



South Carolina Department of Public Safety

Highway Patrol Division Manual of Operations



Revised
September 25, 2013

Commander of the South Carolina Highway Patrol. I also understand that I shall be subject to transfer from one station to another as may be determined by the Commander.

Further, I do solemnly affirm and declare that should I be appointed to the Highway Patrol, I will do my best to do my duty at all times and to uphold and defend the Constitution of the United States of America and of the State of South Carolina. I pledge to maintain the tradition, dignity, and respect of the Highway Patrol; to keep myself clean, physically fit, and to carry out all commands and instructions by my superiors.

My application is made with the full understanding that should I violate any of the above, I shall be subject to appropriate disciplinary action by the Highway Patrol.

2. Probation and Permanent Appointments

- a. Where applicants meet the qualifications, accept appointments, and report for training, they will receive an appointment in a trainee status pending satisfactory completion of the course of training.
- b. Trainees will remain in probationary status for a period of one year from the date of hire.
- c. During this time, employees will enjoy rights and privileges of an employee on probation.
- d. Upon completion of the probationary period and the earning of a satisfactory service rating, appointment to the status of a permanent employee shall become effective when approved by the Director.

3. Assignment of Personnel

- a. The Patrol commander makes assignments to a duty post/region based on law enforcement needs for a particular troop within the state.
- b. All requests for change in duty troop/unit assignments are made through the troop/unit commander. The request is then submitted to the Patrol commander for approval.
- c. When a trooper is assigned from one troop/unit to another, a complete audit of the trooper's equipment, summons tickets, personnel records, and video tapes are to be completed by the troop/unit commander. The Troop Commander is to ensure

that lists of all items remaining with the trooper are forwarded to the new troop/unit commander.

- d. The troop/unit commander may make changes of assignments requiring transfers within the troop/region. Patrol Headquarters is to be informed of any assignment changes.
- e. Changes of residence location **within an assigned post/region** shall not be made without notification to an immediate superior and with prior approval of the troop/unit commander. Patrol Headquarters is to be informed of any residence changes.
- f. While it is highly recommended that troopers reside in the post where they are assigned, troopers may be allowed to live in an area not to exceed thirty (30) statute miles, within the boundaries of South Carolina, from the physical location of their post headquarters office. Locations of residence will be in accordance with the following ranks:
 - 1. Lieutenant Colonel – within 30 miles of Patrol Headquarters.
 - 2. Majors – within 30 miles of Patrol Headquarters.
 - 3. Captain, Lieutenant, Adm. Sergeant, CRO troopers – within troop or within 30 statute miles of troop headquarters.
 - 4. First Sergeant and below – within assigned post/unit or within 30 statute miles of post/unit headquarters.
 - 5. MAIT Units must reside in their assigned region.
 - 6. ACE Units must reside in their assigned region.
 - 7. A-CERT lieutenant, sergeant, corporal must reside in their assigned region.
 - 8. CRO corporal must reside in their assigned region.
- g. Troopers who change troop/unit/region assignments are to establish residence within boundaries set forth in sections f-I within six (6) months.
- h. No law enforcement personnel may reside outside of the State of South Carolina. No trooper can continue to be employed by the State of South Carolina who is not a resident of the State of South Carolina.
- i. When law enforcement personnel change residence, or the U. S. Postal Service changes the mailing address, the following

forms are to be completed and turned into the area troop headquarters:

1. Comptroller General Employee Withholding **Form (P4)**
2. Election and Retirement System Enrollment **Form (2A)**
3. Personnel Information Sheet

4. Re-employment of Patrol Personnel

The Department of Public Safety does not discourage employees who can better themselves through changes in employment. However, due to the constant backlog of qualified applicants and difficult process of re-employment, an employee should give careful thought to his employment benefits before resigning due to other job offers.

5. Quit Without Notice

Any absence of three consecutive days, during which the employee's supervisor is not notified, shall be grounds for termination of services under the classification of "Quit Without Notice". In cases where employees have quit without notice, the Troop/Unit Commander shall submit personnel request forms so stating the fact.

6. Separation by Death

When an employment of Patrol personnel is terminated by death, procedures listed on the Patrol's Intranet Site are to be followed.

B. Highway Patrol Units

1. Field Troops

Field Troops are responsible for providing traffic enforcement and other required services statewide. There are seven troops that cover specific areas of the state.

2. Training Staff

The training staff is responsible for providing quality basic, in-service and specialized training for troopers. There is also a need to ensure that every trooper receive up to date training in the trends and techniques of law enforcement. The purpose of the training staff is to research and formulate a training curriculum and lesson plans for basic, in- service and specialized training. In addition to these duties, the training staff