate must successfully complete the SC Reserve Officer Training Program to include an end of course written examination prepared by the South Carolina Criminal Justice Academy.

Every reserve officer must be in proximate contact, by radio or another device, with a full-time Class 1 Officer, to whom he/she is assigned at all times. Reserve officers cannot supervise or direct activities of class 1 or class 3 law enforcement officers or other reserve officers.

Agency Point of Contact Changes

01. New Agency Head

If your Agency Head has had a change in regime we will need a letter on agency letter head declaring the changes. This must be signed by the Agency Head, Mayor, or Town Administrator.

Requests can be emailed to cert@sccja.sc.gov

02. Training Staff Changes

If there is a change in training staff, we will either need a letter on agency letter head declaring the changes, signed by the agency head or you can email the Certification Unit at cert@sccja.sc.gov and request the link to our Point of Contact (POC) Change form.

In the letter and/or on the form, please indicate who is being REMOVED and/or ADDED to your organization.

For example: If your training officer leaves your agency and another officer takes their place, the letter will need to state to remove the training officer that has left and to add the new training officer.

Please note that if an existing training officer leaves your agency and you complete a separation on them, it will NOT remove them from showing as your active training officer.

We will need the following information from the newly added regime or training staff:

- Current Phone Number
 - Officer's Full Name and Academy ID
 - Current Email Address
 - Current Role, as assigned (i.e. training officer, reserve liaison, sheriff, chief, training staff, etc)
-

03. Training Officer Rights in Acadis

For new training staff, there is a form that can be found on our website to request training officer rights. Go to sccja.sc.gov, click on the "Forms" tab, then select "[Agency Point of Contact and Training Officer Update Form](#)", in the Certification/Compliance box "". Please have the agency head fill out and sign this form. Certification will issue the training officer rights after the form is submitted and processed.

Please allow 3-5 business days for Certification to process these requests.

Name Changes

Requests can be emailed to cert@sccja.sc.gov

In the case that an officer has a name change, please send us an email with the attached court document signed by the judge and/or a copy of the Driver's License with the new name.

It is helpful to include the Academy ID of the officer whose name is being changed to ensure that we are updating the information for the correct person.

Please allow 3-5 business days for Certification to process these requests.

Extended Leave

In the case that an officer must take an extended leave of absence (over 30 days), please contact the Certification Unit to get information regarding necessary steps and/or paperwork.

Extended leave will be evaluated on an individual/case-by-case basis.

Officer's who receive Military Orders for leave, must be separated from the agency using "Military" as the reason. Upon return, the agency must submit a copy of the Orders detailing the Officer's leave and return dates. Please reach out to certification regarding any military leave and we will let you know of any additional information/training that is needed.

Excessive Force Notification

Any finding by a law enforcement agency, as to the use of excessive force by a law enforcement officer, must be reported to the Academy by the appropriate law enforcement agency or department within thirty days of the finding.

To access the Excessive Force Notification form, go to our website at sccja.sc.gov and click on “[Forms](#)”. Scroll down to the second box titled “Certification/Compliance”.

Select the link that says “[Excessive Force Notification](#)”.

Notice of Disciplinary Action

If a Law Enforcement Officer (Class 1, Class 2 or Class 3) is demoted or suspended, the SCCJA must be made aware using the “Notice of Disciplinary Action”.

To access the Notice of Disciplinary Action form, go to our website at sccja.sc.gov and click on “[Forms](#)”. Scroll down to the second box titled “Certification/Compliance”.

Select the link that says “[Notice of Disciplinary Action](#)”.



Part 2: Registration

Registration Team

Missy Collins

CERTIFICATION/REGISTRATION MANAGER



(803) 896-9912



MMCOLLINS@SCCJA.SC.GOV

Rebecca Baxley

BASIC/ADVANCED TRAINING



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RKBAXLEY@SCCJA.SC.GOV

Joji Haines

BASIC/ADVANCED TRAINING



(803) 896-7836



MJHAINES@SCCJA.SC.GOV

Shearn Mitchell

BASIC/ADVANCED TRAINING AND HOUSING



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SRMITCHELL@SCCJA.SC.GOV

Francine Salerno

BASIC/ADVANCED TRAINING AND SCHEDULING



(803) 896-5178



FGSALERNO@SCCJA.SC.GOV

Sondra Sieradzki

BASIC/ADVANCED TRAINING



(803) 896-7150



SRSIERADZKI@SCCJA.SC.GOV

Section 23-23-60

CERTIFICATES OF COMPLIANCE; INFORMATION TO BE SUBMITTED RELATING TO QUALIFICATION OF CANDIDATES FOR CERTIFICATION; EXPIRATION OF CERTIFICATE.

Information concerning status as a reserve department, scheduling a reserve training class, or (A) At the request of any public law enforcement agency of this State, the council is hereby authorized to issue certificates and other appropriate indicia of compliance and qualification to law enforcement officers or other persons trained under the provisions of this chapter. Members of the council may individually or collectively visit and inspect any training school, class, or academy dealing with present or prospective law enforcement officers, and are expected to promote the most efficient and economical program for police training, including the maximum utilization of existing facilities and programs for the purpose of avoiding duplication. The council may make recommendations to the director, the General Assembly, or to the Governor regarding the carrying out of the purposes, objectives, and intentions of this chapter or other acts relating to training in law enforcement.

(B) All city and county police departments, sheriffs' offices, state agencies, or other employers of law enforcement officers having such officers as candidates for certification shall submit to the director, for his confidential information and subsequent safekeeping, the following:

(1) an application under oath on a format prescribed by the director;

(2) evidence satisfactory to the director that the candidate has completed high school and received a high school diploma, equivalency certificate (military or other) recognized and accepted by the South Carolina Department of Education or South Carolina special certificate;

(3) evidence satisfactory to the director of the candidate's physical fitness to fulfill the duties of a law enforcement officer including:

(a) a copy of his medical history compiled by a licensed physician or medical examiner approved by the employer;

(b) a certificate of a licensed physician that the candidate has recently undergone a complete medical examination and the results thereof;

(4) evidence satisfactory to the director that the applicant has not been convicted of any criminal offense that carries a sentence of one year or more or of any criminal offense that involves moral turpitude. Forfeiture of bond, a guilty plea, or a plea of nolo contendere is considered the equivalent of a conviction;

Section 23-23-60

CERTIFICATES OF COMPLIANCE; INFORMATION TO BE SUBMITTED RELATING TO QUALIFICATION OF CANDIDATES FOR CERTIFICATION; EXPIRATION OF CERTIFICATE.

(5) evidence satisfactory to the director that the candidate is a person of good character. This evidence must include, but is not limited to:

(a) certification by the candidate's employer that a background investigation has been conducted and the employer is of the opinion that the candidate is of good character;

(b) evidence satisfactory to the director that the candidate holds a valid current state driver's license with no record during the previous five years for suspension of driver's license as a result of driving under the influence of alcoholic beverages or dangerous drugs, driving while impaired (or the equivalent), reckless homicide, involuntary manslaughter, or leaving the scene of an accident. Candidates for certification as state or local correctional officers may hold a valid current driver's license issued by any jurisdiction of the United States;

(c) evidence satisfactory to the director that a local credit check has been made with favorable results;

(d) evidence satisfactory to the director that the candidate's fingerprint record as received from the Federal Bureau of Investigation and South Carolina Law Enforcement Division indicates no record of felony convictions; and

(e) evidence satisfactory to the director that the candidate has signed an attestation form committing to the practice of ethical policing, which means the discharge of responsibilities, stemming from employment as a law enforcement officer, which is devoid of misconduct and which is carried out in conformance with this chapter, including the duty to safeguard life and the duty to intervene.

In the director's determination of good character, the director shall give consideration to all law violations, including traffic and conservation law convictions, as indicating a lack of good character. The director shall also give consideration to the candidate's prior history, if any, of alcohol and drug abuse in arriving at a determination of good character;

(6) a copy of the candidate's photograph;

(7) a copy of the candidate's fingerprints;

Section 23-23-60

CERTIFICATES OF COMPLIANCE; INFORMATION TO BE SUBMITTED RELATING TO QUALIFICATION OF CANDIDATES FOR CERTIFICATION; EXPIRATION OF CERTIFICATE.

(8) evidence satisfactory to the director that the candidate's present age is no less than twenty-one years. However, if the person is a candidate for detention or correctional officer, not to include officers for the Department of Juvenile Justice, then the candidate's present age must be no less than eighteen years of age. This evidence must include a birth certificate or another acceptable document;

(9) evidence satisfactory to the director of successful completion of a course of law enforcement training as established and approved by the director and conducted at an academy or institution approved by the director, this evidence to consist of a certificate granted by the approved institution.

Registration Instructions

ALL FORMS MENTIONED BELOW CAN BE FOUND ON OUR WEBSITE, [HTTPS://SCCJA.SC.GOV](https://sccja.sc.gov) UNDER “FORMS”

Brand New Class 1 Officer

1. Complete the ACADIS/Background check form
2. Complete the PCS of hire –all brand-new Class 1 officers must have a psychological and Reading Comprehension test
 - <https://sccja.sc.gov/news/2020-09/psychological-guidelines-revised>
 - Here are some sites that you can use for the Reading Comprehension test. There may be others out there that you are welcome to choose as well.
 - “TABETest” that stands for “Test of Adult Basic Education” that seems to be popular. You are able to grade it on the spot and it is not expensive. <https://tabetest.com>
 - Another one website that some agencies are using is called Wonderlic <https://wonderlic.com/>
3. Within 3 days of hire (if issuing a weapon) you will need to submit a Firearms Verification Form using the SCCJA Firearms Course of Fire
4. Complete the Candidate Training and Certification Application
 - You will upload the
 - Medical and TB test
 - Candidate Attestation
5. Once you see them under your agency as “New Hire”, you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be “Registration YYYY/MM/DD 9am–12pm”. There are only morning appointments and by appointment only.
 - We will have enough registration spots for 15 people per day. If you have more than 15, please contact us in advance and we will get it set up for all to come on one day.
6. They will need to bring a valid SC Driver’s License to registration.
7. We will fingerprint them and get them set up with the test for the 4 week pre academy. You will be able to go in and assign the videos. Manuals are available in Acadis under Manuals – BLE Student Manuals. All BLE Pre-Academy Manuals and Power Points should be given to student
8. Once they have successfully completed all 4 block tests, you can register them for a BLE Cumulative/PAT test. We do these every Wednesday at 1. (Report time is 12:30–12:45 to the village cafeteria) Once they pass those, we will assign them a date to return for the 8 week academy.

Registration Instructions

ALL FORMS MENTIONED BELOW CAN BE FOUND ON OUR WEBSITE, [HTTPS://SCCJA.SC.GOV](https://SCCJA.SC.GOV) UNDER "FORMS"

Previous Class 1 Officer with a break in service less than 1 year in SC

1. Complete the ACADIS/Background check form
 2. Complete the PCS of hire within 3 days of Hire
 3. Within 3 working days of hire (if issuing a weapon) you will need to submit a Firearms Verification Form
-

Previous Class 1 Officer with a 1-3 year break in service in SC

1. Complete the ACADIS/Background check form
2. Complete the PCS of hire within 3 days
3. Within 3 days of hire (if issuing a weapon) you will need to submit a Firearms Verification Form
4. Complete the Candidate Training and Certification Application
 - a. You will upload the
 - Medical and TB test
 - Candidate Attestation
5. Once you see them under your agency as "New Hire", you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be "Registration YYYY/MM/DD 9 A.M.-12 P.M.". There are only morning appointments and by appointment only.
 - We will have enough registration spots for 15 people per day. If you have more than 15, please contact us in advance and we will get it set up for all to come on one day.
6. They will need to bring a valid SC Driver's License to registration. We will fingerprint them and complete registration. You will be able to go in and assign the Special Basic video.
7. Once they have successfully completed the video, you can go in and register them for a Special Basic Cumulative Test/Firearms and Driving Proficiency. (Report to the Range Classroom #2 at 7:30-7:45 A.M. the Wednesday morning of the test) Once they pass that, they are good to go.

Registration Instructions

ALL FORMS MENTIONED BELOW CAN BE FOUND ON OUR WEBSITE, [HTTPS://SCCJA.SC.GOV](https://SCCJA.SC.GOV) UNDER "FORMS"

Class 1 Officer with Out of State Experience (break in service - no more than 3 years).

1. Complete an Out of State Training Review – can be submitted prior to hire
 - Release and Authorization
 - Post Letter
2. Complete the ACADIS/Background check form
3. Complete the PCS of hire within 3 days
4. Complete the Candidate Training and Certification Application
 - You will upload the
 - Medical and TB test
 - Candidate Attestation
5. Once you see them under your agency as “New Hire“, you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be “Registration YYYY/MM/DD 9 A.M.–12 P.M.”. There are only morning appointments and by appointment only.
 - We will have enough registration spots for 15 people per day. If you have more than 15, please contact us in advance and we will get it set up for all to come on one day.
6. They will need to bring a valid SC Driver’s License to registration.
7. We will fingerprint them and complete registration. You will be able to go in and assign the Special Basic video. Manuals are available in Acadis under Manuals – Special Basic Manual. Special Basic Manuals and Power Points should be given to student.
8. Once approved for Special Basic and they have successfully completed the video, you can go in and register them for a Special Basic Cumulative Test/ Firearms and Driving Proficiency. (Report to the Range Classroom #2 at 7:30–7:45 A.M. the Wednesday morning of test) Once they pass that, they are good to go.

Registration Instructions

ALL FORMS MENTIONED BELOW CAN BE FOUND ON OUR WEBSITE, [HTTPS://SCCJA.SC.GOV](https://sccja.sc.gov) UNDER “FORMS”

Reserve Officer with 2 consecutive years with agency going to Class 1

1. Complete the ACADIS/Background check form
 2. Complete the PCS of hire within 3 days –all brand–new Class 1 officers must have a psychological exam
 - o [psychological-guidelines](#)
 3. Within 3 days of hire (if issuing a weapon) you will need to submit a Firearms Verification Form
 4. Complete the Candidate Training and Certification Application
 - o You will upload the
 - Medical and TB test
 - Candidate Attestation
 5. Once you see them under your agency as “New Hire”, you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be “Registration YYYY/MM/DD 9 A.M.–12 P.M.”. There are only morning appointments and by appointment only.
 - o We will have enough registration spots for 15 people per day. If you have more than 15, please contact us in advance and we will get it set up for all to come on one day.
 6. They will need to bring a valid SC Driver’s License to registration. We will fingerprint them and get them set up with the test for the 4 week pre academy.
 7. Once they have successfully completed the video, you can go in and register them for a Special Basic Cumulative Test/Firearms and Driving Proficiency. (Report to the Range Classroom #2 at 7:30–7:45 A.M. the Wednesday morning of the test). Once they pass, they are good to go.
-

For Reserve Officers – (If your Agency is currently approved for Reserves)

1. Refer to the South Carolina Reserve Officer Training Program Administrative Guide
 - a. To access the South Carolina Reserve Officer Training Program: Administrative Guide, go to our website at sccja.sc.gov
 - b. Click on “[Forms](#)”.
 - c. Scroll down to the eighth box titled “Reserve Training”.
 - d. Select the link that says “[Reserve Officer Training Program Administrative Guide \(PDF\)](#)”.
2. Complete the [Candidate Training and Certification Application](#) to get your candidate set up in Acadis. You will need to upload the [Reserve CHC Attestation](#).

Registration Instructions

ALL FORMS MENTIONED BELOW CAN BE FOUND ON OUR WEBSITE, [HTTPS://SCCJA.SC.GOV](https://SCCJA.SC.GOV) UNDER “FORMS”

New Class 2 Officer

1. Complete the ACADIS/Background check form
 2. Complete the PCS of hire within 3 days
 3. Within 3 days of hire (if issuing a weapon) you will need to submit a Firearms Verification Form
 4. Complete the Candidate Training and Certification Application
 - o You will upload the
 - Medical and TB test
 - Candidate Attestation
 5. Once you see them under your agency as “New Hire”, you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be “Registration YYYY/MM/DD 9 A.M. – 12 P.M.”. There are only morning appointments and by appointment only.
 - a. We will have enough registration spots for 15 people per day. If you have more than 15, please contact us in advance and we will get it set up for all to come on one day.
 6. They will need to bring a valid Driver’s License to registration. We will fingerprint them and get them set up in the next available class.
-

Class 2 Officer with less than 1 year break in service in South Carolina

1. Complete the ACADIS/Background check form
 2. Complete the PCS of hire within 3 days
-

Registration Instructions

ALL FORMS MENTIONED BELOW CAN BE FOUND ON OUR WEBSITE, [HTTPS://SCCJA.SC.GOV](https://SCCJA.SC.GOV) UNDER
“FORMS”

Class 2 Legal Only and/or Juvenile Only Student – previously employed as a Class 2 Detention Officer in SC with a 1 to 3 year Break in Service

1. Complete the ACADIS/Background check form
2. Complete the PCS of hire within 3 days
3. Complete the Candidate Training and Certification Application
 - You will upload the
 - Medical and TB test
 - Candidate Attestation
4. Once you see them under your agency as “New Hire”, you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be “Registration YYYY/MM/DD 9 A.M. – 12 P.M.”. There are only morning appointments and by appointment only.
 - We will have enough registration spots for 15 people per day. If you have more than 15, please contact us in advance and we will get it set up for all to come on one day.
5. They will need to bring a valid Driver’s License to registration. We will fingerprint them and assign the needed videos.
6. Manuals are available in Acadis under Manuals – Basic Detention Student Manuals. The Basic Detention Legal and Juveniles only should be given to the student.
7. You can register them for the next available Basic Detention Juvenile Only and/or Legal Only Cumulative Test. (Report to the Village Cafeteria between 12:30–12:45 P.M. the date of the test)

Registration Instructions

ALL FORMS MENTIONED BELOW CAN BE FOUND ON OUR WEBSITE, [HTTPS://SCCJA.SC.GOV](https://SCCJA.SC.GOV) UNDER "FORMS"

Class 2 Legal Only and/or Juvenile Only Student - Previously employed by SC Department of Corrections or a Previously Certified Detention Officer who was certified Out of State with no more than a 3 year Break in Service

1. Complete an Out of State Training Review - can be completed before hire
 - Release and Authorization
 - Post Letter
2. Complete the ACADIS/Background check form
3. Complete the PCS of hire within 3 days
4. Complete the Candidate Training and Certification Application
 - You will upload the
 - Medical and TB test
 - Candidate Attestation
5. Once you see them under your agency as "New Hire", you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be "Registration YYYY/MM/DD 9 A.M. - 12 P.M.". There are only morning appointments and by appointment only.
 - a. We will have enough registration spots for 15 people per day. If you have more than 15, please contact us in advance and we will get it set up for all to come on one day.
6. They will need to bring a valid Driver's License to registration. We will fingerprint them and assign the videos needed.
7. Once approved, Registration will assign videos. Manuals are available in Acadis under Manuals - Basic Detention Student Manuals. The Basic Detention Legal and Juveniles only should be given to the student.
8. Once completed, you can register them for the next available Basic Detention Juvenile Only and/or Legal Only Cumulative Test. (Report to the Village Cafeteria between 12:30-12:45 P.M. the date of test)

Registration Instructions

ALL FORMS MENTIONED BELOW CAN BE FOUND ON OUR WEBSITE, [HTTPS://SCCJA.SC.GOV](https://SCCJA.SC.GOV) UNDER "FORMS"

New Class 3 Basic Officer

1. Complete the ACADIS/Background check form
2. Complete the PCS of hire within 3 days
3. Complete the Candidate Training and Certification Application
 - You will upload the
 - Candidate Attestation
4. Once you see them under your agency as "New Hire", you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be "Registration YYYY/MM/DD 9 A.M. - 12 P.M.". There are only morning appointments and by appointment only.
 - We will have enough registration spots for 15 people per day. If you have more than 15, please contact us in advance and we will get it set up for all to come on one day.
5. They will need to bring a valid SC Driver's License to registration.
6. You can assign the Class 3 Basic Videos. Manuals are available in Acadis under Manuals – Class 3 Basic Manuals. All Class 3 Basic Manuals and Power Points should be given to student.
7. Once they have completed it, you can register them for a Class 3 Basic cumulative exam. (Report to the Village Cafeteria between 12:30-12:45 P.M. the date of test).

Registration Instructions

ALL FORMS MENTIONED BELOW CAN BE FOUND ON OUR WEBSITE, [HTTPS://SCCJA.SC.GOV](https://SCCJA.SC.GOV) UNDER “FORMS”

New Class 3 Advanced Officer

1. Complete the ACADIS/Background check form
 2. Complete the PCS of hire within 3 days – all Class 3 Advanced officers must have a psychological test
 - [psychological-guidelines](#)
 3. Within 3 days of issuing a firearm, complete the Firearms Verification Form
 4. Complete the Candidate Training and Certification Application
 - You will upload the
 - Candidate Attestation
 5. Once you see them under your agency as “New Hire”, you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be “Registration YYYY/MM/DD 9 A.M. – 12 P.M.”. There are only morning appointments and by appointment only.
 - We will have enough registration spots for 15 people per day. If you have more than 15, please contact us in advance and we will get it set up for all to come on one day.
 6. They will need to bring a valid SC Driver’s License to registration.
 7. Assign the Advanced Class 3 Videos. Manuals are available in Acadis under Manuals – Class 3 Manuals. All Class 3 Advanced Handouts, Manuals and Power Points should be given to the student.
 8. Once they have completed all training, you can register them for a Class 3 Advanced DT/Firearms Proficiency provided by the Mobile Training Unit (MTU).
 9. Once they pass the DT/Firearms Proficiencies, you can register them in ACADIS for a Class 3 Advanced Cumulative Exam. (Report to the Village Cafeteria between 12:30–12:45 P.M. the date of test).
-

Officer Transferring from one Certification to another (ex: Class 2 transferring to Class 1 LECO, Class 3 Adv. transferring to Class 1) within the same agency

1. Complete the Internal Transfer Form
2. Within 3 days of issuing a firearm, complete the Firearms Verification Form
3. Complete the Candidate Training and Certification Application
 - Refer to the certification type above for necessary documents.

Registration Instructions

ALL FORMS MENTIONED BELOW CAN BE FOUND ON OUR WEBSITE, [HTTPS://SCCJA.SC.GOV](https://sccja.sc.gov) UNDER “FORMS”

Class 4 (Basic Telecommunications Operator)

1. Complete the ACADIS/EMPLOYMENT CHECK [ACADIS/Employment Check](#)
2. Complete the Personnel Change in Status 911 Form within 3 days [PCS Of Hire - 911](#)
3. Complete the Basic Telecommunication Operator Training Application and Document Attestation [Basic Telecommunication Operator Training Application and Document Attestation](#)
 - You will upload the
 - FEMA ICS 100 Form
 - Candidate Attestation Form [Candidate Attestation Form](#)
4. If you are requesting an Equivalency Review for Certification, (after all steps above are completed) you will need to complete the “[Basic Telecommunicator Equivalency Request Form](#)”. This form is located on our website at sccja.sc.gov, in the General Information tab, under forms. The form will require the following information:
 - Officer’s Name and Academy ID#
 - Agency Information
 - SCCJA Registration Date
 - Date the Equivalency Training was Completed
 - Copy of the Certificate
5. Please allow (5) five business days for equivalency approval.

Law Enforcement Training and Certification Application

Where is the Application?

The Training and Certification Application form can be found by going to our website: sccja.sc.gov

Click on the General Information tab, Select the Forms option, scroll down to the first box titled “Registration”. The form is titled “[Candidate Training & Certification Application](#)”.

When must an application be completed?

The Candidate Training and Certification Application must be completed for all uncertified officers. This includes previously certified officers with a break in service of more than 1 year and officers certified out of state.

Parts of the Application

In the application, you attest that a Background Investigation has been completed. This Background Check includes a Driver’s License Check, Credit Check, and a Criminal Background Check. The Criminal Background Check is completed using NCIC purpose code J and the social security number as an additional search parameter.

Defaulted Student Loans

§ 59-111-50. Persons defaulting on certain student loans precluded from employment by State.

No person who has willfully defaulted on a National Direct Student Loan, a National Defense Student Loan, a Guaranteed-Federally Insured Student Loan, a Nursing Student Loan, a Health Professions Student Loan or a Law Enforcement Educational Loan shall now or hereafter be employed by the State or any of its departments, agencies or subdivisions until all defaults are cured and loan payments made current; provided, however, that if such person and his lender voluntarily enter 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, department or subdivision, the loan shall not be considered in default and the default shall be considered as cured so long as the person complies with the terms of the agreement.

Law Enforcement Training and Certification Application

Agency Information

Employing Agency *

Agency or Training Officer Email *

Type of Training Requested *

Special Basic is only for previously certified officer's with a 1-3 year break in service or Out of State Officers with an approved Training Review

I am aware that an uncertified applicant shall only perform his/her duties as a law enforcement officer while accompanied by a certified law enforcement officer. *

Applicants Position Description *

A PCS of Hire has been submitted on this employee *

Is this a transfer within the same agency with no break in service? The only change is the classification. *

(Ex: Works at Mayberry PD and is transferring from Class 3 to Class 1 with NO BREAK IN SERVICE. This can also be if they work at Mayberry PD Jail and are transferring to Mayberry PD. Both agencies are under the same Sheriff or Chief.)

Applicant Information

Applicant Academy ID# (If Assigned) *

Once the PCS of Hire is processed, you should be able to log into ACADIS and see the applicant's Academy ID number under your Organization

Applicants First Name *

Applicants Middle Name *

Full Middle Name, if no middle name put N/A

Applicants Last Name *

Suffix

Applicant Home Address

Street *

City *

State *

Zip Code *

Class 1, Class 3 and Reserve (LEO) must have residency in South Carolina to obtain and maintain certification.

Applicant Mobile Phone *

Work Email Address *

Personal Email *

Applicant is a US Citizen *

Race *

Gender *

Eye Color *

Hair Color *

Height *

Height in inches only. 5 foot is 60, 6 foot is 72

Weight *

Just the number in pounds. Ex. 125 for 125lbs

Place of Birth *

Education

Education Level *

Name of High School or College *

Degree

Driver's License

South Carolina Driver's License Number *

Additional Driver's License Information

Has the candidate been licensed in another state in the past 5 years? *

Military

Is your candidate a Veteran? *

Pursuant to SC Code of Laws, Chapter 23

Candidate is covered by Workman's Compensation for on-the-job injury? *

Officer is hired by and regular on the payroll of this agency. *

Officer is granted statutory authority to enforce all or some of the criminal, traffic, and penal laws of the State as outlined in his Certification description. *

Law Enforcement Training and Certification Application

Law Enforcement Employment History

Has your candidate ever attended the SC Criminal Justice Academy for training? (Class 1, Class 2, Class 3, Reserve or BTOT) *

Has Your Candidate had Out of State, Federal or Military Law Enforcement Training? *

Americans with Disabilities Act (ADA)

The South Carolina Criminal Justice Academy (Academy) provides reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who demonstrate a need for accommodation, when such accommodations can be provided without compromising the Academy's training or certification standards.

Will your candidate need testing accommodations because of a disability while at the Academy?

Special Food Accommodations

The South Carolina Criminal Justice Academy's Cafeteria does offer reasonable Special Food Accommodations for medical and religious purposes. Please complete the Special Food Accommodation Request Form and send it with your candidate to Registration, if needed.

Will your candidate need Special Food Accommodations while at Basic Mandated Training?

Verification of Hiring Agency's Background Investigation

(Driver's Record, Credit Check, Criminal Record Check conducted by hiring agency) Applicants must list any and all criminal charges regardless of the date of offense and the disposition (dismissal, not guilty, not processed). Do not include minor traffic offenses, but specifically include DUI, DWI, Driving While License Revoked/Suspended, Speeding to Elude Arrest, or Duty to Stop in Event of Accident.

If you list a charge(s), please ensure that the In-State and Interstate Criminal History Check shows Final Disposition for each charge(s).

I attest that this agency has completed an FBI NCIC National Criminal History Record Check, using Purpose Code J, on the above applicant. *

Upon Completion of Background Investigation, to include the NCIC Check, please select the appropriate answer. *

Upon Completion of Background Investigation, to include the NCIC Check, the record is clear of any Crime of Moral Turpitude that would preclude employment. *

I attest that as an employer, it is our opinion, based on the background investigation, the candidate presented is of good character. *

Any additional Investigator comments, please state comment(s) here:

Date Investigation Began *

Date Investigation Ended *

Background Investigator Name *

Background Investigator Email *

Background Investigator Phone *

Background Investigator Address (If agency is outside of your agency)

Address Line 1

Address Line 2

City

State

Zip Code

Attestation

The New "Candidate Attestation Form" in .pdf format (see link below) *

or drag files here.

Please let candidate review application for accuracy and then upload attestation.

[Candidate-Attestation-20240529-Fillable.pdf \(sc.gov\)](#)

By checking the box below, I, as an official representative of the appointing agency, do submit to the Criminal Justice Academy, the above named appointee as a candidate for training/certification.

The candidate meets or exceeds each of the minimum standards for employment and this Agency has properly conducted the required employment procedures as established by the South Carolina Criminal Justice Academy as required by the Code of laws of South Carolina, 1976, Chapter 23 Training for Law Enforcement Officers and Regulations Chapter 38.

I acknowledge that any omission, falsification or misrepresentation of information or procedures, by either the candidate or this Agency, through the employment and/or certification process may result in certification being denied, suspended or revoked by the South Carolina Criminal Justice Academy.

I, as authorized representative of the agency, attest and agree to the above statements. *

Document Attestation

Documents on File at this Department:

1. Copy of Birth Record or Naturalization Papers which ensure that the Candidate is 21 years of age and a United States Citizen
2. Copy of High School Diploma, G.E.D., Equivalency Certificate (Military or other), Official Transcript accepted by the South Carolina Department of Education or South Carolina special certificate.
3. Certified South Carolina Driving Record - Must cover the 5 previous years with "NO SUSPENSIONS" as a result of DUI, DWI, Reckless Homicide, Involuntary Manslaughter or Leaving the Scene of an Accident Note: State or Local Correctional Officers may hold a valid Drivers License from any other Jurisdiction in the United States
4. Certified Out of State Driving Record. Required only if Candidate has not been in South Carolina for the previous 5 years. Out of State record must reflect "NO SUSPENSIONS" as a result of DUI, DWI, Reckless Homicide, Involuntary Manslaughter or Leaving the Scene of an Accident.

By checking the box below, I hereby attest that the documentation as required by S.C. Code Ann. 23-23-90 (B)(1) through (B) (9) has been reviewed and will be maintained by this department in the above referenced officer's file. I understand that should any conflict regarding documentation authenticity arise, the South Carolina Criminal Justice Academy reserves the right to review all documents maintained by the department on this officer.

I, as authorized representative of the agency, attest and agree to the above. *

Upload a copy of the SCCJA Medical History Form and TB test with results noted. File must be in .pdf format. *

or drag files here.

[Medical_History_Form-2021.pdf \(sc.gov\)](#)

[DHEC-TB-Form-1420.pdf \(sc.gov\)](#)

Electronic Signature of Agency Head or Authorized Representative *

Agency Head or Authorized Representative Title *

Agency Head or Authorized Representative's Academy ID Number *

Date *

Law Enforcement Training and Certification Application

The Law Enforcement Training and Certification Application must be submitted for all individuals who require training.

Please ensure that all the boxes are filled out with correct information. We will not accept forms with information that is inaccurate.

We will not be able to accept any forms with errors.

Please verify that all information is correct before submitting. **Submitting forms with errors can cause errors in the individual's personnel records and/or a delay in processing.**

Some common problems we see are:

- Applicants coming to registration without the Training Application submitted
- Applicant does not bring their Driver's License with them when they come to register
- Training is assigned before registration is completed
- Incorrect document is uploaded in place of the Candidate Attestation form
- Incomplete medical forms are submitted
 - pages 11-16 must have ALL fields completed by the physician including BMI
- Driver's license number is not included on the form
- Agency address, email, and phone number are given instead of the applicant's personal information
- TB Test does not have all required information
 - date planted, date read, results, and signatures for all fields

You will also be required to **upload a PDF** copy of the following:

- Candidate Attestation Form
- SCCJA Medical History Form – all pages as one document
- TB Test with results noted
 - If not using the DHEC TB Form, the medical provider can indicate the test and results on medical provider's letterhead. They must include the date planted – with signature, the date read – with signature, and the results – with signature
 - We will also accept a chest x-ray or the QuantiFERON-TB Gold blood test
 - These tests must also include the date the exam was completed – with signature and the results – with signature

For Telecommunications/911, go to the box titled “Basic Telecommunications Officer Training” and select “Basic Telecommunication Operator Application and Document Attestation”.

When completing the Basic Telecommunication Operator Application and Document Attestation form, please insure that you include the applicant's Academy ID number.

After entering in the Agency's information, you will indicate whether your candidate will be presented to SCCJA for **BTOT training** or if they will be completing an **equivalency** program.

If your candidate will be **attending SCCJA for a BTOT class**, a course will be assigned to your applicant upon completion of the registration process.

If your candidate will be **completing an approved equivalency program**, you will need to submit an equivalency request to the Standards and Testing Unit for review.

You will also be required to **upload a PDF** copy of the following:

- FEMA ICS 100
- Candidate Attestation Form

Please note that training may NOT be assigned to any personnel if they have not been registered through the Academy.



Part 3: Crimes of Moral Turpitude

Crimes of Moral Turpitude

TO: File
THROUGH: Gwendolyn S. Green; Assistant General Counsel
FROM: Jack W. Hammack, Jr., Law Clerk
RE: Crimes of Moral Turpitude

DATE: March 29, 2000

This list is not exhaustive. For any applicant with a criminal record, consult your agency's legal counsel.

Definition:

"Moral turpitude" has been defined as: "... an act of baseness, vileness, or depravity in the private and social duties which a man owes to his fellow man, or to society in general, contrary to the accepted and customary rule of right and duty between man and man ..." State v. Horton, 248 S.E.2d 263 (S.C. 1978); see also, State v. Morris, 345 S.E.2d 477 (S.C.1986); State v. Drakeford, 350 S.E.2d 391 (S.C. 1986); State v. Yates, 310 S.E.2d 805 (S.C. 1982).

Crimes which have been declared crimes of moral turpitude by S.C. Courts or Attorney General Opinions:

Accepting Bribes for the Dismissal of Charges (32)
Accessory to Bank Robbery (5)
Accommodation Sale of MDA (21)
Arson (15)(34)
Assault With Intent to Ravish/Rape (6)
Assault and Battery with Intent to Kill (14)(29)
Auto Theft (8)
Breaking Into Vehicle with Intent to Steal (20)
Burning an Untenanted or Unoccupied Building (§ 16-11-560) (34)
Conspiracy to Distribute Marijuana (16)
Conspiracy to Import Marijuana (28)
Criminal Sexual Conduct (any degree) (11) (32)
Criminal Sexual Conduct with a Minor (any degree) (17)
Distribution of Cocaine (16)
Distribution of Marijuana (16) Failure to File Tax Returns (40)
Forgery (13)
Fraudulent Check (25)
Grand Larceny (2)(10)
Hit and Run Driving (12)
Housebreaking (2) (10) (13)
Indecent Exposure (39)
Kidnapping (38)
Larceny (2) (3) (4)
Lewd and Lascivious Conduct with Children (9)
Making Illegal Whiskey (1)
Malicious Destruction of Personal Property (23)
Manufacture of Marijuana (19)
Misconduct in Office (§ 8-1-80) (31)
Obtaining Money Under False Pretenses (7)
Peeping Tom (22)
Possession of Cocaine (26)

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Possession of Heroin (27)
Possession of Marijuana with Intent to Distribute (18) (19) (33)
Receiving Stolen Goods (8)
Resisting Arrest (§ 16-9-320(2)) (30)
Robbery (3)
Trafficking in Marijuana (Including the Conspiracy to Import) (28)
Use of Official Position for Financial Gain (35)
Willfully Burning the Lands of Another (36)

Crimes which may be crimes of moral turpitude depending on the facts of the particular case:

Assault and Battery of a High and Aggravated Nature (37)
Failure to Yield Right of Way (24)

Discussion:

Crimes of moral turpitude have been those that involve an element of fraud, dishonest behavior, or a breach of one's duty to society. (12) However, the rulings in Major (26) and Gibson (27) involve conduct which is self-destructive and therefore a departure from prior law. For guidance purposes, the above list of crimes, as well as others, which involve fraud and sexual crimes or offenses (37), are certainly crimes of moral turpitude.

1. Gantt v. Columbia Coca-Cola Bottling Co., 29 S.E.2d 488 (S.C. 1944)
2. State v. Van Williams, 46 S.E.2d 665 (S.C. 1948) 3.
3. State v. Com, 54 S.E.2d 559 (S.C. 1949)
4. State v. Reggen, 52 S.E.2d 708 (S.C. 1949)
5. State v. Gregg, 95 S.E.2d 255 (S.C. 1956)
6. State v. Chasteen, 97 S.E.2d 517 (S.C. 195-7) 7.
7. Daniel v. Hazel, 131 S.E.2d 260 (S.C. 1963)
8. State v. Millings, 145 S.E.2d 422 (S.C. 1965)
9. In re McDonald, 239 S.E.2d 83 (S.C. 1977) 10.
10. State v. Vaughn, 232 S.E.2d 328 (S.C. 1977) 11.
11. State v. Lee, 237 S.E.2d 768 (S.C. 1977)
12. State v. Horton, 248 S.E.2d 263 (S.C. 1978)
13. State v. Johnson, 248 S.E.2d 313 (S.C. 1978)
14. Jamison v. Howard, 271 S.E.2d 116 (S.C. 1980)
15. State v. Yates, 310 S.E.2d 805 (S.C. 1982)
16. In Matter of Ramsev, 301 S.E.2d 470 (S.C. 1983)
17. State v. McFarlane, 306 S.E.2d 611 (S.C. 1983)
18. State v. Lilly, 299 S.E.2d 329 (S.C. 1983)
19. State v. Drakeford, 350 S.E.2d 391 (S.C. 1986)
20. Rouse v. McCrory, 353 S.E.2d 130 (S.C. 1986)
21. Porter v. State, 348 S.E.2d 172 (S.C. 1986)
22. State v. Harris, 358 S.E.2d 713 (S.C. 1987)
23. State v. Ball, 354 S.E. 2d 906 (S.C. 1987)
24. State v. Perry, 364 S.E.2d 201 (S.C. 1988)

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25. State v. Harrison, 380 S.E.2d 818 (S.C. 1989)
26. State v. Major, 391 S.E.2d 235 (S.C. 1990)
27. In Matter of Gibson, 393 S.E.2d 184 (S.C. 1990)
28. Green v. Hewett, 407 S.E.2d 651 (S.C. 1991)
29. Horton v. State, 411 S.E.2d 223 (S.C. 1991)
30. State v. Hall, 411 S.E.2d 441 (S.C. App. 1991)
31. In Matter of Mendenhall, 447 S.E.2d 858 (S.C. 1994)
32. In Matter of Roberts, 503 S.E. 2d 160 (S.C. 1998)
33. Merritt v. Grant, 328 S.E.2d 346 (S.C. App. 1985)
34. Attorney General Opinion, January 23, 1991
35. Attorney General Opinion, March 20, 1992, OS 4475
36. Attorney General Opinion, July 16, 1992
37. Attorney General Opinion, April 19, 1994
38. Attorney General Opinion, February 9, 1995
39. Attorney General Opinion, January 27, 1998
40. Attorney General Opinion, February 3, 1998

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MORAL TURPITUDE

Accessory to Bank Robbery

State v. Gregg, 230 S.C. 222, 95 S.E.2d 255 (1956)
See S.C. Ann. 16-1-40 (accessory)

Accommodation sale of MDA (methylenedioxy amphetamine/controlled substance)

Porter v. State, 290 S.C. 38, 348 S.E.2d 172 (1986),
S.C. Ann. 44-53-190(d)(l)

Agriculture, false statement of agriculture form

Op. Att'y Gen. March 6, 1990
June 13, 1989
December 18, 1975

Arson

State v. Perry, 294 S.C. 311, 364 S.E.2d 201 (1988)
State v. Yates, 280 S.C. 29, 310 S.E.2d 805 (1982)
Op. Att'y Gen. January 23, 1991 (S.C. Ann. 16-11-560)
July 16, 1992
S.C. Ann. 16-11-110

Assault and battery, high and aggravated nature (ABHAN)

State v. Bailey, 275 S.C. 444, 272 S.E.2d 439 (1980)
ABRAN **depends** on circumstances (would be crime of moral turpitude if ABRAN conviction resulted as a lesser included offense from an indictment of criminal sexual conduct or ABIK)
State v. Hall, 306 S.C. 293, 411 S.E.2d 441 (1991)
Op. Att'y. Gen. April 19, 1994
Common Law

Assault and battery with intent to kill

State v. Spinks, 260 S.C. 404, 196 S.E.2d 313 (1973)
Assault w/intent to kill (Common Law)
Horton v. State, 306 S.C. 252, 411 S.E.2d 223 (1991)
Jamison v. Howard, 275 S.C. 344, 271 S.E.2d 116 (1980)
Op. Att'y Gen. March 18, 1983
October 27, 1981
December 29, 1980
S.C. Ann. 16-3-620

Assault with intent to rape

State v. Jones, 271 S.C. 287, 247 S.E.2d 3 (1978)
See S.C. Ann. 16-3-656 (assault with intent to commit criminal sexual conduct)

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Assault with intent to commit criminal sexual conduct

Op. Att'y Gen. April 19, 1994
November 22, 1985
October 29, 1981
S.C. Ann. 16-3-656

Attempted Robbery

Op. Att'y Gen. March 18, 1983
S.C. Ann. 16-11-330 (with a deadly weapon)
16-11-325 (Common Law robbery)
16-1-80 (attempted)

Auto theft

State v. Millings, 247 S.C. 52, 145 S.E.2d 422 (1965)
See S.C. Ann 16-3-1075 (carjacking)

Bank Robbery, accessory to

State v. Gregg, 230 S.C. 222, 95 S.E.2d 255 (1956)
18 U.S.C.A 3 (defines accessory)

Breach of trust with fraudulent intent

In Re Derrick, 301 S.C. 367, 392 S.E.2d 180 (1990)
In Re Sipes, 377 S.E.2d 574, 297 S.C. 531 (1989)
Op. Att'y Gen. March 18, 1983
November 24, 1980
S.C. Ann. 16-13-230
Code of Professional Responsibility

Breaking into a Vehicle with Intent to Steal

Rouse v. McCrory, 291 S.C. 218, 353 S.E.2d 130 (1986)
S.C. Ann. 16-13-160 and 16-11-320 (similar to housebreaking) - repealed by 1985 Act
No. 159 §4 eff. June 20, 1985

Bribe, law enforcement officer accept

Op. Att'y Gen. September 19, 1979
September 18, 1979
S.C. Ann. 16-9-220 and 57-1-40

Bribery

Op. Att'y Gen. July 26, 1983
S.C. Ann. 7-25-50 (votes), 16-9-280, 16-17-540, 16-17-550 (athletes/officials), see above

Bribing a Tax Auditor

See Bribing an Official S.C. Ann. 16-9-210 (executive, legislative, or judicial)
18 U.S.C.A 201

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Burning lands of another, willful

S.C. Ann. 16-11-150, 16-11-170
Op. Att'y Gen. July 16, 1992

Burning Untenanted or unoccupied (unfinished) building

S.C. Ann. 16-11-560
Op. Att'y Gen. January 23, 1991
July 16, 1992

Cocaine possession with intent to distribute

Porter v. State, 290 S.C. 38, 348 S.E.2d 172 (1986) (controlled substance)
In Re Moseley, 302 S.C. 429, 396 S.E.2d 830 (1990)
S.C. Ann. 44-53-375

Cocaine/marijuana, trafficking in:

In re Moseley, 302 S.C. 429, 396 S.E.2d 830 (1990)
Green v. Hewett, 305 S.C. 238, 407 S.E.2d 651 (1991)
S.C. Ann. 44-53-370

Cocaine, simple possession

State v. Major, 301 S.C. 181, 391 S.E.2d 235 (1990) (overruling State v. Ball, 292 S.C. 71, 354 S.E.2d 906 (1987))
In Re Moseley, 302 S.C. 429, 396 S.E.2d 830 (1990)
S.C. Ann. 44-53-375

Cocaine and crack cocaine, attempting to possess

Op. Att'y Gen. June 25, 1991
S.C. Ann. 44-53-375

Conspiracy to Accept Bribes

Op. Att'y Gen. March 22, 1978
See S.C. Ann. 16-9-210 & 16-9-220 (officers), and 16-17-410 (conspiracy)

Conspiracy to commit offense involving moral turpitude (fraud, deceit, misrepresentation)

Op. Att'y Gen. March 11, 1988
March 18, 1983
S.C. Ann. 44-53-420
See Conspiracy S.C. Ann. 25-7-60

Conspiracy to commit offenses against the United States using mail to defraud persons and to obstruct justice

Op. Att'y Gen. July 1, 1981
February 5, 1981
May 28, 1976
18 U.S.C.A 371

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Conspiracy to Distribute Marijuana and Cocaine

In Matter of Ramsey, 279 S.C. 29, 301 S.E.2d 470 (1983)
See S.C. Ann. 44-53-370

Conspiracy to Import Marijuana

Green v. Hewett, 305 S.C. 238, 407 S.E.2d 651 (1991)
21 U.S.C. 963 (conspiracy)
See S.C. Ann. 44-53-170(e)

Contempt of court due to attempted jury tampering

Op. Att'y Gen. January 24, 1983
March 2, 1982
S.C. Ann. 14-1-150

Controlled substances, conspiracy to distribute

Op. Att'y Gen. April 24, 1981
March 18, 1983
December 16, 1981
S.C. Ann. 44-53-370
21 U.S.C. 812 & 841(a)(1) - manufacture, distribution, dispensing, controlled substance

Controlled substance, possession with intent to distribute

State v. Lilly, 278 S.C. 499, 299 S.E.2d 329 (1983) (marijuana)
Op. Att'y Gen. December 16, 1981 (conspiracy to possess w/ intent to distribute)
S.C. Ann. 44-53-370

Controlled substance, sale of

Porter v. State, 290 S.C. 38, 348 S.E.2d 172 (1986)
S.C. Ann. 44-5-3-370

Crack Cocaine, attempted possession

Op. Att'y Gen. June 25, 1991
S.C. Ann. 44-53-370, 44-53-375 and 44-53-110 (Definitions)

Crack Cocaine, simple possession

Op. Att'y Gen. June 25, 1991
May 8, 1990
S.C. Ann. 44-53-375

Criminal Sexual conduct with a minor in any degree

State v. McFarlane, 279 S.C. 327, 306 S.E.2d 611 (1983)
Op. Att'y Gen. April 19, 1994
November 22, 1985
March 18, 1983
October 29, 1981
S.C. Ann. 16-3-655 (16-3-652, 16-3-653, 16-3-654)

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Drugs (more detail under alphabetical listings)

Cocaine, simple possession of

State v. Major, 301 S.C. 181, 391 S.E.2d 235 (1990)

Cocaine and crack cocaine, attempting to possess

Op. Att'y Gen June 25, 1921

Controlled substances, conspiracy to distribute

21 U.S.C.812 & 841(a)(1)

Controlled substance, sale of

Porter v. State, 290 S.C: 38, 348 S.E.2d 172 (1986)

Controlled substance, simple possession

State v. Lilly, 278 S.C. 499, 299 S.E.2d 329 (1983)

Marijuana, manufacture of

State v. Drakeford, 290 S.C. 338, 350 S.E.2d 391 (1986)

Marijuana, possession of with intent to distribute

State v. Lilly, 278 S.C. 499, 299 S.E.2d 329 (1983)

Narcotics, sale of

Merritt v. Grant, 285 S.C. 150, 328 S.E.2d 346 (Ct. App. 1985)

Embezzlement

Op. Att'y Gen. June 6, 1973

July 23, 1981

May 27, 1983

May 28, 1976

March 18, 1983 (of public funds)

S.C. Ann. 16-3-210

Extortion

Op. Att'y Gen. March 22, 1984

December 19, 1973

Common Law

See S.C. Ann. 16-17-640 (Blackmail)

18 U.S.C. 1951

Failure to remit employee withholding taxes

Lyons v. Butler, 288 S.C. 498, 343 S.E.2d 630 (1986)

26 U.S.C.A 6672

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Failing to file Income tax returns

Op. Att'y Gen. February 3, 1998
S.C. Ann. 12-6-5520 (corporations), 12-54-40 repealed by 1999 Act No. 114 §4.S eff. June 30, 1999

False Pretenses, conspiracy to obtain money under

Daniel v. Hazel, 242 S.C. 443, 131 S.E.2d 260 (1963)
S.C. Ann. 16-13-260 and 16-13-240

False pretenses, obtaining property

Op. Att'y Gen. March 11, 1974
S.C. Ann. 16-13-240 and 16-13-260

False Statement, filing on a federally insured financial institution with respect to a loan application

Op. Att'y Gen. June 13, 1989
March 6, 1990
18 U.S.C. 1014

False Statement or concealing material facts on title or vehicle registration

Op. Att'y Gen. March 6, 1990
June 13, 1989
March 11, 1988
S.C. Ann. 56-19-240 and 16-21-10

False Statement, making

Op. Att'y Gen. August 31, 1990
March 6, 1990
June 13, 1989
March 11, 1988
18 U.S.C. 1001 (Op. Att'y Gen. April 3, 1979)

False Statement overvaluing any security

Op. Att'y Gen. April 30, 1982-
S.C. Ann. 8-13-220 repealed by 1991 Act No. 248 § 3 eff. January 1, 1992
15 U.S.C. 714(m)(a)

False Statement to obtain unemployment benefits

Op. Att'y Gen. August 31, 1990
March 6, 1990
June 13, 1989
March 11, 1988
S.C. Ann. 41-41-10

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False statement on tax forms

Op. Att'y Gen. October 25, 1978
S.C. Ann. 12-29-630 repealed by 1995 Act No. 60 eff. August 1, 1995
26 U.S.C. 7206(1)

Firearm, pointing and presenting a

S.C. Ann. 16-23-410

Fixing of bids; dishonest and corrupt

Op. Att'y Gen. September 14, 1995
S.C. Ann. 11-35-1525 and 8-13-720

Forgery

State v. Johnson, 271 S.C. 485, 248 S.E.2d 313 (1978)
S.C. Ann. 16-13-10

Fraud through use of the United States mail

In the Matter of Parker, 313 S.C. 47, 437 S.E.2d 37 (1993)
18 U.S.C. 1341

Fraudulent check, utterings of

State v. Harrison, 298 S.C. 333, 380 S.E.2d 818 (S.C. 1989)
S.C. Ann. 34-11-60

Furnishings false property tax receipts

Op. Att'y Gen. August 31, 1990
S.C. Ann. 12-54-40(b)(6)(d) - repealed by 1999 Act No. 114 §4.S, eff. June 30, 1999

Heroin

S.C. Ann. 44-53-370

Hit and Run

State v. Horton, 271 S.C. 413, 248 S.E.2d 263 (1978)
Op. Att'y Gen. February 1, 1980
See S.C. Ann. 56-1-720 (point system)

Housebreaking

State v. Yates, 280 S.C. 29, 310 S.E.2d 805 (1982)
State v. Johnson, 271 S.C. 485, 248 S.E.2d 313 (1978)
State v. Van Williams, 212 S.C. 110, 46 S.E.2d 665 (1948)
S.C. Ann. 16-11-320

Housebreaking and Grand Larceny

State v. Vaughn, 268 S.C. 119, 232 S.E.2d 328 (1977)
State v. Van Williams, 212 S.C. 110, 46 S.E.2d 665 (1948)
S.C. Ann. 16-11-320 (housebreaking)- repealed and 16-13-30 (grand larceny)

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Illegal drugs, sale distribution of

Merritt v. Grant, 285 S.C. 150, 328 S.E.2d 346 (Ct. App. 1985)
Porter V. State, 290 S.C. 38, 348 S.E.2d 172 (1986)
S.C. Ann. 44-53-370

Income tax evasion

Op. Att'y Gen. February 18, 1969 (federal)
S.C. Ann. 12-54-155

Indecent exposure with intent to sexually arouse

Op. Att'y Gen. January 27, 1998
S.C. Ann. 16-15-130

Jury tampering - look at specific grounds

Op. Att'y Gen. January 14, 1983
March 2, 1982
March 18, 1983
S.C. Ann. 16-9-260

Jury, grand attempted tampering

Op. Att'y Gen. January 24, 1983
S.C. Ann. 16-9-350 (attempted jury tampering)

Kidnaping

Op. Att'y Gen. February 15, 1995
February 9, 1995
S.C. Ann. 16-3-910 and 16-3-920 (conspiracy to commit)

Knowingly distribute drugs

Op. Att'y Gen. July 17, 1979
S.C. Ann. 44-53-370
See S.C. Ann. 44-54 et seq. For Drug Dealer Liability Act
21 U.S.C. 841(a)(1)

Larceny

Lyons v. Butler, 288 S.C. 498, 343 S.E.2d 630 (1986)" ·
State v. Yates, 280 S.C. 29,310 S.E.2d 805 (1982) ·-
State v. Vaughn, 268 S.C. 119, 232 S.E.2d 328 (1977)
State v. Van Williams, 212 S.C. 11,0,46 S.E.2d 665 (1948)
State v. Corn, 215 S.C. 166, 54 S.E.2d 559 (1949)
State v. Reggen, 214 S.C. 370, 52 S.E.2d 708 (1949)
State v. Spinks, 260 S.C. 404, 196 S.E.2d 313 (1973)
S.C. Ann. 16-13-30 and 16-1-57

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Larceny, Conversion of property

Op. Att'y Gen. April 30, 1982
15 U.S.C. 714(m)(c)

Larceny, Grand

State v. Yates, 280 S.C. 29, 310 S.E.2d 805 (1982)
State v. Van Williams, 212 S.C. 110, 46 S.E.2d 665 (1948)
S.C. Ann. 16-13-30

Larceny, Petit

State v. Hall, 306 S.C. 293, 411 S.E.2d 411 (1991)

Law enforcement officer taking or accepting a bribe

S.C. Ann. 16-9-220

Lewd act upon a child

In re McDonald, 269 S.C. 598, 239 S.E.2d 83 (1977)
Op. Att'y Gen. April 19, 1994
November 22, 1985
October 29, 1981
S.C. Ann. 16-15-140 and 23-3-430

Mail fraud

Op. Att'y Gen. January 1, 1981
January 13, 1979
18 U.S.C.A 1341

Mail in aid of a felony

Op. Att'y Gen. July 17, 1979
21 U.S.C. 843(b)

Making (Manufacture) Illegal Whisky, illicit distilling of liquor to defraud federal government of tax imposed

Gantt v. Columbia Coca-Cola Bottling Co., 204 S.C. 374, 29 S.E.2d 488 (1944)

Making a Knowing Misstatement of Facts

Op. Att'y Gen. March 6, 1990

Malicious Destruction of Personal Property/Malicious willful and unlawful of destruction of natural property

State v. Perry, 294 S.C. 311, 364 S.E.2d 201 (1988)
Op. Att'y Gen. July 16, 1992
S.C. Ann. 16-11-510 and 16-1-57

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Manufacture of Marijuana

Green v. Hewett, 305 S.C. 238, 407 S.E.2d 65f(1991)
State v. Drakeford, 290 S.C. 338, 350 S.E.2d 391 (1986)
S.C. Ann. 44-53-110 and 44-53 370

Misapplication of mortgage proceeds

In re Pride, 276 S.C. 363, 278 S.E. 2d 774 (1981)
S.C. Ann. 31-13-200

Misconduct in Office

In Matter of Mendenhall, 316 S.C. 196, 447 S.E.2d 858 (1994)
Op. Att'y Gen. March 7, 1980
S.C. Ann. 8-1-80
See S.C. Ann. 16-11 320 and 16-13-160

Mistreatment of a Child (sexual exploitation of a minor, contributing to the delinquency of a minor, sexual conduct with a minor, molestation of a child, and child abuse)

Op. Att'y Gen. April 30, 1991
S.C. Ann. 20-7-60 repealed by 1996 Act. No. 450 §2.2 eff. January 1, 1997

Motor vehicle, breaking into with intent to steal

Rouse v. McCrory, 291 S.C. 218, 353 S.E.2d 130 (1986)
See S.C. Ann. 16-13-160 and 16-3-1075 (carjacking)

Murder

State v. Hyman, 276 S.C. 559, 281 S.E.2d 209 (1981)
S.C. Ann. 16-3-10

Murder, solicitation to commit

Whitehead v. State, 308 S.C. 119, 417 S.E.2d 529 (1991)
S.C. Ann. 25-1-2905

Narcotics, Sale of

Merritt V. Grant, 285 S.C. 150, 328 S.E.2d 346 (1985)
S.C. Ann. 44-53-370 and 44-53 375 (cocaine)

Obstruction of justice by influencing grand jury

Op. Att'y Gen. February 26, 1986
October 16, 1979
S.C. Ann. 16-9-350
Common Law
18 U.S.C. 1503

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Obtaining Money Under False Pretense

Daniel v. Hazel, 242 S.C. 443, 131 S.E.2d 260 (1963)
Op. Att'y Gen. March 6, 1990
S.C. Ann.16-13-260 (property)

Official office, use of for financial gain

Op. Att'y Gen. February 1, 1980
March 20, 1991
Former S.C. Code 18-13-410

Peeping Tom

State v. Harris, 293 S.C. 75 358 S.E.2d 713 (1987)
Att'y Gen. Op. May 5, 1998
April 19, 1994
S.C. Ann. 16-17-470

Personal Property. malicious destruction of

S.C. Ann. 16-11-510

Possession of Cocaine

In Matter of Gibson, 302 S.C. 12, 393 S.E.2d 184 (1990)
State v. Major, 301 -S.C. 181, 391 S.E.2d 235 (1990) (overruling State v. Ball, 292 S.C.
71, 354 S.E.2d 906 (1987))
S.C. Ann. 44-53-375and 56-1-745

Possession of Controlled substance with intent to distribute

Porter v. State, 290 S.C. 38, 348 S.E.2d 172 (1986)
State v. Lilly, 278 S.C. 499, 299 S.E.2d 329 (1983)
S.C. Ann. 44-53-375

Possession of Heroin

In Matter of Gibson, 302 S.C. 12,393 S.E.2d 184 (1990)
S.C. Ann. 44-53-370

Possession of Marijuana with intent to distribute

State v. Lilly, 278-S.C. 499, 299 S.E.2d 329 (1983)
State v. Drakeford, 290 S.C. 338, 350 S.E.2d 391 (1986)
Merritt v. Grant, 285 S.C. 150, 328 S.E.2d 346 (1985)
Green v. Hewitt, 305 S.C. 238, 407 S.E.2d 651 (1991)
S.C. Ann. 44-53-370

Public official use of official position to obtain financial gain

Op. Att'y Gen. March 20, 1991
February 1, 1980
S.C. Ann. 8-13-410

Crimes of Moral Turpitude

Memorandum
File – Crimes of Moral Turpitude
March 23, 2000
Page 15

Public Supervisor, willful failure to perform his duty to inspect and receive reports with the intention of defrauding the county

State v. Jaques, 655 S.C.178, 43 S.E.2d 515 (1903)
Op. Att'y Gen. May 27, 1983

Rape

State v. Lee, 269 S.C. 421, 237 S.E.2d 768 (1977)
Op. Att'y Gen. April 19, 1994
November 22, 1985
See Criminal Sexual Conduct
Common Law

Receiving Stolen Goods

State v. Millings, 247 S.C. 52, 145 S.E.2d 422 (1965)
S.C. Ann. 16-13-180

Resisting Arrest

State v. Hall, 306 S.C. 293, 411 S.E.2d 441 (Ct. App. 1991) (may depend on circumstances of the case – non-violent is not)
S.C. Ann. 16-3-625 (with a deadly weapon), 16-9-320(2)

Robbery

State V. Corn, 215 S.C. 166, 54 S.E.2d 559 (1949)
Op. Att'y Gen. June 25, 1991
S.C. Ann. 16-11-325, 24-19-10(d), 16-11-330 (armed with a deadly weapon)

Robbery, armed

State v. Spinks, 260 S.C. 404, 196 S.E.2d 313 (1973)
S.C. Ann. 16-11-330

Robbery attempted

State v. Spinks, 260 S.C. 404, 196 S.E.2d 313 (1973)
Op. Att'y Gen. June 25, 1991
See above

School Administrators, requirement to contact law enforcement authorities when criminal contact occurs

Op. Att'y Gen. October 13, 1995
S.C. Ann. 20-7-510

Sexual offenses of virtually every kind and variety

Op. Att'y Gen. April 19, 1994
S.C. Ann. Defined in 44-48-30 (16-6-645, 16-3-654-55, 16-3-810-820, 16-3-656, 16-15-20, 16-15-120, 16-15-140)

Crimes of Moral Turpitude

Memorandum
File – Crimes of Moral Turpitude
March 23, 2000
Page 16

Shoplifting

Op. Att’y Gen. 3-19-90
S.C. Ann. 16-13-110, 16-1-57

Tax, making false and fraudulent statement on Federal tax returns

Op. Att’y Gen. October 25, 1978
26 U.S.C. 7206(1)

Tax fraud

Op. Att’y Gen. October 25, 1978 (IRS violations)
March 31, 1978 (IRS violations)
S.C. Ann. 12-29-630 Repealed by 1995 Act No. 60 §41 eff. August 1, 1995

Tax Fraud, possession of illegal whiskey, illicit distilling of liquor

Gantt v. Coca Cola, 204 S.C. 374, 29 S.E.2d 488 (1944)

Trafficking in Marijuana (Including conspiracy to import)

Green v. Hewett, 305 S.C. 238, 407 S.E.2d 651 (1991)
S.C. Ann. 44-53-370 and 56-1-745
21 U.S.C 952

Use of Official Position for Financial Gain

Op. Att’y Gen. March 20, 1991
March 18, 1983
February 1, 1980
S.C. Ann. 8-13-700 and 8-13-410 repealed by 1991 Act No. 248 §3 eff. January 1, 1992

Vote buying, conspiracy

Op. Att’y Gen. February 5, 1981
July 1, 1981
March 18, 1983 (vote buying)
42 U.S.C. 1973

**This list is not exhaustive. For
any applicant with a criminal
record, consult your agency’s
legal counsel.**

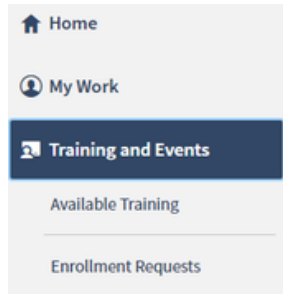


Part 4: Acadis Training / Manuals

Assign Training in the Acadis Portal

Assign Online Training

To assign online training to your personnel, log into your Acadis Portal and choose “Training and Events” in the left-side menu bar.

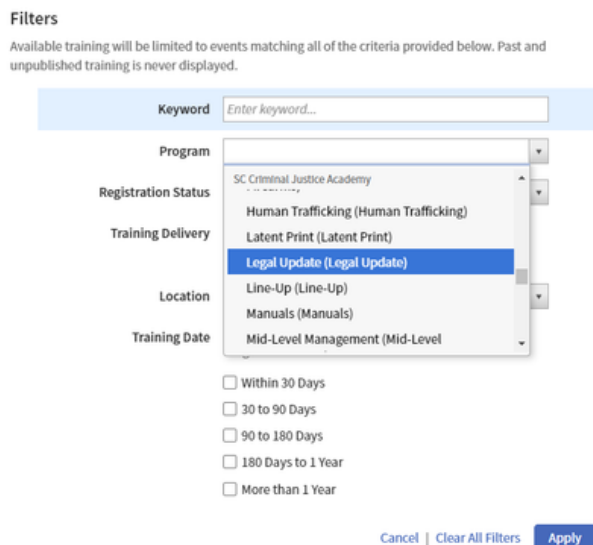
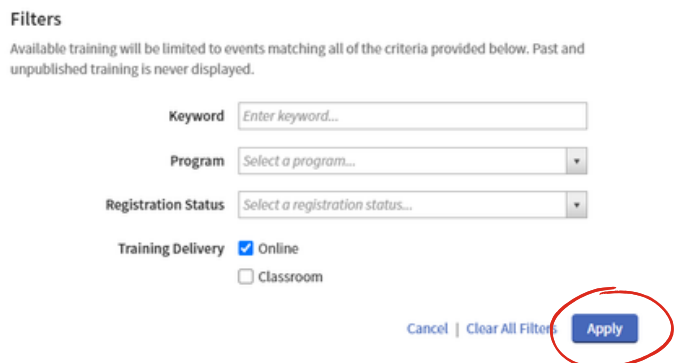


Select “Browse or Sign up for Training” and a list of available training will populate. Use the Filters option to narrow down your search and more easily find the training you are looking for.

A screenshot of the 'Available Training' page in the Acadis Portal. The page has a header 'Training and Events' and a sub-header 'Available Training'. Below the header, it says 'All published current and future training matching filter criteria is displayed.' There is a table with columns: Training (Event / Location), Dates, Hours, Registration (Dates), Open Seats, and Status. Two training events are listed: 'ARIDE - ARIDE 2024.05.07 SC Criminal Justice Academy' and 'ARIDE - ARIDE 2024.06.11 SC Criminal Justice Academy'. Both have 16h 0m duration and 0 open seats, with a 'Waitlist' status. A red arrow points to a 'Filters' button in the top right corner of the table area.

Training Event / Location	Dates	Hours	Registration Dates	Open Seats	Status
ARIDE - ARIDE 2024.05.07 SC Criminal Justice Academy	05/07/2024 - 05/08/2024	16h 0m	11/09/2023 - 03/23/2024	0	Waitlist
ARIDE - ARIDE 2024.06.11 SC Criminal Justice Academy	06/11/2024 - 06/12/2024	16h 0m	12/14/2023 - 04/27/2024	0	Waitlist

In the filters menu, under program, you can select the name of the training you are looking for (ex. legal updates, CDVs). You can also filter by training delivery (ie. online, classroom). For online training, select “online“. Once you have chosen your filter criteria, click on the blue “Apply“ button.

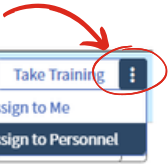
A screenshot of the 'Filters' menu in the Acadis Portal. It shows a list of filter categories: Keyword, Program, Registration Status, Training Delivery, Location, and Training Date. The 'Program' dropdown is open, showing a list of programs: 'SC Criminal Justice Academy', 'Human Trafficking (Human Trafficking)', 'Latent Print (Latent Print)', 'Legal Update (Legal Update)' (highlighted in blue), 'Line-Up (Line-Up)', 'Manuals (Manuals)', and 'Mid-Level Management (Mid-Level)'. Below the dropdown, there are checkboxes for 'Training Date' ranges: 'Within 30 Days', '30 to 90 Days', '90 to 180 Days', '180 Days to 1 Year', and 'More than 1 Year'. At the bottom, there are buttons for 'Cancel', 'Clear All Filters', and 'Apply'.A screenshot of the 'Filters' menu in the Acadis Portal. It shows the same filter categories as the previous screenshot. The 'Training Delivery' section has two options: 'Online' (checked with a blue checkbox) and 'Classroom' (unchecked). At the bottom right, there are buttons for 'Cancel', 'Clear All Filters', and 'Apply' (highlighted with a red circle).

Assign Training in the Acadis Portal

Assign Online Training

Once you have filtered your search results, locate the training that you would like to assign and click on the three dots beside the “Take Training” button on the far right-hand side of the page. Previous trainings, such as legal updates and CDVs, are available for you to assign through Acadis.

Training			Registration		
Event ▲ / Location	Dates	Hours	Dates	Open Seats	Status
CDV - Annual - DV 2020 - Identifying the Primary Aggressor Online		2h 15m	10/01/2020		● Open
CDV - Annual - DV 2021 - You Asked, We Answered Online		3h 0m	10/27/2021		● Open
CDV - Annual - DV 2022 - A Common Connection: Harassment and Stalking Online		1h 30m	09/29/2022		● Open



When you choose “Assign to Personnel”, a list of your personnel will appear. If you need to assign the training to all personnel, you can choose the checkbox by the Name column and it will select all personnel. You can also select individual personnel from the list. You will see the checkbox turn blue when the individual is selected. Once all needed personnel have been selected, click the blue “Assign” button.

Assignment for DV 2021 - You Asked, We Answered

SELECT PERSONNEL

I want to ☐ Assign training to me only
☒ Assign training to people in my organization

Cancel 

Select assignees from SC Criminal Justice Academy:

☐	Name	Academy ID	SSN	Title/Rank	Employment Status
☒	Anderson, Joe	1234-5678		Officer	Active
☐	Johnson, Robert	2345-6789		Officer	Active
☒	Miller, James	3456-7890		Staff	Active
☐	Williams, Mary	4567-8901		Officer	Active

Remove Online Training in the Acadis Portal

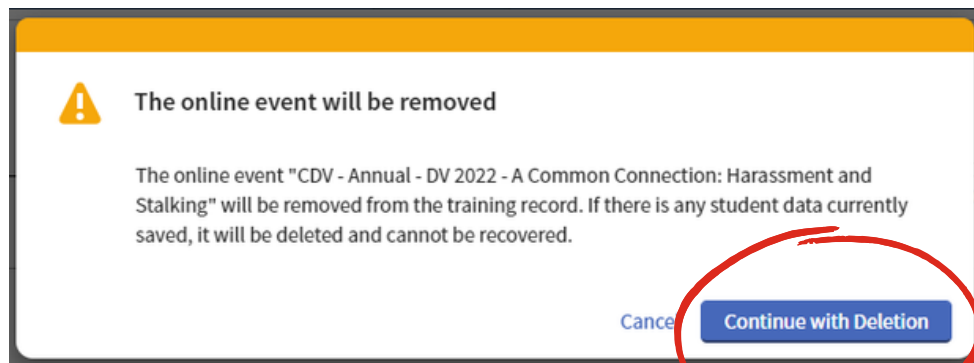
Remove Online Training

To remove online training from your personnel, click on their name from your personnel list. When their Acadis profile appears, scroll down to the section titled “Training History”. Find the training that you would like to remove from the “Upcoming, Ongoing & Unconfirmed” section. On the far right, you will see the “Remove” option. Click on the “Remove” button to remove the training from the individual.

UPCOMING, ONGOING & UNCONFIRMED

Training	Start	End	Hours	Training Category	Student Status	
CDV - Annual - DV 2022 - A Common Connection: Harassment and Stalking	01/09/2023		1h 30m	Mandatory Training	Assigned	Remove

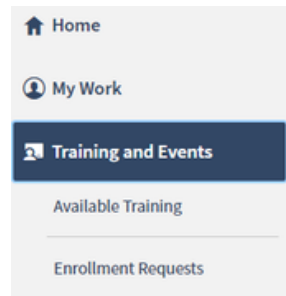
A pop-up will appear letting you know that the online training will be removed. Verify that the name of the training is correct and then select “Continue with Deletion”. Once you have clicked “Continue with Deletion” the training will no longer be assigned to the officer.



Assign Training in the Acadis Portal

Assign In-Person Training

To assign in-person training to your personnel, log into your Acadis Portal and choose “Training and Events” in the left-side menu bar.



Select “Available Training” and a list of available training will populate. Use the Filters option to narrow down your search and more easily find the training you are looking for.



Training and Events						
Available Training						
All published current and future training matching filter criteria is displayed.						
Training			Registration			
Event ▲ / Location	Dates	Hours	Dates	Open Seats	Status	
ARIDE - ARIDE 2024.05.07 SC Criminal Justice Academy	05/07/2024 - 05/08/2024	16h 0m	11/09/2023 - 03/23/2024	0	Waitlist	Waitlist
ARIDE - ARIDE 2024.06.11 SC Criminal Justice Academy	06/11/2024 - 06/12/2024	16h 0m	12/14/2023 - 04/27/2024	0	Waitlist	Waitlist

In the filters menu, under program, you can select the name of the training you are looking for (ex. DUI/SFST and Basic Detective). You can also filter by training delivery (ie. online, classroom). For in-person training, select “classroom“. Once you have chosen your filter criteria, click on the blue “Apply“ button.

Filters

Available training will be limited to events matching all of the criteria provided below. Past and unpublished training is never displayed.

Keyword

Program

Registration Status

Training Delivery ☒ Basic Detective (Basic Detective)

Location

Registration Status

Training Delivery ☐ Online
☒ Classroom

Location

Training Date Display training available within the specified date ranges.

- ☐ Within 30 Days
☐ 30 to 90 Days
☐ 90 to 180 Days
☐ 180 Days to 1 Year
☐ More than 1 Year

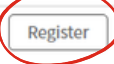
Cancel | Clear All Filters

Apply

Assign Training in the Acadis Portal

Assign In-Person Training

Once you have filtered your search results, locate the course/training that you would like to assign and click on the “Register” button on the far right-hand side of the page. Classes that are no longer available for registration will show “Closed” and the register button will not be available. For some courses, you may see “Waitlist” instead of “Open” for the course status. This means that the course is currently full, but you may join the waitlist and will be notified if a seat becomes available. Courses in “Open” status will show “Register to the right.”

DUI/SFST - Practitioner - DUI/SFST - Practitioner 2023.01.23 (Field) Emergency Service Academy	01/23/2023 - 01/26/2023	33h 0m	07/27/2022 - 12/09/2022	0	Closed	
DUI/SFST - Practitioner - DUI/SFST - Practitioner 2023.01.25 (Field) Summerville Police Department	01/25/2023 - 01/27/2023	33h 0m	07/29/2022 - 01/15/2023	6	Open	  Register
DUI/SFST Instructor & Specific Skills Instructor ...structor & Specific Skills Instructor 2023.04.03 SC Criminal Justice Academy	04/03/2023 - 04/07/2023	40h 0m	10/05/2022 - 02/17/2023	-1	Waitlist	 Waitlist

Once you choose “Register” a list of personnel will become available in the drop down box beside “Registrant”. Choose the personnel that you would like to register for the course and complete the requested information in the enrollment request.

Request Enrollment

Please supply the following information to request enrollment. Requests will be reviewed prior to final enrollment. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

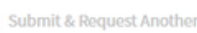
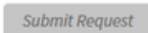
REGISTRANT INFORMATION

Session DUI/SFST - Practitioner - DUI/SFST - Practitioner 2023.01.25 (Field) ⓘ

* Registrant  Select from personnel roster

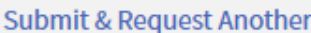
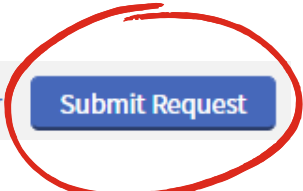
Available to Register

- Anderson, Joe (1234-5678)
- Johnson, Robert (2345-6789)
- Miller, James (3456-7890)

Once you have completed the needed information, regarding contact info, housing, dietary needs, accommodations, religious needs, and medical needs, select the blue “Submit Request” bottom in the bottom right corner. If you need to register more than one person, you can click “Submit & Request Another”.

If you need to save the request and finish later, select “Finish Later” in the bottom right corner. To cancel the request, click “Cancel”.

Missed Learning Objectives

BLE Field Pool

The student will need to log into ACADIS, scroll down to the “Training Section” and find the BLE Field Pool class, click the three dots on the right and choose “Missed Learning Objectives”

Training

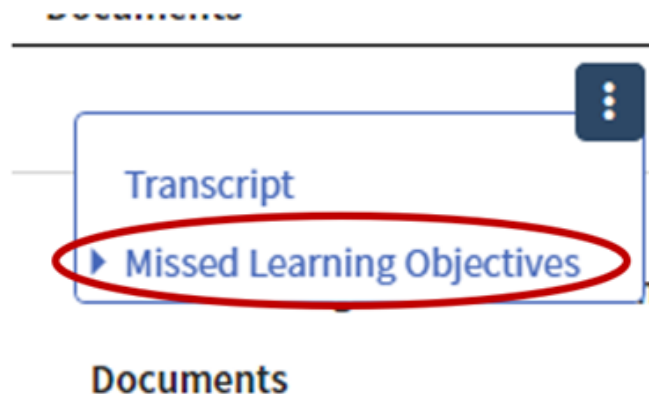
View By ☐ Fiscal Year ☒ Calendar Year [Reports](#) ⋮

All planned, in-progress, and completed training is displayed.

▲ Upcoming, Ongoing, & Unconfirmed

Training for Period: 1h 0m

Training	Start	End	Hours	Training Category	Student Status	Documents
BLE FIELD POOL DUMMY - BLE Field Pool Test Session	03/12/2019	05/12/2030	1h 0m		Enrolled	⋮



Locating Training Manuals

To locate training manuals, log into your Acadis Portal and choose “Training and Events” in the top menu bar. Select “Available Training” and a list of available training will populate. Use the Filters option to narrow down your search and more easily find the training you are looking for.

Training and Events

Available Training

All published current and future training matching filter criteria is displayed.

Training			Registration		
Event ▲ / Location	Dates	Hours	Dates	Open Seats	Status
ARIDE - ARIDE 2024.05.07 SC Criminal Justice Academy	05/07/2024 - 05/08/2024	16h 0m	11/09/2023 - 03/23/2024	0	Waitlist
ARIDE - ARIDE 2024.06.11 SC Criminal Justice Academy	06/11/2024 - 06/12/2024	16h 0m	12/14/2023 - 04/27/2024	0	Waitlist

In the filters menu, under program, choose “Manuals”. Once you have chosen your filter criteria, click on the blue “Apply” button.

Filters

Available training will be limited to events matching all of the criteria provided below. Past and unpublished training is never displayed.

Keyword

Program

A list of available training manuals will appear. Select the name of the manual that is needed. The status of these events will say “Closed”, but the manuals are still available for download.

Event ▲ / Location	Dates
Manuals - Advanced Training Manuals	05/12/2020 - 05/31/2029
Manuals - BLE Student Manuals	01/01/2022 - 04/30/2039
Manuals - BTOT Student Manual	01/01/2022 - 04/30/2039
Manuals - Class 3 Manuals	01/01/2022 - 04/30/2039
Manuals - Constable Training Manuals	01/01/2022 - 04/30/2039
Manuals - Detention Student Manuals	01/01/2022 - 04/30/2039
Manuals - FTO Manager Manuals	01/01/2022 - 04/30/2039
Manuals - Reserve Officer Training Manuals	01/01/2022 - 04/30/2039
Manuals - Special Basic Manual	01/01/2022 - 04/30/2039

Locating Training Manuals

Choose the appropriate training manual from the list by clicking on the name of the event/manual. A notice will appear at the top stating that the period for requesting enrollment ended. This notice can be disregarded. Scroll down to the “Documents” section of the page. A list of links will appear in this section.

Choose any of the manuals that you need and click on the Document Name to download the manual/PowerPoint. Once the document has been downloaded, you can send it to the appropriate personnel.

Manuals - BLE Student Manuals



The period for requesting enrollment ended on 12/31/2021.

Training Dates 01/01/2022 - 04/30/2039

Prerequisites None Specified

Registration Dates 12/31/2021 - 12/31/2021

Available Seats 1

Fee None Specified

Training Location

Reporting Instructions None Specified

Documents [BLE - DT & Range Manual EFFECTIVE 10-2020](#)

[BLE - DT & Range Manual EFFECTIVE 10-2022](#)

[BLE - DT & Range Manual EFFECTIVE 3-2022](#)

[BLE - Legals & PS Manual EFFECTIVE 10-2020](#)

[BLE - Legals & PS Manual EFFECTIVE 3-2022](#)

[BLE - TRAFFIC Manual](#)

[PowerPoints - Block #1 \[1-21\]](#)

[PowerPoints - Block #1 \[1-23\]](#)

[PowerPoints - Block #2 \[1-21\]](#)

[PowerPoints - Block #2 \[1-23\]](#)

Click on the needed manual to download

Disregard this message as you are not enrolling the individual in a course



Part 5: LETC Orders

2020-LETC-002

Excessive Force

STATE OF SOUTH CAROLINA

SOUTH CAROLINA LAW ENFORCEMENT TRAINING COUNCIL

ORDER 2020-LETC-002

Pursuant to South Carolina Code of Laws Section 23-23-80, South Carolina Code of Laws Section 23-23-100, South Carolina Code of Laws Section 23-23-150, and South Carolina Code of Regulations 37-002:

IT IS ORDERED that all law enforcement agencies must:

1. Report any substantiated finding of excessive force

Failing to report a substantiated finding of excessive may subject the agency to a civil penalty of up to \$1,500.00. This Order will become effective January 1, 2021.

AND IT IS SO ORDERED.¹



Chief Mark Keel, Chairman
Law Enforcement Training Council
On Behalf of the Law Enforcement Training Council

November 9, 2020

¹ Chief Keel, Sheriff Foster, Director Stirling, Director Adger, Director Boyles, Sheriff Faile, Director Thomas, Chief Taylor, and Captain Gallam voted to approve this Order. Attorney General Wilson and Director Woods were not present at this meeting and did not vote.

2020-LETC-003 Background Inv.

STATE OF SOUTH CAROLINA

SOUTH CAROLINA LAW ENFORCEMENT TRAINING COUNCIL

ORDER 2020-LETC-003

Pursuant to South Carolina Code of Laws Section 23-23-80, South Carolina Code of Laws Section 23-23-100, South Carolina Code of Laws Section 23-23-120, South Carolina Code of Regulations 37-002, and South Carolina Code of Regulations 37-007:

IT IS ORDERED that all law enforcement agencies that are hiring a previously certified law enforcement officer must:

1. Speak with a member of the former employer's command staff, as part of a background investigation, to discuss the terms of the officer's separation;
2. Speak with a member of the South Carolina Criminal Justice Academy, as part of a background investigation, to discuss the contents of the officer's file to include, but is not limited to, any allegations of certification misconduct, reasons for separations from previous agencies, and any substantiated finding of excessive force.

Failing to speak with a member of the former employer's command staff and/or with a member of the South Carolina Criminal Justice Academy may subject the agency to a civil penalty of up to \$1,500.00. This Order will become effective January 1, 2021.

AND IT IS SO ORDERED.¹



Chief Mark Keel, Chairman
Law Enforcement Training Council
On Behalf of the Law Enforcement Training Council

November 9, 2020

¹ Chief Keel, Sheriff Foster, Director Stirling, Director Adger, Director Boyles, Sheriff Faile, Director Thomas, Chief Taylor, and Captain Gallam voted to approve this Order. Attorney General Wilson and Director Woods were not present at this meeting and did not vote.

2020-LETC-004

Reimbursement

STATE OF SOUTH CAROLINA

SOUTH CAROLINA LAW ENFORCEMENT TRAINING COUNCIL

ORDER 2020-LETC-004

Pursuant to South Carolina Code of Laws Section 23-23-80, South Carolina Code of Laws Section 23-23-100, South Carolina Code of Laws Section 23-23-120, South Carolina Code of Regulations 37-002, and South Carolina Code of Regulations 37-007:

IT IS ORDERED that all law enforcement agencies must:

1. Reimburse an agency, upon request, for training costs;
2. Training costs are defined as: a) Salary; b) benefits, e.g. insurance, taxes, retirement, etc.; c) mileage, if paid, to and from CJA for mandated training; and d) ballistic vest, but only if the officer is authorized to use it at the hiring agency.
3. Mandated training is defined as Basic Law Enforcement Training, Basic Detention Training, and/or Basic Telecommunications Training. Mandated training does not include pre-academy training, except the four (4) weeks of virtual training, or field training.
4. Agencies, upon request, are required to pay one hundred percent of the training costs, as defined above, if the officer is hired within one year of the certification date.
5. Agencies, upon request, are required to pay fifty percent of the training costs, as defined above, if the officer is hired after one year of the certification date but before the end of the second year of the certification date.

Failing to reimburse for training costs, upon request, may subject the agency to a civil penalty of up to \$1,500.00. This Order will become effective January 1, 2021.

AND IT IS SO ORDERED.¹



Chief Mark Keel, Chairman
Law Enforcement Training Council
On Behalf of the Law Enforcement Training Council

November 9, 2020

¹ Chief Keel, Sheriff Foster, Director Stirling, Director Adger, Director Boyles, Sheriff Faile, Director Thomas, Chief Taylor, and Captain Gallam voted to approve this Order. Attorney General Wilson and Director Woods were not present at this meeting and did not vote.

2020-LETC-005

Misconduct

STATE OF SOUTH CAROLINA

SOUTH CAROLINA LAW ENFORCEMENT TRAINING COUNCIL

ORDER
2020-LETC-005

Pursuant to South Carolina Code of Laws Section 23-23-80, South Carolina Code of Laws Section 23-23-100, South Carolina Code of Laws Section 23-23-150, South Carolina Code of Regulations 37-002, and South Carolina Code of Regulations 37-103:

IT IS ORDERED that all law enforcement agencies must do the following:

1. Report any act or multiples acts of certification misconduct, as defined in South Carolina Code of Laws Section 23-23-150(A)(3), South Carolina Code of Regulations, 37-025 and South Carolina Code of Regulations 37-026.
2. Prosecute the allegation or allegations of certification misconduct during the contested case hearing.

Failing to perform either of the above may subject the agency to a civil penalty of up to \$1,500.00. This Order will become effective January 1, 2021.

AND IT IS SO ORDERED.¹



Chief Mark Keel, Chairman
Law Enforcement Training Council
On Behalf of the Law Enforcement Training Council

November 9, 2020

¹ Chief Keel, Sheriff Foster, Director Stirling, Director Adger, Director Boyles, Sheriff Faile, Director Thomas, Chief Taylor, and Captain Gallam voted to approve this Order. Attorney General Wilson and Director Woods were not present at this meeting and did not vote.

2021-LETC-001

Class 3 Basic

STATE OF SOUTH CAROLINA

SOUTH CAROLINA LAW ENFORCEMENT TRAINING COUNCIL

ORDER 2021-LETC-001

Pursuant to Sections 23-23-40, 23-23-80, and 23-23-100 of the Code of Laws of South Carolina and Sections 37-002 and 37-005 of the Code of Regulations of South Carolina,

IT IS ORDERED that Basic Class 3 Officers are authorized to perform only those functions for which they have received LETC-approved training.

IT IS FURTHER ORDERED that Basic Class 3 Officers are authorized to perform only the following law enforcement duties:

1. Service of lower risk or administrative civil process while in proximate contact with a Class 1 certified law enforcement officer;
2. Crime scene, evidence collection/processing, and forensic services;
3. Victims' services;
4. Administrative duties including but not limited to duty/desk officer;
5. Supervision of Class 1, Class 2, and Class 3 Officers performing administrative duties;
6. Service of Arrest Warrants and Uniform Traffic Tickets upon persons in custody at a detention facility or in the company of a Class 1 Officer; and
7. Service of Search Warrants in the following circumstances: on third parties, such as cell phone companies or utilities; and on property that is in the custody of law enforcement such as an impounded car, briefcase, or luggage.

IT IS FURTHER ORDERED that Basic Class 3 Officers are not authorized to carry a firearm while performing any of the law enforcement duties included in this Order.

For the purpose of this Order, the following term shall have the following meanings:

- A. "lower risk or administrative civil process" means any civil process required by a court of record to be processed by a Sheriff's Office that, when served, is reasonably considered to create a minimal risk to the Class 3 Officer's safety, is administrative in nature, or could be served by a civilian.
- B. "proximate contact" means within sight and/or radio contact with a Class 1 certified, on-duty law enforcement officer who is in position to respond immediately to the Class 3 Officer's location.

2021-LETC-001

Class 3 Basic

IT IS FURTHER ORDERED that utilizing a Class 3 Officer for any law enforcement duty other than those authorized above or allowing a Class 3 Officer to perform any of the law enforcement duties authorized above without the required training specified above might subject the agency employing the officer to a civil penalty of up to \$1,500.00. This Order amends and supersedes Order 2020-LETC-001 dated November 9, 2020, and becomes effective immediately.

IT IS SO ORDERED.

April 30, 2021
Columbia, South Carolina


Chief Mark Keel, Chairman
Law Enforcement Training Council
On Behalf of the Council

2021-LETC-002

Class 3 Advanced

STATE OF SOUTH CAROLINA

SOUTH CAROLINA LAW ENFORCEMENT TRAINING COUNCIL

ORDER 2021-LETC-002

Pursuant to Sections 23-23-40, 23-23-80, and 23-23-100 of the Code of Laws of South Carolina and Sections 37-002 and 37-005 of the Code of Regulations of South Carolina,

IT IS ORDERED that Advanced Class 3 Officers are authorized to perform only those functions for which they have received LETC-approved training.

IT IS FURTHER ORDERED that Advanced Class 3 Officers are authorized to perform the law enforcement duties of a Basic Class 3 Officer, which are outlined in Order 2021-LETC-001.

IT IS FURTHER ORDERED that Advanced Class 3 Officers are also authorized to perform the following law enforcement duties while in proximate contact with a Class 1 certified law enforcement officer:

1. Courthouse and courtroom security;
2. Service of lower risk or administrative civil process (service of higher risk civil process requires the Advanced Class 3 Officer to be in the company of a Class 1 certified, on-duty law enforcement officer);
3. Routine foot and/or vehicle patrol at special events such as sporting events, festivals, fairs, parades, or other scheduled events of limited duration, or emergency or critical incidents. Such assignments include, but are not limited to, directing traffic at a fixed point, directing drivers to parking spaces, standing and walking posts on parade routes, standing and walking posts at pageants, fairs, festivals, entertainment shows, and other special events of limited duration;
4. Safety and security patrols on property owned, operated, managed, or maintained by the agency or jurisdiction for which the Class 3 Officer is employed, appointed, or commissioned; and
5. May make a custodial arrest for a crime that occurs in their presence, but only while engaged in their primary duties listed above or in Order 2021-LETC-001; however, they are not authorized to make a custodial arrest while not engaged in their primary duties.

IT IS FURTHER ORDERED that Advanced Class 3 Officers may perform the following law enforcement duties in accordance with the law and at the discretion of the Sheriff, Chief, or agency head:

2021-LETC-002

Class 3 Advanced

1. Litter control pursuant to Section 4-9-145(B)(2)(a) and (b), custodial arrests pursuant to Section 4-9-145(B)(2)(a), and the issuance of Arrest Warrants and Uniform Traffic Tickets for violations of state statutes and ordinances related to litter control;
2. Animal control including the issuance of Arrest Warrants and Uniform Traffic Tickets for violations of state statutes and ordinances related to animal control; and
3. Transport of detainees and prisoners.

For the purpose of this Order, the following terms shall have the following meanings:

- A. "lower risk or administrative civil process" means any civil process required by a court of record to be processed by a Sheriff's Office that, when served, is reasonably considered to create a minimal risk to the Advanced Class 3 Officer's safety, is administrative in nature, or could be served by a civilian.
- B. "higher risk civil process" means any civil process required by a court of record to be processed by a Sheriff's Office that, when served, may reasonably create a greater risk to the Advanced Class 3 Officer's safety and/or may exceed the Advanced Class 3 Officer's training. Examples of higher risk civil process includes writ of assistance, writ of possession, writ of attachment, and ex parte orders.
- C. "proximate contact" means within sight and/or radio contact with a Class 1 certified, on-duty law enforcement officer who is in position to respond immediately to the Advanced Class 3 Officer's location.
- D. "in the company of" means within sight and normal conversational voice range, except while temporarily separated due to unforeseen circumstances during a service call or incident, and when such separation is necessary for effective handling of the incident, or to ensure officer or public safety.

IT IS FURTHER ORDERED all Class 3 officers holding certification by the LETC prior to the issuance of this order must have completed comparable training to that required herein and approved by the LETC based upon documented training courses as previously approved by the SCCJA and provided by instructors certified by the SCCJA. Any deficiencies in previously received training as identified by the LETC must be addressed through the delivery of specified courses of instruction approved by the SCCJA and delivered by SCCJA certified instructors no later than one year from implementation of SCCJA training, as approved by LETC. Class 3 officers failing to meet this requirement shall not be allowed to hold the certification of Advanced Class 3 Officer until they have met the training requirements as set forth by the LETC.

IT IS FURTHER ORDERED that utilizing an Advanced Class 3 Officer for any law enforcement duty other than those authorized above or allowing an Advanced Class 3 Officer to perform any of the law enforcement duties authorized above without the required training specified above will subject the agency employing the officer to a civil penalty of up to \$1,500.00 and may subject the Advanced Class 3 Officer's certification to be suspended. This Order amends and supersedes Order 2020-LETC-001 dated November 9, 2020, and becomes effective immediately.

2021-LETC-002

Class 3 Advanced

IT IS SO ORDERED.

April 30, 2021
Columbia, South Carolina


Chief Mark Keel, Chairman
Law Enforcement Training Council
On Behalf of the Council

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Date / /

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Date / /

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Date / /