# South Carolina Department of Public Safety

Office of the Director
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| **POLICY** | **400.09G** |
| **EFFECTIVE DATE** | **MARCH 20, 2002** |
| **ISSUE DATE** | **JULY 15, 2005** |
| **SUBJECT** | **GUIDELINES FOR PROGRESSIVE DISCIPLINARY ACTIONS FOR VIOLATION OF CRIMINAL JUSTICE AGENCIES' INFORMATION SYSTEMS [NCIC]** |
| **APPLICABLE STATUTES** | **S. C. Code of Laws §8-11-230, §8-11-690, R. 19-717 et al.** |
| **APPLICABLE STANDARDS** | |
| **DISTRUBTION** | **TO ALL 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**

| POLICY 400.09 GUIDELINES FOR PROGRESSIVE DISCIPLINARY ACTIONS | | | | |
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| **OFFENSE** | **FIRST OCCURRENCE** | **SECOND OCCURRENCE** | **THIRD OCCURENCE** | **FOURTH OCCURRENCE** |
| **Unauthorized disclosure or receipt of SLED/CJIS-FBI/NCIC criminal information** | **Level II Reprimand to Suspension** | **Suspension to Termination** | | |
| **Unauthorized release of driver's license or vehicle information to other than criminal justice employee** | **Level II Reprimand to Suspension** | **Suspension to Termination** | | |
| **Release of information to private security companies/guards or firefighters** | **Level II Reprimand to Suspension** | **Suspension to Termination** | **Termination** | |

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| **Allowing the use of computer systems by personnel not certified by SLED, except for job training toward certification** | **Suspension to Termination** | **Suspension to Termination** | **Termination** | |
| **Failure to comply with applicable laws, regulations, policies, procedures and manuals established by DPS, SLED/NJIC-FBI/NCIC** | **Level I Reprimand to Suspension** | **Level II Reprimand to Suspension** | **Suspension to Termination** | **Termination** |
| **Failure to log information supplied to the Coroners Office, Solicitors Office or any other criminal justice employee who does not have a user agreement with DPS** | **Level I Reprimand to Suspension** | **Level II Reprimand to Suspension** | **Suspension to Termination** | **Termination** |
| **Unauthorized modification or destruction of system data; loss of computer processing system** | **Suspension to Termination** | **Suspension to Termination** | **Suspension to Termination** | **Suspension to Termination** |
| **Loss by theft of any computer system media including: chip ROM memory, optical or magnetic storage medium, hard copy printout, etc.** | **Suspension to Termination** | **Suspension to Termination** | **Suspension to Termination** | **Suspension to Termination** |
| **Improper record keeping** | **Level I Reprimand to Suspension** | **Level II Reprimand to Suspension** | **Suspension to Termination** | **Termination** |
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| By Order of the Director<br>Date: July 15, 2005 |
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| ***James K. Schweitzer*** |
| **Director**<br>**S C Department of Public Safety** |
| **The Original Signed Copy of this Policy is on File in the Office of the General Counsel** |