

South Carolina Department of Natural Resources



DNR

Alvin A. Taylor
Director

January 12, 2018

VIA HAND DELIVERY

The Honorable Edward R. Tallon Sr., Chairman
Legislative Oversight Committee Subcommittee
418 Blatt Building
Post Office Box 11867
Columbia, SC 29201

Re: Subcommittee's December 20, 2017 letter requesting additional information from the SC Department of Natural Resources.

Dear Chairman Tallon:

In response to your letter dated December 20, 2017, the SC Department of Natural Resources has compiled the additional information sought by the committee as part of the oversight process of our agency. Answers are compiled in the body of this letter.

If additional information is needed, please let me know.

Firearms

1. Please provide a copy of any agency policies, procedures, or forms that relate to firearm training and/or firearm qualification.

See attached SCDNR Law Enforcement Directive 317, SCDNR Board Policy 300.01, SCDNR Board Policy 301.01, SCDNR Board Directive 301 and Request for Approval of Off-Duty or Back-up Weapon form.

2. Please provide a list of the individuals at the agency who were certified firearms instructors, and the dates during which they were certified, during fiscal years 2007 through 2017.

Below are the current and retired/separated firearms instructors during the requested period as determined through the SCCJA Acadis System. Due to the change from LETS to Acadis some of the information was requested from SCCJA Certification section and is not based on records kept by the Department.

Current Officers Firearms Instructor Initial Certification Dates

Bedingfield, John	9/1/00	Expired 12/8/09	* No longer active instructor
Bickley, Rhett S. Jr.	2/22/07	Expires 7/29/19	
Byers, Benjamin S.	2/18/10	Expires 7/29/19	
Cline, Wade S.	9/22/15	Expires 9/29/20	
Cooper, Jeremy T.	3/18/05	Expires 5/22/18	
Corbett, Brian M.	12/07/07	Expires 8/19/19	
Douglas, Jordan R.	4/20/17	Expires 4/20/20	
Dudley, John T.	7/12/96	Expires 6/10/19	
Ellis, Lee E.	6/11/99	Expires 5/1/18	
Kelley, Thomas W.	2/15/02	Expires 2/5/19	
Lewis, Ray P.	4/22/10	Expired 11/14/17	* Pending recert date SCCJA
Martin, Erik M.	5/2/11	Expires 2/5/19	
McClellan, Henry H.	2/3/14	Expires 2/24/20	
McCullough, Robert C.	5/31/85	Expired 5/21/17	* Pending recert date SCCJA
Monnet, Russell T.	8/29/03	Expires 9/29/20	
Owen, Matthew G.	2/18/10	Expires 7/1/19	
Pardue, John K.	9/3/09	Expires 6/12/18	
Perry, John A.	2/14/08	Expired 2/14/11	* No longer active instructor
Riley, Dentis J.	11/03/05	Expires 3/18/19	
Salter, Raquel	3/23/01	Expires 2/5/19	
Spires, Tony L.	10/19/07	Expires 9/29/20	
Swink, Karen D.	12/19/03	Expired 9/14/15	* No longer active instructor
Thomas, Benjamin IV	1/24/03	Expired 5/2/11	* No longer active instructor
Thomas, Michael P.	10/03/08	Expires 2/6/18	
Thompson, Andre O.	4/27/01	Expires 7/29/19	
Wilson, Gary M Sr.	9/27/07	Expires 9/30/19	

Retired and Separated DNR Officers	Current Agency
Ard, Joe J.—Initial 7/12/96; Expired 6/26/12	N/A
Beacham, Johnnie C.—Initial 2/18/00; Expires 8/21/18	* DHEC LE
Bobb, Donnie L.—Initial 12/20/85; Expired 9/8/2009	N/A
Bogan Marshall S.—Initial 10/22/04; Inactive 5/2/11	N/A
Camp, Steve L.— Initial 1/24/2003; Expired 3/5/13	N/A
Combs, Edwin L. Jr.—Initial 5/3/91; Expired 12/12/11	N/A
Eidson, Albert L.—Initial 9/3/09; Expires 7/3/18	N/A
Herndon, Henry H.—Initial 12/13/02; Expired 7/24/12	N/A
Kearse, Horace L. III—Initial 4/30/04; Inactive 8/31/10	N/A
Keeter, Adam H.—Initial 9/21/17; Expires 9/21/20	* SLED
Morris, Harold E.— Initial 8/27/99; Expires 3/20/18	* Clarendon County SO
O’Quinn, James J. Jr.—Initial 8/18/89; Expired 4/7/09	N/A
Owens, Benjamin R.—Initial 12/13/02; Expired 2/8/16	N/A
Pruitt, Maurice C.—Initial 7/19/90; Inactive 6/1/10	N/A
Snider, Gregory R.—Initial 8/19/94; Expired 9/17/13	N/A

Residency

3. Please provide a copy of any agency policies, procedures, or forms that relate to where law enforcement officers at the agency must reside.

See attached S.C. Code Ann. 50-3-316, SCDNR Human Resource Policy 700.07, SCDNR Law Enforcement Directive 345, and SCDNR Law Enforcement Directive 347.

State Vehicles

4. Please provide a copy of any policies, procedures, or forms applicable to agency personnel that relate to use of state vehicles (e.g., automobile, boat, four wheeler, etc.), including, but not limited to, taking state vehicles out of state.

See attached SCDNR Law Enforcement Directives 301, 304, 327, 331, 337, 344, SCDNR Board Policy 302.01, SCDNR Board Directives 201, 202, 903, SCDNR HR Policy 700.04, SCDNR Vehicle Management Handbook, SCDNR Out of State Travel Request, SCDNR In-State Overnight Travel Request, SCDNR Monthly Motor Vehicle Log, SCDNR Operator Report of Accident/Incident Package, SCDNR Computation for Reimbursement of Commuting Mileage, SCDNR Permanent Assignment of a State-Owned Vehicle, and SCDNR Law

Enforcement Vehicle Collision forms. This does not include policies or forms produced outside the agency that may apply to all state agencies.

5. During fiscal years 2007 through 2017, how many disciplinary actions resulted from violation of any of the policies provided in response to question four?

During fiscal years 2007 through 2017, nine (9) disciplinary actions have been issued by written reprimand or above resulting from violations of policies listed in question #4 which have been documented by SCDNR Human Resources. The records are to the best of our knowledge. The records do not include oral reprimands or counseling sessions.

6. Please provide a copy of any policies, procedures, or forms applicable to agency personnel that relate to transportation of non-sworn civilians in state vehicles (e.g., automobile, boat, four wheeler, etc.), outside of transportation for criminal or medical purposes.

See answer to #4.

Discipline

7. Please provide a copy of any agency policies, procedures, or forms that relate to discipline of agency employees.

See attached SCDNR Human Resources Policy 701.03 and Forms – Oral Reprimand, Written Reprimand, Notice of Suspension, Notice of Suspension Temporary Grant or Time-Limited Employees, and Notice of Suspension Pending Investigation.

This is the overarching policy to discipline an employee. However, all DNR policies could be violated which could result in discipline.

Internal Affairs

8. Please provide a list of the individuals that served as agency Internal Affairs Officers, and the dates during which each served in this role, during fiscal years 2007 through 2017.

Major Gary Sullivan has served in this role since 2007.

Hiring and Promotions

9. Please provide the names of all individuals in the Law Enforcement Division that served as Captain, Major, or Colonel, including the dates during which each served in the applicable role and regions or areas for which they were responsible, during fiscal years 2007 to 2017.

To the best of our knowledge, the department provides Exhibit A to respond to the question.

10. Please explain how the geographical location of each of the Law Enforcement Division regions has changed, if any, during fiscal years 2007 to 2017.

The geographical location of the Law Enforcement Division regions have not changed during fiscal years 2007 to 2017.

11. Please provide the names of all individuals that work for the agency as attorneys, excluding those hired via contract, and the dates during which each served, during fiscal years 2007 to 2017.

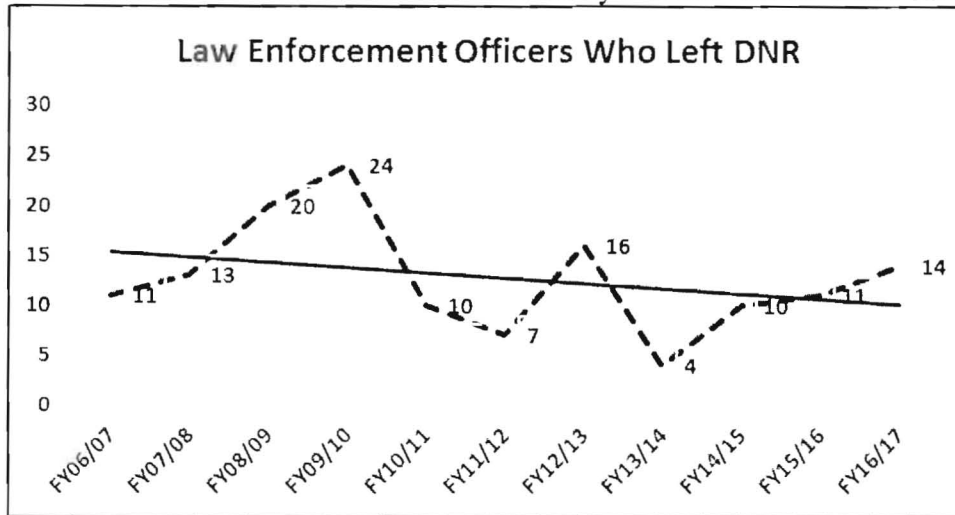
Names and dates of agency attorneys for fiscal years 2007-2017 are, provided in alphabetical order, below:

Shannon Bobertz 7/2/2013 - current
Victor Craig Jones 10/2/2013 - current
Paul League 8/28/1981 - 2/10/2015
Buford Mabry 7/2/1985 - 12/14/2007, Rehired 12/17/2007 - 12/31/2013
James Quinn 8/17/1985 - 3/1/2010
Robert Stephenson 1/17/2008 - 12/31/2012
Van Whitehead 5/4/2015 - current

12. Please provide the number of law enforcement officers who left the agency each fiscal year from 2007 to 2017.

FY06/07	11
FY07/08	13
FY08/09	20
FY09/10	24
FY10/11	10
FY11/12	7
FY12/13	16
FY13/14	4
FY14/15	10
FY15/16	11
FY16/17	14

Below is a graph which explains the data above. The solid line (or trend line) shows that officers who left DNR since fiscal year 2007 has been decreasing.



Lawsuits

13. Please provide a list of all lawsuits pending against the agency, or which were settled prior to litigation, excluding administrative law court cases, during fiscal years 2007 through 2017, including the date the lawsuit was filed, causes of action alleged, and date the lawsuit concluded.

	DATE FILED*	CAUSES OF ACTION ALLEGED*	DATE CONCLUDED*
1	8/30/2007	Invasion of Privacy, 1983 Claim, Outrage, Trespass, Nuisance, Negligent Supervision, Abuse of Process, Civil Constitutional Negligence	11/20/09
2	12/17/2008	Negligence	6/17/2010
3	4/22/2009	Wrongful Death	6/18/2009
4	2/12/2010	Wrongful Death, Survival Action, Gross Negligence	3/22/2013

5	9/20/2010	Declaratory Judgement, Injunctive Relief (Anadromous Fish)	5/14/2012
6	6/17/2011	Abuse of Process, Malicious Prosecution, Gross Negligence, False Imprisonment	5/13/2013
7	10/31/2011	Violation of ADA, Breach of Contract, Violation of Civil Rights Gender Title VII	11/1/2013
8	8/8/2012	False Imprisonment, Outrage, Assault	4/1/2014
9	1/14/2013	Failure to Train and Supervise, False Arrest, Malicious Prosecution, Negligence, Gross Negligence, Violation of S.C. Article 1 Sec. 10	12/20/2013
10	4/5/2013	Claim & Delivery, Quantum Meruit, Conversion and Trespass to Chattels, Declaratory Judgement	10/23/2014
11	12/20/2013	Declaratory Judgement (stream navigability)	7/18/2016
12	12/19/2013	Strict Liability, Product Liability, Breach of Warranty, Gross Negligence, Loss of Consortium (Premises Liability)	1/26/2015
13	1/17/2014	Negligence(MVA)	12/31/2015

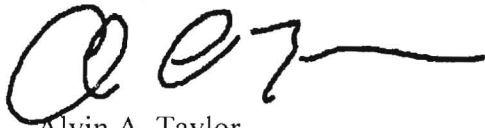
14	7/14/2014	Violation of State Employee Grievance Act, Intentional Infliction of Emotional Distress	6/20/2015
15	7/16/2014	Failure to Promote Under Title VII (sex discrimination)	6/6/2016
16	9/9/2014	Declaratory Judgement (property)	7/6/2016
17	2/4/2016	Wrongful Death, Survival Action (MVA)	6/28/2017
18	12/12/2016	Malicious Prosecution, Assault & Battery, False Imprisonment, Defamation, Unconstitutional Taking	9/25/2017
19	1/18/2017	Wrongful Death (MVA)	pending
20	2/9/2017	Failure to Promote under Title VII, Discrimination in Violation ADEA	pending
21	4/27/2017	Negligence(MVA)	pending
22	8/16/2017	Appeal for Probate Matter	pending
23	1/9/2018	Negligence(MVA)	pending

* This list is, to the best of our knowledge, a list of all lawsuits filed or pending against the agency for fiscal years 2007-2017, and is current as of 1/12/2018. This does not include Administrative Law Court Cases, or Worker's Compensation Cases.

The Honorable Edward R. Tallon Sr., Chairman
Legislative Oversight Committee Subcommittee
January 12, 2018
Page 9 of 9

We greatly appreciate your guidance and direction during our oversight process. Thank you for your comments and suggestions in helping our agency improve to provide exceptional outdoor experiences for the citizens of South Carolina.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Taylor', with a long horizontal flourish extending to the right.

Alvin A. Taylor
Director

Attachments

cc: The Honorable Wm. Weston J. Newton (without attachments)
The Honorable Katherine E. "Katie" Arrington (without attachments)
The Honorable William M. "Bill" Hixon (without attachments)
The Honorable Jeffrey E. "Jeff" Johnson (without attachments)

QUESTION #1
ATTACHMENT

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

DIRECTIVE #: D 317

PAGE 1 OF 2

SUBJECT: TRAINING

DATE: JUL 1 2004

RELATED DIRECTIVES, STANDARDS, ETC:

LAST REVISION: SEP 1, 2011

RESPONSIBLE AUTHORITY: DEPUTY DIRECTOR OF LAW ENFORCEMENT

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE: The purpose of this directive is to describe training procedures, responsibilities, and accountability for employee training, both civilian and sworn.

DIRECTIVE: Training has been cited as one of the most important responsibilities of a Law Enforcement agency because: well trained officers generally act more decisively and correctly in a broad range of situations and training results in greater productivity and effectiveness.

PROCEDURES

A. Regular Salaried and Deputy Law Enforcement Officers

- 1) All regular salaried Law Enforcement Officers and Deputy Law Enforcement Officers shall attend required training to maintain their certification or commission as listed in the Training Act of the SCCJA and required by DNR. It shall be the responsibility of the officer's supervisor to oversee the officers attendance and the Training Officers responsibility to make sure he/she receives the necessary required training to maintain his/her certification. It shall be the responsibility of the officer or their supervisor to ensure all records of training and education (with supporting documentation, i.e. certificates) are submitted to the Training Section. Requests for any recommended, needed, or specialized training shall be submitted through the proper chain of command for approval.
- 2) The Training Section will maintain a database to track individual officers training and certification status. The Training Section will be responsible for entering all training records and certificates provided by officers and/or their supervisors.

- 3) For training and certification purposes, all Deputy Law Enforcement Officers shall comply with guidelines outlined in DNR Policy #300.01 (Deputy Law Enforcement Policy).

B. Civilian Training

- 1) All new law enforcement civilian employees will receive training through the DNR Human Resources Office.
- 2) Law enforcement supervisors should schedule training for civilian employees to meet the requirement of job responsibilities as identified by the employee's position description.

APPROVED:



A.C. Frampton, Colonel

THE DEPARTMENT OF NATURAL RESOURCES BOARD POLICY	
POLICY #: 300.01	Page 1 of 9
SUBJECT: Deputy Law Enforcement Officer Policy	Revised: July 20, 2016

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

The South Carolina Department of Natural Resources Deputy Law Enforcement Officers are appointed by the DNR Director. The purpose of the Deputy Officer program is to enhance the department's ability to effectively protect natural resources through the maintenance of a volunteer force for support of the law enforcement mission and protection of DNR owned and managed lands. The Director, in consultation with the Deputy Director for Law Enforcement, establishes appointment/manpower needs, training requirements, standards for conduct and prescribes limits on the use of authority, designates territorial jurisdiction, determines suitability and fitness of applicants, governing regulations for Deputy Officers.

In order to ensure compliance with the laws of this State and to better serve the public, all applicable policies, directives and guidelines must be adhered to. Nothing in this policy negates or supersedes the authority of federal or state law nor the powers granted the DNR Director or Deputy Director for Law Enforcement.

This program is not designed to supplant Law Enforcement officers pursuant to §50-3-310 of the South Carolina Code of Laws.

GENERAL GUIDELINES

- I. Selection for Deputy Officers
 - A. High School Diploma or GED Equivalency;
 - B. A registered voter;
 - C. Be of good character and:
 - 1. Responsible for the management or protection of specified wildlife habitat considered by the Department to be in need of additional protection or;
 - 2. Possess knowledge, skills or abilities that the Department considers helpful in enforcement activities; or

**THE DEPARTMENT OF NATURAL RESOURCES
BOARD POLICY**

POLICY #: 300.01

Page 2 of 9

SUBJECT: Deputy Law Enforcement Officer Policy

Revised: July 20, 2016

3. Retired from Department employment and be previously certified as a law enforcement officer; or (**NOTE: Ceremonial Commission, Deputy Officers commissioned pursuant to § 23-1-225 retain no law enforcement authority or privileges)
 4. A department employee selected by the Director.
- D. No applicant may be appointed if he or she has been convicted of or is currently charged with any of the following crimes including but not limited to: crimes of moral turpitude, driving under the influence or boating under the influence of alcohol or drugs, natural resource, game, fish, boating, littering, environmental laws or other laws as determined relevant by DNR.
- E. The deputy officer commission is to expire five (5) years from the date of issue unless renewed. Reapplication is required for renewal. A deputy officer commission that lapses over five years is no longer valid and retains no law enforcement authority or privileges.
- F. The authorized manpower level for Non Department Deputy Officers is not to exceed 50% of the number of regular salaried DNR officers for each law enforcement region, unless the prospective Deputy officer is an employee of SCDNR, the U.S. Fish and Wildlife Service, or a retired SCDNR law enforcement officer.

II. Conduct

- A. Deputy Officer is not allowed to:
1. Utilize his/her commission in any private endeavor, to make a profit or collect a debt without written approval from the respective captain after consultation with the respective Field Major and Colonel;
 2. Perform any private security or private investigative work; without written approval from the respective Captain after consultation with the respective Field Major and Colonel;
 3. Be commissioned as a reserve officer or as a State Constable. Use or disseminate any confidential information available to them as a result of their office;

THE DEPARTMENT OF NATURAL RESOURCES BOARD POLICY	
POLICY #: 300.01	Page 3 of 9
SUBJECT: Deputy Law Enforcement Officer Policy	Revised: July 20, 2016

4. Wear approved uniform or an article from the approved uniform except when working with regular salaried officers and going to and returning from authorized assignments. (This only applies to Deputy Officers not employed by the department.)

 - B. A Deputy Officer must always present themselves in a professional manner and conduct themselves in such a way as to not bring discredit upon the DNR, or the State of South Carolina.

 - C. A violation, and conviction of any federal, state or local law, including a DUI conviction or any other act, which would bring discredit to the office, may result in suspension or revocation of the commission.

 - D. Deputy Officers must report to their supervisor or the appropriate Region Captain as soon as possible but within 48 hours any charge, conviction, investigation or prosecution of themselves for violation of law.

 - E. Valid complaints regarding the misuse or abuse of this authority may result in suspension or revocation of the commission.
- III. Supplies/Equipment / Uniforms / Personal Grooming and Appearance
- A. Deputy Officers not employed by the department are responsible by statute for their own equipment and in addition, are individually responsible for obtaining and maintaining their own insurance coverage. Deputy Officer not employed by the department is not covered by the insurance protection provided by the State.

 - B. Deputy Officers not employed by the department are eligible by statute for coverage by a surety bond pursuant to § 50-3-330.

 - C. Deputy Officers may only use DNR provided badges, credentials and supplies in an enforcement capacity. Deputy Officers may only use DNR approved equipment in an enforcement capacity. Deputy Officers shall not use any DNR law enforcement badge or identification for unofficial purposes.

THE DEPARTMENT OF NATURAL RESOURCES BOARD POLICY	
POLICY #: 300.01	Page 4 of 9
SUBJECT: Deputy Law Enforcement Officer Policy	Revised: July 20, 2016

D. Deputy Officers are not allowed to use special weapons (i.e., automatic weapons, sawed off shotguns or rifles and explosive devices), and blue lights, sirens or police type markings may not be utilized on privately owned vehicles or boats.

E. Uniforms

1. The approved uniform for Deputy Officers not employed by the department will be: (Retired SCDNR law enforcement officers are allowed to wear DNR officer uniform when working as a Deputy Officer, and must adhere to officer grooming policy. No rank insignia is to be worn by a retired officer serving as a Deputy officer.)

Field - a khaki shirt and green trousers, Dickie brand or equivalent, bearing Department approved patch, black boots, belt and accessories. A plain black nylon windbreaker with white lettering that reads Deputy Officer. Identification is to be utilized in field operations as appropriate. A black nylon mesh vest with white lettering that shows Boating - Components will be the equivalent of the DNR Law Enforcement Officers: (Not uniform issued to SCDNR officer)

Boating - Components will be the equivalent of the DNR Law Enforcement Officers: (Not uniform issued to SCDNR officer)

- Green Shorts
- Khaki pullover shirt with a collar (no Tee Shirts). (A badge may be embroidered to the left side.)
- White boating shoes
- Black or orange Deputy Officer cap
- Personal flotation device
- Black belt with accessories
- Badge attached to belt or PFD (no other brass to be worn)

The field uniform can be worn as a boating uniform. White shoes may not be worn with long green pants. The khaki pull over Deputy Officer's shirt may be worn with long green pants during boating activities.

The boating shorts, khaki pullover shirt, white boating shoes may only be worn while on boating patrol, or en route to work boating patrol.

THE DEPARTMENT OF NATURAL RESOURCES BOARD POLICY	
POLICY #: 300.01	Page 5 of 9
SUBJECT: Deputy Law Enforcement Officer Policy	Revised: July 20, 2016

When working with a regular salaried DNR enforcement officer who is in uniform, Deputy Officers will also wear their approved uniform. The Region Captain may authorize exceptions for undercover or other special assignments. Deputy Officers not employed by the department are responsible for the purchase of this uniform.

2. The approved uniform for Deputy Officers employed by the department will be:

Field - department issued uniform, department issued duty gear.

Boating - Components will be the equivalent to the DNR Law Enforcement Officers. The uniform will be their department issued uniform, which have been approved by the Director and the Deputy Director for Law Enforcement. The field uniform can be worn as a boating uniform.

The boating uniform may only be worn while on boating patrol or en route to and from the location or on assignments approved by the Deputy Director for Law Enforcement. Deputy Officers employed by the Department when working with a regular salaried DNR Law Enforcement Officer, who is in uniform, will also wear their department issued uniform. The Region Captain may authorize exceptions for undercover or other special assignments.

F. Personal Grooming and Appearance for Deputy Officers.

The following are personal grooming guidelines for Deputy Officers when on official law enforcement duty:

Male:

- Hair cut above the ear (ear exposed).
- Hair on neck will be cut so as to not touch the shirt collar.
- Sideburns will be no longer than the bottom of the ear.
- Hair may be worn full, but will not create a balloon effect when headgear is worn.
- Mustaches are permitted. If a mustache is worn, it will be kept neatly trimmed, tapered, and tidy and will not present a chopped-off appearance. No portion of the mustache will cover the upper lip line or extend sideways beyond a vertical line drawn upward from the corner of the mouth. A

THE DEPARTMENT OF NATURAL RESOURCES BOARD POLICY	
POLICY #: 300.01	Page 6 of 9
SUBJECT: Deputy Law Enforcement Officer Policy	Revised: July 20, 2016

- handlebar mustache, goatee, and Fu Manchu are not authorized.
- Beards are permitted. If a beard is worn, it will be kept neatly trimmed, tapered, and tidy and will not present a chopped off appearance.

Female:

- Female Deputy Officers must have their hair worn in such a manner that it does not interfere with their duties or may result in a danger to the Deputy Officers safety. If the female Deputy Officer's hair is below the collar, the hair must be pulled back away from the face and adequately secured.

Jewelry and Make-up

Male Deputy Officers shall not wear earrings or studs. Female Deputy Officers with pierced ears may wear one stud or ball-type earring in each ear.

- Only one item (watch, I.D. bracelet, med-alert, etc.) May be worn on each wrist.
- A necklace may be worn provided it is not visible.
- No more than two rings may be worn on either hand.
- No mirrored sunglasses may be worn. The frames shall be black or brown plastic, or gold, silver or black metal.
- Female Deputy Officers may wear facial make-up providing the make-up does not detract from the uniform.

G. The supplies listed below will be furnished to Deputy Officers by the DNR.

- Credentials
- Badges
- Badge wallet
- Caps
- Shoulder patches

THE DEPARTMENT OF NATURAL RESOURCES BOARD POLICY	
POLICY #: 300.01	Page 7 of 9
SUBJECT: Deputy Law Enforcement Officer Policy	Revised: July 20, 2016

- H. For Deputy Officers, the authorized handgun is a Glock pistol model 22, .40 S&W. No other handgun or calibers are authorized. Non Department Deputy officers are responsible for purchase of Glock pistol. Department Deputy officers will be issued a Department Glock.
- I. Ammunition must be "factory load" and not modified in anyway. Hand loads, hot loads and reloads are prohibited. Ammunition will be provided to Department Deputy officers. Non Department Deputy officers are required to purchase factory ammunition as carried by SCDNR officers.

IV. Training

- A. A Deputy Officer must be in physical condition and able to perform all assigned duties.
- B. All Deputy Officers must be properly trained in order to hold commissions.
 - 1. Deputy Officers employed by the department must be certified as a Class III law enforcement officer through a program offered by the South Carolina Criminal Justice Academy or have completed similar training that has been approved by the South Carolina Law Enforcement Training Council. A copy of the certification must be furnished to the DNR Law Enforcement Division's Training Section for verification prior to issuance of the commission.
 - 2. Deputy Officers not employed by the department must complete the basic State Constables training program offered through the State of South Carolina Technical Colleges or have completed acceptable training as approved by the South Carolina Law Enforcement Training Council at their own expense. Training must be completed within 12 months of application approval. A copy of the certificate of completion must be furnished to the DNR Law Enforcement Division's Training Section for verification prior to issuance of the commission. Deputy Officers grandfathered by state law must complete DNR provided training prior to issuance of the commission.
 - 3. A commission will not be issued until the appropriate bond, as prescribed by law, has been issued and received by the DNR Law Enforcements Division.

THE DEPARTMENT OF NATURAL RESOURCES BOARD POLICY	
POLICY #: 300.01	Page 8 of 9
SUBJECT: Deputy Law Enforcement Officer Policy	Revised: July 20, 2016

- C. Deputy Officers must complete annual in-service training provided by SC DNR Law Enforcement Division. Documentation of completion of required in-service training must be submitted to the DNR Law Enforcement Division. Deputy Officers will take the yearly course required for Class 1 Officers. The department's Director, Deputy Director for Law Enforcement or Division Deputy Director for their division may also require additional in-service or specialized training. Failure to meet this training requirement may result in revocation of commission.

- D. All non-department Deputy Officers are required to participate in enforcement activities for a minimum of 120 hours per year, or as prescribed by the Deputy Director for Law Enforcement. One hundred (100) hours must be spent working with regular salaried DNR officers, and at least 20 hours must be DNR approved or required training. Deputy Officers employed by the department will receive prior approval from their respective Deputy Director or their designee before working scheduled law enforcement assignments. Retired SCDNR officers serving as Deputy Officers will not be required to meet minimum work hours, but are required to attend all required training to maintain commission.

- E. Failure to remain certified or to successfully complete all required training within the designated time periods will result in immediate suspension or revocation of the commission unless extenuating circumstances exist.

V. Operations

- A. Deputy Officers not employed by the department are restricted to performing law enforcement duties only when in proximate contact with a regular salaried DNR law enforcement officer or upon specific advance approval from the appropriate Region Captain, his/her designee or higher ranking DNR law enforcement official. An exception may be made for exigent circumstances where a delay may cause harm to others or permit escape. Deputy Officers who have a responsibility for specific properties may obtain approval for a period coterminous with the commission, but must obtain renewed approval upon being re-commissioned.

- B. Deputy Officers employed by the department are generally restricted to enforcement of fish, wildlife, boating and littering statutes unless specific advance approval for performing broader enforcement duties is obtained from the appropriate Region

THE DEPARTMENT OF NATURAL RESOURCES BOARD POLICY	
POLICY #: 300.01	Page 9 of 9
SUBJECT: Deputy Law Enforcement Officer Policy	Revised: July 20, 2016

Captain, his/her designee, or higher ranking DNR law enforcement official and the appropriate Deputy Director. An exception may be made for exigent circumstances where a delay may cause harm to others or permit escape.

- C. Deputy Officers who have been involved in enforcement duties must submit to their Region Captain, or division Deputy Director for Department Deputy Officers, a Law Enforcement annual report form including, but not limited to hours worked with regular salaried SCDNR officers, search and rescue operations, training completed, and cases in which they participated. Division Deputy Directors for Department Deputy Officers will forward the report annually to the Law Enforcement Division. Deputy Officers who have not engaged in enforcement action during any calendar year are still required to submit a report indicating no action taken and verify pertinent information

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
BOARD POLICY**

POLICY #: 301.01

Page 1 of 7

SUBJECT: Use of Force

Revised: June 22, 2017

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I. PURPOSE

The purpose of this policy is to provide DNR enforcement officers with guidelines on the use of deadly and non-deadly force.

II. STATEMENT

This Department recognizes and respects the value and special integrity of each human life. In vesting enforcement officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interest is required. Therefore, it is the policy of this department that enforcement officers shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the life of the officer(s) or others.

III. DEFINITIONS

- A. *Deadly force*: Any use of force that is reasonably expected to cause death or serious bodily harm.
- B. *Non-deadly force*: Any use of force other than that which is considered deadly force.
- C. *Conveyance*: Any vehicle, all-terrain vehicle, aircraft or vessel.
- D. *Enforcement Officer*: As used herein, any sworn law enforcement officer or deputy law enforcement officer of the South Carolina Department of Natural Resources.
- E. *Non-Deadly Weapon*: A device manufactured and intended for use as a less than lethal weapon.
- F. *Chemical Agent*: Non-deadly chemical in aerosol, gas or spray deployed by hand or launcher.

- G. *Oleoresin Capsicum "OC"*: Non-deadly chemical agent commonly known as OC Spray or Pepper Spray.
- H. *Less than lethal device*: Non-deadly deployment device used to deliver any less than lethal projectiles.

IV. PROCEDURES

- A. Parameters for Use of Deadly Force:
 - 1. Enforcement officers are authorized to fire their weapons in order to:
 - a. Protect the enforcement officer or others from what is reasonably believed to be an immediate threat of death or serious bodily harm;
 - b. Prevent the escape of a fleeing felon whom the officer has probable cause to believe will pose a significant threat to human life should escape occur. Such action requires supporting knowledge such as a previously demonstrated threat to, or wanton disregard for human life or commission of a crime involving the infliction or threatened infliction of serious bodily harm.
 - 2. Before using a firearm, enforcement officers, if practical, shall identify themselves and state, when feasible, their intent to shoot.
 - 3. An enforcement officer may also discharge a weapon under the following circumstances:
 - a. During range practice, competitive sporting events, or for recreational purposes.
 - b. To destroy an animal that represents a threat to public health or safety, or as a humanitarian measure where the animal is seriously injured.
 - c. To give an alarm or signal when no other means of communication is available.
 - 4. Enforcement officers shall adhere to the following restrictions when their weapon is exhibited:
 - a. Except for maintenance or during training, officers shall not draw or exhibit their firearm unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance with this policy.
 - b. Warning shots are prohibited.

- c. Enforcement officers shall not fire their weapons at or from a moving conveyance, unless necessary to protect the officer or other persons from serious injury or death.
 - d. Firearms shall not be discharged when it appears likely that an innocent person may be injured.
- B. Parameters for Use of Non-Deadly Force:
 - 1. Where deadly force is not authorized, officers should assess the incident in order to determine which non-deadly technique or weapon will best de-escalate the incident and bring it under control in a safe manner.
 - 2. Enforcement officers are authorized to use department-approved non-deadly force techniques and issued equipment for resolution of incidents, as follows:
 - a. To protect themselves or others from physical harm, or
 - b. To restrain or subdue a resistant individual, or
 - c. To bring an unlawful situation safely and effectively under control.
- C. In all instances where the use of force has caused injury, appropriate medical aid will be provided. Emergency medical services for serious injuries will be requested immediately or as soon as it is safe to do so.
- D. Training and Qualifications:
 - 1. Deadly weapons:
 - a. While on duty, enforcement officers shall carry weapons and ammunition authorized, issued, and registered with the department. Officers are required to maintain their issued weapons and all magazines fully loaded. If weapon is used to euthanize an animal the replacement of the ammunition should be done as soon as practical with department issued ammunition.
 - b. While off duty, enforcement officers may at their discretion carry a weapon and ammunition that has been authorized by the department.
 - c. Authorized weapons are those with which the officer has qualified and received departmental training on proper and safe usage.
 - d. The division shall schedule regular training and qualification sessions for duty, off-duty and specialized weapons, which will be

- graded on a pass/fail basis. Each enforcement officer will qualify at least once per fiscal year with any firearm that the officer is authorized to use.
- e. Enforcement officers who fail to receive a passing score with their duty weapon(s) in accordance with department testing procedures must be placed on leave (annual leave, compensatory leave or leave without pay) until the officer qualifies. The officer may be terminated if unable to qualify after a reasonable period of time.
 - f. An enforcement officer shall not be permitted to carry any weapon with which he has not been able to qualify during the most recent qualification period.
 - g. An enforcement officer who has missed a qualification period due to extended leave, or has suffered an illness or injury that could affect his ability to properly employ his weapon, will be required to re-qualify before returning to regular duties.
2. Non-deadly force weapons and methods:
- a. An enforcement officer is not permitted to use a non-deadly weapon unless qualified in its use as determined by training procedures.
 - b. The following non-deadly weapons are authorized:
 - (1) Chemical agents
 - (2) Any other less than lethal device deployed intended for use to gain compliance.
 - (3) Expandable baton.
 - c. Nothing in a. and b. is meant to prohibit an officer from using whatever means necessary to protect himself, another officer or citizens from physical harm if for some reason it becomes impossible to use an authorized weapon.
3. Guidelines for use if individually issued Chemical Agents (OC):
The purpose of this policy is to inform enforcement officers of the circumstances where the use of chemical agents are appropriate and authorized. OC must be used with discretion and only in cases where the use of force is justified.
- a. Due to the lower potential for injury, OC may be deployed when the enforcement officer determines that it is the best method of less than lethal force to resolve or de-escalate the situation. It may be deployed to:

- Protect the enforcement officer, another officer or citizen from physical harm;
 - Restrain or subdue a resistant individual with the least amount of force;
 - Bring an unlawful situation safely and effectively under control.
- b. OC may be deployed prior to or after physical contact when verbal commands have failed, the subject is non-compliant or combative, and arrest of the subject is imminent.
- c. Probable cause for arrest must exist prior to the exposure of an individual to OC.
- d. Once the subject has been exposed to OC and is no longer a threat, he should be handcuffed.
- The subject should then be advised of the OC Administrative Warning.
 - The enforcement officer should then begin OC decontamination procedure as soon as practical.
 - The subject should then be transported to the appropriate detention facility. The facilities officers should be advised that the subject has been exposed to OC.
- e. The enforcement officer deploying OC shall maintain visual observation of the exposed subject for a period of no less than 45 minutes after exposure unless relieved and replaced by an on scene DNR supervisor who will then accept responsibility for continued observation.
- f. During the observation period, if the subject displays or advises of any of the following, the agent should summon medical attention:
- Loss of consciousness;
 - Difficulty breathing for extended period of time;
 - Difficulty in swallowing or facial swelling;
 - Takes an abnormal length of time to recover;
 - Anyone who reports that they are allergic to pepper;
 - Anyone who reports they are wearing contact lenses.
4. Guidelines for use of less than lethal devices:
The purpose of this policy is to inform enforcement officers of the circumstances where the use of less than lethal devices are appropriate and authorized. Less than lethal devices must be used with discretion and only in cases where the use of force is justified.

- a. Due to the lower potential for injury, less than lethal devices may be deployed when the enforcement officer determines that it is the best method of less than lethal force to resolve or de-escalate the situation. It may be deployed to:
 - Protect the enforcement officer, another officer or citizen from physical harm.
 - Restrain or subdue a resistant individual with the least amount of force;
 - Bring an unlawful situation safely and effectively under control.
- b. Less than lethal devices may be deployed prior to or after physical contact when verbal commands have failed, the subject is non-compliant or combative, and arrest of the subject is imminent.
- c. Once the subject has been exposed to the deployment of less than lethal means and is no longer a threat, he should be handcuffed.
- d. The deploying officer shall summon medical attention for evaluation before taking the subject to a detention facility.

E. Reporting Uses of Force:

- 1. When a weapon is drawn in a confrontational situation, it must be reported to a supervisor as soon as reasonably possible.
- 2. A written incident report will be required in the following situations:
 - a. When a use of force results in death or injury of any person.
 - b. When a non-deadly force weapon is used on a person to include empty hand force.
- 3. A written report is not required, however, the event/situation will be recorded in the enforcement officer's Monthly Activity Book in the following situations:
 - a. When a firearm is discharged at a firing range, competitive sporting event, or for recreational purposes.
 - b. When test firing a firearm.
 - c. When an animal is destroyed because it represents a threat to public health or safety, or as a humanitarian measure where the animal is seriously injured.
- 4. A supervisor will be immediately summoned to the scene to take command in the following situations:

POLICY #: 301.01

Page 7 of 7

SUBJECT: Use of Force

Revised: June 22, 2017

- a. When a use of force results in death or serious injury.
- b. When a non-deadly weapon is used on a person.
- c. When a subject complains that an injury has been inflicted.

F. Departmental Response:

1. Deadly force incident:
 - a. Where an enforcement officer's use of force causes death, the officer, after completing all internal investigative requirements, shall be placed on administrative duties and shall remain on administrative duties until cleared for duty.
 - b. The department shall report deadly force incidents to the State Law Enforcement Division (SLED) for investigation.
2. Administrative review of use of force incidents:
 - a. All reported uses of force will be reviewed by the appropriate departmental authority to determine whether:
 - (1) Departmental rules, policy or procedures were followed;
 - (2) The relevant policy was clearly understandable and effective to cover the situation;
 - (3) Department use of force training is currently adequate.
 - b. All findings of policy violations or training inadequacies shall be reported to the Deputy Director for Law Enforcement and other appropriate authorities.
 - c. All use of force reports shall be retained as required by approved department records retention schedule.
 - d. There will be an annual analysis of all use of force reports by the training section to reveal patterns or trends that could indicate training or policy needs, if any.

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
DEPARTMENT DIRECTIVE**

DIRECTIVE #: D301

Page 1 of 2

SUBJECT: Issuance of Law Enforcement
Commissions to Department
Personnel

Revised July 1, 2004

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DIRECTIVE

I. ISSUANCE OF COMMISSIONS

Commissions will be approved by the Director of the Department of Natural Resources for those Department personnel who meet the following criteria:

- A. Personnel of the Division of Law Enforcement employed as Enforcement Officers who have completed the training and requirements prescribed by the Department will automatically be issued commissions.
- B. All other Department personnel will be approved for commissions by the Director, only if:
 - 1. The issuance of the commission is deemed beneficial to the Department and the public, as prescribed and recommended in writing to the Directors Office by the employee's Deputy Director.
 - 2. The employee is investigated by the Division of Law Enforcement and is recommended in writing to the Executive Office by the Deputy Director of the Division of Law Enforcement. Such investigation will be conducive to evaluating whether or not the issuance of a Commission will be beneficial to the Department, the law enforcement program, and the welfare of the individual with the commission.
 - 3. The employee attends the required training program.
- C. Those personnel, except for Enforcement Officers in the Division of Law Enforcement, who have commissions prior to the establishment of this procedure

DIRECTIVE #: D301	Page 2 of 2
SUBJECT: Issuance of Law Enforcement Commissions to Department Personnel	Revised July 1, 2004

will not have their commissions recommended for renewal by the Deputy Director unless:

1. The re-appointment of the commission is deemed beneficial to the Department and the public, as prescribed and recommended in writing to the Director by the employee's Deputy Director.
 2. The renewal of the commission is recommended in writing to the Director by the Deputy Director of the Division of Law Enforcement. Such evaluation will consider if the individual is actually serving in an area where the Department or the law enforcement program can be benefited or where the matter of personal safety is of consideration.
 3. The Director concurs with the renewal of the commission and approves the reappointment.
- D. In the event an employee is not recommended for the issuance or renewal of a commission by the Division of Law Enforcement, complete documentation on the reason (s) for denial must be provided to the Department Director by the Deputy Director of the Division of Law Enforcement and, at which point, the Director can, at his/her discretion, over-ride such denial and approve the employee as commissioned or have said commission renewed.

II. EXTENT OF APPLICABILITY

This procedure applies to full-time Department personnel and does not in any way effect Board members, Advisory Committee members, and non-paid officers; all of whom come under the sole and complete authority of the South Carolina Department of Natural Resources.



**SOUTH CAROLINA DEPARTMENT OF NATURAL REASOURCES
LAW ENFORCEMENT DIVISION
TRAINING SECTION**



Request for Approval of Off Duty or Back-Up Weapon

To: Supervisors:

From: _____ Region: _____
Officer's Name

I hereby request authorization to utilize the following weapon as an off duty or back-up. I understand that I will have to demonstrate proficiency annually with this weapon and comply with DNR policies and directives.

Weapon Make: _____ Model: _____

Serial Number: _____ Caliber: _____ Barrel Length: _____ inches

Officer's Signature Date

Check One:

Approved Disapproved

Immediate Supervisor Date

Approved Disapproved

Region Captain Date

This form must be signed and approved by each of the Supervisors listed above before firearms qualification course is administered.

Instructor Compliance Certification:

The officer listed above has participated in a off-duty/backup firearms qualification and (check one below):

- has qualified with the firearm indicated above.
- has failed to qualify with the firearm indicated above.

ACKNOWLEDGEMENT OF QUALIFICATION SCORES:

I do hereby certify that I have been advised of my firearms qualification scores by the Specific Firearms Instructor indicated.

Officer's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

QUESTION #3
ATTACHMENT

(C) Except for specially designated department employees, deputy enforcement officers shall furnish their own equipment but may not equip privately owned vehicles with blue lights, sirens, or police-type markings.

(D) Deputy enforcement officers must be of good character.

(E) The department shall administer the deputy enforcement officers through its Natural Resources Enforcement Division.

(F) The number of deputy enforcement officers appointed is in the discretion of the director.

(G) All deputy enforcement officers:

(1) must be certified by the South Carolina Criminal Justice Academy or successfully shall complete the "Basic State Constables Course" at their own expense at one of the state technical schools;

(2) successfully shall complete required refresher training;

(3) promptly shall comply with all directives by the Deputy Director of the Natural Resources Enforcement Division and the supervisor of enforcement officers within whose area the officer is acting.

(H) The department by regulation shall establish a training program for deputy enforcement officers commissioned after July 1, 1980.

HISTORY: 1980 Act No. 348; 1989 Act No. 189, Part II, Section 27; 1992 Act No. 472, Section 1; 1993 Act No. 181, Section 1258; 1996 Act No. 388, Section 1; 2016 Act No. 216 (S.1205), Section 1, eff June 3, 2016.

Effect of Amendment

2016 Act No. 216, Section 1, in (A), deleted the former last sentence, relating to the bonds required by Section 50-3-330.

SECTION 50-3-316. Criteria for hiring enforcement officers.

In employing enforcement officers, the department shall use the criteria as required by the Office of Human Resources and the department. The criteria must include, but are not limited to, a written examination, physical examination, and interview. Each applicant is required to perform at minimal levels as required by the Office of Human Resources and the department. The department shall employ the most qualified applicants. An enforcement officer must reside within the county in which he is assigned, provided that the director, in his discretion, may allow an officer to reside outside the county under special hardship circumstances.

HISTORY: 1986 Act No. 502, Part II, Section 8; 1993 Act No. 181, Section 1258; 1996 Act No. 458, Part II, Section 45A; 2006 Act No. 311, Section 1.

SECTION 50-3-320. Transmittal and delivery of commissions of enforcement officers.

The Secretary of State shall transmit to the board the commissions of all enforcement officers and the director shall deliver such commissions to the enforcement officers only after the enforcement officers have filed oaths and bonds as required by Section 50-3-330.

HISTORY: 1962 Code Section 28-132; 1952 Code Section 28-132; 1942 Code Section 1754; 1932 Code Section 3291; 1928 (35) 1267; 1952 (47) 2179; 1993 Act No. 181, Section 1258.

SECTION 50-3-330. Oath; bond.

Every enforcement officer appointed to protect the property of the State shall, before entering upon the duties of his office, take and subscribe before a notary public, or other officer authorized to administer an oath, an oath to perform the duties of his office. Every officer shall be covered by a surety bond with the department of not less than two thousand dollars, subscribed by a licensed, reliable surety company, conditioned for the faithful performance of his duties. The bond may be individual, schedule, or blanket, and on a form approved by the Attorney General. The premiums on the bonds must be paid by the department.

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
HUMAN RESOURCES POLICY**

POLICY #: 700.07

Page 1 of 1

SUBJECT: Board Not Interfering With Where
An Employee Lives

Revised July 1, 2004

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STATEMENT OF POLICY

Due to the nature of the job, employees may be required to live within the same county or in close proximity to their usual worksite. In such cases, proximity of residence will be determined by the appropriate Deputy Director.

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

DIRECTIVE #: D 345

PAGE 1 of 4

SUBJECT: LAW ENFORCEMENT DIVISION REQUEST
FOR TRANSFER PROCEDURE

DATE: MAY 19, 2000

RELATED DIRECTIVES, STANDARDS, ETC:

LAST REVISION: JUL 2, 2012

RESPONSIBLE AUTHORITY: DEPUTY DIRECTOR OF LAW ENFORCEMENT

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PURPOSE: To set forth procedures to follow in implementing the "Request for Transfer" Directive.

DIRECTIVE: The Law Enforcement Division will allow Law Enforcement Officers in the non-competitive ranks through Sergeant the opportunity to transfer to comparable positions within the Law Enforcement Division. Transfer requests will be considered based upon the operational and organizational needs of the Division.

ELIGIBILITY REQUIREMENTS

- A. Under normal circumstances, an officer will only be allowed to request a transfer after satisfactorily completing four (4) years of continuous service as a DNR Law Enforcement Officer. An officer will be allowed to request a transfer within the Region they are assigned to after satisfactorily completing two (2) years of continuous service as a DNR Law Enforcement Officer. In extenuating circumstances, the Colonel may approve a transfer prior to completion of the required number of years of continuous service.
- B. Temporary or Grant position personnel may not be eligible to transfer under the guidelines of this Directive.
- C. Officers that received a transfer are required to meet the conditions of part "A" above before they will be eligible to request another transfer.
- D. Applicants must meet the eligibility requirements before submitting a transfer request.

ELIGIBILITY

- A. Law Enforcement Officers who are eligible may request a transfer by completing a Transfer Request Form. A separate form must be completed for each transfer request.
- B. The request will be accepted on a bi-annual basis, December 1 to January 1 and June 1 to

July 1 of each year or when circumstances make it necessary. The Colonel will determine if transfer requests will be accepted outside of the established timeframes.

- C. Final approval or disapproval of a transfer request will be made by the Deputy Director of the Law Enforcement Division with the acknowledgment of the Human Resources Director, and the requestor will receive written notification of the final decision.
- D. Applicants whose requests are not approved will be required to submit a new application to be considered for a future transfer.
- E. The following factors may be considered in the approval of a transfer request:
 - 1) The officer's length of service;
 - 2) Comments of the officer's current captain or the highest-level supervisor in the officer's organizational unit;
 - 3) The comments of the receiving captain or the highest-level supervisor in the officer's organizational unit;
 - 4) Past performance ratings; and
 - 5. Staffing levels of gaining and losing units.
 - 6. Other circumstances deemed appropriate including disciplinary records.
- F. Any expenses incurred due to a voluntary transfer will be incurred by the transferring officer. Upon approval of the transfer request, the officer must relocate within ninety (90) calendar days. The Colonel may extend this timeframe for unforeseen and/or uncontrollable circumstances.

NOTE: Transfers are granted solely at the discretion of the Department and will be considered on a case-by-case basis. Failure to receive approval for a requested transfer is not a grievable action.

Approved:



A.C. Frampton, Colonel

**South Carolina Department of Natural Resources
Law Enforcement Division**

Transfer Request Form

Rank/Name _____ Last Four of SSN _____ Hire Date _____

Current Assignment _____
County _____ Region _____

Requested Assignment _____
County _____ Region _____

Requesting Special Circumstance Consideration Yes No

Officers Statement of Request:

(Statement must provide reason/justification for the request)

Officer's Signature

Date

Comments:

(Captain, Major, Lt. Colonel, Colonel)

Current Captain/Supervisor (signature)

Date

Approved

Denied

Receiving Captain/Supervisor (signature)

Date

Approved

Denied

Major, if applicable (signature)

Date

Approved

Denied

Colonel (signature)

Date

Approved

Denied

Human Resources Director (signature)

Date

Approved

Denied

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

DIRECTIVE #: D 347

PAGE 1 OF 4

SUBJECT: DNR L/E OFFICER HIRING PROCEDURE

DATE: MAR 1, 2001

RELATED DIRECTIVES, STANDARDS, ETC:

LAST REVISION: JUL 2, 2012

RESPONSIBLE AUTHORITY: DEPUTY DIRECTOR OF LAW ENFORCEMENT

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PURPOSE: The purpose of the DNR Law Enforcement Applicant Hiring Procedure is to provide guidelines for selecting new applicants for these positions in a fair and impartial manner for all candidates. Through the development of an efficient, effective and fair selection process, the Department will achieve its goal of selecting those individuals who best possess the knowledge, skills and abilities needed to successfully carry out the duties of a DNR Law Enforcement Officer.

GENERAL RESPONSIBILITIES

A. Vacancy Announcements

- 1) A vacancy announcement for Law Enforcement Officer position(s) will be posted by the Human Resources Office in accordance with Human Resources Regulations and based on available funding and the Department's needs.
- 2) The Law Enforcement Division may extend the posting deadline should such factors as quantity of applicants or diversity of applicants warrant further recruitment efforts to be made. Any posting extensions shall be advertised through the same channels as the original posting.
- 3) Only applications submitted and received by the closing date will be considered for the hiring cycle in which they were received.
- 4) The Human Resources Office and the Law Enforcement Division will work to ensure a diverse applicant pool exists.

B. Applicant Process

- 1) Upon an initial inquiry to the South Carolina Department of Natural Resources Human Resources Office by a prospective applicant, the prospective applicant will be guided through the process. It is the responsibility of each applicant to submit the necessary applicant documents by the stated deadlines to the Department's Human Resources Office.

The applicant will not be considered eligible for the screening process until all required documentation is received by the Human Resources Office. If the Human Resources Office receives applications without all required documentation, the applicant will be notified in writing that his/her application is ineligible pending receipt of all documentation. If the documentation is received after the established deadline, the applicant will not be eligible for the current hiring cycle.

C. Job Requirements

- 1) Education Requirement — A Bachelor's degree; or an Associate's degree (or two (2) years of college credits equating to (60) semester credit hours) combined with either two (2) years of certified class 1 law enforcement officer service or active military service or four (4) years of service as a SC DNR Deputy Law Enforcement Officer (DLEO). The Human Resources Office is responsible for determining an applicant's qualifications. Applicants must meet the minimum education or equivalent experience requirement at the time of application.
 - (a) Applicants who do not meet the minimum requirements will be notified electronically (email) by the Human Resources Office.
 - (b) Residency Requirement - Applicants must relocate to the designated county within 90 calendar days of employment. Failure by a selected applicant to adhere to this relocation requirement may be cause for dismissal.

D. Interview Panel

- 1) Applicants who meet the minimum education and/or experience requirements may be invited to interview before an interview panel. The panel will include four (4) law enforcement personnel and one (1) staff member of the Human Resources Office. The Deputy Director of Law Enforcement will appoint the law enforcement panel members and the Human Resources Director will appoint the Human Resources Office representative. At least two (2) of the law enforcement panel members will be senior officers. The Law Enforcement Deputy Director may add to this panel with appropriate justification. The Deputy Director of Law Enforcement and the Human Resources Director will collaborate to ensure that the panel has minority representation.
- 2) The interview panel will ask each applicant a set of job related questions. Each member of the panel will individually rate each candidate upon completion of the interview. The Human Resources Office will compile the scores for each applicant and will compute the applicants' average scores.
- 3) The Human Resources Office will compile a rank ordered list of candidates based upon composite interview scores. A predetermined number of top ranking candidates will be scheduled for the written test and the physical agility test. The number of applicants to be scheduled for the written test and the physical agility test will be based upon the number of vacancies to be filled.

E. Testing

- 1) Written Examination
 - (a) Those applicants whose interview scores fall within the predetermined range will be scheduled for the written test. The test is administered by the Human Resources Office who will notify the applicants of the test results.
 - (b) Applicants who fail the test will be eliminated from further consideration and must retake the test for the next hiring cycle.
- 2) Physical Agility Test

- (a) Applicants passing the written examination will be required to complete and pass a physical agility test. This portion of the selection process is pass/fail and is administered by the DNR Law Enforcement Division. This test consists of running an obstacle course, weight dragging and swimming.
- (b) The Department will establish only one make-up test date for the physical agility test for any applicants who are unable to test on the originally scheduled date. If the applicant is unable to participate in the make-up session, he/she will be ineligible for further consideration during the current hiring cycle.
- (c) Applicants who fail any portion of the physical agility test will be ineligible for further consideration until the next hiring cycle.
 - (1) The results of the written and agility tests will be valid for the current hiring cycle only. A list of top ranking candidates who pass the written test and the physical agility test will be provided to the Deputy Director of Law Enforcement. If for any reason applicants are eliminated causing the applicant pool to be too low, additional applicants may be added from the original rank ordered list.

F. Personal Interview

- 1) Applicants successfully completing the interview panel, the written test and the physical agility test will be scheduled for a personal interview with the Deputy Director of the Law Enforcement Division. After interviewing the applicants, the Deputy Director of the Law Enforcement Division will select candidates for intensive background investigations.

G. Investigation

- 1) A background investigation will be conducted by the Law Enforcement Division on the candidates provided by the Deputy Director of the Law Enforcement Division. Background investigations shall be conducted by investigators trained in proper collection of necessary information.
- 2) Applicants for the position of DNR Law Enforcement Officer must be of good character. Background investigations will be reviewed by the Human Resources Office and the Law Enforcement Division in their totality in determining an applicant's overall suitability for employment as a DNR Law Enforcement Officer. The investigation shall verify information regarding previous work experience, education, credit and criminal record, driving record, general reputation within the community, and personal and business references.

H. Recommended Candidates

- 1) The Deputy Director for Law Enforcement will recommend to the Department Director the candidates for DNR Law Enforcement Officer positions.
- 2) Upon approval by the Director, the Human Resources Office will send the selected candidates a written letter of offer contingent upon the results of medical, psychological, eye and drug screenings.

I. Medical and Psychological Screenings

- 1) Applicants will be notified in writing of the date, location and time of screenings.
- 2) If the results of any of these screenings prevent the Department from making a final offer of employment, the applicant will be notified in writing accordingly.
- 3) Upon evaluation of the results, applicants will be notified accordingly of their final selection in writing.
- 4) Applicants not hired will be notified in writing by the Human Resources Office of the non-selection.

J. Record Management and Retention

- 1) The Human Resources Office will establish and maintain files on all applicants in accordance with applicable State Regulations and retention schedules. These files shall be stored in a secure area when not in use and shall be disposed of in a manner which prevents disclosure of the information contained in the files.
- 2) Completed applications and resumes of applicants who were not hired by the Department shall be retained for two (2) years and in accordance with State Regulations and retention schedules.
- 3) A record of each applicant's background investigation shall be maintained by the authorized division who conducted the background investigation and shall be maintained pursuant to retention schedules approved by the State Department of Archives in compliance with the Records Retention Act.

APPROVED:



A.C. Frampton, Colonel

QUESTION #4
ATTACHMENT

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

DIRECTIVE # D 301

PAGE 1 OF 6

SUBJECT: LAW ENFORCEMENT COLLISION REVIEW

DATE: NOV 21, 1997

RELATED DIRECTIVES, STANDARDS, ETC:

LAST REVISION: SEP 1, 2011

RESPONSIBLE AUTHORITY: DEPUTY DIRECTOR OF LAW ENFORCEMENT

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PURPOSE: The purpose of this directive is to provide employees with guidelines for reporting vehicular accidents/incidents and to ensure agency compliance with applicable laws and regulations.

DIRECTIVE: Accidents and incidents of agency law enforcement vehicles which involve personal injury or property damage will be promptly reported and evaluated for any necessary corrective action or discipline in accordance with state law and department procedures. At the same time, care must be exercised to demonstrate appropriate concern and support for employees who may be injured. This directive is inclusive for all accidents/incidents, including those that involve only one vehicle.

DEFINITIONS

- A. **Accidents:** The causing or incurring of damage or injury, whether or not the vehicle concerned is the moving unit. Not an incident.
- B. **Collision:** Accident or incident.
- C. **Employee:** A person who performs a service, function or duty for a state agency. This shall include, but not limited to, positions classified as follows: permanent (full-time or part-time), temporary, consultant, contractor, and volunteer.
- D. **Incapacitating Personal Injury:** Any injury, other than a fatal injury, which prevents the injured person from walking, driving or normally continuing the activities he/she was capable of performing before the injury occurred.
- E. **Incident:** Incidents are cases where a state vehicle incurs damage as a result of some action (vandalism, acts of nature, etc.) not fitting the definition of an accident. Incidents are not

used in calculating accident frequency rates.

- F. **Line of Duty:** A concept applicable only to law enforcement officers. An officer is considered to be performing "in the line of duty" when that officer is engaged in activities pursuant to the laws, regulations, policies, procedures, or instructions issued by proper authority.
- G. **Motor Vehicle:** Any vehicle, self-propelled or drawn by mechanical power, designed and licensed to be principally operated on the highway in the transportation of property or passengers.

PROCEDURES

A. Employee/Driver Responsibilities

- 1) If the collision of a law enforcement vehicle involves incapacitating personal injury, death or a privately owned vehicle, another government vehicle, or damage of \$1000.00 or greater it will be investigated by the South Carolina Highway Patrol (SCHP) in accordance with '56-5-765 of the S. C. Code of Laws and this Directive. The SCHP and the employee's immediate supervisor will be notified in the quickest means available (normally through the Communications Center).
- 2) All collisions will require that an incident report be submitted to the officer's supervisor
- 3) If the SCHP or another agency declines to investigate, a notation to that effect should be made (including name of officer and agency) in this agency's Operator's Report of Accident/Incident form. Within 24 hours of any collision requiring a report, the affected employee's supervisor will furnish or obtain the following information:
 - (a) The statement of the driver;
 - (b) A statement as whether the accident was "in the line of duty";
 - (c) A copy of the TR-310 (accident report) or incident report, as appropriate;
 - (d) The driver's license number and estimated amount of property damage for each party involved;
 - (e) The Operator's Report of Accident/Incident form;
 - (f) Law Enforcement Checklist (see attached);
 - b) Vehicle Accident Memorandum (see attached); and
 - c) Statement from immediate supervisor (endorsed by the chain-of-command) noting that DNR (i.e. supervisor) has reviewed the accident to determine if all applicable DNR Policies or Directives have been adhered to and if appropriate disciplinary actions have been taken if necessary.
- 4) Information not available within 24 hours due to weekends, holidays or other circumstances beyond reasonable control will be furnished or obtained as soon as possible.
- 5) In any collision resulting in damage to an unattended vehicle or to fixtures legally placed upon or adjacent to a highway, the agency's driver will take reasonable steps to locate and notify the owner or person in charge of such vehicle or fixture, and if not located, a written notice giving name, address of the driver, telephone number and owner of vehicle shall be left in a conspicuous place.

B. Supervisor's Responsibility

- 1) Ensure completion of procedures described in Section A by the employee(driver), or other employee(s), if the employee (driver) is physically able;
- 2) Furnish opinion as to whether collision was in the line of duty;
- 3) Promptly forward all information identified in paragraph A3 to the Accident Review Officer (ARO), usually within 72 hours;
- 4) Written recommendation to discipline employee or not; and
- 5) Follow through with recommendation of Accident Review Panel for corrective action.

C. Accident Review Panel (ARP)

- 1) An Accident Review Panel (ARP) comprised of members from SLED, DPS and DNR will review all reports that qualify of vehicle collisions to determine cause and to establish responsibility, where appropriate.
- 2) DNR members are appointed by the Director upon recommendation of the Deputy Director for Law Enforcement.
- 3) The ARP will forward its findings to the Director upon completion of its review.

D. Accident Review Officer (ARO)

- 1) The ARO will forward all required information to the ARP for consideration;
- 2) The ARO will also furnish to the ARP any information available regarding previous at fault accidents by the affected employee (driver) upon request;
- 3) The ARO will also furnish the collision information to the agency Vehicle Fleet Coordinator, who will report to and liaise with the State Insurance Adjuster, as appropriate;
- 4) The ARO will receive findings of the ARP from the Director and forward them to the appropriate supervisor;
- 5) The ARO will maintain appropriate records and will file disciplinary actions approved by the chain-of-command as directed by the Deputy of Law Enforcement;
- 6) The ARO will serve as an ex-officio member to the ARP; and
- 7) The ARO will provide a quarterly report to the Deputy Director for Law Enforcement listing accidents, the ARP findings and an annotation as to employee disciplinary action if any.

E. Drug and Alcohol Testing

- 1) All enforcement officers involved in a serious vehicular collision may be required to submit to a drug and alcohol test as established in DNR Policy #705.05 (Drug and Alcohol Testing Policies and Procedures). A serious collision as defined in this case as:
 - (a) Any collision involving the death of a human being,
 - (b) Any collision where there is incapacitating personal injury,
 - (c) Any collision where one or more of the involved vehicles are towed away from the scene,
 - (d) Any collision where the combined property damages exceeds \$2,499.00, and
 - (e) Any collision where the supervisor or investigating officer has reasonable suspicion that alcohol or drugs is a factor for the accident.

F. Appeals

- 1) The findings of the ARP may be appealed; and
- 2) Appeals of an ARP finding must be made within 10 working days of the employee receiving the decision and must be made in writing to the ARP via the Accident Review Officer (ARO).

APPROVED:

A.C. Frampton

A.C. Frampton, Colonel

South Carolina Department of Natural Resources

Law Enforcement Division

Law Enforcement Vehicle Collision

Officer's Name _____

Region # _____

- Contact Jean Beane within 24 hours of accident, 803-734-3933, fax 803-734-5973, e-mail beanej@dnr.sc.gov, copy of SCDNR Operator Report of Accident/Incident form and SCHP FR-10 form.

Forward to Major:

- Memorandum from Captain advising vehicle accident/incident has been investigated by DNR, if any policies or procedures were violated and any corrective action.
- Memorandum from employees direct supervisor as to whether the accident was/was not in the line of duty.
- SCDNR Operator Report of Accident/Incident form to include statement.
- The statement(s) of all witness(s), if given.
- A copy of the **TR-310 (Accident Report from S.C.H.P. required if over \$1000.00 in damages to vehicle, involving privately owned vehicles, involving injury or death)** or incident report as appropriate.
- The drivers license number, will be on TR-310.
- Estimated amount of property damage for each party involved, will be on TR-310.

Information not available shall be forwarded as soon as possible for administrative purposes.

Copies: Original to Major _____
Copy to Lieutenant Monnet _____
Copy to Business Manager _____
Copy to Ms. Jean Beane _____
Copy to DPS _____

South Carolina Department of Natural Resources

Law Enforcement Division

MEMORANDUM

TO: Major _____

FROM: Captain _____

DATE: _____

SUBJECT: Officer _____ Vehicle Accident on _____

I have investigated the above vehicle accident and determined: (check one)

Yes DNR Policies and/or Procedures were violated. I recommend the following corrective action be taken:

No DNR Policies and Procedures were not violated and no further action is required.

Major Approval: _____

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

DIRECTIVE #: D 304

PAGE 1 OF 3

SUBJECT: TRANSPORTATION OF PRISONERS

DATE: NOV. 21, 1997

RELATED DIRECTIVES, STANDARDS, ETC:

LAST REVISION: SEP 1, 2011

RESPONSIBLE AUTHORITY: DEPUTY DIRECTOR OF LAW ENFORCEMENT

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PURPOSE: The purpose of this directive is to provide guidelines for transporting persons in custody of law enforcement officers of this division between points of arrest and initial booking.

DIRECTIVE: Transporting prisoners is a potentially dangerous function. Therefore, it is the practice of this law enforcement division to take the precautions necessary while transporting prisoners to protect the lives and safety of officers, the public, and the person in custody.

PROCEDURES

A. Vehicle Inspection

- 1) All vehicles used for prisoner transport shall be placed for readiness as follows:
 - (a) All windows shall be intact and outer door latches in proper working order.
 - (b) Prior to placing a prisoner in the vehicle for transport, the transporting officer shall inspect the interior for weapons or contraband. The vehicle shall be searched again after the prisoner has been delivered to the detention facility or other destination.

B. Handcuffing/Use of Restraints

- 1) Officers shall handcuff (double-locked) all prisoners with their hands behind their back, except as found in Number 2 below.
- 2) The officer may handcuff the prisoner with his/her hands in front, or use other appropriate and approved restraining device(s) where the prisoner:
 - (a) is in an obvious state of pregnancy,
 - (b) is in a boat, provided that the prisoner is properly fitted with an approved personnel flotation device (PFD),
 - (c) has a physical handicap, or

- (d) has injuries that could be aggravated by standard handcuffing procedures.
- 3) Females shall be subject to the same handcuffing and restraint policy as males unless otherwise exempted by this policy.
- 4) Prisoners shall not be handcuffed to any part of a vehicle or vessel during transport.
- 5) Additional approved restraint devices may be used to secure a prisoner who poses a threat to him/her or to the public.
- 6) Officers are prohibited from transporting prisoners who are restrained in a prone position.

C. Transport

- 1) Prior to transport, all prisoners shall be thoroughly searched for any weapons or contraband.
 - (a) A protective search should be conducted by an officer of the same sex as the prisoner whenever practical.
 - (b) The transporting officer(s) should search the prisoner regardless of searches that may or may not have been conducted by arresting officer(s).
- 2) Females shall not be handcuffed to male prisoners and should normally be separated during transport, if practical.
- 3) Juveniles **shall not** be transported in the same vehicle with adult prisoners.
- 4) Special precautions shall be employed when transporting high-risk prisoners.
 - (a) Waist chains should be employed in addition to handcuffs; and
 - (b) Rival gang members should not be transported together.
- 5) Prior to initiating the transport, the officer shall provide the communications center with the following information when possible:
 - (a) Arrest location and destination of transport; and
 - (b) Time and mileage readings before and after transport of a prisoner. Mileage may be omitted in boats.
- 6) The officer should use care when assisting a prisoner into the vehicle or vessel for transport.
- 7) Prisoners shall be transported in vehicles and vessels in a manner that allows for constant visual observation. Seating of officers and prisoners should conform to the following:
 - (a) Where the vehicle has a security screen and only the transporting officer, the prisoner shall be placed in the back seat on the right-hand side of the vehicle. When the vehicle is not equipped with a security screen and has only one transporting officer, the prisoner shall be placed in the right front seat.
 - (b) When a prisoner is being transported in a two-officer passenger vehicle (sedan, utility vehicle) without a security screen, the prisoner shall be placed in the right rear seat. The second officer shall sit in the left rear seat behind the driver.
 - (c) When a prisoner is being transported in a one-officer pickup, the prisoner shall be placed in the front seat. If two officers are in the pickup, transport assistance should be requested.
 - (d) Leg restraints shall be used when an officer believes the prisoner has a potential for violent behavior.
 - (e) All prisoners shall be secured in the vehicle by proper use of a seat belt.
- 8. The physical well being of prisoners shall be monitored during transit. Particular attention shall be directed to persons reported or suspected of being under the influence of drugs and/or alcohol or who have a history or propensity for violence.

- (a) Prisoners who report/display symptoms of serious illness during transit shall be taken to the nearest emergency room for treatment.
 - (b) Escorting officers shall remain with the prisoner (patient) at all times unless relieved by other authorized personnel.
 - (c) Potentially violent persons in custody shall be restrained at all times in the treatment facility unless such restraint would interfere with essential treatment.
- 9) Symptoms or reports of physical or mental illness (such as threats of suicide or psychotic behavior) shall be reported to the booking officer and both the information and the notice to the booking officer shall be documented.
 - 10) Any wheelchairs, crutches, prosthetic devices, and medication should be transported with, but not in the possession of the prisoner.
 - 11) Prisoners shall not be left unattended during transport.
 - 12) Officers shall not engage in enforcement activities while transporting prisoners unless failure to act would risk death or serious bodily injury to another. In non-life threatening yet serious situations, officers should call for back-up assistance and may remain on-hand until such assistance has arrived.
 - 13) Any escape shall immediately be reported to the communications center together with a complete description of the fugitive, mode and direction of travel, crime and propensity for violence, if known.
 - 14) Approved personal flotation devices must be worn by prisoners at all times while on a boat.

APPROVED:



A.C. Frampton, Colonel

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

DIRECTIVE #: D 327

PAGE 1 OF 2

SUBJECT: DNR AGENCY VESSEL ACCIDENTS/INCIDENTS

DATE: NOV 21, 1997

RELATED DIRECTIVES, STANDARDS, ETC:

LAST REVISION: SEP 1, 2011

RESPONSIBLE AUTHORITY: DEPUTY DIRECTOR OF LAW ENFORCEMENT

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PURPOSE: The purpose of this directive is to provide employees with guidelines for reporting accidents / incidents involving state owned vessels and ensure agency compliance with applicable laws and regulations.

DIRECTIVE: Accidents/Incidents and collisions of agency vessels which involve personal injury or property damage will be promptly reported and evaluated for any corrective action or discipline in accordance with state law, departmental policy and procedures. This directive is inclusive for all accidents /incidents, including those, which involve only one vessel.

PROCEDURES

A. Employee/Operator/Supervisor Responsibilities

- 1) All DNR employees and DLEOS acting in their official capacity will immediately report to his or her supervisor any accident /incident involving any DNR vessel.
- 2) The operator will provide their immediate supervisor a written report or statement about the accident/incident within 72 hours of the accident/incident, or as directed by a supervisor.
- 3) The supervisor will notify the Law Enforcement Investigations Section immediately, upon determination of an accident/incident that causes injury or damage to private property, without fatality, and request an investigation of the accident/incident.
- 4) If the supervisor determines that the accident/incident did not cause injury or damages to private property, the supervisor will conduct the investigation themselves or assign the investigation to a designated officer.
- 5) In an accident/incident involves a fatality the supervisor will notify the Region Captain or

appropriate Supervisor immediately.

- 6) Supervisors must ensure that all investigative responsibilities and procedures are followed and completed.

NOTE: All accidents/incidents involving DNR vessels assigned to agency divisions other than the Law Enforcement Division will be investigated by the Law Enforcement Investigations Section.

B. Investigative Responsibilities

- 1) If the accident/incident involves an agency vessel and causes damage to private property or injury to any person, with no fatality, the accident/incident will be investigated by the Law Enforcement Investigations Section.
- 2) If the accident/incident involving an agency vessel causes damage to the agency vessel only, the accident/incident will be investigated by the assigned region officer.
- 3) If the accident/incident involving an agency vessel involves a death, the accident/ incident will be investigated by the United States Coast Guard or a state law enforcement agency other than SCDNR.

C. Law Enforcement Vessel Accident/Incident Review

- 1) All agency accident/incident investigations conducted in the region will be reviewed by the appropriate supervisor for determination of any disciplinary action.
- 2) All agency vessel accident/incident investigations conducted by the Law Enforcement Investigations Section will be reviewed by the investigations supervisor and senior staff designee of determination of any violation of policy, directive, state or federal law.

Approved:



A.C. Frampton, Colonel

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

DIRECTIVE #: D 331

PAGE 1 OF 3

SUBJECT: VEHICLE PROCUREMENT, ASSIGNMENT, USE,
MAINTENANCE AND REPAIR

DATE: SEP 1, 2000

RELATED DIRECTIVES, STANDARDS, ETC:

LAST REVISION: JUL 2, 2012

RESPONSIBLE AUTHORITY: DEPUTY DIRECTOR OF LAW ENFORCEMENT

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PURPOSE: To provide guidelines for the procurement, assignment, use, maintenance and repair of Division vehicles in compliance with the South Carolina Motor Vehicle Management Act and the South Carolina Consolidated Procurement Code.

DIRECTIVE: The purpose of assigning vehicles is to enable each officer to more effectively handle routine duties and emergency situations and assist other agencies whenever and wherever necessary. In recognition of the fact that this Division has a finite amount of resources and manpower with which to meet unpredictable statewide needs, which may require immediate response, it shall be the intent of this Division to enhance our mission ability by issuing enforcement officers with take home vehicles. In order to provide Law Enforcement services that meet the needs and expectations of the citizenry, the Law Enforcement Division of the DNR sets forth the following procedures for the procurement, assignment, use, maintenance and repair of motor vehicles.

PROCEDURES

A. Procurement

- 1) Based upon a needs assessment to determine the type and number of vehicles to purchase in a fiscal year, it is the intention of the Law Enforcement Division to purchase all vehicles in accordance with established procurement guidelines set forth by the State law and Department policy.
- 2) An officer's specific job responsibilities may necessitate that a vehicle be equipped with additional features not included on the standard state contract (optional items: extended cab trucks, cruise control, electric windows/door locks, etc.). In addition, the job may require that a vehicle not included on state contract be procured in order to meet stated job needs. In the above situations the immediate supervisor of the intended assignee will provide a specific written justification for assignments/procurement. The justification will include but is not limited to the following areas: intended assignee, specific job

duties and specific type vehicle requested. Such request shall be approved by the LT Colonel and Colonel through the chain of command.

B. Assignment

- 1) Each sworn member, excluding Deputy Officers, with current certification, as a law enforcement officer will be permanently assigned a vehicle.
- 2) Vehicles shall be assigned on a "mission appropriate" basis whenever possible. The Law Enforcement Division will determine the assignment of vehicles based on general mission needs and specific job tasks to be performed.
- 3) Vehicles intended for DNR Law Enforcement needs must be capable of performing various job related tasks and in situations including, but not limited to: heavy duty towing capabilities; cargo carrying capabilities; on-off road capabilities; adverse weather conditions; and emergency response situations.
- 4) The assignment of law enforcement vehicles to DNR officers is determined by the necessity of using the vehicle as a daily support base. The vehicle must be capable of storing and securing a large assortment of equipment assigned to the officer.
- 5) Vehicles that generally meet these needs are: full-size sedans; four by four pickups (regular/extended cab); and specialized utility vehicles.
- 6) The DNR Law Enforcement Division utilizes a combination of marked and unmarked vehicles to accomplish its mission needs. A marked unit will display government tags, DNR department decal and usually be black in color. In the assignment process unmarked vehicles (non-government tags, no DNR department decal, random colors) may be assigned for the following applications:
 - a) Captains and above
 - b) Internal Affairs
 - c) Executive Protection
 - d) Field Operations(one per county, per region)
 - e) Region Covert Coordinator
- 7) No vehicle will be exempt from the requirement of a DNR decal or non-government until the required paperwork has been completed and approved.
- 8) Lieutenants will have no decals, standard color issue with SG tag unless they are issued the designated undercover vehicle for the county they are assigned.

C. Use

- 1) DNR Law Enforcement officers are subject to call at all times and may be required to travel outside their assigned area. In order to facilitate this requirement, DNR Law Enforcement officers utilize sophisticated statewide communications systems including pagers and radios. DNR Law Enforcement officers are expected to take appropriate action to enforce natural resource laws, investigate crime scenes, respond to emergency situations and to assist other governmental agencies as needed. Special equipment such as weapons, bulletproof vests, restraining devices, personal flotation devices (PFD) and protective clothing are issued to each officer are to be carried in the vehicle.
- 2) DNR Law Enforcement officers will comply with motor vehicle laws while operating state issued vehicles. No officer has impunity to commit traffic offenses; however, due to exigent circumstances, it may be necessary to disregard certain traffic regulations while maintaining due consideration for public safety.
- 3) DNR officers will operate motor vehicles in a safe manner. Officers will observe good driving practices and be mindful that they set the example as law-abiding motorists.

Officers are to ensure that vehicles are in safe operating condition. Officers operating a DNR vehicle in a careless or negligent manner may be disciplined according to SCDNR Disciplinary Action Guidelines.

- 4) DNR officers must be emotionally and physically fit to operate a motor vehicle. Any person who has recently consumed alcohol should operate no DNR vehicle. Officers operating a DNR vehicle must be fit for duty. The Deputy Director of Law Enforcement may approve exceptions to this guideline for special operations.
- 5) Marked vehicles should be utilized to initiate vehicle stops whenever possible. When making stops with unmarked vehicles, officers are to exercise all necessary measures to identify themselves and their vehicle as an official law enforcement vehicle.
- 6) Officers are expected to limit the use of their vehicle when not actively working or on-call.

D. Maintenance and Repair

- 1) All non-warranty maintenance and repair of DNR vehicles shall be conducted by a qualified and reputable facility. All other non-warranty repairs and maintenance shall be conducted through DNR approved commercial vendors. All contracts entered into with commercial vendors will comply with the procurement requirements contained within the South Carolina Consolidated Procurement Code.
- 2) All maintenance and repair that qualifies for warranty, recall or other possible reimbursements or exclusion from charges will be made at the designated vendor.
- 3) Each DNR vehicle should be maintained in accordance to the manufacturer's prescribed maintenance schedule, in accordance with established DMV Maintenance schedule. This maintenance will be logged on the vehicle handbook provided by the manufacturer and logged on the Department's Police Pack Vehicle Maintenance log at the Region personnel.
- 4) Each officer shall be responsible for the general maintenance of the vehicle.
- 5) It shall be the responsibility of each officer to keep the vehicle clean, usually at the officer's expense and in good operating condition.
- 6) Supervisors shall conduct a periodic inspection to ensure officer's compliance with the above guidelines and to meet Employee Performance Management System criteria.

APPROVED:



A.C. Frampton, Colonel

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
LAW ENFORCEMENT DIVISION DIRECTIVE

DIRECTIVE #: D 337

PAGE 1 OF 3

SUBJECT: BOAT OPERATIONS AND TRAINING PROGRAM

DATE: MAR 15, 2014

RELATED DIRECTIVES, STANDARDS, ETC:

LAST REVISION: MAR 15, 2014

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 providing well-qualified and highly trained individuals through an accreditation process by receiving and maintaining a national standard of maritime training and credentialing in accordance with The National Association of State Boating Law Administrators (NASBLA), Boat Operations and Training Program (BOAT), and the United States Coast Guard.

PURPOSE: The SCDNR Division of Law Enforcement is the primary agency in the state of South Carolina who has the sole responsibility for maritime law enforcement, boating education, and boat accident investigation and reporting. This Directive is intended to provide a systematic approach to boat crew and boat operator training in order to develop SCDNR Officers with search and rescue and special response capabilities that withstand the scrutiny of the federal training standards and response capabilities. The Boat Operations and Training (BOAT) Program establishes a US Coast Guard recognized national standard for the training, qualification, and credentialing of law enforcement officers in the marine environment. Implementation provides the guidance and protocols in a standardized process to ensure our Agency can interact with other maritime agencies and ensure our division to be the most professional maritime law enforcement agency in the state.

DIRECTIVE: All members of the Uniformed Division of Law Enforcement up through the rank of First Sergeant shall be trained in and adhere to the standards established under the NASBLA BOAT program.

DEFINITIONS:

- A. NASBLA-National Association of State Boating Law Administrators
- B. BOAT Program-Boat Operation and Training Program
- C. Colonel-Deputy Director of Law Enforcement
- D. Division-Division of Law Enforcement
- E. Member-A commissioned officer with the DNR Law Enforcement Division
- F. Program Manager-BOAT Program manager
- G. Director of Training-Training Lieutenant responsible for training programs within Division

PROCEDURES:

- A. The Program Manager will implement and supervise the SCDNR Boat Program and serve as the NASBLA Boating Law Administrator.
- B. The Director of Training will coordinate the training of the SCDNR BOAT program across the state and will be responsible for the documentation and maintenance of the training systems records as well as currency requirements. He will report directly to the Program Manager in all matters pertaining to the BOAT Program.
- C. The Divisions BOAT Program will have established currency requirements that must be met annually as part of each officers EPMS. The Region Captain and Region Lieutenants will ensure that each officer through the rank of 1st Sgt completes the annual requirements as established and report same to the Director of Training who will document in the officers training record with a letter of certification.
- D. Boat Crew-the minimum standard for all Game Wardens in the state and will be completed as a portion of the training during DNR Boating School.
 - 1). DNR Boat Crew Qualifications-the following standards for personnel shall be implemented to show proficiency as a Boat Crew qualified officer.
 - a). Current DNR Firearms qualifications.
 - b). Must meet the NASBLA Boat Crew qualification standards or equivalent.
- E. Boat Operator-the minimum standard for all Game Wardens in the state and will be completed as a portion of the training during DNR Boating School.
 - 1). DNR Boat Operator Qualifications-the following standards for personnel shall be implemented to show proficiency as a Boat Operator qualified officer.
 - a). Officers must meet qualifications for Boat Crew or equivalent.
 - b). Officers must meet the NASBLA Boat Operator qualification standards or equivalent.
- F. Transition (Basic Boat Crew/Operator)-allows Officers currently assigned to field operations and previously trained under alternate standards to be recognized as certified Basic Boat Crewman and Basic Boat Operators after reviewing the following:
 - a). Relative DNR training records.
 - b). Time of service.
 - c). Specialized training.
 - d). Job experience.

IMPLEMENTATION: Division personnel should meet currency requirements through performance during normal operations or dedicated training operations in order to maintain competency in their respective positions and maintain requirements of EPMS.

- A. The Director of Training will report all completions of currency requirements to the

NASBLA BOAT Program for entry into the federal database.

- B. Requalification is required for those officers that have a break in service of more than one year or fail to meet the currency qualifications in a given year as outlined in EPMS.
- C. Outside agency instruction will be conducted at the direction of the Colonel in consultation with the Program Manager and the Director of Training.
 - 1). Outside agency instruction will be conducted in accordance with the established BOAT Program standards and a registration fee will be assessed for each student completing the course in order that they may be entered into the federal database.
 - 2). The Director of Training will submit all fees and copies of all training records to NASBLA in accordance with the procedures spelled out by the NASBLA BOAT Program.

Approved:



A.C. Frampton, Colonel

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

DIRECTIVE #: D 344

PAGE 1 of 3

SUBJECT: REPORTABLE BOAT INCIDENT/ACCIDENT
INVESTIGATIONS

DATE: JUL 1, 2004

RELATED DIRECTIVES, STANDARDS, ETC:

LAST REVISION: SEP 1, 2011

RESPONSIBLE AUTHORITY: DEPUTY DIRECTOR OF LAW ENFORCEMENT

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PURPOSE: To establish procedures to be used when investigating a reportable boat incident / accident under the authority of the South Carolina Department of Natural Resources.

DIRECTIVE: Thorough procedures are necessary to ensure that all reportable boating incidents/accidents are investigated properly and in a timely manner.

DEFINITIONS

A. **Reportable Boat Incident/Accident:** Means an accident/incident, collision, or other casualty involving a vessel, which results in loss of life, injury which results in loss of consciousness, necessity for medical treatment, necessity to carry a person from the scene, disability which prevents the discharge of normal duties beyond the day of casualty, or actual physical damage to property including vessels in excess of the minimum amount set by the United States Coast Guard for reportable accidents.

NOTE: For Incidents involving DNR LE vessels, refer to (Directive 327 LE Vessel Accidents). In addition, any incident/accident involving a DNR vessel (including non-LE Vessels) must be investigated by the Law Enforcement Investigations Section.

PROCEDURES

- A. This section identifies two types of reportable incidents/accidents and establishes guidelines by which each is to be investigated. In all investigations, the Region Captain or the Law Enforcement Investigations Supervisor will be kept informed of the progress of the investigation.
- B. Non-fatal Boating Incidents/Accidents will be investigated by the DNR Law Enforcement Officer assigned to the incident/accident by the DNR Law Enforcement chain of command. When a non-fatal boat incident/accident occurs, the DNR Law Enforcement Officer will

respond to the incident scene and if it is determined that there is not a fatality, the responding officer will assume the duties as the reporting/investigating officer.

NOTE: In cases where an injury is determined by a medical doctor to be an injury considered "GREAT BODILY INJURY" the Region Captain or Region Supervisor may request the assistance of an Investigator from the Law Enforcement Investigations Section Supervisor. If the request is approved an investigator will be assigned to assist with the investigation however, the investigation will remain the responsibility of the assigned Region Officer unless death occurs.

- C. Fatal Boating Incidents/Accidents will be investigated by the Law Enforcement Investigations Section of the DNR. This includes all drownings involving a vessel.
- D. It shall be the duty of the investigator to notify the appropriate Victim's Assistance Coordinator/Advocate; in the absence of a coordinator, this responsibility will fall on the assigned reporting/investigating officer.
- E. Notification: When a boating incident/accident occurs and it is determined that there is a fatality involved, the following procedures will be adhered to:
 - 1) The responding DNR Law Enforcement Officer will notify an appropriate Supervisor and the Communications Section.
 - 2) The Communications Section will notify the appropriate Law Enforcement Investigator, Law Enforcement Investigations Supervisor and affected Region Captain or Lieutenant, and Senior Staff.

DUTIES

- A. Duties of the Marine Law Enforcement Investigator at a Fatal Boat Incident/ Accident scene:
 - 1) While in route to the scene the investigator may contact the responding officer(s) and give specific instructions on scene preservation, evidence collection, operator and witness identification and interviews; Responding Officers may be directed to perform other investigative duties pending the arrival of the investigator.
 - 2) Upon arrival at the scene the investigator becomes the lead officer and has final authority over the utilization of DNR resources in furtherance of the investigation.
- B. Duties of the Law Enforcement Investigator in relation to Reportable Boat Incidents/Accidents in general:
 - 1) Investigate any reportable boating incident/accident when a request is received and approved by the Supervisor of the Law Enforcement Investigations Section.
 - 2) Assist DNR Law Enforcement personnel with a reportable boat incident /_accident investigations upon notification.
 - 3) Provide insight and guidance in any SCDNR Boating Accident / Incident Reports completed by DNR Law Enforcement personnel for accuracy and completeness prior to submission to the Law Enforcement Investigations office for processing.
 - 4) Perform those duties and/or assignments involving reportable boat incidents/accidents as required by the Supervisor of the Law Enforcement Investigations Section.
 - 5) Keep local supervisors informed of the progress of ongoing investigations.

DOCUMENTATION

- A. All boating incidents/accidents will be documented on the SCDNR Boating Accident (BAR) form. The report will be completed and submitted by the investigating officer to his or her supervisor for review and approval. Both the reporting officer and supervisor must sign the report.
- B. The report should include witness statements, pictures, Victim's Information and a sketch of the incident.
- C. BAR's should be submitted in a timely manner and once approved forwarded by the region to the Law Enforcement Investigations Office.

APPROVED:



A.C. Frampton, Colonel

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
BOARD POLICY**

POLICY #: 302.01

Page 1 of 5

SUBJECT: Vehicular Pursuit

Revised July 1, 2004

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I. PURPOSE

The purpose of this policy is to provide guidelines to be followed during vehicular pursuit.

II. STATEMENT

It is the policy of this Department to minimize the risk of harm or danger to all individuals when enforcing the law. In an effort to protect lives the Department will regulate the manner in which vehicular pursuit is undertaken and performed.

III. DEFINITIONS

- A. *Vehicular Pursuit:* An attempt by an officer in an authorized emergency vehicle to apprehend a fleeing suspect who is attempting to avoid apprehension by the use of a vehicle.
- B. *Out of Jurisdiction Support:* An attempt by an officer in an authorized emergency vehicle to maintain surveillance of a fleeing suspect until an officer of competent jurisdiction may intervene.

IV. PROCEDURES

- A. Initiation of Pursuit
 - 1. Any enforcement officer in an authorized emergency vehicle may initiate a pursuit when the officer, after weighing the nature and gravity of the offense or situation, determines in his/her judgment that the need for apprehension of the suspect is greater than the danger of the pursuit to the public.
 - 2. Any law enforcement officer in an authorized emergency vehicle and having met the conditions of the preceding paragraph may initiate a vehicular pursuit when both of the following criteria are met:

- a. The person operating the vehicle is suspected of committing a felony or misdemeanor, and
- b. The suspect, if allowed to flee, could present a danger to human life or cause serious harm to property or natural resources.
3. The pursuing officer shall consider the following factors in determining whether to initiate pursuit:
 - a. The performance capabilities of the emergency vehicle;
 - b. The condition of the road surface upon which the pursuit is being conducted;
 - c. The amount of vehicular and pedestrian traffic in the area; and
 - d. Weather conditions.
4. Vehicular pursuits are not allowed in the following instances:
 - a. While emergency vehicle is towing a trailer; and
 - b. While non-sworn personnel are being transported in the emergency vehicle.

B. Pursuit Officer Responsibilities

1. The pursuing officer shall immediately notify communications center personnel that a pursuit is underway. The officer shall provide communications personnel with the following information:
 - a. Unit identification;
 - b. Location, approximate speed, and direction of travel of the fleeing vehicle;
 - c. Description and license plate number, if known, of the fleeing vehicle;
 - d. Number of occupants in the fleeing vehicle, and descriptions, where possible;
 - e. Reasons supporting the decision to pursue; and
 - f. Officer shall continue to provide continual update to communications as to location and conditions pertaining to the pursuit.
2. Failure to provide this information to the communications center may result in a decision by a supervisor or administrative staff to terminate pursuit.
3. The primary pursuit unit shall reduce the level of pursuit to that of support or backup unit where:
 - a. The fleeing vehicle comes under the surveillance of an air unit; or
 - b. Another vehicle has been assigned primary pursuit responsibility.

4. Any primary or backup unit sustaining damage that could adversely effect the performance of the vehicle, or the failure of essential vehicular equipment during pursuit shall not be permitted to continue in the pursuit. The unit shall notify communications so that another unit may be assigned to the pursuit, if available.
5. The officer initiating the pursuit will generally be considered the primary unit unless conditions warrant a change pursuant to this policy.
6. The primary unit officer will fulfill the responsibilities of the supervisor in the event that a supervisor is not available during a pursuit.

C. Communications Center Responsibilities

1. Upon notification that a pursuit is in progress, communications personnel shall immediately advise a supervisor and staff-duty officer of the essential information regarding the pursuit.
2. Communications personnel shall carry out the following activities and responsibilities during the pursuit:
 - a. Receive and record all incoming information on the pursuit and the pursued vehicle;
 - b. Control all radio communications and clear the radio channels of all non-emergency calls;
 - c. Obtain criminal record(s) and vehicle check of the suspects;
 - d. Coordinate and dispatch backup assistance. Contact aviation section for air support when feasible; and
 - e. Notify the Department of Public Safety (South Carolina Highway Patrol) and local jurisdictions to advise them of the situation.

D. Supervisor's Responsibilities During Vehicular Pursuit

1. Upon notification that a vehicular pursuit incident is in progress, the supervisor shall assume responsibility for the monitoring and control of the pursuit as it progresses.
2. The supervisor shall continuously review the incoming data to determine whether the pursuit should be continued or terminated.
3. In controlling the pursuit incident, the supervisor shall be responsible for coordination of the pursuit as follows:
 - a. Directing pursuit vehicles or air support units into or out of pursuit;
 - b. Redesignation of primary, support or other backup vehicle responsibilities.

4. The supervisor may approve and assign additional backup vehicles or air support units and may request other agencies to assist the primary and backup pursuit vehicles based on an analysis of:
 - a. The nature of the offense for which pursuit was initiated;
 - b. The number of suspects and any known propensity for violence;
 - c. The number of officers in the pursuit vehicles;
 - d. Any damage or injuries to the assigned primary and backup vehicles or officers;
 - e. The number of officers necessary to make an arrest at the conclusion of the pursuit; and
 - f. Any other clear and articulable facts that would warrant the increased hazards caused by numerous pursuit vehicles.

E. Traffic Regulations During Pursuit

1. Each unit authorized to engage in vehicular pursuit shall be required to activate headlights and all emergency vehicle equipment prior to beginning pursuit.
2. Officers engaged in pursuit shall at all times drive in a manner exercising reasonable care for the safety of themselves and all other persons and property within the pursuit area.
3. Officers are permitted to suspend conformance with normal traffic regulations during pursuit as long as reasonable care is used when driving in a manner not otherwise permitted, and the maneuver is reasonably necessary to gain control of the suspect.
4. Officers will continue to provide updated information to communications center or supervisor as to the location and progress of the pursuit.

F. Pursuit Tactics

1. Unless expressly authorized by a supervisor, pursuit shall be limited to the assigned primary and backup vehicles. Officers are not otherwise permitted to join the pursuit team, or follow the pursuit without supervisor approval.
2. Officers may not intentionally use their vehicle to bump or ram the suspect's vehicle in order to force the vehicle to a stop off the road or in a ditch unless authorized by a supervisor.
3. Departmental policy pertaining to use of deadly force shall be adhered to during the pursuit.

G. Termination of Pursuit

1. A decision to terminate pursuit may be the most rational means of preserving the lives and property of both the public and the officers and suspects engaged in pursuit. Pursuit may be terminated by the pursuing officer, the monitoring supervisor or administrative staff of the division.
 2. Pursuit shall be immediately terminated in any of the following circumstances:
 - a. Weather or traffic conditions substantially change and increase the danger of pursuit beyond the worth of apprehending the suspect;
 - b. The distance between the pursuit and fleeing vehicles is so great that further pursuit is futile; or
 - c. The danger posed by continued pursuit to the public, the officers or the suspect is greater than the value of apprehending the suspect(s).
 3. The pursuing officer shall relay this information to communications personnel, along with any further information acquired which may assist in an arrest at a later date.
- H. Inter-jurisdictional Pursuits
1. The pursuing officer shall notify the communications center when it is likely that a pursuit will continue across county or state lines.
 2. Pursuit into a bordering state shall be limited in scope to that of out of jurisdiction support provided to a neighboring state.
- I. A comprehensive report of the pursuit, with information from all involved officers will be prepared and forwarded by the supervisor to the Deputy Director for Law Enforcement through channels.

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
DEPARTMENT DIRECTIVE**

DIRECTIVE #: D201

Page 1 of 5

SUBJECT: Travel Regulations

Revised July 1, 2004

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DIRECTIVE

Travel and transportation at State expense will be authorized only when officially justified and by those means which meet State Government requirements consistent with good management practices.

A traveler on official business will exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of an assignment are not considered acceptable as exercising prudence. Travel by commercial airlines will be accomplished in coach or tourist class, except where exigencies require otherwise. Transportation to and from points of arrival and departure will be accomplished by the most economical method.

It is the duty and responsibility of the respective Deputy Director to insure compliance with these regulations.

I. Guidelines for Travel Reimbursement:

- A. Travel documents must be prepared in ink or typewritten.
- B. The "Request for Out-of-State Travel" form must be completed and attached to the travel document for employees traveling overnight out of state submitted to the Deputy Director.
- C. The complete trip must be shown on the travel document. One month may continue into another. Example: September 26 _ October 3. The only exception to this is at the end of the fiscal year.

- D. Travel documents must be reviewed and initialed by the employee's supervisor.
- E. If there is anything out of the ordinary pertaining to travel reimbursement, please write a note and attach it to the travel document.

II. Specific Reimbursement Categories:

A. Mileage:

- 1. Employee will be reimbursed at a rate established by the Annual Appropriations Act when using personal vehicle (when a State vehicle is unavailable) on necessary official business. The unavailability of a state vehicle should be noted on the travel document.
- 2. Employee will be reimbursed at a rate established by the Annual Appropriations Act whenever State vehicle is available, but the employee chooses to use his/her own vehicle for his/her own benefit when traveling on necessary official business.
- 3. Mileage is only shown on the travel document when employee uses his/her own personal vehicle. Mileage should not be shown when an employee uses a State vehicle.

B. Meals:

- 1. All meals will be reimbursed in accordance with guidelines established by the Budget and Control Board.
- 2. A person traveling must leave before or arrive after the times listed on the attached chart.
- 3. Military time should not be used when preparing the travel document. Twelve o'clock PM is noon, and twelve o'clock AM is midnight.
- 4. For one-day trips, reimbursement for meals will be allowed when any one of the following criteria is met. It is the responsibility of the Deputy Directors to determine whether or not this criterion has been met.

DIRECTIVE #: D201

Page 3 of 5

SUBJECT: Travel Regulations

Revised July 1, 2004

- a. When an employee is given an assigned task outside his/her normal work assignment. The employee's "normal work assignment" is usually a district or an assigned set of counties. In cases where the employee does not have a district or is considered to work statewide the employee may be reimbursed for cost of meals incurred more than 50 miles from his/her headquarters.
- b. An assigned task requires the employee to remain on the task beyond the normal working hours subject to State guidelines.
- c. An employee is directed to represent the Agency at a function in which a meal cost is incurred.

C. Lodging:

1. If two persons share a room, each person should obtain a receipt and attach it to the travel document.
2. If two people share a room, and one person pays for both; the motel receipt must show the names of both persons. If both names are not included on the motel receipt, the employee must add the name to the receipt; and a copy of the receipt must be attached to both persons' travel document. The Comptroller General's Office will only reimburse an individual for his or her share of the cost of a room even if one person may have paid for both.

D. Air Transportation:

Airline tickets are paid with a Purchase Order and are not to be included in the travel document.

E. Other Transportation:

This consists of rental vehicles, taxi, subway, shuttle bus, etc. The receipt for rental vehicles must be attached to the travel document for reimbursement. All other receipts, if obtainable, should also be attached to the travel document.

F. Miscellaneous Travel Expense:

This consists of parking, telephone calls, gasoline for rental cars or State vehicles (when State credit card is not acceptable by a vendor or is unavailable to the employee), portage, etc. Receipts (excluding portage) must be attached to the travel document for reimbursement. One personal phone call per day may be reimbursed. Please denote business calls on the bill.

G. Registration Fees:

1. The employee must attach the receipt of payment for registration to the travel document in order to be reimbursed.
2. If the meals are included in the registration fee, the amount allowed for the meals is to be subtracted from the registration fee and added to the "Meals" column of the travel document; the net amount is to be reflected in the "Registration Fees" column. A copy of the application or an itinerary must be included in the travel document.

H. Non-state Employee Travel:

The procedure for non-state employees' travel is the same as that of a State employee; however, the status of "Non-state Employee" must be noted on the travel document.

I. Per Diem:

This refers to non-state employees who are eligible for per diem expenses.

Note Times →	Breakfast: Not allowable on first day of travel (Overnight only)	Lunch: Leave <u>Before</u> 11:00 a.m. Return <u>After</u> 1:30 p.m.	Dinner: Leave <u>Before</u> 5:15 p.m. <u>Return</u> after 8:30 p.m.
In State	\$6.00	\$7.00	\$12.00
Out of State	\$7.00	\$9.00	\$16.00

* Reimbursement rates are subject to adjustments by the Comptroller General's Office.

DIRECTIVE #: D201

Page 5 of 5

SUBJECT: Travel Regulations

Revised July 1, 2004

**METHOD OF DETERMINING SUBSISTENCE
FOR OVERNIGHT TRAVEL**

When a state Employee is traveling in or out of the State on official State business, the following maximum reimbursement will apply:

1. The costs of meals will be reimbursed up to the maximum amount as provided for in the Single Calendar Day schedule. The time limitations for breakfast will not apply for overnight trips when returning early in the morning.
2. State employees who are required to perform their duties during the night shall be allowed reimbursement for breakfast even though their arrival time back to residence or headquarters occurs prior to 11:00 a.m. If the following conditions are met:
 - A. Employee must be in travel status (more than 10 miles from residence and/or headquarters)
 - B. Employee must be in travel status after 8:30 p.m. for a period of not less than six hours.

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
DEPARTMENT DIRECTIVE**

DIRECTIVE #: D202

Page 1 of 5

SUBJECT: Equipment Use and Care

Revised July 1, 2004

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DIRECTIVE

State-owned motor vehicles are authorized for use in the performance of all travel tasks necessary to accomplish Official State Business that is within the rated design capability of the vehicle. Use is not authorized for unofficial travel or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle.

In certain instances, non-state employees such as students, volunteers, contractual services personnel, inmates, and/or industry representatives may be permitted to operate state-owned vehicles. To qualify, however, such operation must clearly demonstrate an official relationship and benefit to the State, be acceptable within the liability insurance coverage provided on the vehicle, and be properly authorized by the Director or his/her designated representative. All persons who are authorized to operate a state-owned vehicle must meet standards set forth in the Office of Motor Vehicle Management's fleet safety program.

DEPARTMENT VEHICLE USE

I. Examples of Authorized Use for State-Owned Vehicles

- A. Travel between place of vehicle dispatch and place of performance of official business.
- B. When on official out-of-town travel status, travel between place of temporary lodging and place of official business.
- C. When on official out-of-town travel status and not within reasonable walking distance between either of the above places and:
 1. Places to obtain suitable meals.

DIRECTIVE #: D202

Page 2 of 5

SUBJECT: Equipment Use and Care

Revised July 1, 2004

2. Places to obtain medical assistance, including drugstores.
3. Places of worship.
4. Barber shops.
5. Cleaning establishments.
6. Similar places required to sustain health and welfare or continued efficient performance of the user, exclusive of places or entertainment.

D. Transport of officers, official employees or official guests of the State.

E. Transport of professional/commercial representatives when in the direct interest of the State.

F. Transport of materials, supplies, parcels, luggage kits or other items belonging to or serving the interests of the State.

G. Transport of any person or item in any emergency situation, provided such movement does not further endanger life or property.

H. Use of the vehicle when it is clearly serving the interest of the State.

I. The immediate family may accompany a State employee on an official out-of-town trip provided:

1. No additional cost/expense is incurred by the State of South Carolina for such travel.
2. Prior approval is obtained from the Deputy Director for such travel.

II. Examples of Unauthorized Use for State-Owned Vehicles

A. Travel or task of a personal nature having no connection with the accomplishment of official business or beyond the rated capabilities of the vehicle.

B. Transport of friends, associates, or other persons who are not serving the interests of the State.

C. Transport of hitch-hikers.

DIRECTIVE #: D202

Page 3 of 5

SUBJECT: Equipment Use and Care

Revised July 1, 2004

- D. Transport of items or cargo having no relation to the conduct of official business.
- E. Transport of acids, explosives, weapons, ammunition, non-prescribed medicines, alcoholic beverages, highly flammable material except by specific authorization or by a duly commissioned law enforcement officer acting within his or her assigned duty.
- F. Transport of any item of equipment or cargo projecting from the side, front, or rear of the vehicle in such a manner as to constitute a hazard to safe driving, to pedestrians or to other vehicles.
- G. Extending the length of time or travel beyond that required to complete the official purposes of the trip.
- H. Use of the vehicle to provide transportation between home and place of official business unless specifically authorized, in writing, by the Director. The fact that an employee is "on call" does not in itself justify this authorization. The urgency of employee availability and frequency of actual recall must be factually justified in order to qualify as authorized use.
- I. Travel to and/or from social events unless acting as an official representative of the State.
- J. Use of a vehicle while on vacation.

III. Accident Reporting

- A. Whenever an accident involving a State-owned or Department-operated motor vehicle occurs, the following reports must be made:
 - 1. In every event a driver of a State-owned vehicle involved in an accident resulting in property damage, injury, or death shall by the quickest means of communication available, give notice of such accident to the local police department (if such accident occurs within a municipality) or to the South Carolina Highway Patrol.
 - 2. Immediately notify supervisor or proper agency authority of all accidents. The State General Insurance Company must also be promptly notified. An accident report must be completed and filed with the Department of Transportation, P.O. Box 191, Columbia, S.C. 29202.

DIRECTIVE #: D202

Page 4 of 5

SUBJECT: Equipment Use and Care

Revised July 1, 2004

3. The driver of any vehicle involved in an accident so described shall give his name, address, and the registration number of the vehicle he is driving; and he shall, upon request provide the name, address, and policy number of his insurance company; and he shall also render to any person injured reasonable assistance, including making arrangements for the care of such persons.
4. Any such driver involved in an accident resulting in damages to fixtures legally placed upon or adjacent to a highway shall take reasonable steps to locate and notify the owner or person in charge of such property.
5. Any such driver involved in a collision with an unattended vehicle shall immediately stop and either locate and notify the operator/owner or leave in a conspicuous place on the struck vehicle a written notice giving the name and address of the driver and of the owner of the vehicle doing the striking with a short statement of circumstances.
6. Any such driver involved in such accident shall, in addition to these provisions, comply with all other requirements of the State, County, or City with respect to submitting written reports of accidents.
7. Copies of all vehicle accident reports placed in the files of employees involved in accidents, whether they are at fault or not must be submitted to the Director.

IV. Vehicle Maintenance

- A. The primary objective of proper vehicle maintenance is to provide for the maximum cost-effective use of the State-provided vehicle while assuring the readiness of the vehicle to perform the designated functions safely throughout the life expectancy of the vehicle. It is intended by this policy that this objective can best be achieved through the following procedures:
 1. Applying manufacturer's warranty provisions. Insuring that warranty work is accomplished by authorized service dealers while vehicle is under warranty and not charged to the State.
 2. Maintaining vehicles in a safe and serviceable condition to preclude the over-maintenance of the vehicle.
 3. Maintaining vehicles through a scheduled maintenance program devised either by the manufacturer, the State, or the Department in accordance with how the vehicle is utilized.
 4. Utilizing state-operated maintenance and service facilities when possible.
 5. Insuring vehicles are used for their intended purpose.

DIRECTIVE #: D202

Page 5 of 5

SUBJECT: Equipment Use and Care

Revised July 1, 2004

6. Insuring vehicles selected for special purposes are designed for those tasks.
7. Replacing vehicles at appropriate periods when extensive repairs are required.
8. Each individual or custodial supervisor is responsible for the proper maintenance of the vehicle he/she is assigned or which is under his/her custodial care. It shall be the responsibility of the Deputy Director to see that each employee under his/her supervision has a vehicle and equipment inspection by a supervisory employee each month. Any signs of abuse, negligence, or other infractions in vehicle and equipment care shall be documented and appropriate disciplinary action taken.

V. Decals on Department Vehicles

- A. All Department-owned vehicles are to be marked with the Department or State decal except designated personnel approved by the Director of the Department of Natural Resources in accordance with the State Budget and Control Board guidelines.

DEPARTMENT EQUIPMENT USE

- I. All equipment assigned to employees must be properly maintained and each supervisor is instructed to include the manner in which equipment is maintained in the routine performance appraisal and evaluation of employees. This matter is to receive careful attention and should be discussed fully with each employee when he/she is evaluated.
- II. All equipment to be replaced shall be deposited at Styx Warehouse and Compound where proper inventory transfers will be completed. The equipment shall be the responsibility of assignee until official transfer of property has been completed.
- III. No alterations, changes, deletions, or cannibalization is allowed.
- IV. All individuals who terminate from the Department will be required to return all inventoried equipment, as well as wearing apparel, badges, personal ID's and any other equipment items, or materials that are property of this Department.

**SOUTH CAROLINA DEPARTMENT OF NATURAL
RESOURCES
DEPARTMENT DIRECTIVE**

DIRECTIVE #: D903

Page 1 of 2

SUBJECT: Use of the Personal Flotation
Device (PFD) While On Board DNR
Vessels and Boating Safety Training

Approved: June 19, 2008

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STATEMENT OF POLICY

The Department of Natural Resources (DNR) wants to ensure the safety of its employees and visitors on board DNR vessels. The DNR requires that all employees and its visitors wear a Personal Flotation Device (PFD) while on board DNR vessels. All DNR employees are expected to wear a PFD at all times while on the water when on board a DNR vessel unless an exemption is authorized by the Division Director or Agency Director.

I. Exemptions

Exemptions must be approved by the vessel operator's Division Deputy Director. Exemptions will be granted when the wearing of a PFD (life jacket) interferes with one's safety while performing specific on board job duties. The vessel operator's Deputy Director may also grant an exemption based on the size of the vessel.

II. Children and Visitors

All children under 12 years of age who are on board a class A (less than 16 feet long) vessel must wear a U.S. Coast Guard approved Type I, II, III, or V PFD. The PFD must properly fit the child and be fastened.

Visitors 12 years of age and older are expected to wear a PFD at all times while on the water when on board a DNR vessel unless an exemption is granted. The DNR vessel operator shall obtain an exemption to wear a PFD **prior** to taking visitors on board a DNR vessel.

DIRECTIVE #: D903	Page 2 of 2
SUBJECT: Use of the Personal Flotation Device (PFD) While On Board DNR Vessels and Boating Safety Training	Approved: June 19, 2008

III. Maintenance of PFD

Employees who are issued PFDs are expected to regularly inspect them to ensure they are in good working condition. PFDs that are on board DNR vessels shall also be inspected regularly by the operator to ensure that they are in good working condition. Look for rips or tears, discolored or weakened material, insecure straps or zippers, or labels that are no longer readable. If using an inflatable PFD, check the status of the inflator and CO2 cylinder. If the cylinder has been used to inflate the PFD, replace the spent cylinder and re-arm it. Damaged PFDs are not to be worn and must be replaced with a PFD that is in good working condition.

IV. Boating Safety Training

All DNR vessel operators are required to complete the South Carolina Boating Safety Course offered by the DNR, an approved National Association of Boating Law Administrators (NASBLA) boating safety course, an U.S. Coast Guard Captain's License course, or obtained a U.S. Coast Guard Captain's License. Questions concerning approved courses or licensure should be directed to the vessel operator's Deputy Director.

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
HUMAN RESOURCES POLICY**

POLICY #: 700.04

Page 1 of 6

SUBJECT: Outside Working Activity
(Consulting, Moonlighting, Etc.)

Revised July 1, 2004

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STATEMENT OF POLICY

No employee of the South Carolina Department of Natural Resources shall accept any form of payment above his/her regular salary and authorized expenses for professional services rendered to any program for which he/she has administrative responsibility.

No Department employee shall be connected or affiliated with a commercial operation whose activity is regulated by the South Carolina Department of Natural Resources. (i.e., fur trapping, commercial fishing, etc.)

It is not considered ethical to accept consulting fees, gratuities or expenses from any group, organization or individual to whom professional services are rendered within the State if the service is justifiable as a legitimate function provided by the Department. This service should be rendered in the name of the Department and reimbursement for expenses should be claimed in the usual manner.

When invited to render a service, consulting fees may be accepted where there is no potential for or direct indication of a conflict of interest when an employee is on approved annual leave and expenses are not paid by the State. An employee shall not accept a consulting fee or gratuities for services rendered on State time nor shall he/she utilize State equipment or supplies.

I. Procedure

In the event that any full-time employee considers any outside working activity, whether self employment or otherwise which could result in the employee receiving any form of compensation, to include money, bartered products or services, free or reduced housing, utilities, etc., the employee must request permission from his/her supervisory chain of command through the respective Deputy Director before engaging in the proposed

POLICY #: 700.04

Page 2 of 6

SUBJECT: **Outside Working Activity
(Consulting, Moonlighting, Etc.)**

Revised July 1, 2004

activity. The supervisor(s) will evaluate the proposed outside working activity to ascertain that there is no conflict of interest or breach of policy guidelines in a manner conducive to protecting the employee's self-interest and avoiding potential criticism of the Department. The judgment of the supervisor(s), in this regard, is considered as part of the overall personnel management process for which the supervisor(s) will be held accountable.

Upon approval of the Division Deputy Director, all outside working activity must be submitted to the Human Resources Director for review and approval. The Agency Head retains the right to approve/disapprove any outside working activity.

Employees requesting to engage in outside activity must submit an Outside Working Activity Form (PDC-10) to their supervisor. If the outside employment is work for another State agency, the employee must be exempt and must complete a Dual Employment Form. A PDC-10 is to be submitted prior to December 31 of each year for continuing outside activities.

Upon proper final approval, a copy of PDC-10 will be returned to the requesting individual and the original will be maintained in the Office of Human Resources.

II. Dual Employment/Work for Another State Agency

The following additional criteria must be met when an employee performs work for other State agencies:

- A. In order to be eligible for dual employment with another state agency, an employee must be classified as an exempt employee under the Fair Labor Standards Act (FLSA) in order to avoid the potential overtime liability for DNR, since state agencies are considered one employer for FLSA purposes.
- B. The maximum compensation that an employee will be authorized to receive for dual employment shall not exceed 30% of the employee's annualized salary for the fiscal year.
- C. No employee shall be eligible for additional fringe benefits as a result of dual employment, including annual leave, sick leave, military leave, insurance and holidays. However, dual employment compensation shall be subject to such tax and retirement deductions as the Comptroller General or law may stipulate.

POLICY #: 700.04

Page 3 of 6

SUBJECT: **Outside Working Activity**
(Consulting, Moonlighting, Etc.)

Revised July 1, 2004

- D. Each request for approval of dual employment shall apply to only one (1) specific situation and shall be limited to a specific time frame which cannot extend beyond the fiscal year.
- E. If the duties to be performed constitute service by the employee on a board, commission or committee for which a per diem allowance is to be awarded, the employee is not eligible to receive such per diem allowance.
- F. Travel and subsistence paid to a State employee by the requesting (secondary) agency shall be in compliance with provisions of the annual appropriations act and any regulations promulgated by the Budget and Control Board or the Comptroller General's Office.

A Dual Employment Request Form must be completed and approved at the Division level then forwarded to the Office of Human Resources for final approval and adherence to criteria prior to the beginning date of employment. Employees who fail to obtain the appropriate approvals for outside working activity are subject to disciplinary action in accordance with Policy # 701.03, Standards of Disciplinary Actions (Willful Violation of Written Rules, Regulations or Policies).

III. Law Enforcement

No employee of the South Carolina Department of Natural Resources shall accept payment above his/her regular salary and authorized expenses for professional services rendered to any program for which he/she has administrative responsibility.

No Department employee shall be connected or affiliated with a commercial operation whose activity is regulated by the South Carolina Department of Natural Resources. (i.e., fur trapping, commercial fishing, etc.)

It is not considered ethical to accept consulting fees, gratuities or expenses from any group, organization or individual to whom professional services are rendered within the State if the service is justifiable as a legitimate function provided by the Department. This service should be rendered in the name of the Department and reimbursement for expenses should be claimed in the usual manner.

When invited to render a service, consulting fees may be accepted where there is no potential for or direct indication of a conflict of interest when an employee is on approved annual leave and expenses are not paid by the State. An employee shall not

POLICY #: 700.04

Page 4 of 6

SUBJECT: **Outside Working Activity**
(Consulting, Moonlighting, Etc.)

Revised July 1, 2004

accept a consulting fee for services rendered on State time nor shall he/she utilize State equipment or supplies.

A. Procedure

In the event that any full-time employee considers any outside working activity, whether self employment or otherwise which could result in the employee receiving compensation, the employee must request permission from his/her immediate supervisor before engaging in the proposed activity. The supervisor will evaluate the proposed outside working activity to ascertain that there is no conflict of interest or breach of policy guidelines in a manner conducive to protecting the employee's self-interest and avoiding potential criticism of the Department. The judgment of the supervisor, in this regard, is considered as part of the overall personnel management process for which the supervisor will be held accountable.

Employees requesting to engage in outside activity must submit a PDC-10 to their supervisor. If the outside employment is work for another State agency, the employee must complete a Dual Employment Form. A PDC-10 is to be submitted prior to December 31 of each year for continuing outside activities.

Upon proper final approval, a copy of PDC-10 will be returned to the requesting individual and the original will be maintained in the Office of Human Resources.

B. Dual Employment/Work for Another State Agency

The following additional criteria must be met when an employee performs work for other State agencies:

1. The maximum compensation that an employee will be authorized to receive for dual employment shall not exceed 30% of the employee's annualized salary for the fiscal year.
2. No employee shall be eligible for additional fringe benefits as a result of dual employment, including annual leave, sick leave, military leave, insurance and holidays. However, dual employment compensation shall be subject to such tax and retirement deductions as the Comptroller General or law may stipulate.

POLICY #: 700.04

Page 5 of 6

SUBJECT: **Outside Working Activity
(Consulting, Moonlighting, Etc.)**

Revised July 1, 2004

3. Each request for approval of dual employment shall apply to only one (1) specific situation and shall be limited to a specific time frame, which cannot extend beyond the fiscal year.
4. If the duties to be performed constitute service by the employee on a board, commission or committee for whom a per diem allowance is to be awarded, the employee is not eligible to receive such per diem allowance.
5. Travel and subsistence paid to a State employee by the requesting (secondary) agency shall be in compliance with provisions of the annual appropriations act and any regulations promulgated by the Budget and Control Board or the Comptroller General's Office.

A Dual Employment Request Form must be completed and approved at the Division level then forwarded to the Office of Human Resources for final approval and adherence to criteria prior to the beginning date of employment.

C. Use of Department Commission for Off-duty Employment

The following additional criteria must be met when a commissioned employee performs work that requires a law enforcement commission:

1. Use of commission weapon, holster, credentials and restraining devices are permitted for performing off-duty employment, however, it must be used in a manner that is in the public's best interest. Use of other DNR issued equipment or DNR logos/insignias must be approved on a case-by-case basis and its use must be deemed in the best interest of DNR.
2. If an officer is approved to use other DNR equipment or incurs any expenses to the Department for use of any other authorized equipment to include lost or damaged items while working off-duty employment, the officer must reimburse the Agency for the actual expenses. (The Agency Director on an annual basis will approve a list of reimbursement charges).
3. In addition to having the required PDC-10 "Authorization for Off-duty Employment Form" on file with the Department's Human Resources office, prior to working each specific off-duty job that requires the use of a Department issued commission, the officer must also complete a "Law Enforcement Authorization for Off-duty Employment Form". The officer

POLICY #: 700.04

Page 6 of 6

SUBJECT: Outside Working Activity
(Consulting, Moonlighting, Etc.)

Revised July 1, 2004

must complete the form and have it approved prior to working the off-duty job.

4. Off-duty employment performed by any commissioned law enforcement employee shall not be considered as work performed within the scope of his or her employment and neither the State, nor the Department shall be liable for any acts performed by the employee. (Section 23-24-30, SC Code of Laws)
5. If during the course of working approved off-duty employment a situation occurs that requires the officer to represent him/herself as a state law enforcement officer and respond to the situation in that capacity, the officer must comply with all state statutes, DNR Policies, Directives and routine operating procedures that would be applicable to the situation.
6. An officer, who causes the death of any person while working an approved off-duty job, shall be placed on inactive duty without pay for not more than thirty days. The officer shall not be reinstated until an investigation of the death has been held and the officer has been exonerated. (Section 23-24-40, SC Code of Laws)
7. Officers utilizing their law enforcement commission for approved off-duty employment are responsible for reporting additional income and compensation to the Internal Revenue Service (Federal) and Department of Revenue (State) in accordance with the established guidelines of these agencies.
8. Based on the needs of the Department and/or State of South Carolina as determined and/or directed by the Governor, the Department Board, Agency Director, Division Deputy Director, or their appointed designees, approved off-duty employment may be suspended and the officer recalled to duty immediately. In the event this action is required, neither the State, nor the Department shall be liable for any circumstances or actions that may result between the officer and an off-duty employer.

Officers requesting to work off-duty employment that requires use of their Department commission are required to advise their potential employer of this Policy and must have the employer acknowledge approval on the "Law Enforcement Authorization for Off-duty Employment Form".



SC Department of Natural Resources

Request for Approval of Outside Employment

Form No. PDC-10

Office of Human Resources

Employee's Name _____ Title _____

Employee's Social Security Number _____ - _____ - _____

Employee's Primary Responsibility with Department of Natural Resources

Outside Employment with _____

If state agency, please complete Dual Employment Form which can be obtained from the Office of Human Resources.

Hours (schedule & total hours per week) _____

Duration of outside employment _____

Outline of duties in detail

AGREEMENT STATEMENT – I understand that, if this outside employment is approved, my primary position with the South Carolina Department of Natural Resources will take priority over any potential conflicts with my outside job and my employment in said job will not adversely affect my performance with this Agency.

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

Approved _____ Disapproved _____

Division Director's Signature _____ Date _____

Approved _____ Disapproved _____

Executive Director's Signature _____ Date _____
(when applicable)

Approved _____ Disapproved _____

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Vehicle Management Handbook



South Carolina
Department of Natural Resources



DNR



FOREWORD

This handbook provides general information concerning the operation, maintenance, and accident reporting of all state/departmental vehicles. The information contained in this handbook is not all-inclusive or exhaustive. The language used in this handbook is not intended to create an employment contract between the employee and the South Carolina Department of Natural Resources (SCDNR). The department reserves the right to revise the contents of this handbook in whole or in part with or without notice.

Comprehensive information relative to departmental vehicles is pursuant to the State Motor Vehicle Management Act, Section 1-11-220 through 1-11-340, regulations promulgated by the Budget & Control Board, State Fleet Management (SFM), policies promulgated by the SCDNR Board and directives issued by the SCDNR.

Questions or comments concerning information contained in this handbook should be referred to the Deputy Director of Administrative Services (803-734-3884) or Fleet Manager (803-734-3933).

Revised and Published by
S.C. Department of Natural Resources
Division of Outreach Support Services
2014

DNR EMPLOYEE DRIVER RESPONSIBILITY

Every individual who drives a state-provided vehicle must abide by all applicable laws and regulations of the state of South Carolina and policies and directives of the department.

Any employee using a state-provided vehicle serves as a visible and recognizable ambassador of the agency and therefore should at all times display a professional appearance, exhibit sound judgement, and act responsibly.

PAGE	CONTENTS
5	SECTION I- STATE VEHICLE POLICIES Vehicle Assignment Vehicle Identification Official Use Policy Required and Prohibited Driving Practices Passengers
9	SECTION II- AGENCY VEHICLE POLICIES Decals on Department Vehicles Vehicle Use and Care
10	SECTION III- VEHICLE OPERATIONS Drive Defensively Traffic Violations Seat and Shoulder Belts Passengers Pushing and Towing Security Trip Logs
11	SECTION IV- STATE FUEL CREDIT CARD State Fuel Master Card Credit Card
13	SECTION V- MAINTENANCE
13	SECTION VI- HELPFUL TIPS What to do in Driving Emergencies Suggested Tool Kit for Repairs Safety Kit for Emergencies How to Jump-Start a Vehicle Equipped with a Mobile Radio
16	SECTION VII- INSURANCE
16	SECTION VIII- ACCIDENT REPORTING
18	APPENDICES A Examples of Authorized and Unauthorized Use of a State owned Vehicle B Preventive Maintenance Check List C Scheduled Vehicle Service D Operator Report of Accident / Incident

SECTION I

STATE VEHICLE POLICIES

The quotes below are taken from the State Fleet Management Manual (SFM), Administered by the Division of State Fleet Management, of the State Budget and Control Board, which governs all state vehicle fleets. A review of some pertinent paragraphs may be helpful and should address most questions.

- 1. Vehicle Assignment** - The most efficient use of motor vehicles results when they are pooled and available for use by all needing official transportation. With the exception of Constitutional Officers and full-time law enforcement officers, it is state policy that vehicles **not** be assigned to individuals by virtue of their positions. Criteria and prior approval requirements for individual assignment of state vehicles are fully described in the State Vehicle Fleet Manual.
- 2. Vehicle Identification** - State-owned motor vehicles are identified through the use of permanent state government license plates and state decals. If prior approval is obtained from SFM, agency decals may be substituted for the state seal decal. No vehicles shall be exempt from these requirements for identification except those approved by the Budget and Control Board. This requirement does not apply to certain law enforcement and human service vehicles where anonymity is required for the well-being of law enforcement officers or human service clients. The use of decals other than the state seal or approved agency decals is strictly limited. Limitations are fully described in the Motor Vehicle Management Manual.
- 3. Official Use Only Policy** - State-owned motor vehicles are authorized for use in the performance of all travel or tasks necessary to accomplish official state business that is within the rated design capability of the vehicle. Use is not authorized for unofficial travel or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle.

Examples of authorized and unauthorized use of vehicles are shown in Appendix A. Violation of the official use only policy is punishable under appropriate state employee disciplinary regulations.

4. Who May Drive a State Vehicle

A. Driver Qualifications

(1) The basic qualification for operation of a state vehicle is a valid, current South Carolina driver's license appropriate to the type vehicle being operated. Refer to the end of this Section for the various classes of S.C. driver's licenses.

(2) New state employees who have recently relocated to South Carolina may operate a state-owned vehicle using a valid driver's license from their former state for up to 90 days, at which time they must obtain a South Carolina driver's license.

(3) Contract or consultant personnel who reside outside South Carolina, but must operate a state vehicle while engaged in state business, may do so using a valid driver's license from their home state during the period in which their services are employed by the State of South Carolina.

(4) Employees who are spouses of active duty military personnel stationed in South Carolina may operate a state-owned vehicle using a current, valid driver's license from their state of residence.

(5) Employees who permanently reside in adjacent states, but work in South Carolina, may operate a state-owned vehicle using the license from their state of residence.

B. Other Drivers - It is basic state policy that only state employees, contractors, consultants or volunteers employed by the state drive state vehicles. In certain cases, such as illness or extreme fatigue on the part of the driver, spouses and dependents over the age of 21 may drive the vehicle for short periods in order to complete a trip. Under ordinary circumstances, spouses and dependents will not be allowed to drive a state vehicle. Dependent children under the age of 21 are not allowed to drive a State vehicle.

5. **Required Driving Practices** - Drivers will abide by applicable state and federal laws while operating state vehicles. Posted speed limits will be adhered to, and traffic signs or signals will be obeyed. Additionally, the following policies related to safety and/or security will be obeyed:
- A. **Wearing of Safety Belts.** All employees of the State of South Carolina and other occupants shall wear a safety belt at all times when operating or being transported as a passenger in a state-owned vehicle. It shall be each occupant's responsibility to ensure compliance with the state's safety belt law. It is unlawful to remove any seat belt or render it inoperable.
 - B. **Security.** State vehicles will be locked and ignition keys removed whenever the vehicles are unoccupied.
 - C. **Engines.** The engine of a state vehicle will be turned off at all times before the driver exits the vehicle.
6. **Prohibited Driving Practices** - At no time will a driver operate a state vehicle after such driver has partaken of alcohol, illegal drugs, or other controlled substances. The use of radar detectors in state vehicles is prohibited.
7. **Passengers** - Operators of state vehicles may transport such passengers as necessary to conduct official state business. Under no circumstances may hitchhikers be transported in a state vehicle. The immediate family may accompany a state employee on an official out-of-town trip provided:
- A. No additional cost/expense is incurred by the state for such travel.
 - B. Prior approval is obtained from the applicable agency head or his/her designee.
8. **Pets** - Pets will not be transported in state vehicles, with the exception of guide dogs for persons with visual or hearing impairments, or animals related to ones work task; example being agency's canine unit or animals required for presentation by agency's education staff.

Following are the classes of South Carolina driver's licenses:

- Class A.** Any combination of vehicles with a GVWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.
- Class B.** Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.
- Class C.** Any single vehicle, or combination of vehicles, that do not meet the definition of Group A or Group B, but either is designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials.
- Class D.** Operator's License; Allows you to drive a single unit or combination of vehicles not over 24,000 pounds gross vehicle weight. (Minimum age 15)
- Class E.** Allows the same as Class D and G, plus single unit or vehicles weighting over 24,000 pounds gross vehicle weight that do not meet the definition of group A, B and C. (Minimum age 16)
- Class F.** Non-commercial combination vehicles that exceed 26,000 pounds gross vehicle weight.
- Class G.** Allows you to operate a moped if you have a valid South Carolina driver's license.
- Class M.** Allows you to drive motorcycles and mopeds. (Minimum age 15)

SECTION II

AGENCY VEHICLE POLICIES

The quotes listed below are some Board excerpts from Policies and Directives of the South Carolina Department of Natural Resources (SCDNR). A review of this information may be helpful, but for a complete review please refer to the most current publication of the above.

The primary use of a department vehicle is to perform the task assigned to the individual in order to carry out his/her job responsibility and other assigned activities and duties necessary for efficient department operation.

All department employees who are assigned and/or using department vehicles or equipment are responsible for exercising due care in the use and maintenance thereof; however, no employee shall be held personally responsible for the costs of repair or replacement of any vehicle or equipment which is unintentionally damaged.

I. Decals on Department Vehicles - All department-owned vehicles are to be marked with the department or state decal except designated personnel approved by the Director in accordance with the Budget and Control Board.

II. Department Equipment Use - All equipment assigned to employees must be properly maintained and each supervisor is instructed to include the manner in which equipment is maintained in the routine performance appraisal and evaluation of employees. This matter is to receive careful attention and should be discussed fully with each employee when he/she is evaluated.

III. Equipment to be Replaced - All equipment to be replaced shall be deposited at Styx Warehouse and Compound where proper inventory transfers will be completed. The equipment shall be the responsibility of assignee until official transfer of property has been completed.

IV. Equipment Alternations - No alternations, changes, deletions, or cannibalization is allowed.

V. Employee Terminations - All individuals who terminate from the department will be required to return all equipment that is the property of SCDNR prior to termination.

VI. Motor Pool Vehicles - The aforementioned procedures regarding equipment care and use apply to permanently assigned vehicles of department employees. The general concepts of use and care for vehicles would also apply to motor pool vehicles, however, any penalty for equipment negligence and careless use would be at the discretion of the respective Deputy Division Director pursuant to in-depth investigation on a case-by-case basis.

SECTION III

VEHICLE OPERATION

- 1. Operating Your Department Vehicle** - The most important thing to remember is to operate your vehicle in accordance with the law and safety!

It is your responsibility to understand the various speed limits and motor vehicle laws in the area in which you are traveling and to observe them fully. **DRIVE DEFENSIVELY!**

- 2. Traffic Violations** - All speeding and traffic violations and any resulting fines are an employee's personal liability. They should be reported to an employee's supervisor immediately and resolved as promptly as possible.
- 3. Seat and Shoulder Belts** - Since the 1974 model year, all cars are equipped with the seat and shoulder belt in the front and seat belt in the rear. The state requires that the driver and passenger of state vehicles use these belts at all times.
- 4. Passengers** - You may have occasion to carry other employees or clients in the vehicle from time to time. However, do not pick up a hitchhiker or give rides to strangers. Do not accept compensation from anyone for riding in the vehicle with you.
- 5. Pushing and Towing** - Pushing and towing another vehicle with a state vehicle is not allowed. You might offer to send a towing service to help.
- 6. Security** - Whenever your car is left unattended, close the windows and lock the doors. If possible, lock luggage and your personal items in the trunk. The state does not insure personal belongings.

7. **Vehicle Trip Logs** - With certain exceptions (full-time Law Enforcement DNR Wildlife Officers) operators of department vehicles are required to keep a trip log and log all operation of the vehicle. All trips in a state vehicle will be recorded on the appropriate trip log. The completed trip logs are to be sent to Supply and Equipment by the 10th of the following month.
8. **Commuting and Personal Use** -
- A. Commuting between home and place of official business shall be the only authorized personal use of a state vehicle. No state employee may commute in a state vehicle unless specifically authorized by his/her agency head.
 - B. Commuting mileage shall be recorded on vehicle trip logs or exceptions reports, whichever is applicable. State employees shall report commuting use in accordance with Board instructions
 - C. Personal use may be allowed in those situations where it would not result in the operator substantially deviating from his/her normal business related route and where such use is either necessary or in the best interest of the state.

SECTION IV

STATE FUEL CREDIT CARD

1. **STATE GASOLINE FUEL/MASTERCARD:** A South Carolina Fuel/MasterCard Credit Card is issued to each vehicle. An auxiliary Fuel/MasterCard will be issued to those employees assigned other fuel consuming equipment. The following describes general provisions for the use of this card:
- A. **Honoring Oil Companies:**
Any vendor displaying the MasterCard logo and selling fuel.
 - B. **Authorized Purchases:**
 1. Gasoline: Regular, low lead, lead free from self service pump only.
 2. Diesel fuel for those vehicles with diesel engines from self service pumps.
 3. Motor oil (add only).
 4. Tire repair (not purchase).
 5. Washing and cleaning not to exceed \$15.00 per day.
 6. Emergency repairs: Defined as those repairs that cannot be

anticipated and requiring immediate attention during holidays, weekends, or after normal duty hours.

C. Unauthorized Purchases:

1. Storage, parking, or repairs other than those emergency or exceptions listed above.
2. Accessories and accouterments (floor mats, air freshener, ice or any other item) not required for the operation of the vehicle.
3. No purchase(s) for use by the employee.
4. Any repair not authorized above.

D. Credit Card Repairs:

1. The credit card is to be used for repairs only when authorized by appropriate authorities. Credit card repairs can only be used under circumstances involving non-routine, emergency conditions.

SECTION V

MAINTENANCE

Vehicle Maintenance Program - A vehicle maintenance program is designed to ensure that the Department's vehicle fleet is maintained in a safe and serviceable condition at the minimum possible cost.

SCDNR Motor Vehicle Maintenance Program.

- A. Operator Prevention Maintenance - This includes those basic items which any operator can check to ensure proper and safe functioning of their vehicle. For your convenience, an operator's preventive maintenance check list is included on Appendix B.
- B. Scheduled Service - All agency vehicles should be serviced every 3,000 miles or 3 months, whichever comes first. Items included in this service are shown on Appendix C.
- C. Repair - Includes major or minor repairs necessitated by vehicle breakdown or involvement in an accident. Repairs will be in accordance with agency policies as established through the Model Procurement Act and Purchasing Policies.

SECTION VI

HELPFUL TIPS

I. WHAT TO DO IN DRIVING EMERGENCIES

1. If the throttle sticks, try tapping the accelerator pedal a few times to see if it will spring back to its normal position. Or try to pull the pedal up with the toe of your shoe or have someone else reach down for it. If these techniques fail, shift into neutral and apply the brakes. Guide the vehicle off the roadway if you can. Then turn off the ignition.
2. If you have a fire under the hood, pull off the road, cut the engine, and get everyone out of the vehicle. Call 911 and report fire.

3. If the engine stalls, try to guide your vehicle onto the shoulder. If it stalls on the highway, do not turn off the ignition or you may cause the steering mechanism to lock. Shift into neutral, and guide your vehicle off the pavement and onto the shoulder. Turn on flasher, light flares, and get everyone out of the vehicle (in case you're hit from behind).
4. If you lose the steering, turn on your emergency flasher and sound your horn to warn other drivers and pedestrians while you come to a stop quickly.
5. If the brakes fail, pump your brakes rapidly to restore pressure. If that does not work, put the gear selector in a lower range. At the same time, apply the parking brake slowly. If all else fails, turn off the ignition and move the gear selector to Low. Guide your vehicle out of traffic lanes.
6. If the engine overheats, pull off the road and let the engine cool (minimum of 15 minutes). Check for coolant in the coolant tank. The coolant tank should have coolant showing, if not, carefully remove the radiator cap with a rag and check the coolant level. If it is too low, add water while the engine is running. Do not pour cold water into an overheated engine. Check for leaks.
7. If you have a flat on a busy road, guide the vehicle onto the shoulder. Never stop in traffic lanes.

II. Tool Kit For Repair (recommend assignees to purchase these items)

1. Adjustable wrenches
2. Insulated pliers
3. Insulated screwdriver
4. Sandpaper (for cleaning battery terminals)
5. Pocketknife
6. Electrical/duct tape
7. Light-gauge wire
8. Battery jumper cables
9. Tire gauge
10. Lubricant
11. Spare fan belt, fuses
12. Siphon pump
13. Jack lug wrench
14. Tire sealant - inflater

15. Quart of engine oil
16. Windshield solvent
17. Rags or paper towels

III. Safety Kit For Emergencies

1. Department issued first-aid kit
2. Fire extinguisher
3. Day/night reflectors
4. Flashlight
5. Distress flag
6. Jug of water
7. Blankets (in bright colors)
8. Highway map
9. Traction mats, tire chains
10. Shovel

IV. How To Jump-Start A Vehicle Equipped with a Mobile Radio

Before starting, put out all cigarettes and matches. Shield your eyes and face from the battery at all times.

Vehicles should be close, but not touching.

Turn off ignition in both vehicles and put transmissions in Park.

1. Disconnect radio fuse at battery.
2. Disconnect radio fuse at fuse block.
3. Connect red jumper cable clamp to the positive (+) red terminal on the dead battery of stalled vehicle.
4. Connect other red clamp to positive (+) terminal on booster battery.
5. Connect black cable clamp to negative (-) black terminal on booster battery.
6. Connect last black clamp to solid, stationary metal point on engine block of stalled vehicle.
7. Start engine of booster vehicle, then start engine of stalled vehicle.
8. Remove jumper cables in reverse order of the way you connected them.
9. After step 8, reconnect all fuses.

SECTION VII

INSURANCE

1. Insurance - As soon as an agency vehicle is received, it is automatically insured under a vehicle fleet policy (which is renewed annually), written by the state's reinsurer. This policy protects the state and its employees against claims from others resulting from an accident in which your state vehicle may be involved. The liability limits are equal to the maximum for which the state is liable. The state self-insures its vehicles with respect to unrecoverable losses from collision, fire, vandalism, and theft. Your constant attention to safe-driving practices will help the department hold this cost minimum.

SECTION VIII

ACCIDENT REPORTING

This procedure is intended to provide employees guidelines for reporting vehicular accidents and ensure agency compliance with applicable laws and regulations.

Vehicle accidents and collisions of agency law enforcement vehicles should refer to Directive D301. All other employees should refer to agency Directive D201.

The following procedures reflect actions that an agency employee should undertake regardless of what division employs him or her.

Reportable Accident: Any accident in which a state-owned vehicle is involved where such accident results in death, personal injury, or combined property damage equal to or in excess of \$100.00.

Accident Reporting

- A. Whenever an accident involving a state-owned or department-operated motor vehicle occurs, the following guidelines must be met:
 1. Whenever a driver of a state-owned vehicle is involved in an accident resulting in property damage, injury, or death

he or she shall by the quickest means of communication available give notice of such accident to the local law enforcement authority or to the South Carolina Highway Patrol.

2. Immediately notify supervisor or proper agency authority of all accidents. An accident report must be completed and filed with the Department of Public Safety. The agency's Accident Report must be completed and forwarded to the proper authorities of the agency and one's respective division. If the accident involves another vehicle or individual, the accident must be reported to the state's insurance adjuster:
American Southern Insurance, by calling 1-800-713-2205.
3. The driver of any vehicle involved in an accident so described shall give their name, address, and registration number of the vehicle they are driving; and shall, upon request provide name, address, and policy number of their insurance company; and shall also render to any person injured reasonable assistance, including making arrangements for the care of such persons.
4. Any such driver involved in an accident resulting in damages to fixtures legally placed upon or adjacent to a highway shall take reasonable steps to locate and notify the owner or person in charge of such property.
5. Any such driver involved in a collision with an unattended vehicle shall immediately stop and either locate and notify the operator/owner or leave in a conspicuous place on the struck vehicle a written notice giving the name and address of the driver and of the owner of the vehicle doing the striking with a short statement of circumstances.
6. Any driver involved in such accident shall, in addition to these provisions, comply with all other requirements of the state, county, or city with respect to submitting written reports of accidents.
7. Copies of all vehicle accident reports placed in the files of employees involved in accidents, whether they are at fault or not, must be submitted to the director.
8. Claims to Be Filed By Us - Our insurance company does not insure our collision and/or comprehensive losses. Depending

on the circumstances of the accident, we may have to file a claim to recover the cost of repairing the state vehicle. This is separate from your personal claim for injury and/or medical expense. Consult the Chief of Finance so that the proper claims against other drivers or their insurance company can be filed.

IF YOUR VEHICLE IS STOLEN:

1. If Your Car is Stolen - Report the theft to the local police immediately. Give a detailed description of the car including its license and serial numbers. Also, call the Columbia Radio Room (1-800-922-5431) or Fleet Manager (803-734-3933).

APPENDIX A

Examples of Authorized and Unauthorized Use - The listing below is not intended to be all inclusive with respect to examples of authorized and unauthorized use of state-owned vehicles. It will, however, indicate to the driver, agency head, or motor vehicle supervisor the intent of the official use only policy.

1. Authorized Use of State-owned Vehicles:

- a. Travel between place of vehicle dispatch and place of performance of official business.
- b. When on official out-of-town travel status, travel between place of temporary lodging and place of official business.
- c. When on official out-of-town travel status and not within reasonable walking distance between either of the above places and:
 - (1) Places to obtain suitable meals.
 - (2) Places to obtain medical assistance, including drugstores.
 - (3) Places of worship.
 - (4) Barber Shops.
 - (5) Cleaning establishments.
 - (6) Similar places required to sustain health and welfare and continued efficient performance of the user, exclusive of places of entertainment.

- d. Transport of officers, official employees, or official guests of the state.
- e. Transport of professional/commercial representatives when in the direct interest of the state.
- f. Transport of materials, supplies, parcels, luggage, kits, or other items belonging to or serving the interests of the state.
- g. Transport of any person or item in any emergency situation, provided such movement does not further endanger life or property.
- h. Use of the vehicle when it is clearly serving the interest of the state.
- i. The immediate family may accompany a state employee on an official out-of-town trip provided:
 - (1) No additional cost/expense is incurred by the state of South Carolina for such travel.
 - (2) Prior approval is obtained from the agency or his/her head designer.

2. Unauthorized Use of State-owned Vehicles:

- a. Travel or task of a personal nature having no connection with the accomplishment of official business or beyond the rated capabilities of the vehicle.
- b. Transport of friends, associates, or other persons who are not serving the interests of the state.
- c. Transport of hitchhikers.
- d. Transport of items or cargo having no relation to the conduct of official business.
- e. Transport of acids, explosives, weapons, ammunition, non-prescribed medicines, alcoholic beverages, illegal drugs, highly flammable material, except by specific authorization of by a duly commissioned law enforcement officer acting within his or her assigned duty.

- f. Transport of any item of equipment or cargo projecting from the side, front or rear of the vehicle in such a manner as to constitute a hazard to safe driving, to pedestrians or to other vehicles.
- g. Extending the length of time of travel beyond that required to complete the official purposes of the trip.
- h. Use of the vehicle to provide transportation between home and place of official business unless specifically authorized, in writing, by the agency head. The fact that an employee is "on call" does not in itself justify this authorization. The urgency of employee availability and frequency of actual recall must be factually justified in order to qualify as authorized use.
- i. Travel to and/or from social events unless acting as an official representative of the state.
- j. Use of a vehicle while on vacation.
- k. Travel to places of entertainment (lounges, etc.) when not connected with official state business.

APPENDIX B

PREVENTIVE MAINTENANCE CHECK LIST

DAILY CHECK

- Tires are properly inflated
- Windshield is clean and wipers and windshield washer are work
- Lights are all working
- Safety belts are being used and are not tangled

WEEKLY CHECK

- Correct fluid levels including:
 - engine oil
 - brake fluid
 - transmission fluid
 - radiator coolant
 - windshield washer fluid

- F. Check windshield washer and fill reservoir as needed with washer solvent containing a washing solution.
- G. Check radiator coolant level and add coolant as needed. During winter months, check freezing level, add antifreeze to 0 degrees Fahrenheit.
- H. Check power steering fluid and add if needed.
- I. Check all belts and hoses for wear and tighten if needed.
- J. Check windshield wiper operation and condition.
- K. Inspect for leaks of coolant, engine oil, brake fluid, gear oil, transmission fluid, gasoline, etc.
- L. Check tires (including spare tire) for proper inflation and tread wear to 2/32" remaining, and add air if needed.
- M. A general check to include all safety items, heater/AC operation, instrumentation, exhaust leaks, etc.

APPENDIX D

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES OPERATOR REPORT OF ACCIDENT/INCIDENT

DNR EMPLOYEE INFORMATION:

Employee Name _____
Division _____ DL# _____
Address/City/State/Zip _____
Date of Birth _____ Vehicle Equip # _____ Vehicle Tag # _____
Vehicle Year _____ Vehicle Make _____ Damage In Dollars \$ _____
Accident Type (Vehicle, Pedestrian, Animal, Other) _____

OTHER PARTY INFORMATION:

Other Party Name _____ Driver's License Number _____
Street Address/City/State/Zip _____
Tag State _____ Tag # _____ Vehicle Year _____ Insurance Co. _____
Policy # _____

ACCIDENT INFORMATION:

Accident Date _____ Accident Time _____ # Vehicles Involved _____
Weather _____ Road Type _____ County _____
Municipality _____ Highway # _____
Accident Investigated: **Yes No** (circle one) Agency Investigating _____
Charges: **Yes No** (circle one) Who charged? _____
Injuries: **Yes No** (circle one) Severity of Injuries _____
(None, Minor, Major, Fatality)

REPORT THIS ACCIDENT IMMEDIATELY TO:

American Southern Insurance Co.
1611 Devonshire Dr. Ste 102
Columbia, SC 29204-2444
1-800-713-2205

Insurance Adjuster Contact: Person Contacted _____ Date _____ Time _____

(See Other Side)

Revised: 6/07

STATEMENT OF ACCIDENT/ INCIDENT:

In your own words, give the circumstances of the accident:

SIGN AND RETURN TO THE ADDRESS SHOWN BELOW WITHIN TEN DAYS

OPERATOR'S SIGNATURE _____ **DATE** _____

**MAIL TO: SCDNR
ATTN: PROCUREMENT
PO BOX 167
COLUMBIA, SC 29202**

**COPIES: DEPUTY DIVISION DIRECTOR
SECTION CHIEF
IMMEDIATE SUPERVISOR**

REPORTABLE ACCIDENT: Any accident in which a department-owned vehicle is involved where such accident results in death, personal injury, or combined property damage of \$100.00 as specified by the policy of the South Carolina Department of Natural Resources (C-056 OF PSCDNRC).



DNR



Printed on recycled paper.

14-8997

The S.C. Department of Natural Resources prohibits discrimination on the basis of race, gender, color, national origin, religion, disability or age. Direct inquiries to the Office of Human Resources, P.O. Box 167, Columbia, S.C. 29202.

Total cost	\$585.51
Total copies	1,000
Cost per copy	\$.59

**South Carolina Department of Natural Resources
Out-of-State Travel Request**

Date:

Division:

Name(s):

Destination:

Departure Date:

Return Date:

Purpose and Justification for Travel (use attachment if necessary):

1. Purpose for travel and how individual(s) was/were selected for trip:

2. Anticipated benefits of trip (also note whether a program, policy, or process is likely to be implemented as a result of the proposed travel):

3. What are possible effects to the Division or SCDNR if travel is not completed?

Funding Source: (State); (Federal); (Other)

Travel Funds Verified by: _____

Account Number _____

Account Title: _____

Travel Expense Estimates

Meals \$

Ground Trans \$

Hotel \$

Airfare \$

Registration \$

Mileage \$

Other \$

List:

Estimated Total Travel Expenses \$ 0

Mode of Transportation

State Vehicle

Comm. Airline

Personal Vehicle

Other

Recommend Approval

Supervisor

Date

Deputy Director

Date

SCDNR Director
(if applicable)

Date

**South Carolina Department of Natural Resources
In-State Overnight Travel Request**

Date:

Division:

Name(s):

Destination:

Departure Date:

Return Date:

Purpose and Justification for Travel (use attachment if necessary):

1. Purpose for travel and how individual(s) was/were selected for trip:

2. Anticipated benefits of trip (also note whether a program, policy, or process is likely to be implemented as a result of the proposed travel):

3. What are possible effects to the Division or SCDNR if travel is not completed?

Funding Source: (State); (Federal); (Other)

Travel Funds Verified by: _____

Account Number _____

Account Title: _____

Travel Expense Estimates

Meals \$

Ground Trans \$

Hotel \$

Airfare \$

Registration \$

Mileage \$

Other \$

List:

Estimated Total Travel Expenses \$ 0

Mode of Transportation

State Vehicle

Comm. Airline

Personal Vehicle

Other

Recommend Approval

Supervisor

Date

Deputy Director

Date

SCDNR Director
(if applicable)

Date

DAILY VEHICLE LOG -- CONTINUED

Year Month

Equipment Number

Tag Number

Date	Time Out	Time In	Driver's Name	Odometer Reading		Travel		Job Function Performed	No. of Pass.
				Beginning	Ending	From	To		

INSTRUCTIONS FOR SCDNR MONTHLY MOTOR VEHICLE LOG

Purpose – This form is a management tool for recording and analyzing data essential to an accurate portrayal of cost and cost-effectiveness of a motor vehicle fleet. This log will be used from the 1st of the month to the end of the month. The original should be forwarded to the Fleet Coordinator’s Office for audit and accounting purposes by the 10th day of the next month. Additional copies of the trip log may be downloaded from the intranet or obtained from the Fleet Coordinator’s office. Questions concerning use of this form should be addressed to the Fleet Coordinator.

Completing the form – It is essential these instructions be followed to avoid unnecessary waste of time and effort in requesting missing or erroneously submitted information. Travel locations and job functions must be definitive enough that someone else (not traveling with you) can easily understand where you went and why. The term “local travel” is no longer acceptable. **All gas card receipts for the current month should be attached to this form.**

Heading

1. Page 1 of (blank) pages: Continuation sheets will be used when more space is needed.
2. Vehicle Equipment Number: Enter SCDNR property number for this vehicle.
3. Year: Enter last two digits (i.e. 04, 05, or 06) for current year.
4. Month: Enter two digits (i.e. January 01, July 07, or November 11) for current month.
5. Commuting Mileage: Enter total amount of commuting miles for the month.
6. Commuting Days: Enter total number of commuting days for the month.
7. Tag Number: Enter the license tag number assigned.
8. Ending Mileage: Enter exact odometer reading at the end of the month.
9. Beginning Mileage: Enter exact odometer reading at the beginning of the month.
10. Miles Used: Enter total miles driven by subtracting Beginning Mileage from Ending Mileage.
11. Driver’s Signature: Signature of vehicle operator.
12. Supervisor’s Signature: Signature of approving supervisor.

Body (Should be completed on a daily basis for each day the vehicle is used).

1. Date: Enter the current month-day-year (4/16/92).
2. Time Out: Enter time of day vehicle is placed in use.
3. Time In: Enter time of day vehicle usage is completed.
4. Driver’s Name: Enter name of individual driving the vehicle.
5. Odometer Reading: Enter exact mileage at the beginning and ending of each daily trip.
6. Travel: Enter starting location and **furthest** destination for each day. See the last example below.
7. Job Function: Definitive description of the purpose of the trip. See examples below.
8. Com. Miles: Commuting miles are all miles driven not on official state business.

Travel		Job Function Performed
From	To	
Columbia	Charleston	Region 4 HUB Meeting
Home	Office	Commute
Office	Home	Commute
Office	Sportsman Warehouse	Buy fishing poles for rodeo
Columbia	Newberry	Region 3 Fishing Rodeo
Columbia	Georgetown	Inspect Sampit River boat landing
Office	ABC Feed & Seed	Purchase fertilizer for ponds at Cheraw Hatchery
Office	ACE Hardware	Paint and supplies for Marsh Center
Columbia	Greenville	2 class presents – Newberry & Greenville High

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES

OPERATOR REPORT OF ACCIDENT/INCIDENT

DNR EMPLOYEE INFORMATION:

Employee Name _____ Division _____ DL# _____

Employee Address/City/State/Zip _____

Date of Birth _____ Vehicle Equip. # _____ Vehicle Tag# _____ Vehicle Year _____

Vehicle Make _____ Damage Estimate in Dollars _____ Accident Type _____

OTHER PARTY INFORMATION:

Other Party Name _____ DL# _____

Street Address/City/State/Zip _____

Tag State _____ Tag# _____ Vehicle Year _____

Insurance Co. _____ Policy # _____

ACCIDENT INFORMATION:

Accident Date _____ Accident Time _____ #Vehicles Involved _____ Weather _____

Road Type _____ County _____ Municipality _____

Highway# _____ Accident Investigated Yes No Agency Investigating _____

Charges: Yes No Who Charged? _____ Injures: Yes No

Severity of Injuries _____

REPORT THIS ACCIDENT IMMEDIATELY TO: (None, Minor, Major, Fatality)

American Southern Insurance Company
1611 Devonshire Drive, Suite 102
Columbia, South Carolina 29204-2444
1-800-713-2205

Insurance Adjustor Contact: Person Contacted _____ Date _____ Time _____

STATEMENT OF ACCIDENT/INCIDENT

In your own words, give the circumstances of the accident:

[Empty box for accident statement]

SIGN AND RETURN TO THE ADDRESS SHOWN BELOW WITHIN TEN (10) DAYS

Operator's Signature _____ Date _____

MAIL TO: SCDNR
ATTN: PROCUREMENT
JEAN BEANE (803) 734-3933
PO BOX 167
COLUMBIA, SC 29202

COPIES TO: DEPUTY DIVISION DIRECTOR
SECTION CHIEF
IMMEDIATE SUPERVISOR/CAPTAIN

REPORTABLE ACCIDENT: Any accident in which a department owned vehicle is involved where such accident results in death, personal injury, or combined property damage of \$100.00 as specified by policy of the South Carolina Department of Natural Resources (C-056 OF PSCDNRC).

South Carolina Department of Natural Resources

Law Enforcement Division

MEMORANDUM

TO: Major _____

FROM: Captain _____

DATE: _____

SUBJECT: Officer _____ Vehicle Accident on _____

I have investigated the above vehicle accident and determined: (check one)

Yes DNR Policies and/or Procedures were violated. I recommend the following corrective action be taken:

--

No DNR Policies and Procedures were not violated and no further action is required.

Major Approval: _____

South Carolina Department of Natural Resources

Law Enforcement Division

MEMORANDUM

TO: Captain _____

FROM: Sergeant _____

DATE: _____

While in not in the line of duty, Officer _____
was involved in a vehicle accident on the date of _____ The equipment number is C- _____
with a tag number of _____ and mileage of _____.

American Southern Insurance Company was was not notified on the date of

Request to Repair Vehicle Yes No

I would like for _____ to be awarded the bid to repair this vehicle at
the amount of _____.

Three written bids have been sent along with this packet. Yes No

If you should need any further assistance please call _____.

Computation for Reimbursement
of Commuting Mileage

Employee Month/Year

1. Total Commuting Miles

2. At .535 per Mile

3. TOTAL REIMBURSEMENT

Equipment Number:

Cost Center: Functional Area:

Fund: Grant:

Employee/Vendor#:

**PERMANENT ASSIGNMENT
INSTRUCTIONS FOR COMPLETION OF SFM FORM 980-R**

GENERAL INSTRUCTIONS

Upon completion and when approved by Agency Head, please submit the Form 980-R to SFM via email at permassign@admin.sc.gov or mail to 1430 Senate Street, 3rd Floor, Columbia, SC 29201.

SECTION I -- APPLICATION FOR ASSIGNMENT

Complete in full for a new assignment or information update. Additionally, this form can be used to withdraw an existing assignment. Please check the appropriate box for the action you wish to take.

SECTION II -- RATIONALE FOR ASSIGNMENT

The categories for assignment are described below as prescribed by S.C. Code of Laws, § 1-11-270. Please indicate the reason for assignment.

- ✧ **Statewide Elected Official** - Includes Governor, Lieutenant Governor, Comptroller General, State Treasurer, Attorney General, Adjutant General, Commissioner of Agriculture, Secretary of State, and Superintendent of Education. Designation as constitutional officer is justification for assignment of a State-owned vehicle.
- ✧ **Agency Head** - An agency head is the chief executive officer of a State agency - limited to one per agency. Designation as an agency head is justification for assignment of a State-owned vehicle.
- ✧ **Line Duty Law Enforcement Officer** - Law enforcement officers, as defined by the agency head, may be assigned a state-owned vehicle by their respective agency head.
- ✧ **Specially Equipped Vehicles** - An agency head may assign specially equipped vehicles when such vehicles are needed to perform duties directly related to the employee's job. Indicate the type of equipment and its use.
- ✧ **Emergency Response** - Agency heads may assign a vehicle to an employee who serves in an emergency response capacity after normal working hours.
- ✧ **Logistical Reasons** - Please specify rationale determining it is in the agency's interest for the vehicle to remain with employee.

SECTION II-A -- VEHICLE STATISTICS CERTIFICATION

- ✧ **Annual Official Mileage** - SFM periodically performs a break-even analysis to determine the point at which it is more cost effective to assign a vehicle to an employee than to pay that employee privately-owned vehicle (POV) mileage reimbursement. SFM notifies agencies when this break point changes. If the employee travels more than the current break-even point mileage per year, he/she is eligible for a permanently assigned vehicle. Mileage traveled includes **official miles only**--do not include commute miles.

STATE FLEET MANAGEMENT REQUEST FOR PERMANENT ASSIGNMENT OF A STATE-OWNED VEHICLE

SECTION I - APPLICATION FOR ASSIGNMENT OF STATE VEHICLE

APPLICATION TYPE New Request Information Update Withdrawal
Effective Date: _____

AGENCY INFORMATION

Agency: _____ Agency Contact: _____ Agency Code: _____
Address: _____ City/Zip _____ Telephone: _____

VEHICLE INFORMATION

Vehicle Make: _____ Vehicle Model: _____ Year: _____
Tag: _____

OPERATOR INFORMATION

Assigned To (First/Middle/Last): _____ Position: _____
Driver's License Number: _____ State: _____ Expires: _____

SECTION II - RATIONALE FOR ASSIGNMENT (Use continuation page if needed.)

- Statewide Elected Official (i.e. Constitutional officer)
- Agency head
- Line-duty law enforcement officer
- Emergency response to calls after normal duty hours
- Specially mounted equipment Describe equipment: _____
- Logistical reasons Explain: _____

SECTION II-A - VEHICLE STATISTICAL CERTIFICATION

Annual official mileage Official miles accrued last FY: _____

As of October 2013, the breakeven points are as follows:
Compact sedan = 8,000
Midsize sedan = 9,539

SECTION III - EMPLOYEE CERTIFICATION

I certify that the above information is true and correct. Should changes to the information occur, I will complete a new SFM 980-R and submit it to State Fleet Management.

Date: _____ Signature: _____

SECTION V - AUTHORIZATION (Signature Required)

I certify that the above information is true and correct. Should changes to the information occur, I will complete a new SFM 980-R and submit it to State Fleet Management.

Date: _____ Agency Head Signature: _____

South Carolina Department of Natural Resources

Law Enforcement Division

Law Enforcement Vehicle Collision

Officer's Name _____

Region # _____

- Contact Jean Beane within 24 hours of accident, 803-734-3933, fax 803-734-5973, e-mail beanej@dnr.sc.gov, copy of SCDNR Operator Report of Accident/Incident form and SCHP FR-10 form.

Forward to Major:

- Memorandum from Captain advising vehicle accident/incident has been investigated by DNR, if any policies or procedures were violated and any corrective action.
- Memorandum from employees direct supervisor as to whether the accident was/was not in the line of duty.
- SCDNR Operator Report of Accident/Incident form to include statement.
- The statement(s) of all witness(s), if given.
- A copy of the **TR-310 (Accident Report from S.C.H.P. required if over \$1000.00 in damages to vehicle, involving privately owned vehicles, involving injury or death)** or incident report as appropriate.
- The drivers license number, will be on TR-310.
- Estimated amount of property damage for each party involved, will be on TR-310 .

Information not available shall be forwarded as soon as possible for administrative purposes.

Copies: Original to Major _____
Copy to Lieutenant Monnet _____
Copy to Business Manager _____
Copy to Ms. Jean Beane _____
Copy to DPS _____

QUESTION #7
ATTACHMENT

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
HUMAN RESOURCES POLICY**

POLICY #: 701.03

Page 1 of 6

SUBJECT: Standards of Disciplinary Actions

Revised July 1, 2004

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

STATEMENT OF POLICY

It is the policy of the South Carolina Department of Natural Resources to administer disciplinary action, suspension or termination of employees in an equitable, fair and as near a uniform manner as possible. The Department believes such a policy to be in the best interest of all employees. The purpose is not to restrict operating personnel but to assist them in solving problems involving discipline in a fair and equitable manner without prejudice or favoritism.

The policy is that any employee, regardless of occupation, position, profession, or type of work performed may be warned, reprimanded, suspended or terminated whenever employee action indicates the need. The degree and kind of action taken will be based upon the sound and considered judgment of the supervisor, Deputy Director, Human Resource Director, or Director as the circumstances dictate.

A standard range of penalties and uniform administration of remedial action is established for various types of undesirable conduct. Review of these procedures should be maintained to ensure that all supervisors are being consistent in taking disciplinary action against employees involved in similar situations and that employees are aware of the range of disciplinary standards. Consequently, each supervisor and employee will be given a copy of the policy, and explanations and interpretations concerning it will be readily available. This progressive discipline policy does not apply to probationary employees who may be disciplined at the Department's discretion.

I. Guidelines

Ordinarily, the circumstances surrounding an offense, such as the severity of the misconduct, the number of times it has occurred and any previous counseling, will

suggest what action should be taken. Factors such as the employee's position and classification, the level of experience with the Department and related fields, whether the offense impacted private property or natural resources, any resulting injury to the State or private individuals, how the infraction affected the Department in effectively fulfilling its mission, and how the infraction affects the employee committing the infraction to effectively fulfill his/her job responsibilities will be considered in determining the appropriate level of discipline. Additionally, any other aggravating or mitigating circumstances may be considered in the overall determination of the appropriate level of discipline.

Because of their responsibility to enforce such laws, the Department expects and will ensure that law enforcement officers and other commissioned staff will be held to the highest standard of accountability concerning violations of State and Federal laws and regulations governing natural resources.

Usually, counseling or an oral reprimand is sufficient for the first occurrence of a minor offense. A record of this action should be placed in the supervisor's incident or documentation file. A repetition of the offense or the first occurrence of a more severe offense should be followed by a written reprimand which becomes a part of the employee's permanent personnel file (which should also be signed by the employee as having been received and understood). Further repetitions of the offense or the first occurrence of a very serious offense are followed by suspension, reassignment, demotion, termination or other appropriate action. Please note that these are intended only to be guidelines because it is most difficult to be all inclusive or to assign a degree of severity to the various examples given below. For example, "leaving the work station without authorization" may range from a temporary absence from the work station to complete abandonment of a position. In such case, a manager must rely on judgment as an experienced administrator to arrive at appropriate disciplinary action. At management's discretion, individual offenses calling for oral or written reprimands could cumulatively result in suspension or termination.

In all cases of formal disciplinary actions, the employee should sign the disciplinary notices. His/her signature means only that he/she has received a copy and not that he/she agrees with the contents or the action taken. If an employee refuses to sign the disciplinary document, the supervisor shall so note on the document and have the document signed by another witness, if possible.

An employee receiving a counseling notice or an oral reprimand may petition for removal of any written documentation from the supervisory file upon completing one additional year without any further disciplinary actions.

II. Procedures for Administering Disciplinary Action

A. Oral reprimand

Ordinarily, an employee should be verbally admonished for relatively minor infractions of inappropriate behavior, misconduct, or violation of rules. The supervisor should inform the employee in private that an oral reprimand is being given and that the employee is being afforded the opportunity to correct the problem. The supervisor should review with the employee exactly what is expected. The supervisor should further inform the employee that unless the problem is corrected, the employee will be subject to stronger disciplinary action, up to and including written reprimand, suspension, termination, reassignment, demotion or other appropriate action. The employee should sign a written acknowledgment of the issues discussed during the oral reprimand. The original written acknowledgment of the oral reprimand should be maintained in supervisory files, to be used to support future discipline as needed and a copy of the written acknowledgment given to the employee. The employee must be informed that the written acknowledgment of the oral reprimand will not become part of the employee's official personnel file in the Office of Human Resources.

B. Written Reprimand

A repetition of an offense covered in a previous oral reprimand, or the first occurrence of a more severe offense is normally followed by a written reprimand. Written reprimands should be approved in advance by the Deputy Director or his designee. The Human Resource Director should be contacted and given the details of the incident and may elect to review the wording of the written reprimand. The nature of the offense, the dates of any counseling sessions and the oral reprimand (if given) should be referenced in the written reprimand. The employee should be told in the written reprimand that repetitions of an offense or a more severe offense will warrant further disciplinary action. The employee should sign the written reprimand as having been received and understood. The original written reprimand shall be forwarded to the Office of Human Resources for inclusion in the employee's permanent personnel file, and a copy of the written reprimand provided to the employee.

C. Suspension, Reassignments, Demotions

Suspension is administered for severe offenses or for repeated lesser violations which have not been corrected through reprimands. The period of suspension may vary and depend on the nature of the offense and if previous reprimands have been issued. Details of the most recent offense and dates of reprimands and counseling sessions should be cited in the notice of suspension. All suspensions must be approved in advance by the Deputy Director with concurrence from the Human Resource Director. The Department Director should be notified prior to an employee being suspended, if possible. Reassignments and demotions for disciplinary reasons must be approved by the Deputy Director with concurrence of the Human Resource Director.

When a suspension, reassignment, or demotion is necessary and has been approved, the supervisor should follow the following guidelines:

1. Prepare a written notice of the suspension, reassignment and/or demotion, outlining the reasons for the disciplinary action, and in the case of suspension, the exact dates of suspension for review by the deputy director or his/her designee, the Human Resources Director and the Department Director.
2. Once the wording has been approved, the supervisor should present and discuss the written notice of suspension, reassignment and/or demotion with the employee. The employee will be told of the reasons the disciplinary action was taken.
3. The employee should be advised that if further disciplinary action becomes necessary, then the next appropriate action may be termination.
4. The employee should sign the notice of suspension as having been received and understood. The original notice of suspension, reassignment and/or demotion shall become part of the employee's official personnel file in the Human Resources Office.
5. Prepare a Personnel Transaction Request Form, with attached documentation and forward through division channels to the Human Resource Director.

Exception:

When the violation is for an infraction of safety rules of major significance or of a severe nature and it would be in the best interest of everyone concerned to remove the employee from the premises, the supervisor may suspend an employee immediately pending the outcome of an investigation into the matter. Ordinarily, this action should be approved by the Deputy Director or his designee in consultation with the Human Resource Director.

D. Terminations

If progressive discipline fails to eliminate behavioral problems or violations of rules, the employee is then subject to termination. Serious offenses, such as stealing, may call for immediate termination without prior warning or attempts to correct the problem.

All pertinent facts shall be considered in the evaluation of events leading up to the recommendation for termination. The supervisor should present all facts surrounding the incident to the next level of supervisor with a recommendation for the termination. The Deputy Director should then be presented the facts and the recommendation. If the Deputy Director agrees with the recommendation, the matter is next discussed with the Human Resource Directors who, with the Deputy Director, will seek the approval of the Department Director if the action is deemed appropriate. The letter of termination shall be reviewed by the Human Resource Director before being given to the employee. A Personnel Transaction Request Form should be prepared and sent to the Human Resource Director. The letter of termination should contain a summary of all events, such as reprimand, counseling, etc. leading up to the termination. The letter should also include notification of the employee's right to appeal the action.

An employee shall be removed from the position or terminated from the agency when work performance does not meet acceptable standards. In such cases, action shall be taken in accordance with the Employee Performance Appraisal System approved by the State Budget and Control Board.

Exception: (When other supervisory personnel are not available)

When a violation is for an infraction of safety rules of major significance of a severe nature and the offense calls for termination, the supervisor may suspend an employee immediately and advise him/her that termination will be recommended and is pending

approval of the proper authority. Ordinarily, this action should be approved by the Deputy Director or his designee in consultation with the Human Resource Director.

Attachment "A" lists actions in response to particular offenses. It is to be used as a guide and is not intended to be all-inclusive. At the occurrence of any of the listed offenses, the appropriate discipline shall be determined after the particular circumstances of the case have been carefully considered.

Occasions may arise, however, where offenses are of such seriousness as to endanger the safety of persons or property or to cause intolerable disruptions to essential work. In such instances, there may be a need to suspend an employee immediately and without warning.

When such abrupt disciplinary action is deemed to be necessary, the following steps should be taken by the supervisor or responsible official involved:

1. He/she should tell the employee to leave the State property at once and either report to the supervisor the following day or remain away until further notice. In extreme emergencies, he/she may call upon a law enforcement official to carry out the removal of the offending employee.
2. After consultation with the Human Resource Director and approval by the Department Director or his designee, official notice of suspension, discharge, or other action shall be given to the employee.

III. Right of Appeal

An employee who has been terminated, suspended, demoted or reassigned in excess of 30 miles, may have the right to appeal such action through the Department's grievance procedure. A copy of the approved grievance procedure will be made available and explained to the employee in accordance with the State Grievance Act.

IV. Reported Employee Misconduct

Depending upon the severity, allegations of employee misconduct in the performance of his/her job responsibilities may warrant an internal investigation of complaints and/or reports of improper employee conduct. Such investigation may be conducted by the Internal Affairs Section of the Law Enforcement Division, the Human Resources Director, the appropriate Deputy Director or the Internal Audit Section.

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
DISCIPLINARY ACTION GUIDELINES**

Offense or Job Deficiency	First Offense	Second Offense	Third Offense	Fourth Offense
Abandonment of Position	(Employees who voluntarily fail to report to work for three consecutive work days and fail to contact the Department during this time period will be considered to have voluntarily resigned.)			
Abuse of Equipment	Oral Reprimand to Suspension	Suspension	Termination	
Abuse of Sick Leave	Oral Reprimand to Written Reprimand (Refer to FMLA and ADA)	Written Reprimand to Termination (Refer to FMLA and ADA)	Suspension to Termination (Refer to FMLA and ADA)	Termination (Refer to FMLA and ADA)
Acting as a Disrupting Factor	Oral Reprimand	Written Reprimand	Suspension	Termination
Any Accumulation of Three (3) Offenses 1 st or 2 nd Where the Offense Calls for Suspension Within a Period of One Year	Termination			
Any Accumulation of Three (3) Offenses Where the First Offense Calls for an Oral or Written Reprimand Within a Period of One Year	Suspension	Termination		
Conviction of a Criminal Offense Which Adversely Reflects on an Individual's Suitability for Continued Employment (Note: game, fish, commercial fishing, and boating violations treated separately.)	Termination			
Discourteous Treatment of Visitors and/or Customers	Oral Reprimand to Suspension	Suspension to Termination	Termination	
Drinking Alcoholic Beverages on the Job	Up to Termination (Refer to Section 8-11-110 of SC Code of Laws; Act on Alcoholism)			
Engaging in Unlawful Work Stoppages, Slowdowns or Strikes	Written Reprimand to Termination	Termination		
Excessive Absenteeism (LWOP and Sick Leave)	(To be used for employees who become unreliable because of frequent absenteeism, even if for good and sufficient reasons. Termination should be preceded by oral counseling in an attempt to inform the employee of the problem. Refer to Family Medical Leave Act and Americans with Disabilities Act.)			

Offense or Job Deficiency	First Offense	Second Offense	Third Offense	Fourth Offense
Excessive Use of Telephone for Personal Matters	Oral Reprimand	Written Reprimand	Suspension	Termination
Failure to Carry Out or Follow Instructions	Oral Reprimand to Suspension	Written Reprimand to Termination	Suspension to Termination	Termination
Failure to Cooperate in Department Investigation	Written Reprimand to Termination	Suspension to Termination	Termination	
Failure to Maintain Satisfactory or Harmonious Working Relationships With Employees or Supervisors	Oral Reprimand	Written Reprimand	Suspension	Termination
Failure to Report to Work and Not Notifying the Supervisor	Written Reprimand to Suspension	Suspension	Termination	
Falsification of Records or Documents	Written Reprimand to Termination	Termination		
Habitual Tardiness or Failure to Observe Assigned Work Hours	Oral Reprimand	Written Reprimand	Suspension	Termination
Improper Conduct or Conduct Unbecoming an Officer or State Employee	Oral to Written Reprimand and/or Transfer and/or Demotion to Termination	Written Reprimand to Suspension and/or Transfer and/or Demotion to Termination	Suspension and/or Transfer and/or Demotion to Termination	Termination
Insubordination and/or Failure to be Cooperative With Supervisor	Written Reprimand to Termination	Suspension to Termination	Termination	
Intentional Mishandling of Department Funds	Suspension to Termination with Reimbursement	Termination		
Interference With Other Employee's Work	Oral Reprimand	Written Reprimand	Suspension	Termination
Lack of Candor/Willful False Statements to a Supervisor	Written Reprimand to Termination	Suspension to Termination	Termination	
Leaving Work Station Without Authorization	Oral to Written Reprimand	Suspension	Termination	
Loafing	Oral Reprimand	Written Reprimand	Suspension	Termination
Malicious Use of Profane/Abusive Language to Others	Oral Reprimand	Written Reprimand to Suspension	Suspension to Termination	Termination
Negligence	Oral to Written Reprimand	Written Reprimand to Suspension	Suspension to Termination	Termination
Negligent Operation of State Equipment (Boating Violations Treated Separately)	Oral to Written Reprimand	Written Reprimand to Suspension	Suspension to Termination	Termination

Offense or Job Deficiency	First Offense	Second Offense	Third Offense	Fourth Offense
Operating Department Vehicle or Equipment Without Required Valid License	Written Reprimand to Termination	Termination		
Positive Test Result Following Alcohol and/or Drug Test	No Action to Termination	Written Reprimand to Termination	Suspension to Termination	Termination
Possessing or Using Illegal Drugs on the Job	Termination			
Refusal to Submit to Alcohol and/or Drug Testing (Applies to Employees Covered By Policy)	Suspension to Termination	Termination		
Sexual Harassment	Written Reprimand to Termination	Termination (Refer to Sexual Harassment Policy 704.05)		
Sleeping While on Duty	Written Reprimand	Suspension to Termination	Termination	
Stealing	Suspension and Reimbursement to Termination	Termination		
Substandard Quality	Guidelines established in the Employee Performance Management System.			
Threatening or Making Threatening Actions Towards Another Employee	Suspension to Termination	Termination		
Unauthorized and/or Illegal Possession of Firearms on the Job	Suspension to Termination	Termination		
Unauthorized Distribution of Written or Printed Material of Any Kind	Oral to Written Reprimand	Suspension	Termination	
Unauthorized Issuance or Possession of Department Equipment	Oral to Written Reprimand	Suspension	Termination	
Unauthorized Leave (Leave requested by employee but denied by supervisor)	Written Reprimand to Suspension	Suspension	Termination	
Unauthorized Release of Confidential Information	Written Reprimand to Suspension	Suspension to Termination	Termination	
Unauthorized Solicitation or Sales on State Premises	Oral to Written Reprimand	Suspension	Termination	
Unauthorized Use of State Equipment or Property	Oral Reprimand to Termination	Suspension to Termination	Termination	

Offense or Job Deficiency	First Offense	Second Offense	Third Offense	Fourth Offense
Violation and/or Conviction of Any Conservation, Commercial Fish, Game, Fish or Boating Laws or Regulations of Any of the States of the United States	No Action to Termination	Suspension to Termination	Termination	
Violation of Chain of Command	Oral to Written Reprimand	Written Reprimand to Suspension	Suspension	Termination
Violation of Department's Clean Air Policy #705.01	Oral Reprimand	Written Reprimand	Suspension	Termination
Violation of Traffic Laws in State Vehicle	No Action to Written Reprimand	Written Reprimand to Suspension	Suspension	Termination
Willful Destruction of or Defacing, or Misusing State Property	Written Reprimand to Termination	Termination		
Willful Violation of Written Rules, Regulations or Policies (Note: game, fish, commercial fishing, and boating violations treated separately.)	Written Reprimand to Suspension	Suspension to Termination	Termination	
Working on Personal Job During Work Hours	Oral to Written Reprimand	Suspension	Termination	
Working or Reporting to Work Under the Influence of Alcohol or Drugs	Suspension	Termination (Refer to Section 8-11-110 of SC Code of Laws; Act on Alcoholism)		

The above indicated actions in response to specific offenses are to be used as a guide and are not intended to be all inclusive. At the occurrence of any of the listed offenses or any that are not listed, the appropriate discipline shall be determined after the particular circumstances of the case have been carefully considered. The state and federal laws referenced above are not all inclusive in administering discipline.

In exceptional cases, deviation from the established guidelines may be made if approved by the Human Resources Director. A memorandum explaining the justification for the deviation must be submitted to the Human Resources Director prior to imposing disciplinary action. The employee must be provided a clearly documented reason for deviation from the established guidelines.

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES

Oral Reprimand

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Provide a copy to the employee and maintain the original in the Supervisor's administrative file.

Name:	Position Title:	Personnel Number:
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Division/Office:	Location:
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1. Reason(s) for oral reprimand, nature and date(s) of offense(s), and prior counseling/reprimand(s), if any:

(Continue on page 2 and/or separate pages, if necessary.)

2. Expected corrective actions and by when, if applicable:

3. Consequences of future violations or misconduct:

Future violations of this offense or a more severe offense, will warrant further disciplinary action, up to and including, termination of your employment.

4. Employee comments:

Type or print name of supervisor taking action:	Position of supervisor taking action:
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Signature of supervisor taking action:	Date:
--	-------

My signature indicates that I have received and understand this oral reprimand, not necessarily that I agree with it.

Signature of employee counseled:	Signature of witness (if employee refuses to sign):	Date:
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Distribution:

<input type="checkbox"/> Copy -	Employee orally reprimanded
<input type="checkbox"/> Original -	Supervisor's administrative file

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
Oral Reprimand (continued)

Name:	Personnel Number:	Date:
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Items continued from page 1 (if needed)

Instructions for oral reprimand:

- Inform the employee in private (or at least out of hearing of others) of the unacceptable conduct. (Use block 1).
- Explain how the conduct has been improper or unacceptable and discuss ways in which the employee may improve or correct the conduct (Use block 2).
- Inform the employee that his or her conduct must improve.
- Inform the employee that unless the problem is corrected, the employee will be subject to further disciplinary action (Use block 3).
- Ask the employee to sign the oral reprimand form as having been received and understood at the time of the oral reprimand (but not necessarily that he or she agrees). Give a copy to the employee and maintain the original in the supervisor's administrative and/or disciplinary file.
- If the employee refuses to sign, the supervisor will insert the notation "Employee refused to sign" in the block for the signature of employee orally reprimanded. A witness should sign in the witness' signature block if the orally reprimanded employee refuses to sign.
- A copy will **not** be placed in the employee's official human resources file unless further violations result in more severe disciplinary action.

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES

Written Reprimand

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Original to OHR, copy 1 to employee, and copy 2 to the supervisor's administrative file.

Name:	Position Title:	Personnel Number:
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Division/Office:	Location:
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HR Director/designee Review: Name: _____	Date _____
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Deputy Director/designee Review: Name: _____	Date _____
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Reason(s) for written reprimand, nature and date(s) of offense(s), and prior counseling/reprimand(s), if any:

(Continue on page 2 and/or separate pages, if necessary.)

2. Expected corrective actions and by when, if applicable:

3. Consequences of future violations or misconduct:

Future violations of this directive, Department policies, and/or a more severe offense will warrant further disciplinary action, up to and including, termination of your employment.

4. Employee comments:

Type or print name of supervisor taking action:	Position of supervisor taking action:
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Signature of supervisor taking action:	Date:
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My signature indicates that I have received and understand this written reprimand, not necessarily that I agree with it.

Signature of employee reprimanded:	Signature of witness (if employee refuses to sign):	Date:
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Distribution:

- ___ Original - Office of Human Resources
- ___ Copy 1 - Employee reprimanded
- ___ Copy 2 - Supervisor's administrative file

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES

Written Reprimand (continued)

Name:

Personnel Number:

Date:

Items continued from page 1 (if needed)

Instructions for written reprimand:

- ◆ Give the nature of the offense or offenses for which the written reprimand is being issued and describe the facts and circumstances supporting the conclusion that the employee committed the offense or offenses listed (block 1).
- ◆ Provide a summary of prior related disciplinary actions such as oral reprimands, written reprimands, suspensions, etc. (Use block 1).
- ◆ Include corrective actions that need to be taken by the employee in order to correct the offense and the date when the corrective action should be taken (if applicable and necessary) (Use block 2).
- ◆ Provide a statement of the consequences if the offense is repeated or if other problems occur (Use block 3).
- ◆ Have the employee sign at the time it is given. The signing of the form indicates that it has been received and understood (but not necessarily that the employee agrees with the disciplinary action taken).

If the employee refuses to sign, the supervisor will insert and initial the notation "Employee refused to sign" in the block for the signature of employee reprimanded. A witness should sign in the witness' signature block if the employee refuses to sign.

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES

Notice of Suspension

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Original to OHR, copy 1 to employee, and copy 2 to the manager's administrative file.

Name:	Position Title:	Personnel Number:
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Division/Office:	Location:
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HR Director/designee Review:	Name:	Date:
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Department Director Review:	Name:	Date:
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1. Reason(s) for suspension, nature and date(s) of offense(s) and that of prior counseling/reprimand(s), if any.

NOTE: You may file a grievance. Please see attached Grievance Policy for guidance. Employees in positions such as temporary, temporary grant, or time-limited employees do not have grievance rights.

2. Inclusive dates of suspension:

3. Consequences of future violations or misconduct:

Should further disciplinary action become necessary, including but not limited to future violations of this directive or Department policies, termination of your employment may be warranted.

4. Employee comments:

Type or print name of Deputy Director taking action:

Type or print name of supervisor presenting action:

Signature of Deputy Director taking action:

Date:

Signature of supervisor presenting action:

Date:

My signature indicates that I have received and understand this suspension notice, not necessarily that I agree with it.

Signature of employee suspended:

Signature of witness (if employee refuses to sign):

Date:

Distribution:

- ___ Original - Office of Human Resources
- ___ Copy 1 - Employee
- ___ Copy 2 - Manager's administrative file

Attachment(s):

- ___ Grievance Policy - Applies to covered employees as defined in Policy 701.04, Grievance Policy and Procedure

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES

Notice of Suspension (continued)

Name:

Personnel Number:

Date:

Other items continued from page 1 (if needed)

Instructions for notice of suspension:

- ◆ Give the nature of the offense or offenses for which the suspension is being issued, and describe the facts and circumstances supporting the conclusion that the employee committed the offense or offenses listed (Use block 1).
- ◆ Provide a summary of prior disciplinary actions such as oral reprimands, written reprimands, suspensions, etc. (Use block 1).
- ◆ Show the inclusive dates of the suspension (Use block 2).
- ◆ Notify the employee of his or her right to file a grievance and provide a copy of the grievance policy. **(NOTE: The notification is printed in block 1.)**
- ◆ Provide a statement of the consequences if the offense is repeated or if other problems occur (Use block 3).
- ◆ Have the employee sign at the time it is given. The signing of the form indicates that it has been received and understood (but not necessarily that the employee agrees with the disciplinary action taken).
If the employee refuses to sign, the supervisor will insert and initial the notation "Employee refused to sign" in the block for the signature of employee reprimanded. A witness should sign in the witness' signature block if the employee refuses to sign.
- ◆ ***Ensure the employee is provided a copy of the Policy 701.04, Grievance Policy and Procedure. Employees in positions such as temporary, temporary grant, or time-limited employees do not have grievance rights.***
- ◆ ***Prepare a Personnel Transaction Request Form (PTR), with attached documentation and forward through division channels to the Human Resources Director.***

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
Notice of Suspension Temporary Grant or Time-Limited Employees

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Original to OHR, copy 1 to employee, and copy 2 to the manager's administrative file.

Name:	Position Title:	Personnel Number:
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Division/Office:	Location:
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HR Director/designee Review:	Name: _____	Date: _____
Department Director Review:	Name: _____	Date: _____

1. Reason(s) for suspension, nature and date(s) of offense(s) and that of prior counseling/reprimand(s), if any. *(Continue on page 2 and/or separate pages, if necessary.)*

NOTE: Employees in positions such as temporary, temporary grant, or time-limited employees do not have grievance rights.

2. Inclusive dates of suspension:

3. Consequences of future violations or misconduct:
 Should further disciplinary action become necessary, including but not limited to future violations of this directive or Department policies, termination of your employment may be warranted.

4. Employee comments:

Type or print name of Deputy Director taking action:	Type or print name of supervisor presenting action:
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Signature of Deputy Director taking action:	Date:	Signature of supervisor presenting action:	Date:
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My signature indicates that I have received and understand this suspension notice, not necessarily that I agree with it.

Signature of employee suspended:	Signature of witness (if employee refuses to sign):	Date:
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- Distribution:**
- ___ Original - Office of Human Resources
 - ___ Copy 1 - Employee
 - ___ Copy 2 - Manager's administrative file

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES

Notice of Suspension for Temporary Grant or Time-Limited Employees (continued)

Name:

Personnel Number:

Date:

Other items continued from page 1 (if needed)

Instructions for notice of suspension:

- ◆ Give the nature of the offense or offenses for which the suspension is being issued, and describe the facts and circumstances supporting the conclusion that the employee committed the offense or offenses listed (Use block 1).
- ◆ Provide a summary of prior disciplinary actions such as oral reprimands, written reprimands, suspensions, etc. (Use block 1).
- ◆ Show the inclusive dates of the suspension (Use block 2).
- ◆ Notify the employee of his or her right to file a grievance and provide a copy of the grievance policy. **(NOTE: The notification is printed in block 1.)**
- ◆ Provide a statement of the consequences if the offense is repeated or if other problems occur (Use block 3).
- ◆ Have the employee sign at the time it is given. The signing of the form indicates that it has been received and understood (but not necessarily that the employee agrees with the disciplinary action taken).
If the employee refuses to sign, the supervisor will insert and initial the notation "Employee refused to sign" in the block for the signature of employee reprimanded. A witness should sign in the witness' signature block if the employee refuses to sign.
- ◆ ***Employees in positions such as temporary, temporary grant, or time-limited employees do not have grievance rights.***
- ◆ ***Prepare a Personnel Transaction Request Form (PTR), with attached documentation and forward through division channels to the Human Resources Director.***

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES

Notice of Suspension Pending Investigation

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Original to OHR, copy 1 to employee, and copy 2 to the manager's administrative file.

Name:	Position Title:	Personnel Number:
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Division/Office:	Location:
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HR Director/designee Review:	Name:	Date:
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Department Director Notification:	Name:	Date:
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1. Reason(s) for suspension, nature and date(s) of offense(s) and that of prior counseling/reprimand(s), if any. (Continue on page 2 and/or separate pages, if necessary.):

NOTE: Suspension pending investigation is without pay. It is not, in and of itself, a disciplinary action; however, you may file a grievance. Should you wish to file a grievance, you must do so in accordance with DNR Grievance Policy and Procedure (701.04, IV. A.). Note: Employees in positions such as temporary, temporary grant, or time-limited employees do not have grievance rights.

2. Effective date of suspension:

3. Employee comments:

Type or print name of Deputy Director taking action:	Type or print name of supervisor presenting action:
--	---

Signature of Deputy Director taking action:	Date:	Signature of supervisor presenting action:	Date:
---	-------	--	-------

My signature indicates that I have received and understand this suspension notice, not necessarily that I agree with it.

Signature of employee suspended:	Signature of witness (if employee refuses to sign):	Date:
----------------------------------	---	-------

Distribution:

- ___ Original - Office of Human Resources
- ___ Copy 1 - Employee
- ___ Copy 2 - Manager's administrative file

Attachment(s):

Grievance Policy - Applies to covered employees as defined in Policy 701.04, Grievance Policy and Procedure

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
Notice of Suspension (continued)

Name:	Personnel Number:	Date:
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Other items continued from page 1 (if needed)

Instructions for notice of suspension pending investigation:

- ◆ Give the nature of the offense or offenses for which the suspension pending investigation is being issued.
- ◆ Show the initial effective date of the suspension pending investigation (Use block 2).
- ◆ Notify the employee of his or her right to file a grievance and provide a copy of the grievance policy. **(NOTE: The notification is printed in block 1.)**
- ◆ Have the employee sign at the time it is given. The signing of the form indicates that it has been received and understood (but not necessarily that the employee agrees with the disciplinary action taken).
If the employee refuses to sign, the supervisor will insert and initial the notation "Employee refused to sign" in the block for the signature of employee reprimanded. A witness should sign in the witness' signature block if the employee refuses to sign.
- ◆ ***Ensure the employee is provided a copy of the Policy 701.04, Grievance Policy and Procedure. Employees in positions such as temporary, temporary grant, or time-limited employees do not have grievance rights.***
- ◆ ***Prepare a Personnel Transaction Request Form (PTR), with attached documentation and forward through division channels to the Human Resources Director.***

EXHIBIT A

* Denotes Administrative Captain and Field Captain position resulting from 2002 statewide restructure of Law Enforcement Division from 9 Law Enforcement Districts to 4 Law Enforcement Regions. Chart includes only FY2007-FY2017

Colony	LT. Colonel	Major Section/Region	Captain Section/Region
Alvin Taylor	7/17/04 - 03/17/12	N/A	N/A
Chisolm Frampton	5/2/12 - Present	Region 3 & 4 -	Region 4 -
Van McCarty	2/2/04 - 3/2/10	N/A	N/A
Glenn Ward	6/17/08 - 1/20/11	Region 4 & Investigation -	N/A
	Interim		
	8/17/07 - 6/16/08		
Gregg Smith	N/A	Region 1, 2, & 3 -	N/A
	N/A	Region 1,2,3 & 4 -	N/A
John Watford	N/A	Staff Operations -	N/A
Mark Carey	N/A	Staff Operations -	Region 3 - Field* Region 1 - Region 2 -
	N/A	N/A	03/02/02 - 3/2/10 3/2/10 - 11/1/11 05/17/07 - 11/1/11
William Poole	N/A	Region 1 & 2 -	N/A
	N/A	Region 1,2,3 & 4 -	N/A
	N/A	Region 2 & 4 -	N/A
Jamie Landrum	N/A	Region 1 & 3 -	Region 1 -
	N/A	Region 1,2,3 & 4 -	N/A
	N/A	Region 1,2,3, & K-9 -	N/A
	N/A	Region 4 & Invest. -	12/2/11 - 09/6/13
Gary Sullivan	N/A		Investigations -
Buddy English	N/A		Region 1 - Field* -
Larry Holbrooks	N/A		Region 1 - Admin* -
Harvin Brock	N/A		Region 3 - Admin* -
Bill Frazier	N/A		Region 2 -
Chuck Dial	N/A		Region 4 -
Sandy Young	N/A		Region 2 -
Robert McCullough	N/A		Media Outreach -
Mike Sabaka	N/A		Legislation -
			Administrative -
Gentry Thames	N/A		Region 4 -
	N/A		K-9 Unit -
Tim Baxley	N/A		EMD/Supply -
Billy Downer	N/A		Education -
Karen Swink	N/A		EMD/Supply -
Lee Ellis	N/A		Records/Grants -
Matt McCaskill	N/A		Region 2 -
Donnie Pritchler	N/A		Investigations -
Henry Stackhouse	N/A		Region 4 -
Ken Simmons	N/A		Region 3 -