

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

DIRECTIVE #: D 331

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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