




























If you experience a problem with any form, please email support@schp.org, with the name of the form, as well as the type of problem you are experiencing. Please be as detailed as possible, and include any steps you used. This will help us attempt to recreate the problem, and help us find a possible solution.

Reclassification Trooper First Class and Lance Corporal **SLED Forensics Service Request Form**

SCHP Forms - ICS Forms	Format
● EPMS FORMS	
Short Year Performance Review Form - Blank	
EPMS Form - Template	
EPMS Weighted System Form - Blank - NEW	
EPMS Form - Trooper	
EPMS Form - Trooper (Score Sheet)	
EPMS Form - Senior Trooper	
EPMS Form - Senior Trooper (Score Sheet)	
EPMS Form - Trooper First Class	
EPMS Form - Trooper First Class (Score Sheet)	
EPMS Form - Lance Corporal	
EPMS Form - Lance Corporal (Score Sheet)	
EPMS Form - Corporal	
EPMS Form - Corporal(Score Sheet)	
EPMS Form - Sergeant	
EPMS Form - Sergeant(Score Sheet)	
EPMS Form - Administrative Sergeant	
EPMS Form - Administrative Sergeant (Score Sheet)	
EPMS Form - First Sergeant	
EPMS Form - First Sergeant (Score Sheet)	
EPMS Form - Lieutenant	
EPMS Form - Lieutenant (Score Sheet)	
EPMS Form - DUI Team	
EPMS Form - Master Trooper	
EPMS Form - Master Trooper (Score Sheet)	
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● Letterhead/Memorandum Templates	
SCHP Letterhead	
- SCHP Letterhead Example	
SCHP Action Memorandum	

- [SCHP Action Memorandum Instructions](#)

[SCHP Memorandum](#)

- [SCHP Memo Example](#)

[SCDPS Brand Style Guide](#)

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● MAIT FORMS

[MAIT Field Sketch instructions and Example](#)

[MAIT Field Sketch Form](#)

[MAIT Scene Case Notes](#) -----[Instructions](#)

[SCHP-M-002 Photo Identification](#) -----[Instructions](#)

[SCHP-M-014 MAIT Supervisor Checklist](#) -----[Instructions](#)

[SCHP-M-015 MAIT Fact Sheet](#) ----- [Instructions](#)

[SCHP Advanced Collision Investigation \(Fatality Packet\)](#)

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● SCHP-A ADMINISTRATIVE FORMS

[SCHP-A-011 Record of Personal Use Of Patrol Cars](#)

[SCHP-A-012 Request For Certified Driver Record For Court](#)

[SCHP-A-016 Personnel Information Sheet](#)

[SCHP-A-020 Relay/Transportation Report](#)

[SCHP-A-022 Record of Rank Assignment](#) -----[Instructions](#)

[SCHP-A-023 IRS Days Worked Form](#)

[SCHP-A-027 Visitor Sign-In Sheet](#)

[SCHP-A-031 Citation Transmittal Form](#)

[SCHP-A-035 Receipt for Summons, Warnings, and Handicapped Parking Books](#)

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● SCHP-E-ENFORCEMENT FORMS

[SCHP-E-003 Traffic Complaint Form](#)

[SCHP-E-004 Re-Opened Cases Or Returned Summons Report](#)

[SCHP-E-007 Checkpoint Monthly Report](#)

[SCHP-E-008 Checkpoint Report](#)

- [SCHP-E-008A Pre Checkpoint Report](#)

- [SCHP-E-008B Post Checkpoint Report](#)

[SCHP-E-020 Request For Driver Re-Examination SCDMV DI-47 Form](#)

[SCHP-E-025 DUI/DUS Motor Vehicle Seizure](#)

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● USE OF FORCE REPORTS

[DPS-LE-028 Pursuit Report](#)

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● WORK SCHEDULES

[SCHP-A-003B Work Schedule \(8 Hour\)](#)

[SCHP-A-003C Work Schedule \(12 Hour Letter\)](#)

[SCHP-A-003D Work Schedule \(12 Hour Legal\)](#)

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● WRECKER ROTATION FORMS

[SCHP-A-006 Wrecker Rotation Application](#)

[SCHP-A-007 Wrecker Inspection Form](#)

- [SCHP-A-007a Wrecker Inspection Class A](#)

- [SCHP-A-007b Wrecker Inspection Class B](#)

- [SCHP-A-007c Wrecker Inspection Class C](#)

[SCHP-W-001 Wrecker Log](#)

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● MISC. REPORTS

[CERT Training And Equipment Inspection Report](#)

[Child Passenger Inspection](#)

[Criminal History Request Form](#)

[Death or Illness Notification Form](#)

[First Report of Injury Form](#)

[SCHP Insurance Enforcement Administrative Activity Form](#)

[SCHP Insurance Enforcement Administrative Monthly Totals Form](#)

[Troopers General Sessions Report](#)

[Victims Advocate DUI Felony Disposal](#)

[Summons Book Affidavit](#)

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= Word Format



= Excel Format



= Online Format



= PDF Format

If you experience a problem with any form, please email support@schp.org, with the name of the form, as well as the type of problem you are experiencing. Please be as detailed as possible, and include any steps you used. This will help us attempt to recreate the problem, and help us find a possible solution.

SCDPS Forms	Format
- <u>Approval for Exceeding Travel Expense Limits</u>	
- <u>Business Card Order Form</u>	
- <u>Communications Office Project Request Form</u>	
- <u>COVID-19 Exposure Questionnaire</u>	
- <u>ComPsych Authorization Form: Formal Referral</u>	
- <u>DL-51 DMV Request For Copy Of Drivers License Photograph</u>	
- <u>DPS Letterhead</u>	
- <u>DPS Letterhead Example</u>	
- <u>SCDPS Brand Style Guide</u>	
- <u>DPS-LE-001 Directive/Memorandum Acknowledgement</u>	
- <u>DPS-LE-003 Receipt and Release of Seized Property</u>	
- <u>DPS-LE-006 Authorized Storage Area Log</u>	
- <u>DPS-LE-007 Evidence/Property Inspection Form</u>	
- <u>DPS-LE-007A Evidence/Property Inspection Worksheet</u>	
- <u>DPS-LE-008 Chain Of Custody & Evidence Destruction</u>	
- <u>DPS-LE-008A Chain Of Custody & Evidence Destruction Supplemental</u>	
- <u>DPS-LE-008B Canine Training Aid Log</u>	
- <u>DPS-LE-009 Evidence Log</u>	
- <u>DPS-LE-010 Affidavit Of Chemist Or Chemical Analyst</u>	
- <u>DPS-LE-011 Chain Of Custody (Initial Custody)</u>	
- <u>DPS-LE-012 Chain Of Physical Custody Subsequent Custody</u>	
- <u>DPS-LE-013 Voluntary Consent To Search</u>	
- <u>DPS-LE-013 Voluntary Consent To Search (Spanish)</u>	
- <u>DPS-LE-014 Uniform Administrative Report</u>	
- <u>DPS-LE-015 Child Custody Transfer/Release Report</u>	
- <u>DPS-LE-016 Legal Process Report</u>	
- <u>DPS-LE-017 Waiver Affidavit with Miranda Warnings</u>	
- <u>DPS-LE-017A Continuation Of Waiver</u>	
- <u>DPS-LE-017B SCDPS Affidavit</u>	
- <u>DPS-LE-018A – Request to Carry Personally-Owned Firearm while Off Duty or Personally-Owned Rifle while On Duty</u>	
- <u>DPS-LE-018B Firearms Qualification Course</u>	
- <u>DPS-LE-020 Selective Enforcement Report</u>	

- **DPS-LE-021 Marijuana Analysis Request**
- **DPS-LE-022 Marijuana Analysis Report**
- **DPS-LE-023 Marijuana Analysis Work/Result Sheet**
- **DPS-LE-024 Towed Vehicle Report**
- **DPS-LE-025 Victims Advocate Checklist**
- **DPS-LE-025A Victim's Information Sheet**
- **DPS-LE-026 Audio Video Log**
- **DPS-LE-027 Audio/Video Recording Chain of Custody, Duplication, and Disposal**
- **DPS-LE-027A Audio/Video Recording Chain of Custody, Duplication, and Disposal Supplemental**
- **DPS-LE-028 Pursuit Report**
- **DPS-LE-029 Line Inspection Checklist**
- **DPS-LE-029A Line Inspection Checklist Supplemental**
- **DPS-LE-030 Staff Inspection Checklist**
- **DPS-LE-033A – Affidavit for Failure to Produce Video Recording of Incident Site**
- **DPS-LE-033B – Affidavit for Failure to Produce Video Recording of Breath Site**
- **DPS-LE-034 Closed Case Report**
- **DPS-LE-035 Ride-Along Program Application & Liability Waiver**
- **DPS-LE-037 Citizen's Complaint Form**
- **DPS-LE-037A Citizen's Complaint Form Continuation**
- **DPS-LE-038 Consent Order - Forfeiture Cases**
- **DPS-LE-039 Affidavit of Seizure**
- **DPS-LE-040 Criminal Enforcement Report**
- **DPS-LE-041 Asset Forfeiture Financial Talley Sheet**
- **DPS-LE-042 Security Background Consent Form**
- **DPS-LE-045 Abandoned Vehicle Checklist**
- **DPS-LE-046 Informant Waiver and Statement of Understanding and Informant Code of Conduct**
- **DPS-LE-047 Confidential Source Data Sheet**
- **DPS-LE-048 CI Payment Receipt Form**
- **DPS-LE-049 Informant Pay History**
- **DPS-LE-050 Cash payment receipt form**
- **DPS-LE-051A Witness Photograph Line-up Identification Instructions**
- **DPS-LE-051B Witness Photograph Line-up Identification**
- **DPS-LE-052 SCDPS Disbursement Accounting Form**
- **DPS-LE-054A Intern/Shadowing Program Waiver**



- **DPS-LE-054B Intern/Shadowing Program Application**
- **DPS-LE-055 Speed Measuring Device Road Proficiency Honor Code**
- **DPS-LE-057 Intelligence Destruction**
- **DPS-LE-059 Consular Notification Form**
- **DPS-LE-060 For Foreign Nationals from Mandatory Notification Countries**
- **DPS-LE-061 For ALL Foreign Nationals EXCEPT from Mandatory Notification Countries**
- **DPS-LE-062 Transfer Request**
- **DPS-LE-063A – Law Enforcement Division Employee Request for Outside Employment**
- **DPS-LE-063B – Civilian Employee Request for Outside Employment**
- **DPS-LE-064 Gift Report Form**
- **DPS-LE-065 Audio/Video Monitor Report**
- **DPS-LE-066 Juvenile Summons Promissory Form**
- **DPS-LE-067 Drug Testing Notification**
- **DPS-LE-068 Drug Testing Deferral**
- **DPS-LE-069A DPS Seven Day Radar/Video Log.(Eagle).**
- **DPS-LE-069B DPS Seven Day Radar/Video Log.(Stalker).**
- **DPS-LE-069C DPS Seven Day Radar/Video Log.(LIDAR).**
- **DPS-LE-070 HP Radar Operator's Daily Log**
- **DPS-LE-071 STP Radar Operator's Daily Log**
- **DPS-LE-072 Employee Feedback Form**
- **DPS-LE-073 Employee Advisory Committee Meeting Minutes**
- **DPS-LE-075 Arrest Warrant Affidavit**
- **DPS-LE-076 Lost / Stolen / Destroyed Equipment Statement**
- **DPS-LE-077 Canine Utilization Report**
- **DPS-LE-078 Canine Training Log**
- **DPS-LE-080 CIU Inter-Office Report**
- **DPS-LE-082 Canine Tracking Training Log**
- **DPS-LE-083 Rule 5 Request for Dispatch Records**



- **DPS-LE-084 Spare Vehicle Log**
- **DPS-LE-085 Voluntary Resignation Acknowledgement**
- **DPS-LE-086 StarChase Dart (Tag) Log**
- **DPS-LE-087 Reclassification Form**
- **DPS-LE-088 Small Unmanned Aerial Systems (sUAS) Checklist**
- **DPS-LE-089 Internal Complaint Form**
- **DPS-LE-090 Inmate Transport Form**
- **DPS-LE-091 - SCDPS Action Memorandum**
- **DPS-LE-092 Affidavit for Uniform Traffic Ticket Arrest**
- **DPS-LE-094 Telecommuting Agreement**
- **DPS-LE-095 - Alternate Workplace Safety Checklist**
- **DPS-LE-096 Fixed Asset Equipment Repair by Outside Source**
- **DPS-LE-097 Counseling Session**
- **DPS-LE-098 Grievance Notification Request**
- **DPS-LE-099 SCDPS Information Security Office Incident Report Form**
- **DPS-LE-100 LiveScan Utilization Log**
- **DPS-LE-101 Telecommuting Assessment**
- **DPS-LE-102 Telecommuting Activity Log**
- **DPS-LE-103 Paid Parental Leave Request Form**
- **DPS-OPR-01 Warning to Employee Required to Provide Information**
- **DPS-OPR-03A Division Investigation Closing Form**
- **DPS-OPR-03A Supplemental Division Investigation Closing Form**
- **DPS-OPR-04 Division Investigation Report**
- **DPS-OPR-04 Division Investigation Report Instructions**
- **DPS-OPR-06 Confidentiality Warning - DI Investigators**
- **DPS Supervisor's Award Form**
- **DPS Traffic Collision Internal Report Form**
- **Disciplinary/Corrective Action Request Form**
- **Field Training Program Forms**
- **Fitness Testing Record**
- **FOIA Request Form**



- **Hurricane Deployment Forms**
- **Internal Report of Injury**
- **Miscellaneous Reimbursement**
- **Lodging Purchasing Card Program Agreement – Employee Certification**
- **NARC-0003-2017 - Underage Alcohol Related Collision Investigation Request**
- **Police Central User Administration Form**
- **Police Central Record Deletion Form**
- **Pre-Registration For Academy Classes Form**
- **PRND Contact Report Form**
- **Reimbursement Claim Form For Dry Cleaning**
- **Research & Development Uniform And Equipment Evaluation Report**
- **SCDPS 40 Hour Time Sheet**
- **SCDPS Incident Report Form**
- **SCDPS Law Enforcement Application Investigation Form**
- **SCDPS Lodging Card Request Form**
- **Suspicious/Threatening Call Report**
- **Travel Request Form**
- **Travel Support Document**
- **Universal Name And Address Change Form**
- **Workers' Compensation Option Form**




TELECOMMUNICATIONS FORMS

Revised: 13 Sep 2023 09:09 AM .

TCC-001 - NCIC LOCATE RECORD
TCC-002 - CCH-MANUAL DISSEMINATION LOG
TCC-003 - NCIC ENTRY QUALITY CHECK FORM
TCC-003(a) - NCIC ENTRY QUALITY CHECK FORM PART II
TCC-004 - NCIC RECORD VALIDATION REPORT (TAC/ATAC)
TCC-005 - NCIC WARRANT ENTRY AND EXTRADITION APPROVAL FORM
TCC-005(a) - NCIC WARRANT ENTRY CHECK FORM
TCC-006 - TCC RECORDS RELEASE/REVIEWED FORM
TCC-007 - WRECKER LOG
TCC-008 - FAX COVER SHEET
TCC-009 - COLLISION SUMMARY REPORT
TCC-010 - REPORT OF DPS VEHICLE TOWED
TCC-011 - FATALITY INFORMATION SHEET
TCC-012 - MAINTENANCE AND ROAD DEFECT LOG
TCC-013 - RADIO LOG
TCC-014 - GENERATOR RUN LOG
TCC-015 - DAILY PATROL SCHEDULE (SIGNAL 22) FORM
TCC-016 - EQUIPMENT INSPECTION REPORT (SUPERVISOR)
TCC-017 - COMMUNICATIONS SCHEDULE FORM (SUPERVISOR)
TCC-018 - OVERTIME REPORT (SUPERVISOR)
TCC-019 - RECORDER REVIEW REPORT (SUPERVISOR)
TCC-020 - CAD USER REVIEW FORM (SUPERVISOR)
TCC-021 - SCDMV ONLINE INQUIRY LOG (SUPERVISOR)
TCC-022 - CALL NUMBER UPDATE (SUPERVISOR)
TCC-023 - MONTHLY STATEWIDE TALK GROUP RADIO TEST LOG
TCC-024 - REGIONAL RADIO CHECK REPORT
TCC-025 - REQUEST TO HOLD AUDIO RECORDING
TCC-026 - NCIC FILE ENTRY LOG
TCC-027 - NCIC FILE LOCATE LOG
TCC-028 - TCO TRAINEE TRAINING EVALUATION
TCC-029 - CRIMINAL HISTORY REQUEST FORM
HR-EPMS 1 - PROBATIONARY EMPLOYEE QUARTERLY EVAL FORM
ASST.TCO SUPERVISOR EPMS
TCO EPMS
TCC OPERATION'S MANAGER EPMS
TCS EPMS
REGIONAL MANAGER EPMS
TCC INSTRUCTOR COORDINATOR EPMS
TCC TIME SHEET

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