**Disciplinary/Corrective Action Request Form**

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| **To be completed by the employee’s Troop/Region/Division Commander (LE)****or Command or Executive Staff Member (Civilian)** |
| **Employee Name:** |       |
| **Employee Division:** |       |
| **Troop/Region/Division (if applicable):** |       |
| **Post (if applicable):** |       |
| **Violation Date:** |       |
| **Disciplinary/corrective action is being requested for the employee referenced above for the following reason(s):** |
|       |
| **Troop/Region/Division Commander (LE) or** **Command or Executive Staff Member (Civilian) Approval** |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **To be completed during Disciplinary Committee** |
| **Law Enforcement Only - Do the officer's actions potentially constitute an allegation of Misconduct as defined by S.C. Code § 23-23-150?** [ ]  Yes [ ]  No [ ]  Referred to Misconduct CommitteeIf the case is referred to the Misconduct Committee, any Disciplinary/Corrective Action shall be held in abeyance until the final decision on misconduct is made. |
| **Misconduct Determination:** [ ]  Yes [ ]  No (If yes, then Human Resources shall report misconduct on the PCS.) |
| **Disciplinary/Corrective Action:**      |
| **Offense Type for Disciplinary Action:**       |
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| **Command Staff Member or Executive Staff Member Approval** |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| **Director Approval**  |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| **Office of Human Resources Approval** |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |