**Disciplinary/Corrective Action Request Form**

|  |  |
| --- | --- |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | |
| **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 Committee  If 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:** | |
|  | |
| **Command Staff Member or Executive Staff Member Approval** | |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | |
| **Director Approval** | |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | |
| **Office of Human Resources Approval** | |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |