

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
LAW ENFORCEMENT DIVISION DIRECTIVE**

DIRECTIVE #: D 348

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SUBJECT: DNR L/E OFFICER PROMOTIONAL PLAN

DATE: MAR 1, 2001

RELATED DIRECTIVES, STANDARDS, ETC:

LAST REVISION: JUL 2, 2012

RESPONSIBLE AUTHORITY: DEPUTY DIRECTOR OF LAW ENFORCEMENT

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The South Carolina Department of Natural Resources, Division of Law Enforcement, is committed to promoting well-qualified and trained individuals and to providing upward mobility and career development, in order to achieve maximum efficiency.

PURPOSE: To set forth guidelines for the administration of a uniform promotional plan for DNR Law Enforcement Officers.

PROCEDURES:

- A. **Region Operations** – The following criteria, as they relate to the position to be filled, are used as guidelines in selecting an employee for promotion to the supervisory positions of Captain, Lieutenant and Unit Sergeant in the Law Enforcement Regions.
- 1) Law Enforcement vacancies will be posted in all law enforcement region offices for a period of five (5) working days.
 - 2) All interested officers submit an updated employment application to the Department's Human Resources Office by the closing date of the vacancy posting.
 - 3) Officers must meet the minimum qualifications for the position.
 - 4) Applicants must appear before the Law Enforcement Promotion Board as follows:
 - (a) First Sergeant: the panel consists of 1) the Region Captain, 2) the Region Lieutenant and 3) a representative of the Office of Human Resources.
 - (b) Lieutenant: the panel consists of 1) the Region Captain, 2) Lieutenant Colonel and/or the designated Major, and 3) the Human Resources Director.
 - (c) Captain: the panel consists of 1) the Lieutenant Colonel and/or the designated Major, 2) the Deputy Director for Law Enforcement, and 3) the Human Resources Director.
 - (d) In cases of absence of above listing panel officers, an appropriate substitution will be made.

B. Non-Region Assigned Officers

The following criteria are used as guidelines in selecting an employee for the law enforcement education positions and non-region assigned officers/staff Lieutenants, etc. This procedure is not invoked when the personnel action is considered a reclassification of a position, such as, in the case of a gradual change of duties and responsibilities or a change due to reorganization or realignment of positions.

- 1) Law Enforcement vacancies will be posted in all law enforcement region offices for a period of five (5) working days.
 - 2) All interested officers must submit an updated employment application to the Department's Human Resources office prior to the closing date of the vacancy posting.
 - 3) Officers must meet the qualifications for the position.
 - 4) Applicants must appear before the Law Enforcement Promotion Board as follows:
 - (a) Staff Ranking Officers and Law Enforcement Education, Training and Boating positions: the panel consists of 1) the Captain and/or Lieutenant, 2) the Major and 3) a representative from the Office of Human Resources. The Deputy Director of Law Enforcement and the Lieutenant Colonel may serve on the promotional panel at the Captain and Major levels.
 - (b) Investigators and other non-covered positions: the panel consists of 1) the Captain, if appropriate, 2) the appropriate Major, 3) the Lieutenant Colonel and 4) a representative from the Office of Human Resources.
 - (c) Major: the panel consists of 1) the Deputy Director of Law Enforcement, the Lieutenant Colonel and 2) the Human Resources Director.
 - (d) Lieutenant Colonel: the panel consists of 1) the Deputy Director of Law Enforcement, 2) the Human Resources Director and 3) the Agency Director.
 - 5) Additional panel representatives may be added upon appropriate justification.
- C. **Criteria** – In order to promote the development and utilization of qualified personnel, the criteria used by the Promotion Boards in selecting the best qualified individuals will include, but will not be limited to:
- 1) Job knowledge
 - 2) Experience
 - 3) Job performance
 - 4) Work habits
 - 5) Past employment records, and
 - 6) Leadership ability

APPROVED:



A.C. Frampton, Colonel