STATE CONSTABLE QUARTERLY REPORT

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

AD# _____ Telephone: Day _____ Night _____

Current Employment: _____

List all use of your commission during the last quarter. Use reverse side if needed.

Date	Agency	Patrol	Special Event	Training	Meeting	Commute	Other [1]

TOTALS _____ _____ _____ _____ _____ _____

Last in-service training: Date: _____ Location: _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE.

_____ _____

Date Signature

Date	Agency	Patrol	Special Event	Training	Meeting	Commute	Other [1]

TOTALS _____ _____ _____ _____ _____ _____

[1] **Explain "Other" Hours:** _____

_____

INSTRUCTIONS

1. REPORTING DATES: SLED must receive from every constable within thirty days of January 1, April 1, July 1 and October 1 of each year, a quarterly activity report for the quarter just ended. Failure to submit a timely report certifies to SLED that the constable did not use his or her commission authority during the reporting period. Failure to timely report use of constable authority is a violation of SLED policy and can result in suspension or revocation of a commission.

2. COMPLIANCE WITH POLICY: A constable's signature on a quarterly report certifies that the constable has read, understands and is in compliance with all SLED policies governing state constables.

3. ACTIVITY REPORTING: A constable must make a report entry for each time assistance is given to an agency, department or officer. The "DATE" column must contain the date the work was performed. The "AGENCY" column must contain the name of the agency or department assisted. The constable must enter the number of hours spent on each activity in the appropriate column.

4. POLICY: Constables are authorized to take law enforcement action in the following circumstances only: (1) To assist a law enforcement officer who requests assistance or who is in imminent danger, (2) to take appropriate action in response to an imminent and urgent threat to public safety or (3) when working an assignment pre-approved by SLED.

5. Submit reports to: SLED Regulatory Services, PO Box 21398, Columbia, SC 29221-1398, (803) 896-7015.