



# South Carolina Criminal Justice Academy

October 1, 2019

Agency Heads  
South Carolina Law Enforcement Agencies

RE: Reserve Officers transferring to Class 1

Dear Agency Head:

On September 16, 2019, the South Carolina Law Enforcement Training Council (LETC) met to discuss, among other things, South Carolina Code Section 23-28-80 which states that a “reserve who has been in active status for at least two years who desires to become a full-time law enforcement officer, upon application and completion of other existing requirements, may be accepted at the Law Enforcement Training Council for such additional hours of training as considered necessary.” In particular, LETC discussed and determined the “additional hours of training” for an active reserve officer to become a Class 1 officer.

For a reserve officer to become a Class 1 officer they must:

- 1) Be an active reserve officer (completed the SC Reserve Officer Training Program to include passing the written examination;
- 2) have at least two years’ experience as a reserve officer (the time begins once the individual completes the SC Reserve Officer Training Program and passed the written examination. The two years’ experience must be continuous and current);
- 3) successfully complete a psychological test;
- 4) successfully complete the Physical Abilities Test;
- 5) register for class;
- 6) attend and complete Special Basic Law Enforcement training (provided online via ACADIS);
- 7) register to take the Special Basic Law Enforcement test;
- 8) pass the Special Basic Law Enforcement test (administered at CJA); and
- 9) attend and successfully complete firearms and driving training at CJA, as a Special Basic Law Enforcement student.



*An Accredited Law Enforcement Training Agency*

Upon completion of these steps, the reserve officer will be awarded a Class 1 officer certification. If you have any questions, please contact James M. Fennell, General Counsel, at 803.896.7722.

Sincerely,

A handwritten signature in blue ink that reads "Lewis J. Swindler, Jr." with a stylized flourish at the end.

Lewis J. Swindler, Jr.  
Director