

# South Carolina Department of Public Safety



## Staff Inspection Report

### South Carolina Highway Patrol Troop Six

**November 16-19, 2015**

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Attachment 1: DPS LE-030: Staff Inspection Checklist  
Attachment 2: Organizational Analysis Charts

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### Executive Summary

The Staff Inspection of Highway Patrol Troop Six (Charleston) revealed minimal issues that were either non-compliant, were duplicated in effort, or required a recommended process revision. The inspection overall demonstrated that the items notated in the Section, Scope, were in compliance and within department policy and procedures.

### Scope

Staff Inspections exist to review the administrative and operational efficiency of the inspected component. The process may be accomplished through reviews of relative reports and other documentation, observation of various operations, and interviews with appropriate personnel. Staff Inspections include, but are not limited to, the following areas:

- a. Facilities and Equipment
- b. Policies and Procedures
- c. Files and Records
- d. Personnel and Management

Selected command level division personnel serve as Inspectors-in-Place (IIP) and conduct the assessment of division operations and activities. The inspection identifies inconsistencies and problematic areas as well as exceptional findings. Specifically, IIPs are responsible for identifying and determining if:

- Established operating standards are understood and applied.
- Deviations from operating standards are identified and analyzed.
- Results are consistent with established goals and objectives and whether the operations or programs are performed as planned.
- Procedures are cost efficient.
- Procedures are duplicated.
- Procedures are consistent statewide.

Listed below are examples of areas reviewed and inspected by the Inspectors-in-Place.

- Collision Records/Cash Receipts
- Employee Training Records
- Evidence/Property Room Administration

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- Secondary Employment Policy Compliance
- Agency Property/Inventory Control
- Purchasing and Procurement Compliance
- Telecommunication Centers

In addition, the Scope of the inspection involves interviewing a minimum of 25% of the respective Troop or Post. Interview questions are characterized under the following topics:

- Quality of Management/Supervisory Leadership
- Morale
- Job Satisfaction
- Overall Communication
- Operational Effectiveness

Information obtained from the interviews are captured and calculated in the enclosed report.

### **Objectives**

Staff Inspections exist to ensure the reliability and integrity of information; compliance with policies, procedures, plans, laws and regulations; safeguarding of assets; economical and efficient use of resources; and accomplishment of established objectives and goals for operations or programs.

The primary objectives of staff inspections consist of the below:

1. Be conducted in a complete, thorough and impartial manner.
2. Provide a mechanism for evaluating the quality of law enforcement operations to ensure control and continuity is being maintained.
3. Assist all levels of management in the effective discharge of their responsibilities.
4. Identify weaknesses and recommend corrective measures to provide operational and administrative guidance.
5. Ensure compliance with statutes, regulations, policy, procedures, programs and accreditation standards.
6. Ensure uniformity to recognize procedures deserving of consideration for possible agency-wide implementation.
7. Identify employees for recognition for noteworthy accomplishments; identify employees that are not contributing to the agency's mission.

### **Sampling Methodology**

Staff Inspections are to be administered at minimum, every three (3) years. The inspection will include the current calendar year and up to the previous two (2) calendar years. Inspected documents will include a minimum of ten (10) percent from each identified item located under the Section entitled, Scope; as well as, items listed in the Staff Inspection Checklist, DPS LE-030.

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In addition, a minimum of 25% of each inspected area will be interviewed utilizing a series of identified questions. Information obtained from the interviews are captured and calculated in the enclosed report.

Further, a Line Inspection is conducted on one (1) non-supervisory trooper and documented on the Line Inspection Checklist, DPS LE-029. The Line Inspection is witnessed by the IIP.

**Authority**

Staff Inspection's authority is derived from South Carolina Code of Laws 23-6-20 and Department of Public Safety Policy 300.12, Line and Staff Inspections. In addition, authority is derived from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

**Overview**

Troop Six Headquarters is located in North Charleston, South Carolina. The majority of Troop Six is located in the Low Country area of the state. Charleston, by population, is the largest county in the troop (third largest county in the state) with a population, as of the 2010 census of 350,209. As of the 2010 census, Charleston County is comprised of a demographic compilation of 64.2% White, 29.8% Black, and 5.4% Hispanic.

In addition to Headquarters, Troop Six has three (3) Posts; the county in bold indicates the post headquarters location:

- Post A: Berkeley, **Charleston**
- Post B: **Colleton**, Dorchester
- Post C: **Beaufort**, Jasper

Troop Six currently maintains approximately sixty-two (62) sworn officers (Trooper – Captain) and two administrative staff. The troop currently has two post commander vacancies. Troop Six is operating at a post average of forty-three percent (43%): (Post A: 30%; Post B: 41%; Post C: 59%) of the Personnel Allocation Model.

**Introduction**

The Staff Inspection was initiated with an Entrance Conference on Monday, November 16, 2015. Attendees included the Inspector-in-Charge (IC), Captain S.A. Stankus of the Office of Strategic Services, Accreditation, Policy and Inspections; Lieutenants B.K. Floyd and G.T. Levine (IIPs); Region I Major, Michael Warren; Troop Six personnel: Captain J.T. Manley; Lieutenants D. Boniecki, S.N. Gadsden and K.V. Welch; Sergeant P.W. Sigwald (Post A); First Sergeant R.L. Hardee (Post B); and Sergeant W.A. Rouse (Post C).

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The IIP's were introduced and provided their post of responsibility as noted below:

- Post A: Berkeley, **Charleston**                      Capt. S.A. Stankus - Troop 11
- Post B: **Colleton**, Dorchester                      Lt. B.K. Floyd – Troop 5
- Post C: **Beaufort**, Jasper                              Lt. G.T. Levine - Troop 1

The Entrance Conference provided the platform to ensure each attendee was apprised of the purpose of the inspection. Further, details about the week's activities as outlined in the Section entitled, Scope, was also reviewed.

The Exit Conference was conducted on Monday, December 7, 2015. IIPs provided a brief overview of their findings to the attendees that included the aforementioned Troop Six staff; to include, Region II Major, Major Melvin Warren; excluding Region I Major, Major Michael Warren and First Sergeants R.L. Hardee, P.W. Sigwald, and W.A. Rouse.

It was conveyed during the conference that the Troop Six staff was very accommodating while providing the IC and the IIPs with exceptional courtesy and respect.

Attendees received all recommendations by the IIPs in a very professional manner. Further, attendees were positive with their questions and remarks. The overall environment demonstrated an understanding of the inspection process, reception to the inspector's findings and the willingness to ensure the division maintains consistent operations while adhering to policies and procedures. In particular, the byproduct of staff inspections, uniformity, was conveyed by Troop Six staff members as vital for the future of the Highway Patrol Division.

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**Troop Six Headquarters**  
(Charleston)

An inspection of the Troop Six Headquarters Office was conducted from November 16-19, 2015. Present during the inspection was Lieutenant S.N. Gadsden – Troop Executive Officer.

*IIPs utilized the attached form, DPS LE-030 (Staff Inspections)*

**A: DOCUMENTS AND PROCEDURES**

**1. Collision Records**

**Compliance** - All collision reports are on file electronically. Lieutenant Gadsden demonstrated the ability to effectively retrieve collision reports. Each corporal is responsible for approving all 1<sup>st</sup> tier collision reports. The sergeants are responsible for approving all 2<sup>nd</sup> tier collision reports. The troop administrative sergeant will assist the posts with 2<sup>nd</sup> tier approvals. At the time of this inspection, the troop had ninety-six (96) collision reports pending approval in the 1<sup>st</sup> tier; thirty (30) collision reports in the 2<sup>nd</sup> tier; and thirty-six (36) collision reports in the rejected que. The troop lieutenants are not included in the collision approval process.

Felony hit and run collision investigations are coordinated through the troop supervision with the assistance of the Multi-disciplinary Accident Investigation Team (MAIT). Hit and run collisions – MAIT involved investigations (collisions resulting in death or serious injury) – require the supervisor to respond. The supervisor is required to notify the troop commander (on-call) to request MAIT to assist. MAIT will respond immediately to assist with the investigation.

The troop responded to five (5) felonious hit and run collisions in 2013. One (1) investigation (death) is unsolved; five (5) felonious hit and run collisions in 2014. One (1) investigation (GBI) is unsolved; four (4) felonious hit and run collisions in 2015. Two (2) investigations [one (1) death; one (1) GBI] remain unsolved. The post sergeant is responsible for updating the hit and run console, located on the patrol console, every fourteen (14) days. The update contains any additional investigative measures or tasks completed relating to the investigation until the case is deemed a cold case.

The same notification protocol is utilized to report a fatal collision. MAIT is notified of all fatal collisions and responds to assist - either immediately or in a deferred status. In addition to the notification protocol, the on-scene supervisor is required to complete the fatal synopsis prior to securing his / her tour of duty. The fatal synopsis is utilized to initiate the process of tracking and ensuring fatal collision investigations are completed. The packet(s) are submitted to the post commander for review. Once approved, the report is forwarded to the troop office for approval. The complete investigative file(s) are



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maintained in the troop office file room (secured). Retention in the file room [immediate access is three (3) years (2013-2015)]; (2011-2012) are stored in the troop office conference room closet – secured; (2008-2010) are stored in a storage room (secured) on the office floor above the troop office. Photographs are stored electronically.

A review was conducted of the written documentation associated with fatal investigations filed in the troop office dated: 05/30/2013, 06/17/2013 Post A (Charleston); 07/06/2015, 07/30/2015 Post A (Berkeley); 11/09/2014 Post B (Dorchester), 02/14/2015 Post B (Colleton); and 05/10/2015 Post C (Beaufort).

The review revealed that each file, excluding minor administrative issues, contained the proper investigative documentation to include, but not limited to, officer's notes, coroner's reports, witnesses statements, and related media. Of the fatal investigation packets reviewed, the majority of the investigations were tracked as completed; however, multiple TR-310 Uniform Collision Reports and fatal packet documents were not amended or updated to include subsequent toxicology results.

**RECOMMENDATION(S):**

The troop commander shall develop a system to ensure that fatal packets (investigative files) are amended or revised to include toxicology results, updated TR-310 collision reports, charging documentation, etc. once the investigation is complete and subsequent reports or documentation is received.

**2. Cash Receipts**

**Not Applicable.**

**3. Employee Training Reports**

**Not in Compliance** – All Employee Training Reports are stored in the troop file room. A review of Field Training Officer (FTO) reports consisted of:

Trainee M.D. Sceviour (2013) - revealed documentation for each of the phases was properly retained; however, the required supervisor's signature was missing on the end of the Phase II documentation. The sergeant and lieutenant conducted and documented a required ride-a-long; however, the required supervisor's ride-a-long (CPL) was not presented for review.

Trainee J.L. Wells (2014) - revealed documentation for each of the phases was properly retained. The corporal and lieutenant conducted and documented a required ride-a-long; however, the required supervisors' ride-a-longs (SGT / FSGT) was not presented for review.

Trainee J.A. Ackerman (2015) - revealed all documentation for the Observation Phase, Phase I, Phase II, and Phase III were properly accounted for and presented for review.

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Each of the required supervisors' ride-a-longs were properly completed, documented, and retained.

The lieutenant presented End of Month Training Reports retained from 2013-2015. The reports are completed on each trainee for a period of six (6) months after the trainee completes the FTO program. The reports were stored in the troop office file room. The training report for Sceviour (2013) consisted of reports dated 05/13-10/13. Training reports presented for Trainee Methvin (2014) consisted of 10/14-06/15; however, was missing the 02/15 report. Training reports presented for Trainee Cobb consisted of 03/15-10/15.

RECOMMENDATION(S):

1. Employee Training Records (FTO Reports) shall contain documentation of required supervisory reviews (ride-a-longs), conducted by the corporal, sergeant / first sergeant, and captain or lieutenant.
2. All training reports must be properly signed by the trainee, FTO, and supervisor(s).
3. Monthly training reports shall be completed until the probationary employee attains permanent status. Training reports require the signature of the trainee, the FTO or supervisor, and the troop commander.
4. **Evidence / Property Storage Room / Documentation**

**Not Applicable** – Troop Six does not maintain an evidence / property storage room.

5. **Evidence Destruction / Documentation**

**Not Applicable** – Troop Six does not maintain an evidence / property storage room.

6. **Evidence Inspection: Quarterly, Annual, Unannounced, Custodial Change**

**Compliance.** Each required inspection was accounted for and presented. This included for each Post in 2013: (4) Quarterly Inspections, (1) Unannounced Inspection, (1) Annual Inspection, and (1) Change of Custodian Inspection (Post A: 03/19/2013); 2014: (4) Quarterly Inspections, (1) Unannounced Inspection, (1) Annual Inspection, and (2) Change of Custodian Inspections (Post B: 08/29/2014, Post C: 12/23/2014); 2015: (3) Quarterly Inspections, (2) Unannounced Inspections (Post B & C), and (3) Change of Custodian Inspections [Post A (2), Post B (1)].

The Fourth (4<sup>th</sup>) Quarter Evidence Inspection and the Unannounced Evidence Inspection (Post B) were both conducted on the same date.

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The Fourth (4<sup>th</sup>) Quarter Inspection and the Annual Inspection (Post C) were both conducted on the same date. (The outgoing evidence custodian conducted the annual evidence inspection.)

RECOMMENDATION(S):

DPS Policy 300.15; XXII; G states, an annual audit of property in the division's custody shall be conducted by a supervisor, as designated by the deputy director, not routinely or directly connected with the property and evidence function. The audit will consist of a comparison between the property, property records and the authorized storage area log to establish the complete paper trail, location of the items or final disposition of the items. Results of the audit, including any deficiencies, must be documented in a written report and submitted to the troop or unit commander and the Central Evidence Facility.

Although not rated as non-compliant, a recommendation is made that each evidence audit be conducted on calendar dates separate from any other evidence inspection.

The Annual Evidence Inspection shall not be conducted by a supervisor routinely or directly connected with the property and evidence function.

**7. Secondary Employment Policy Compliance**

**Compliance.** Secondary employment requests are forwarded through the chain of command to the troop commander. The troop commander forwards all request, accompanied by an action memorandum, for final approval. All requests are securely stored in the personnel files located in the administrative assistant's office. Reviewed were 2013: L.L. Hydrick; 2014: B.L. Crocker; 2015: E.D. McAbee. Post personnel are properly requesting approval for secondary employment. Personnel are requesting approval on an annual basis.

**8. Agency Property Accountability / Inventory Control**

**Compliance.** Property inventory sheets dated 2013-2015 were presented for review. The property inventory sheets were filed in the administrative assistant's office.

**9. Purchasing and Procurement Compliance + P-Card**

**Not Applicable.**

**10. Telecommunication Centers**

**Not Applicable.**

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**11. Traffic Summons Book / Bond Money**

**Compliance.** Supervisors conduct monthly line inspections on all uniformed subordinates. The inspection requires a check of each summons book to verify bond money collected. If collected and possessed by the inspected subordinate, verification of policy compliance for submission to the proper court and the monetary amount is recorded on the line inspection.

**12. Ticket Tracking**

**Compliance.** Summons ticket books are requested from the troop office by completing a Uniform Administrative Request (UAR). Once completed, the UAR is emailed to the troop command staff, including the administrative civilian staff (Marla Morris and Leon Scarborough). The summons book(s) request is directed towards the administrative sergeant; however, any staff member is capable of properly issuing the summons book(s). The summons book(s) are securely stored in a locker located in (Room 249). Only one case of summons books is opened at any given time. The remaining cases of unissued summons books are stored securely in the troop supply room (Room 209). Each summons book requested is accompanied by a summons book receipt that must be signed by the receiving custodian and returned to the troop office. Once receipts are returned, the receipt is logged, initialed, and filed. Receipts were presented for review dated 2014-2015.

Summons ticket transmittals are tracked by the troop administrative sergeant. Each post commander provides a list of assigned court dates for all troop personnel. Transmittal forms are due in the troop office seven (7) days after the assigned court date. The administrative sergeant tracks the completed transmittals utilizing an Excel spreadsheet. Once the transmittal(s) are submitted, the summons tickets are routed through the administrative specialist to the DMV. The audit copies of all summons tickets are filed sequentially by disposition date and securely retained in the administrative specialist's office for three (3) years.

Summons ticket audits are maintained within the post. The annual DMV audits (2010-2014) are retained in the administrative specialist's office. At the time of this inspection, the administrative specialist was working on the 2015 Annual DMV Audit.

RECOMMENDATION(S):

The method (Excel Spreadsheet) utilized by the troop administrative sergeant, based on the practice of assigning traffic court dates, is a model for tracking the proper completion of summons ticket transmittals for the entire department.

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**13. Body Armor Replacement Date**

**Compliance.** The body armor replacement date is notated on the line inspection completed monthly. Body armor is inspected monthly for wear. If an issue is observed, Patrol Supply is notified. Headquarters and administrative personnel, when performing administrative duties, are not mandated to wear issued body armor. When not mandated to wear body armor, personnel maintain the body armor in the tactical cover, in the patrol vehicle – readily available.

**14. Child Custody Procedures**

**Not in Compliance.** All personnel have been notified of the new Child Custody Transfer policy. The post commanders, per policy, require subordinate personnel to complete a Police Central Report (SCIBRS) and a Child Custody Transfer Form. All completed documentation is scanned and forwarded to the troop office and the Department of Social Services (DSS) on-call personnel. The troop lieutenant properly explained utilizing DSS, if applicable. Child custody transfer forms are retained in the troop office. The files are secured in a separate file drawer – separate from all other files.

Retained files were presented from years 2009, 2013-2015. The 2013 file contained: two (2) incidents in Post A; two (2) incidents in Post B; and no incidents in Post C. Based on the reported charges made, the 2013 file was incomplete. The 2014 file, after August 7, 2014, was complete. The 2015 file was complete.

**RECOMMENDATION(S):**

The General Records Retention Schedule mandates Child Custody Transfer files shall be retained in the troop for three (3) years. The troop shall retain a complete file, containing Child Custody Transfer reports, for three (3) years.

**15. Juvenile Procedures**

**Compliance.** The troop lieutenant properly explained the procedure for arresting a juvenile. When charges are made against a juvenile, Family Court is the required jurisdiction. The troop lieutenant explained that any arrest(s) of a juvenile requires the notification of a supervisor. Juveniles are not transported with adult offenders. Juveniles requesting to speak to a parent(s) are treated as though a request was made for legal representation. If no parent or guardian is located to assume custody of the juvenile and provide a promissory note, the Department of Juvenile Justice (DJJ) will be notified. The troop lieutenant properly explained the requirement to notify the school principal, if applicable. The troop had one (1) qualifying occurrence (DUI arrest), requiring the notification of the school principal, during this inspection period. The troop lieutenant could not produce any documentation of the required notification. The same occurrence was the only occurrence of a juvenile arrest during this inspection period. The file was securely retained in a separate file, separate from all other files.

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RECOMMENDATION(S):

The troop shall retain a complete file, containing juvenile arrest records, for three (3) years.

**16. Juvenile Custodial Release Forms**

**Not Applicable.** The troop lieutenant had no knowledge of this form.

**17. Line Inspections**

**Compliance.** Monthly line inspections are conducted on uniformed subordinates. A random review of the line inspection forms revealed administrative errors to include, but not limited to not properly checking rating boxes, multiple or inaccurate ratings for line items, utilizing “computer generated” checks, failing to properly affix signatures (supervisor), failing to properly document corrective actions when deficiencies are discovered.

Documentation was observed of instances indicating that deficiencies discovered on line inspections reviewed (Crocker – 02/2014; Concepcion 10/2014) were properly recorded by the inspecting supervisor(s). Troop retention of line inspections consisted of two (2) years.

Lieutenant S.N. Gadsden performed a line inspection on Sergeant Q.M. Brown. The line inspection was conducted in compliance with policy, to include physically checking all issued equipment, to include: weapons checks, serial number verifications, all required equipment, sensitive items (badges), and summons books (bond money).

RECOMMENDATION(S):

Policy 300.10; IV; D; 1: SCDPS Policy states, “Each supervisor conducting a line inspection shall ensure that corrective action has been taken including steps to correct deficiencies discovered as a result of the inspection.”

1. Once corrective action is taken to address “not in compliance” (NC) ratings, the rating supervisory shall document the corrective action taken, the date corrected, and the inspector shall initial the line inspection form.
2. The post commander should review all line inspection forms, on a monthly basis, to ensure supervisors are accurately completing the line inspection forms in compliance with policy.

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**18. Safety Checkpoint Documentation (Statistical Data)**

**Compliance.** Supervisors are required at all checkpoints. The troop lieutenant explained the “new” policy requirements for conducting safety checkpoints. Each supervisor is required to complete and submit both “pre” and “post” checkpoint checklist documentation. Form SCHP-E-008A is completed and submitted by each supervisor conducting a safety checkpoint. Post-checkpoint data is collected and documented on Form SCHP-E-008B. Statistics are collected for each approved checkpoint. Statistics are collected monthly and documented, utilizing SCHP-E-007.

The troop lieutenant informed this inspector that the troop does not maintain a “pre-approved” list of checkpoint locations. Basically, post supervisors (corporals) are determining the locations of checkpoints based on several criteria, including but not limited to, collisions, alcohol-related collisions, high crash corridors, and observation.

A review was conducted of the 2015 safety checkpoint file. The review revealed that the post supervisory personnel are currently complying with policy and current procedures related to safety checkpoints; however, the Post A file appears to be incomplete. The documentation was missing for the months of May 2015 and September 2015. The Post B and Post C documentation was complete. Retention consisted of one (1) year.

**RECOMMENDATION(S):**

The Troop Six command staff should consider implementing a comprehensive, written Driver’s License / Safety Checkpoint Plan based on documented or recorded empirical data – capable of being reviewed, updated, or modified based on the most current statistical data available.

The troop commander or designee shall review the safety checkpoint documentation submitted to the troop office to ensure complete and accurate reporting.

**19. EPMS (Probationary, Annual)**

**Compliance.** EPMS reviews are stored with the personnel files located within the administrative assistant’s office. The following EPMS reviews were inspected: a 2015 Probationary Review (Clemens); a 2015 Annual Review (Gabe); a 2014 Probationary Review (Wells); a 2014 Annual Review (McDonald); a 2013 Probationary Review (Perry); and a 2013 Annual Review (Gabe). All EPMS reviews inspected were signed by the employee, the supervisor conducting the review, and the reviewing supervisor.

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**20. Disciplinary Action Records**

Disciplinary action records were securely retained in the personnel files located in the administrative assistant's office. The following records were presented for review: Thompson – Level I (2013); Rogers – Level II (2014); and Sceviour – Counseling Session (2015).

**21. Victim / Witness Files – Secure**

The troop lieutenant informed this inspector that the investigating trooper completes the required TAVA documents for all qualifying charges. The proper documentation is provided to both the victim and the court. The investigating trooper is required to provide a copy of the TAVA documentation, and any other related documentation, to the post commander. All TAVA documentation is forwarded to the troop office. All documentation is forwarded from the troop office (Leon Scarborough) to the State Victim's Advocate Christina McLamb (Toler). The TAVA file retention consists of three (3) years.

**22. USE OF FORCE REPORTS (Supervisory Review)**

**Compliance.** The troop lieutenant explained that a supervisor is required to be notified regarding any use of force (UOF). The on-scene supervisor is tasked with notifying the post commander and the troop commander or designee regarding UOF incidents. The supervisor is required to forward a review, including all media, to the post commander. Once the post level review is complete, the documentation is forwarded to the troop office for review.

The following UOF reports were reviewed:

2013: Post A: Diaz (07/02/2013); Post B: No occurrences; Post C: Bucciantini (12/05/2013)

2014: Post A: Crocker (12/13/2014); Post B: Gabe (02/08/2014); Post C: Boniecki (02/25/2014)

2015: Post A: Waldrop (05/09/2015); Post B: No occurrences; Post C: Clarkson (10/18/2015).

During a review of the UOF reports presented, reports were observed to contain administrative errors, including missing signatures or initials and unsigned Police Central reports. Reviewing supervisors are properly identifying and documenting policy and procedure violations.



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RECOMMENDATION(S):

The reviewing supervisor shall ensure that all required documentation related to each UOF incident is included in the completed report – to include all required signatures or initials of the reporting officer and the reviewing supervisor(s).

**23. Pursuit Reports (Supervisory Review)**

**Compliance.** The following pursuit reports were presented for review:

2013: Post A: Thompson (10/12/2013), Post B: Lutes, Vieau (11/24/2013); Post C: Warner (11/16/2013).

2014: Post A: Bamberg, Elliott (10/05/2014); Post B: Rogers, Wells (08/08/2014); Post C: Clarkson (11/22/2014).

2015: Post A: Methvin (02/28/2015); Post B: Davis (05/18/2015); Post C: Clarkson (03/10/2015).

Upon review of the reports presented, minor administrative errors were observed, including missing signatures or initials (both reporting officers and reviewers). Supervisors conducting the review(s) identified violations of policy and procedure and properly documented the violations observed.

RECOMMENDATION(S):

The reviewing supervisor shall ensure that all required documentation, related to each pursuit incident is included in the completed report – to include all required signatures or initials of the reporting officer and the reviewing supervisor(s).

**24. Prisoner Transport**

**Compliance.** Lieutenant S.N. Gadsden explained the proper procedure for transporting prisoners, per DPS policy, to include handcuffing and searching the prisoner for weapons and contraband prior to transport. The lieutenant properly explained the procedure for transporting multiple prisoners (seating requirements), prisoners of the opposite sex, and juveniles. Lieutenant Gadsden properly explained the procedure if / when a prisoner escapes – to include the proper completion of a DPS Incident Report.

**25. Legal Process Forms – for service of warrants**

**Not Applicable.** The troop lieutenant stated that Legal Process Forms were not retained in the troop office.

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**26. Subpoena Maintenance**

The troop lieutenant informed this inspector that the troop does not have a working system to track criminal subpoenas. The troop did create a spreadsheet utilized to track civil subpoenas; however, the log has not been updated since 04/2015. Subpoenas are forwarded to the trooper. Reimbursement checks received in the troop office are forwarded to DPS Headquarters (Major Watford) in Blythewood.

An electronic troop tracking system has been implemented and is utilized to manage and monitor all administrative hearings scheduled by the Department of Motor Vehicles (DMV). All hearing notices are emailed directly to the troop Administrative Specialist II Leon Scarborough. The notices are charted and tracked electronically – including dispositions. The hearing notices are forwarded to the identified personnel providing the hearing date, time, and location. The post commander is copied on each notification. The system utilized is a model for the department.

**RECOMMENDATION(S):**

The electronic tracking system, utilized by the troop office, to manage and monitor all administrative hearing requests issued by the DMV is a model system for the department.

The troop commander should implement and maintain a tracking system to ensure subpoenas are received and complied with - to include appearance by the subpoenaed personnel.

**27. RADAR Logs**

**Compliance.** All RADAR Logs are maintained by the individual troopers. RADAR certified personnel are documenting and maintaining RADAR logs by means of either a manual (handwritten) or electronic (computer) log(s). The RADAR logs are inspected by the post supervisor on a monthly basis – included on the line inspection form. There is no retention of RADAR logs in the troop office.

**28. RADAR Proficiency**

**Compliance.** All personnel utilizing speed measuring devices (SMD) are certified and recertified. Lieutenant Gadsden is the troop supervisor responsible for training. Lieutenant Gadsden explained that the recertification notification is provided by Patrol Training. In turn, the lieutenant notifies subordinates of pending online training requirements. A road proficiency test is scheduled with an instructor within two (2) weeks of the completed online training. The instructor provides the field proficiency documentation to the troop office. The completed proficiency documentation and an Honor Code form, signed by the instructor, the student, the training lieutenant, and the troop commander, is forwarded to Patrol Training. The troop office retains a copy of the documentation in the troop personnel files.

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The training lieutenant provided a copy of RADAR / LIDAR field proficiencies for Thompson (12/12/2013); Pearson (07/11/2014); and Bucciantini (10/24/2015) for review. The documentation, beginning in 2014, included a signed copy of the Honor Code.

## 29. Records Retention

**Compliance.** The troop office presented files retained for a minimum number of required years (2013 – present). Files are securely stored between a file room and the administrative offices of Morris and Scarborough. The security measures practiced offer a primary (locked office door) and a secondary (locked file cabinets) security measure for each file.

## 30. Wrecker Inspections

**Not in Compliance.** Wrecker inspection forms are maintained at the troop office. The inspection process begins when the requesting wrecker service provides a completed application to the troop office. The troop office generates a wrecker inspection packet containing the required documents necessary (Insurance certificates, DL records, and vehicle registrations) to complete a proper inspection. The packet is assigned to the post commander for completion. An inspection is scheduled. The State Transport Police (STP) assists with the mechanical inspections of all heavy duty wreckers (Class B & C Wreckers). Once completed, the signed inspection report and all required documentation, is returned to the troop office. The troop office creates and provides the wrecker rotation list.

A review of forms dated from 2013-2015 included:

(2013) Post A: Harry's Paint/Body (11/12/2014); Post B: Tommie's Auto & Diesel (10/17/2013); Post C: Discount Auto Center (11/30/2012).

(2014) Post A: B&M Towing (11/21/2013); Post B: Davis Low Country Tow (11/22/2013); Post C: Danny's Auto Body (11/18/2013).

(2015) Post A: Elite Towing (12/02/2014); Post B: Legrande Fender (02/10/2015); Post C Eric's Automotive.

The review revealed that supervisors (first sergeant / sergeant) are properly inspecting wrecker services as required by department policy. The reports included verification of wrecker facilities, equipment, and insurance requirements. Each report included a signature from the wrecker company representative and the inspector.

The wrecker inspection forms presented contained portions rated by utilizing computer generated "checks". Although some areas of the wrecker inspection form would permit this practice, other portions of the form would require the inspector to generate the form from an office setting. When this inspector requested the original handwritten forms or

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working documents associated with the inspection process, the inspector was informed that the working copies are signed, electronic (computer) copies are created, and the original working copies are shredded.

RECOMMENDATION(S):

1. The wrecker inspector must either (a.) refrain from duplicating the original inspection documents or (b.) retain the working documents as part of the wrecker inspection file.
2. The recommendation above [1(a)] would prohibit the inspector from duplicating the inspection process utilizing computer-generated (“checks”) ratings.

**31. Region Hand Scale Calibration Dates**

**Not Applicable.**

**32. Freedom of Information Act (FOIA) Requests**

**Compliance.** All Freedom of Information Act (FOIA) requests are forwarded to Administrative Specialist II Leon Scarborough. The FOIA requests are forwarded to the investigating trooper, through the post commander, with a due date. Once the request is satisfied, the requested items are returned to the troop office and require a lieutenant’s initials. The items are properly documented and forwarded to Ada Schmidt for proper dissemination. All requests are documented utilizing an Excel spreadsheet. The troop office maintains a log of all FOIA requests for one (1) year.

**33. Miscellaneous Forms / Procedures**

**Compliance.** The troop lieutenant presented reports from 2013 (Bevins), 2014 (Czeiszperger), and 2015 (Hydrick) demonstrating that personnel report injuries or medical emergencies to a supervising officer. The lieutenant properly explained the procedure for reporting work-related injuries; to include forwarding the required documentation to the troop office.

The troop lieutenant properly explained the procedures for reporting a suspicious person or bomb threat.

Signature / Acknowledgement forms are retained in the troop office for a period of three (3) years. The signature / acknowledgement forms are stored in the troop file room. The files presented for review included: 2013 (Critical Security); 2014 (Dress Code); and 2015 (Transmittal Procedures).

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**B. FACILITIES**

**1. General Appearance and Upkeep**

**Compliance.** The Troop Six Office appeared properly maintained. The facility was neat, clean, and orderly. The facility is a large, free-standing structure secured with a computerized (keycard) door lock system. The facility was properly secured at all times.

**2. Timely Reporting of Needed Maintenance**

**Compliance.** The administrative sergeant properly explained the process utilized to timely report maintenance needs. The contact for all SCDPS maintenance needs is Phillip Delgado.

**3. OSHA**

**Compliance.** All OSHA literature and contact information was properly posted in the employee's breakroom. The postings were accessible to all personnel.

**4. Building Evacuation Route – posted**

**Compliance.** All routes leading in and out of the building were unobstructed and properly posted. Evacuation routes were properly posted at the time of inspection.

**5. Fire Extinguisher Inspection Tags**

**Compliance.** The fire extinguishers (4) were last serviced in 10/2015.

**6. Defibrillator**

**Not Applicable.**

**7. First Aid Kit**

**Compliance.** The first aid kit presented was mounted to the wall in the copier room located within the troop office.

**8. Weight Station Scale Calibration**

**Not Applicable.**

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**9. BPS Operations Center**

**Not Applicable.**

**10. Other**

**Not Applicable.**

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**Troop Six / Post A**  
**(Charleston / Berkeley)**

An inspection of the Troop Six; Post A (Berkeley, Charleston) Office was conducted from November 30 - December 2, 2015. Present during the inspection was First Sergeant P.W. Sigwald - Post Commander. The inspection revealed.....

*IIPs utilized the attached form, DPS LE-030 (Staff Inspections)*

**A: DOCUMENTS AND PROCEDURES**

**1. Collision Records**

**Compliance** - All collision reports are on file electronically. First Sergeant Sigwald demonstrated the ability to effectively retrieve collision reports. Each corporal is responsible for approving all 1<sup>st</sup> tier collision reports on their assigned squad. Each of the corporals assists with checking the subordinates assigned to the vacant corporal's shift. The sergeant is responsible for approving all 2<sup>nd</sup> tier collision reports. At the time of this inspection, Post A had nineteen (19) collision reports pending approval in the 1<sup>st</sup> tier; seven (7) collision reports in the 2<sup>nd</sup> tier; and twelve (12) collision reports in the rejected que. The first sergeant monitors the status of Report Beam on a daily basis.

Felony hit and run collision investigations are coordinated through the troop supervision with the assistance of the Multi-disciplinary Accident Investigation Team (MAIT). Hit and run collisions – MAIT involved investigations (collisions resulting in death or serious injury) – require the supervisor to respond. The supervisor is required to notify the troop commander (on-call) to request MAIT to assist. MAIT will respond immediately to assist with the investigation.

The post has one (1) unsolved hit and run involving death. The case was the result of a vehicle vs. pedestrian collision that occurred in July 2015. The post sergeant is responsible for updating the hit and run console, located on the patrol console, every fourteen (14) days. The update contains any additional investigative measures or tasks completed relating to the investigation until the case is deemed a cold case.

Post personnel utilize the same notification protocol when arriving on the scene of a fatal collision. MAIT is notified of all fatal collisions and responds to assist - either immediately or in a deferred status. In addition to the notification protocol, the on-scene supervisor is required to complete the fatal synopsis prior to securing his / her tour of duty. The fatal synopsis is utilized to initiate the process of tracking and ensuring fatal collision investigations are completed. The packet(s) are submitted to the post commander for review. Once approved, the report is forwarded to the troop office for approval. The complete investigative file(s) are maintained in the post commander's office (secured). Photographs are stored electronically. A review was conducted of the

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written documentation associated with fatal investigations filed in the post office dated: 03/19/2013 (Richardson); 03/07/2014 (Jones); and 08/03/2015 (Vickery). The review revealed that each file, with minor administrative issues, contained the proper investigative documentation to include, but not limited to, officer's notes, coroner's reports, witnesses statements, and related media. The fatal packet (Richardson) was not updated to include the toxicology results. The fatal packet (Jones) was missing the in-car video evidence.

There is no means other than the Highway Patrol console, such as a fatal log, utilized to track completed fatality packets.

RECOMMENDATION(S):

The post commander shall develop a system to ensure that fatal packets (investigative files) are updated to include toxicology results, updated TR-310 collision reports, etc. once the investigation is complete.

**2. Cash Receipts**

**Not Applicable.**

**3. Employee Training Reports**

**Not in Compliance** – All Employee Training Reports are stored in the post commander's office. A review of Field Training Officer (FTO) reports consisted of:

Trainee J. Czeiszperger (2013) - revealed documentation for each of the phases was properly retained; however, the required supervisor's signature was missing on the end of phase documentation. The corporal and sergeant conducted and documented a required ride-a-long; however, the required supervisor's ride-a-long (LT) was not presented for review.

Trainee T.G. Methvin (2014) - revealed documentation for each of the phases was properly retained. The corporal conducted and documented a required ride-a-long; however, the required supervisors' ride-a-longs (SGT / FSGT or LT) was not presented for review.

Trainee A.S. Cobb (2015) - revealed only documentation for the Observation Phase, Phase I, and Phase II were properly accounted for and presented for review. Phase III and each of the required supervisors' ride-a-longs were missing.

The post commander presented End of Month Training reports retained from 2013-2015. The reports are completed for six (6) months beyond the trainees' completion of the FTO program. The reports were stored in the post commander's office. The training report for Czeiszperger (2013) consisted of reports dated 2/14-7/14 and 9/14-1/15. The 01/15 report documented "unable to sign" versus the trainee's signature. Training reports



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presented for Trainee Methvin (2014) consisted of (09/14-06/15). Training reports presented for Trainee Cobb consisted of (03/15-09/15).

RECOMMENDATION(S):

1. Employee Training Records (FTO Reports) shall contain documentation of required supervisory reviews (ride-a-longs), conducted by the corporal, sergeant / first sergeant, and captain or lieutenant.
2. All training reports must be properly signed by the trainee, FTO, and supervisor(s).
3. Monthly training reports shall be completed until the probationary employee attains permanent status. Training reports require the signature of the trainee, the FTO or supervisor, and the troop commander.

**4. Evidence / Property Storage Room / Documentation**

**Not in Compliance** - The Post A Evidence / Property Storage Room is of sufficient size and is adequately secured. Evidence is stored securely in locked cabinets, located within a secured evidence room. The post evidence refrigerator is located in the supply area adjacent to the actual evidence room; secured with access limited to the post supervisors. Only the primary (First Sergeant Sigwald) and secondary (Sergeant J.A. Cardona) evidence custodians have access to the evidence room, the secured evidence cabinets located within the evidence room, and the secured drop boxes. All supervisors have received evidence custodian training.

Evidence is logged in, utilizing Form DPS-LE-009 (Evidence Log), completed as an evidence “drop box log” by each individual trooper placing evidence in the Post D evidence drop box. At the time of inspection there were no items stored in any of the above temporary evidence drop boxes. When the “drop box log” is completed, the log is retained for reference purposes. When evidence is removed from the drop boxes, the evidence technician enters the item into Police Central, creates a label, properly logs the item in a secured Form DPS-LE-009 located in the secured area outside the evidence room (Supply Area), and secures the evidentiary item in the evidence room. All evidence is stored within secured cabinets located in the evidence room. Narcotic evidence is only analyzed upon a request for trial.

All refrigerated evidence is logged separately. Refrigerated Evidence logs were presented from 2009-2015. The two (2) most current pages of the log were located in the troopers’ work room. At the time of inspection, there was no refrigerated evidence present in the refrigerated evidence locker. All requests for analyzation are forwarded, through CEF, to SLED within seventy-two (72) hours. A review of evidence logs determined that items (blood, urine, etc.), required to be analyzed, on occasion, are being forwarded outside of the required seventy-two (72) hour time frame: (14CH052333HP08) urine evidence was logged in on 06/10/2014 and logged out on

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06/18/2014; (15CH000487HP08) blood evidence was logged in on 01/02/2015 and logged out on 01/06/2015; (15CH011253HP08) blood evidence was logged in on 01/23/2015 with no log out date recorded.

The primary evidence custodian, First Sergeant Sigwald, presented the evidentiary items requested during inspection. Entry/access into the evidence room is properly documented. Evidentiary items are separated by type (alcohol / drugs / car parts). With one exception (13091914 – incomplete chain of custody), the inspection revealed that all items requested and inspected were present, properly stored, properly labeled, and properly logged utilizing a secured evidence log. Evidence logs were retained from 2008-2015.

Videotapes / DVDs are labeled, issued, and stored in the supply room located adjacent to the evidence room. Videotapes / DVDs pending destruction are stored in the same supply room – stored in a locked metal cabinet. Access to the stored media pending destruction is limited to the primary and secondary evidence custodians; as well as, Corporal C.M. Wooten. First Sergeant Sigwald presented the videotape / DVD log – retained from 2012-2015, utilized to document issued blank videotapes / DVDs. Videotapes / DVDs pending destruction are surrendered to a supervisor. The supervisor takes custody of the videotape / DVD. Surrendered videotapes / DVDs are logged utilizing a computerized spreadsheet. The supervisors in the post are utilizing the spreadsheet to maintain the current status of all media pending destruction. The spreadsheet is maintained on the troop g-drive. The spreadsheet consisted of all media dated 2010-2015. Supervisors are not documenting “turn in” or “destruction” dates on the DPS-LE-026 (Audio Video Log). The media is stored in the secured metal cabinet – arranged by shelf, based on the proper retention period prior to destruction.

Videotape / DVD audits are generated utilizing the spreadsheet created within the post. The electronic means of storing the information allows efficient access for auditing purposes. Audits are completed on a quarterly basis. Audits are retained for three (3) years. Of the audits reviewed, the documentation appears incomplete. The fourth quarter audits inspected revealed that only four (4) audits were completed to date. The completed audits are being tracked utilizing a signature sheet.

Videotape monitor reports presented were stored in the post commander’s office. Supervisors are required to review random portions of twenty (20) videotapes / DVDs per month. A random review of the reports found the only documented observations of non-compliance of policy or procedure consisted of body mic violations or officer safety concerns.

RECOMMENDATION(S):

Policy 300.15 VII; D – DPS Policy states, blood or urine samples shall be transported for analysis to SLED or other approved laboratories within seventy-two (72) hours of collection.

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1. All blood or urine evidence shall be transported to CEF within seventy-two (72) hours.
2. The primary and secondary evidence custodians must verify all documentation of evidence is properly recorded to accurately reflect all evidentiary movement (chains of custody and evidence logs).
3. The refrigerated evidence logs (all pages) shall be securely maintained with limited authorized access.
4. The post supervisory videotape / DVD review expectations appear to far exceed the minimum requirement outlined by department policy. The troop commander should consider re-evaluating the number of recordings supervisors are required to review monthly.
5. The post supervisors must conduct a detailed videotape / DVD review and provide detailed documentation of violations observed.
6. The spreadsheet created and utilized, by the post supervisors, should serve as the model for the department. The benefits of storing the required data electronically enables the evidence custodians the ability to efficiently create reports, utilizing multiple filters, for auditing purposes.

**5. Evidence Destruction / Documentation**

**Compliance.** Closed case reports and all chain of custody reports, dated 2010-2015, were properly stored securely and presented for review.

Videotapes/DVDs are destroyed by physically damaging the videotapes/DVDs. Once damaged beyond serviceability, the remains of the media are disposed of by discarding. Videotape/DVD destruction documentation was stored in the post commander's office. Retention consisted of the previous five (5) years.

**6. Evidence Inspection: Quarterly, Annual, Unannounced, Custodial Change**

**Compliance.** A review of the required inspection forms was as follows: 2013: (4) Quarterly Inspections and (1) Unannounced Inspection; (1) Annual Inspection; and (1) Change of Custodian Inspection (03/19/2013); 2014: (4) Quarterly Inspections, (1) Unannounced Inspection, and (1) Annual Inspection; 2015: (3) Quarterly Inspections. To date, the fourth quarter, the annual, nor the unannounced evidence inspections had been completed; however, (2) Change of Custodian Inspections (05/07/2015 and 07/04/2015) were completed.

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**7. Secondary Employment Policy Compliance**

**Not in Compliance.** Secondary employment requests are stored in the post commander's office. The post commander provided the 2013 and 2015 secondary employment requests for review. The 2014 secondary employment requests were not presented for review. Reviewed were 2013: Yacobozzi (01/07/2013), High School (Post Personnel - 10/01/2013); Sawyer (01/14/2015), Thompson (10/28/2015). Post personnel are properly requesting approval for secondary employment. Personnel are requesting approval on an annual basis.

RECOMMENDATION(S):

Based on the current General Records Retention Schedule, secondary employment requests must be retained for three (3) years. The post commander should ensure the proper retention.

**8. Agency Property Accountability / Inventory Control**

**Compliance.** Property inventory sheets dated 2014-2015 were presented for review. The inventory sheets were filed in the post commander's office. The property inventory sheets were retained with all property transfer requests attached.

**9. Purchasing and Procurement Compliance + P-Card**

**Not Applicable.**

**10. Telecommunication Centers**

**Not Applicable.**

**11. Traffic Summons Book / Bond Money**

**Compliance.** Supervisors conduct monthly line inspections on all uniformed subordinates. The inspection requires a check of each summons book to verify bond money collected. If collected and possessed by the inspected subordinate, verification of policy compliance for submission to the proper court and the monetary amount is recorded on the line inspection.

**12. Ticket Tracking**

**Compliance.** Summons ticket books are requested from the troop office by completing a Uniform Administrative Request (UAR). Once completed, the UAR is emailed to the administrative sergeant and the administrative civilian staff (Marla Morris and Leon Scarborough). The summons book(s) request is fulfilled and returned to the requesting

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personnel. The summons book is accompanied by a summons book receipt that must be signed by the receiving custodian and returned to the troop office.

Summons ticket audits are conducted monthly and attached to the monthly line inspection. The audit consists of verifying the status and possession of all pending and unissued summons tickets. A review of the summons ticket audits revealed that supervisors are conducting summons ticket audits, monthly; however, no signatures are recorded documenting the custodian or the auditor.

RECOMMENDATION(S):

1. Summons ticket audits should be conducted by supervisory personnel periodically.
2. Upon completion of a summons ticket audit, the custodian of the summons tickets and the auditing supervisor should affix signatures and dates documenting the completion of the audit.
3. Copies of the summons ticket audits shall be retained at the post level for a period of three (3) years.

**13. Body Armor Replacement Date**

**Compliance.** The body armor replacement date is notated on the line inspection completed monthly. All post personnel, except the post commander and the sergeant, when performing administrative duties, are mandated to wear issued body armor. The post commander and the sergeant, when performing administrative duties, maintain body armor in the tactical cover, in the patrol vehicle – readily available.

RECOMMENDATION(S):

Policy 300.01; III; A; 1; SCDPS Policy states: the following circumstance where body armor shall be optional, “Headquarters and administrative personnel while assigned to and actually engaged in office duty.”

Post sergeants are enforcement personnel and shall be mandated to wear body armor; unless, officially delegated the administrative job duties of an absent post commander.

**14. Child Custody Procedures**

**Not in Compliance.** All personnel have been notified of the new Child Custody Transfer policy. The post commander, per policy, requires subordinate personnel to complete a Police Central Report (SCIBRS) and a Child Custody Transfer Form. All completed documentation is scanned and forwarded to the troop office and the Department of Social Services (DSS) on-call personnel. The post commander properly explained utilizing DSS, if applicable. Child custody transfer forms are retained in the post commander’s

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office. The files are secured in the top file drawer – separate from all other files. The post commander presented forms retained from years 2014-2015. The post recorded two (2) incidents in 2014 and nine (9) incidents in 2015. The post commander could not produce the 2013 files.

RECOMMENDATION(S):

The post commander shall retain a complete file, containing Child Custody Transfer reports, in the post for a period of three (3) years.

**15. Juvenile Procedures**

**Compliance.** The post commander properly explained the procedure for arresting a juvenile. When charges are made against a juvenile, Family Court is the required jurisdiction. The post commander explained that any arrest(s) of a juvenile requires the notification of a supervisor. Juveniles are not transported with adult offenders. Juveniles requesting to speak to a parent(s) are treated as though a request was made for legal representation. If no parent or guardian is located to assume custody of the juvenile and provide a promissory note, the Department of Juvenile Justice (DJJ) will be notified. The post commander properly explained the requirement to notify the school principal, if applicable. The post had no occurrences, requiring the notification of the school principal, during this inspection period. There were no occurrences requiring a juvenile arrest during this inspection period.

**16. Juvenile Custodial Release Forms**

**Not Applicable.** The post commander indicated that he had no knowledge of this form.

**17. Line Inspections**

**Compliance.** Monthly line inspections are conducted on uniformed subordinates. A review of the line inspection forms from 2014 (Methvin, Sceviour, and Welch) and 2015 (Lyn, Diaz, Waldrop) revealed administrative errors to include, but not limited to not properly checking rating boxes, failing to properly affix signatures (supervisor), and failing to properly document corrective actions when deficiencies are discovered. Documentation was observed indicating that a deficiency discovered on a line inspection reviewed (Methvin – 11/2014) was properly recorded by the inspecting supervisor. Post retention of line inspections consisted of two (2) years.

Corporal R.G. Elliott performed a line inspection on TFC H.M. Waldrop. The line inspection was conducted in compliance with policy, to include physically checking all issued equipment, to include: weapons checks, serial number verifications, all required equipment, sensitive items (badges), and summons books (bond money).

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RECOMMENDATION(S):

Policy 300.10; IV; D; 1: SCDPS Policy states, “Each supervisor conducting a line inspection shall ensure that corrective action has been taken including steps to correct deficiencies discovered as a result of the inspection.”

1. Once corrective action is taken to address “not in compliance” (NC) ratings, the rating supervisory shall document the corrective action taken, the date corrected, and the inspector shall initial the line inspection form.
2. The post commander should review all line inspection forms, on a monthly basis, to ensure supervisors are accurately completing the line inspection forms in compliance with policy.

**18. Safety Checkpoint Documentation (Statistical Data)**

**Compliance.** Supervisors are required at all checkpoints. The post commander explained the “new” policy requirements for conducting safety checkpoints. Each supervisor is required to complete and submit both “pre” and “post” checkpoint checklist documentation. Form SCHP-E-008A is completed and submitted by each supervisor conducting a safety checkpoint. Post-checkpoint data is collected and documented on Form SCHP-E-008B. Statistics are collected for each approved checkpoint. Statistics are collected monthly and documented, utilizing SCHP-E-007. The post commander provided a copy of an operations plan, based on post-wide empirical data related to Berkeley County, identified by The Office of Highway Safety (OHS), as a “focus county” to reduce alcohol-related collisions. A review of the safety checkpoint documentation collected revealed that the new procedures were implemented starting in February 2015. The review revealed that the post supervisory personnel are currently complying with policy and current procedures related to safety checkpoints. The files presented were not organized.

RECOMMENDATION(S):

The Troop Six command staff should consider implementing a comprehensive, written Driver’s License / Safety Checkpoint Plan based on documented or recorded empirical data – capable of being reviewed, updated, or modified based on the most current statistical data available.

The post commander should properly organize the current safety checkpoint documentation file.

**19. EPMS (Probationary, Annual)**

**Compliance.** EPMS reviews are stored with the personnel files located within the post commander’s office. EPMS reviews are retained for the career of the employee. The

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post commander presented the following: a 2015 Probationary Review (Crocker); a 2015 Annual Review (Cobb); there were no probationary reviews conducted or retained in 2014; a 2014 Annual Review (Crocker); a 2013 Probationary and Annual Review (Yacobozzi). All reviews inspected were signed by the employee, the supervisor conducting the review, and the reviewing supervisor.

**20. Disciplinary Action Records**

Disciplinary action records were securely retained in the personnel files located in the post commander's office. The following records were presented for review: Thompson – Level I (2013); Elliott – Level I, Crocker – Counseling Session (2014); and Hyde – Counseling Session, Sceviour – Counseling Session (2015).

**21. Victim / Witness Files – Secure**

The post commander informed this inspector that the investigating trooper completes the required TAVA documents for all qualifying charges. The proper documentation is provided to both the victim and the court. The investigating trooper is required to provide a copy of the TAVA documentation, and any other related documentation, to the post commander. All TAVA documentation is forwarded to the troop office. The corporal (on-scene supervisor) is responsible for the case and for acting as a liaison with the victim or the next of kin (family) of the victim. The following documentation was reviewed: Day (05/14/2013), Hosenfeld (07/18/2013; Ricci (10/08/2014); Foy (09/15/2015). The Foy file did not contain a TAVA Checklist. Victim / Witness file retention consists of three (3) years.

**RECOMMENDATION(S):**

The post commander should review each of the TAVA files to ensure the required documentation is included in each file.

**22. USE OF FORCE REPORTS (Supervisory Review)**

**Compliance.** The post commander explained that a supervisor is required to be notified regarding any use of force (UOF). The on-scene supervisor is tasked with notifying the post commander and the troop commander or designee regarding UOF incidents. The supervisor is required to forward a review, including all media, to the post commander. Once the post level review is complete, the documentation is forwarded to the troop office for review.

The following UOF reports were reviewed: Diaz (07/02/2013); Crocker (12/13/2014); Waldrop (05/09/2015).

During a review of the UOF reports presented reports were observed to contain administrative errors, including missing signatures or initials and unsigned Police Central reports. Reviewing supervisors are properly identifying and documenting policy and



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procedure violations. The file only contained documentation of six (6) UOF occurrences in 2014 and one (1) UOF occurrence recorded in 2015. The file appears to be incomplete.

RECOMMENDATION(S):

1. The reviewing supervisor shall ensure that all required documentation related to each UOF incident is included in the completed report – to include all required signatures or initials of the reporting officer and the reviewing supervisor(s).
2. The post commander shall ensure that a file is maintained, within the post, of each UOF incident that occurs within the post. The required retention of all UOF incidents shall include three (3) years.

**23. Pursuit Reports (Supervisory Review)**

**Compliance.** The post commander maintains pursuit reports and related written documentation for a period of three (3) years. The reports are stored in the post commander's office. The following pursuit reports were presented for review: Thompson (10/12/2013), Yaccobozi (03/20/2014); and Manigo (08/14/2015), Methvin (09/13/2015).

Upon review of the reports presented, administrative errors were observed, including missing signatures or initials (both reporting officers and reviewers) and a missing video chain of custody form. Supervisors conducting the review(s) identified violations of policy and procedure and properly documented the violations observed.

RECOMMENDATION(S):

The reviewing supervisor shall ensure that all required documentation, related to each pursuit incident is included in the completed report – to include all required signatures or initials of the reporting officer and the reviewing supervisor(s).

**24. Prisoner Transport**

**Compliance.** First Sergeant Sigwald explained the proper procedure for transporting prisoners, per DPS policy, to include handcuffing and searching the prisoner for weapons and contraband prior to transport. The first sergeant properly explained the procedure for transporting multiple prisoners (seating requirements), prisoners of the opposite sex, and juveniles. First Sergeant Sigwald properly explained the procedure if / when a prisoner escapes – to include the proper completion of a DPS Incident Report.

**25. Legal Process Forms – for service of warrants**

**Not Applicable.** The post commander was not familiar with a Legal Process Form.

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**26. Subpoena Maintenance**

The post commander informed this inspector that Sergeant Cardona is assigned as a court liaison. Berkeley County utilizes a central court system; Charleston County operates three (3) Magistrate Court offices. Traffic court dates are assigned to all post personnel. All DUI cases in Charleston County are prosecuted by a DUI appointed prosecutor assigned by the Solicitor's Office. The prosecutor handles all notifications through an email process. Supervisors and the post commander are copied on each emailed notification. Trial dates are documented on a large paper calendar located in the troopers' work room.

Civil subpoenas are placed in the trooper's mailbox located in the workroom. The first sergeant informed this inspector that if any trooper (witness) received compensation (check), the matter would be handled as follows:

- If the trooper is subpoenaed to testify and the trial is scheduled during off duty hours, the trooper is permitted to retain the compensation.
- If the trooper is subpoenaed to testify and the trial is scheduled during normal work hours, the trooper must submit the check to the troop office.

An electronic troop tracking system has been implemented and is utilized to manage and monitor all administrative hearings scheduled by the Department of Motor Vehicles (DMV). All hearing notices are emailed directly to the troop Administrative Specialist II Leon Scarborough. The notices are charted and tracked electronically – including dispositions. The hearing notices are forwarded to the identified personnel providing the hearing date, time, and location. The post commander is copied on each notification. The system utilized is a model for the department.

**RECOMMENDATION(S):**

Policy 400.19 (Leave and Attendance) XI(C)(3), states any covered or probationary employee subpoenaed in the line of duty to represent the department or a state agency as a witness or defendant shall not be granted administrative leave with pay, and appearance in such cases shall be considered a part of the employee's job assignment. However, employees who are subpoenaed on a day the employee is not scheduled to work will be eligible for compensatory time for the hours the employee is required to appear as a witness or defendant. The employee shall be reimbursed according to the Office of Administration regulations for any meals, lodging and travel expenses that may be incurred while serving in this capacity.

1. The post commander shall ensure that any witness fees received by subordinate personnel is forwarded to the Office of General Counsel (OGC) for proper handling.

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2. The electronic tracking system, utilized by the troop office, to manage and monitor all administrative hearing requests issued by the DMV is a model system for the department.
3. The post commander should implement a tracking system to ensure subpoenas are received and complied with - to include appearance by the subpoenaed personnel. An implemented tracking system would ensure accountability.

**27. RADAR Logs**

**Compliance.** All RADAR Logs are maintained by the individual troopers. RADAR certified personnel are documenting and maintaining RADAR logs by means of either a manual (handwritten) or electronic (computer) log(s). The RADAR logs are inspected yearly, and by the post supervisor on a monthly basis – included on the line inspection form. There is no retention of RADAR logs in the post.

**28. RADAR Proficiency**

**Compliance.** All personnel utilizing speed measuring devices (SMD) are certified and recertified. The post commander explained that the recertification notification is provided by the troop training lieutenant (Gadsden). A road proficiency test is scheduled with an instructor within two (2) weeks of the completed online training. The instructor provides the field proficiency documentation to the troop office. The completed proficiency documentation and an Honor Code form, signed by the instructor, the student, the training lieutenant, and the troop commander, are forwarded to Patrol Training. The post commander retains a copy of the documentation in the post personnel files.

The post commander provided a copy of RADAR / LIDAR field proficiencies for Southerland (2013) and Crocker (2014) for review. The documentation on Crocker was missing the RADAR type and serial number of the device utilized to conduct the testing.

RECOMMENDATION(S):

The post commander must ensure that all required documentation is completed accurately.

**29. Records Retention**

**Compliance.** The post commander presented files retained at the post level for a minimum number of required years (2013 – present). Files are securely stored in a file cabinet located within the post commander's office. The security measures practiced offer a primary (locked office door) and a secondary (locked file cabinets) security measure for each file.

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RECOMMENDATION(S):

The post commander should create and maintain a more organized filing system necessary to comply with the current General Records Retention Schedule.

**30. Wrecker Inspections**

**Not in Compliance.** Wrecker inspection forms are maintained at the post office. The inspection process begins when the requesting wrecker service provides a completed application to the troop office. The troop office generates a wrecker inspection packet containing the required documents necessary to complete a proper inspection. The inspection is scheduled. The State Transport Police (STP) assists with the mechanical inspections of all heavy duty wreckers (Class B & C Wreckers). Once completed, the signed inspection report, and all required documentation, is returned to the troop office. The troop office creates and provides the wrecker rotation list.

A review of forms dated from 2013-2015 included: (2013) Ray's Towing LLC; (2014) Shores Transmission, Ray's Towing & Transmission; and (2015) Henry's Garage. The review revealed that supervisors (first sergeant/sergeant) are properly inspecting wrecker services as required by department policy. The reports included verification of wrecker facilities, equipment, and insurance requirements. Each report included a signature from the wrecker company representative and the inspector. The 2013 wrecker file retained was incomplete.

The wrecker inspection forms presented contained portions rated by utilizing computer generated "checks". Although some areas of the wrecker inspection form would permit this practice, other portions of the form would require the inspector to generate the form from an office setting. When this inspector requested the original handwritten forms or working documents associated with the inspection process, the inspector was informed that the working copies are signed, electronic (computer) copies are created, and the original working copies are shredded.

RECOMMENDATION(S):

1. The wrecker inspector must either (a.) refrain from duplicating the original inspection documents or (b.) retain the working documents as part of the wrecker inspection file.
2. The recommendation above [1(a)] would prohibit the inspector from duplicating the inspection process utilizing computer-generated ("checks") ratings.
3. The post commander shall retain wrecker inspection forms for a period of three (3) years.

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**31. Region Hand Scale Calibration Date**

**Not Applicable.**

**32. Freedom of Information Act (FOIA) Requests**

**Compliance.** All Freedom of Information Act (FOIA) requests are forwarded to Administrative Specialist II Leon Scarborough. The FOIA requests are forwarded to the investigating trooper with a due date. The post commander is copied by email. Once the request is satisfied, the requested items are returned to the troop office for proper dissemination. The post commander maintains a log of all FOIA requests dated from 2013-2015.

**33. Miscellaneous Forms / Procedures**

**Compliance.** The post commander presented reports from 2014 (Crocker) and 2015 (Waldrop, Hydrick) demonstrating that personnel report injuries or medical emergencies to a supervising officer. The post commander properly explained the procedure for reporting work-related injuries; to include forwarding the required documentation to the troop office. The post commander stated there were no injuries reported in the post during 2013.

The post commander properly explained the procedures for reporting a suspicious person or bomb threat.

The post commander maintains all Signature / Acknowledgement forms for a period of three (3) years. The signature / acknowledgement forms are stored in the post commander's office. The post commander presented reports dated in 2013 (Use of Profanity); 2014 (Social Media); and 2015 (Litter Control).

**B. FACILITIES**

**1. General Appearance and Upkeep**

**Compliance.** The Post A office appeared properly maintained. The facility was neat, clean, and orderly. The facility is a large, free-standing structure secured with a computerized (keycard) door lock system. The facility was properly secured at all times.

**2. Timely Reporting of Needed Maintenance**

**Compliance.** The post commander properly explained the process utilized to timely report maintenance needs. The post commander's point of contact for all SCDPS maintenance needs is Phillip Delgado.

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**3. OSHA**

**Compliance.** All OSHA literature and contact information was properly posted in the trooper's work room. The postings were accessible to all personnel.

**4. Building Evacuation Route – posted**

**Compliance.** All routes leading in and out of the building were unobstructed and properly posted. Evacuation routes were properly posted at the time of inspection.

**5. Fire Extinguisher Inspection Tags**

**Compliance.** The fire extinguishers were properly inspected and the inspection tags were properly initialed.

**6. Defibrillator**

**Not Applicable.**

**7. First Aid Kit**

**Not in Compliance.** The post commander could not provide a first aid kit maintained within the post office.

RECOMMENDATION(S):

The post commander shall ensure that a serviceable first aid kit is properly accessible to all post personnel in the post office.

**8. Weight Station Scale Calibration**

**Not Applicable.**

**9. BPS Operations Center**

**Not Applicable.**

**10. Other**

**Not Applicable.**

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**Troop Six / Post B**  
**(Colleton / Dorchester)**

An inspection of the Troop Six; Post B (Colleton/Dorchester) Office was conducted from November 16-20, 2015. Present during the inspection was First Sergeant R.L. Hardee – Post Commander.

*IIPs utilized the attached form, DPS LE-030 (Staff Inspections)*

**A: DOCUMENTS AND PROCEDURES**

**1. Collision Records**

**Compliance.** All collision reports are on file electronically. First Sergeant Hardee demonstrated the ability to effectively retrieve collision reports. Post B Troopers are required to submit collision reports electronically before they secure on the day before their rest day begins. Once submitted, each corporal completes the first tier approval for his/her team and First Sergeant Hardee and Sergeant C.A. Pearson split the responsibility of completing the second tier approval. Post B currently had sixteen (16) reports pending second tier approval and twenty-nine (29) reports pending first tier approval.

When SLED iLab reports are returned, First Sergeant Hardee will retrieve and reject reports to himself, make all the necessary amendments, and re-submit the report in the originating trooper's name.

Felony hit and run collision investigations are coordinated through the troop supervision with the assistance of MAIT (Multi-disciplinary Accident Investigation Team). MAIT has a spreadsheet that can be found on the Troop Six server that is updated periodically to track all felony hit and run as well as any other felony cases resulting from a collision. The Troop 6 MAIT spreadsheet has cases listed from the years of 2009-2015.

Post B was able to provide fatality packets from the years of 2012-2015 that were stored in Sergeant Pearson's Office. The contents of a file from each year was reviewed, thoroughly examined, and revealed the following:

2012- Examined a fatal from 3/31/2012 (Deceased-Jamison). The file contained all the necessary documentation and signatures to include photographs. The file did not contain a supervisor statement.

2013- Examined a fatal from 8/06/2013 (Deceased-Limehouse). The file contained all the necessary documentation and signatures. Photographs for this packet were not in the file, but were posted to the SCHP Server under the Troop 6 Photographs page. This file also did not contain a supervisor statement.

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2014- Examined a fatal from 7-27-2014 (Deceased-Hill). The file contained all the necessary documentation and signatures with the exception of the Post Commander's Signature on the front cover page. Photographs for this file were also uploaded to the Troop 6 Photographs page and this file was also missing a supervisor's statement.

2015- Examined a fatal from 2/15/2015 (Deceased-Leckey). The file contained all the necessary documentation and signatures. This file also contained a roadside video of the trooper at the collision scene and it also included a supervisor statement. The photographs for this collision could be found on the Troop 6 Photographs page.

RECOMMENDATION(S):

The post supervisors should purge the fatality packet files to only maintain three (3) years in the post office. The post commander shall ensure that all statements are present and signatures affixed before filing the packet in its proper storage area.

**2. Cash Receipts**

**Not Applicable.** Post B did not have any cash receipts to be examined.

**3. Employee Training Reports**

**Compliance.** Field Training Officer (FTO) Reports and Monthly Training Reports are maintained in the employee's personnel file as required by policy. Employee personnel files are locked in a file drawer located in the first sergeant's office. First Sergeant Hardee presented a FTO file and Monthly Training Reports for each year retained (2013-2015).

2013 - First Sergeant Hardee provided an FTO Packet and the Training Reports that were completed on Trooper M.D. Bevins. Trooper Bevins was trained by Lance Corporal B.T. Roberts (resigned). The FTO report contained all paperwork from each FTO phase and all signatures were affixed to all the reports. All Training Reports, representing a six month period after the completion of the FTO phases were present in the file. All reports were complete with all signatures affixed. The original reports were sent to the troop office and a copy was maintained within the post.

2014 - First Sergeant Hardee provided an FTO Packet and the Training Reports that were completed on Trooper J.L. Wells. Trooper Wells was trained by Senior Trooper G.B. Rogers. The FTO report contained all paperwork from each FTO phase and all signatures were affixed to all the reports. All Training Reports, representing a six month period after the completion of the FTO phases were present in the file. All the reports were complete with all signatures affixed. The original reports were sent to the troop office and a copy was maintained within the post.

2015 - First Sergeant Hardee provided an FTO Packet and the Training Reports that were completed on Trooper J.M. Ross. Trooper Ross was trained by Senior Trooper G.B.



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Rogers. The FTO report contained all paperwork from each FTO phase and all signatures were affixed to all the reports. All Training Reports, representing a six month period after the completion of the FTO phases were present in the file. All the reports were complete with all signatures affixed. The original reports were sent to the troop office and a copy was maintained within the post. During the inspection of the FTO Reports, it was observed that all employee files contained FTO Reports on employees since the inception of employment with the department.

RECOMMENDATION(S):

The post commander should purge the FTO files. Post retention for FTO Reports is three (3) years.

**4. Evidence / Property Storage Room / Documentation**

**Compliance.** The Post B Evidence / Property Storage Room is of sufficient size and is adequately secured. The primary evidence custodian, First Sergeant R.L. Hardee, presented the evidentiary items requested during inspection. The evidence room log in sheet was properly completed and up to date. All evidence randomly inspected was present and properly labeled. Marijuana evidence is stored in the evidence room in a secure cabinet/locker. The cabinet/locker also contained some alcohol evidence as well as some MAIT evidence. All items stored in the cabinet/locker had the appropriate chain of custody attached affixed with all the proper signatures to show the custody changes for the movement of the evidence.

The post office is equipped with four (4) temporary evidence lockers in the dayroom. When evidence other than blood or urine is obtained, the trooper has the option of utilizing any of the four temporary evidence lockers that are available and unlocked - which indicates that the locker is not currently storing any other evidence and is available for use. The trooper logs the evidence into an evidence book located in the dayroom. The trooper will indicate which locker is housing the evidence and will place the evidence in the appropriate locker. The trooper will send an email to the first sergeant and sergeant to inform them of the location of the evidence. The first sergeant or sergeant will remove the evidence, sign it out of the dayroom master log, ensure all the proper paperwork is attached to the evidence, label it, and then log the evidence into a master log which is stored in the evidence locker. At that point, the first sergeant or sergeant will either place the evidence in the cabinet/locker in the evidence room or transport it to CEF. If it is transported to CEF, the evidence is logged out of the master book. CEF is then indicated in the book for the evidence's destination.

Post B is equipped with an evidence refrigerator that is located in the sergeant's office. The refrigerator is equipped with a clasp and lock on the door and the refrigerator is always secured inside the sergeant's office. When a trooper obtains blood or urine, the same process is followed for logging and storing the evidence; however, the trooper must notify a supervisor to access the refrigerated evidence locker secured in the sergeant's office. All supervisors have key access to the sergeant's office.

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DVD / videotapes are stored in the sergeant's office. Labels for the DVD / videotapes are pre-printed and stored next to the DVD / videotapes along with a log sheet to document which trooper obtains the DVD / videotapes and the evidence number associated with it. Troopers cannot obtain a DVD / videotape unless a supervisor issues it to them. All supervisors have access to the sergeant's office. Once a trooper requests DVD / videotapes, a supervisor will allow them access to the sergeant's office. The trooper will affix an evidence number to the DVD / videotape. The trooper will log it out beside the appropriate number on the log. The supervisor present will then sign the log verifying the DVD / videotape has been issued and the numbers are correct. DVD / videotapes pending destruction are stored in the evidence room. Troopers will return DVDs / videotapes ready for destruction to their corporal with a video chain of custody attached. The corporal will review a brief portion of the video and submit the recording to either the first sergeant or sergeant for destruction. Once ninety (90) days have passed, the sergeant or first sergeant will remove the DVD / videotape from the evidence room and destroy it. The video chain of custody indicating that the DVD / videotapes have been destroyed is properly filed. The post maintains and retains paper copies of DVD / videotape logs for 2012 and 2013. The DVD / videotape logs are maintained and retained electronically for 2014 and 2015. Both sets of logs indicate that the DVD / videotapes have been destroyed and the date of destruction is affixed to the log.

Videotape Monitor Reports are completed monthly on each trooper by the assigned supervisor. The Videotape Monitor Reports are filed with the end of the month reports. One year of Videotape Monitor Reports were examined. The reports were filed in the sergeant's office.

#### **5. Evidence Destruction / Documentation**

**Compliance.** Evidence destruction documentation to include Closed Case Reports and chain of custody documents were stored in the evidence room. Documentation was retained and presented for the years of 2010-2015. First Sergeant Hardee described his process for the destruction of evidence. During that process, First Sergeant Hardee will pull all pending evidence items monthly and check for dispositions through the SC Judicial webpage. Once he discovers that a case has been adjudicated through the court system, he will wait the thirty (30) days as designated by policy. After thirty days, a closed case report is completed on the evidence and the evidence is transported to CEF for destruction.

#### **6. Evidence Inspection: Quarterly, Annual, Unannounced, Custodial Change**

##### **Not in Compliance.**

**2015** – Quarterly Inspections for the First, Second and Third Quarters and the Unannounced Inspection were presented. All the inspections were complete and all necessary signatures were affixed.

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**2014** – Quarterly Inspections for the First, Second, Third and Fourth Quarters, the Unannounced Inspection, and the Annual Inspection were presented. All inspections were complete and all necessary signatures were affixed. The Fourth Quarter Inspection and the Annual Inspection were dated for the same date (11/15/14). During 2014, there was a change in evidence custodian. Sergeant D.A. McMurray was removed as the secondary evidence custodian and Sergeant C.A. Pearson was implemented as the new secondary evidence custodian. The change in evidence custodian inspection form was complete with all the necessary signatures attached.

**2013** – Quarterly Inspections for the First, Second, Third and Fourth Quarters and the unannounced inspection were presented. All quarterly inspections were complete and all necessary signatures were affixed to the inspections. Post B could not provide an Annual Inspection for the year of 2013. First Sergeant Hardee indicated that once an inspection is completed, a scanned copy is sent to the troop office and the original is retained within the post. Although only the years 2013-2015 were inspected by this IIP, Post B maintained evidence inspections in the evidence room from the years of 2010-2015.

RECOMMENDATION(S):

1. All inspections required by policy must be present in the file. (Missing annual inspection for 2013).
2. Each inspection should be completed on a separate date. (2014 – Fourth Quarter and Annual Inspection were completed on the same date.)
3. The post evidence inspections should be purged to meet the General Records Retention Schedule requiring three (3) years retention.

**7. Secondary Employment Policy Compliance**

**Compliance.** Secondary Employment requests were maintained in the post office in a filing cabinet within the corporal's office. The requests in the file were for the years of 2013-2015. Eight (8) troopers had requests on file for 2013, thirteen (13) troopers had requests on file for 2014, and nineteen (19) troopers had requests on file for 2015. The following two (2) requests for each year were requested and reviewed:

2013: M.D. Bevins and G.B. Rogers.

2014: L.M. Gabe and B.T. Roberts.

2015: E.M. Enxuto and B. Brooks.

All signatures were present on the requests sampled and all requests were approved. Troopers completed outside employment requests for off duty work; as well as, any overtime special that was offered within the post/troop. Some troopers had multiple requests within each year.

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**8. Agency Property Accountability / Inventory Control**

**Compliance.** The post retained Annual Inventory Sheets for the years of 2014-2015 in a filing cabinet located in the corporal's office. A review of the inventory sheets for both years revealed all signatures were present and all equipment was verified and accounted for.

**9. Purchasing and Procurement Compliance + P-Card**

**Not Applicable.**

**10. Telecommunication Centers**

**Not Applicable.**

**11. Traffic Summons Book / Bond Money**

**Compliance.** Supervisors conduct monthly line inspections on all uniformed subordinates. The inspection requires a check of each summons book to verify bond money collected. No violations or discrepancies have ever been recorded during First Sergeant Hardee's tenure as the post commander.

**12. Ticket Tracking**

**Compliance.** Supervisory personnel conduct summons ticket audits on subordinates monthly. All pending and unissued summons tickets are audited. All summons ticket audits are forwarded to the troop office with the end of the month reports. Summons ticket audits were on file in the post office, located in the corporal's office in a file cabinet, for the years of 2013-2015. A review of all monthly ticket audits for the months of January, February, March, April, May, June, July and October 2015. The audits were completed by the corporal of each shift and each audit seemed to be thorough and all summonses were verified.

**13. Body Armor Replacement Date**

**Compliance.** The body armor replacement date is notated on the line inspection completed monthly. All post personnel, except the post commander and assistant post commander, when performing administrative duties, are mandated to wear issued body armor. The post commander and assistant post commander, when performing administrative duties, maintains body armor in the tactical cover, in the patrol vehicle – readily available.

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**14. Child Custody Procedures**

**Compliance.** All personnel have been notified of the new “Child Custody Transfer” policy. First Sergeant Hardee has also posted the Juvenile/Child Custody Transfer procedures in the dayroom; as well as, furnished a copy to all troopers to store in their patrol vehicle. All Juvenile/Child Custody files are retained in the first sergeant’s desk drawer. The desk drawer remains locked at all times and the files are housed separately from any other files. The file in the first sergeant’s office contained three (3) years of Juvenile/Child Custody Transfer incidents. The years were from 2013-2015.

Three (3) files were reviewed from 2013; thirteen (13) files were reviewed from 2014; and twenty (20) files were reviewed through November 18, 2015. All files, 2013-2015, were in compliance with the necessary forms, information, and signatures.

**15. Juvenile Procedures**

**Compliance.** The post commander explained the procedure for both a child custody transfer and a juvenile arrest. The new child custody transfer policy has been provided to all post personnel. The post commander properly explained the procedure for arresting and transporting a juvenile, interrogating a juvenile, and handling a child custody transfer.

**16. Juvenile Custodial Release Forms**

First Sergeant Hardee was familiar with the Juvenile Custodial Release Form, but had not utilized the form since becoming the post commander. Post B did not have any files containing the Juvenile Custodial Release Form.

**17. Line Inspections**

**Compliance.** Line inspections, conducted on all uniformed personnel monthly, are stored in the corporal’s office. Present in the file were line inspections for the years of 2013-2015. Line inspections were reviewed from each year. Out of the line inspection forms reviewed, all inspections were hand-marked and not computer pre-checked. All inspections were complete and signed by the trooper being inspected and the supervisor conducting the inspection.

Of the 2015 line inspections reviewed, three (3) inspections were observed to have a corrective action noted. On 06/27/2015, Trooper D.A. Seastrunk had an issue with his in-car video system which was corrected on the same date and initialed by Sergeant Pearson. On 10/22/2015, Trooper S.A. Pence had a mechanical issue with the vault on his in-car video system and it was corrected on 10/27/2015 and initialed by Sergeant Pearson. On 07/09/2015, Trooper J.M. Ross had an issue with her portable printer and the issue was repaired on 07/10/2015 and initialed by Sergeant Pearson. All three

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inspections that required corrective action were completed in a timely manner, notated, and initialed as required by DPS Policy and Procedure.

Corporal E.M. Enxuto performed a line inspection on Lance Corporal M.E. McDonald. The line inspection was conducted in compliance with policy, to include physically checking all issued equipment [weapons and ammunition, serial number verifications, all required equipment, sensitive items (badges), and summons books (bond money)]. Lance Corporal McDonald kept a handwritten, hard copy of his Radar Log which was also inspected.

RECOMMENDATION(S):

The file retention for Line Inspections stored within the post is one (1) year. Post B retained three (3) years of Line Inspections. The post commander should purge the files to comply with the DPS General Records Retention Schedule.

**18. Safety Checkpoint Documentation (Statistical Data)**

**Compliance.** First Sergeant Hardee provided the following protocol pertaining to Safety Checkpoints within the post: the troop captain mandates that each corporal perform at least four (4) safety checkpoints per month. Corporals may have checkpoints at any location within the post as long as the location meets DPS Policy guidelines. First Sergeant Hardee verbalized that checkpoints should be held in safe locations that are well lit and on roadways with ample sight distance. The weather must be permitting and during checkpoints, troopers should wear safety vests. Signs and flares should be utilized. Once a checkpoint is completed, checkpoint data is collected and documented on Form SCHP-E-008. Statistics and data to justify checkpoint locations are collected for each approved checkpoint from information located on the Troop Six G-Drive; as well as, from CREP Data located on the SCHP server. Statistics and data are collected and documented, utilizing SCHP-E-007 and attached to each individual road check form before submitting the form(s) to the first sergeant or sergeant.

During an inspection of the safety checkpoint documentation, First Sergeant Hardee produced, from a file cabinet located in the corporal's office, three (3) years of documentation (2013-2015). Approximately half of the forms that were presented for reviewed. For the years of 2013 and 2014, the post only retained the SCHP-E-008 form for documented safety checkpoints. For the year of 2015, from the month of February to the present date, the post retained both forms SCHP-E-007 and SCHP-E-008 in the file. All documentation that was inspected contained the appropriate data and signatures.

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RECOMMENDATION(S):

The General Records Retention Schedule indicates one (1) month of safety checkpoint documentation shall be retained in the post. The post commander should purge the safety checkpoint file to comply with the current records retention schedule.

**19. EPMS (Probationary, Annual)**

**Not in Compliance.** EPMS reviews are stored within the personnel files which are located in the post commander's office. First Sergeant Hardee verbalized that he understood, currently, all EPMS reviews are performed annually from the period of April 1<sup>st</sup> through March 31<sup>st</sup>. He explained that he understood that new employees should be evaluated after the expiration of their probationary period and that EPMS reviews can be initiated ninety (90) days prior to March 31<sup>st</sup>.

First Sergeant Hardee then produced EPMS reviews for five troopers assigned to the post. The EPMS series were presented and inspected:

TFC M.D. Bevins had an EPMS review on file for 2013, 2014, and 2015. His probationary period EPMS was also presented for review. All EPMS reviews on file for TFC Bevins were complete, thorough, dated properly, and contained all the necessary signatures along with the planning stage.

Senior Trooper R.C. Boehler had an EPMS review on file for the years of 2011 through 2015 and also his probationary period EPMS. All EPMS reviews on file for Senior Trooper Boehler were complete, thorough, dated properly, and contained all the necessary signatures along with the planning stage.

TFC T.L. Clemens had an EPMS review on file for 2013, 2014, and 2015 and also his probationary period EPMS. All EPMS reviews on file for TFC Clemens were complete, thorough, dated properly, and contained all the necessary signatures along with the planning stage.

Trooper K.C. Davis is a new trooper who only had an EPMS Probationary review on file that dated from July 2014 to July 2015. Trooper Davis' EPMS was complete, thorough, and contained all the correct dates and signatures as well as the planning stage.

Corporal L.M. Gabe had an EPMS review on file for the years of 2000 through 2015. All EPMS reviews on file for Corporal Gabe were complete, thorough, dated properly, and contained all the necessary signatures along with the planning stage.

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RECOMMENDATION(S):

The post commander should review each personnel file in the office and purge the EPMS reviews for each trooper that exceed the General Record Retention Schedule period of three (3) years.

**20. Disciplinary Action Records**

**Compliance.** Post B had no formal disciplinary documents on file at the post level. The post only retained and presented counseling session documents. The documents were on file in each individual applicable trooper's personnel file.

**21. Victim / Witness Files – Secure**

**Compliance.** The post retained three (3) years of Victim / Witness Files. The files were located in First Sergeant Hardee's Office in a secure drawer in his desk. Contained in the files were victim / witness information for the years of 2013-2015. For 2013, there were five (5) reports on file. For 2014, there were four (4) reports on file. For 2015, there were three (3) reports on file to date. Of the twelve (12) total reports that were on file, all twelve were reviewed by this IIP. Seven (7) out of the twelve reports were missing victim's signatures on the victim's checklist/notification. All twelve reports were completed correctly and contained all the necessary information, with the exception of the aforementioned missing signatures.

When questioned on the protocol for victim / witness situations, First Sergeant Hardee proved that he had a good knowledge of the process; as well as, the importance of notification and documentation on any incident involving a victim. First Sergeant Hardee advised that all victims' paperwork was forwarded to Christina Tolar, the DPS Victim's Advocate, and all checklists should be signed and distributed to all applicable personnel. As for victim notifications, First Sergeant Hardee verbalized that for General Sessions Cases, the Circuit Court notified victims / witnesses of any proceedings and for magistrate level cases, the investigating trooper was responsible for notifying victims / witnesses for any proceedings. There was no formal tracking system in place to document the disposition of cases other than First Sergeant Hardee's personal knowledge of the cases that he retained.

RECOMMENDATION(S):

The post commander should establish a system to track the disposition of all cases involving victims so that the proper retention of victim / witness files is maintained. The post commander should review each victim's file to ensure that the paperwork contains all the necessary signatures.



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**22. Use of Force Reports (Supervisory Review)**

**Compliance.** The post commander was asked to produce all Use of Force (UOF) documents for the years of 2013-2015. First Sergeant Hardee produced all the UOF documents for this time period and retrieved them from a cabinet located within his office. Out of the reports produced, the post had no incidents of a trooper discharging a firearm. The post did not have any reports of death or serious injury to any suspects as a result of a UOF. For the year of 2013, the post did not have any UOF reports on file. For the year of 2014, the post had one UOF report on file. The UOF involved an incident where Corporal L.M. Gabe applied a pressure point technique to subdue a suspect for TFC M.D. Bevins. A review of the report revealed that all the necessary paperwork, statements, dates and signatures were present on/with the report. To date, for the year of 2015, the post did not have any UOF reports on file.

**23. Pursuit Reports (Supervisory Review)**

**Compliance.** The post commander maintains all pursuit reports and related written documentation for a period of three (3) years (2013-2015). The reports are stored in the corporal's office. The post commander presented four (4) pursuit reports from 2013, eight (8) pursuit reports from 2014, and two (2) pursuit reports from 2015.

First Sergeant Hardee advised that after a pursuit, all pursuit reports are submitted by the trooper, properly documented and reviewed by both the post commander and the troop lieutenant (both reviewing supervisors affix signatures.) Policy and procedural violations are properly documented when applicable. All fourteen (14) pursuit reports were reviewed during the inspection. All the pursuit reports on file contained a Supervisor Statement, Trooper Statement, Pursuit Report, Incident Report (when a foot pursuit was involved), a collision report (when the pursuit ended in a collision), any applicable charging documents when the suspect was apprehended, and a videotape monitor report. The inspection of the reports revealed the following:

- Only three (3) of the fourteen pursuit reports had a video stored within the packet. First Sergeant Hardee advised that the copy of the video for each incident was forwarded to the troop office. Often a copy is not stored within the pursuit packet. Of the three (3) videos that were located in the pursuit packets, none had a copy of a video chain of custody with them.
- Seven (7) of the pursuit packets determined that the reporting trooper utilized the SCIBRS report as his/her statement; however, five (5) of the seven SCIBRS reports that were utilized, were not signed by the trooper.
- One (1) pursuit packet, dated 08/9/2015, completed by TFC Clemens, was missing all signatures that should be attached to the pursuit report.

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- On 11/29/2014, TFC Lutes submitted a pursuit report that was missing the supervisor's signature on the supervisor's statement and it was also missing a trooper's statement or SCIBRS report to represent the trooper's statement.

RECOMMENDATION(S):

1. Supervisors should review each pursuit packet thoroughly before submitting and filing to ensure that all items are included in the packet and all signatures are attached to the applicable paperwork.
2. Any video located in a pursuit packet should be accompanied by an audio/video chain of custody form.
3. When utilizing the SCIBRS report as the trooper's statement, the trooper shall affix his/her signature to the report.

**24. Prisoner Transport**

**Compliance.** Lance Corporal M.E. McDonald, who was present in the post office at the time the Prisoner Transport section of the Staff Inspection was introduced, explained the proper procedure for transporting prisoners, per DPS Policy, to include handcuffing and searching the prisoner for weapons and contraband prior to transport. Lance Corporal McDonald properly explained the procedure for transporting prisoners of the opposite sex and juveniles. Lance Corporal McDonald properly explained the procedure if / when a prisoner escapes.

**25. Legal Process Forms – for service of warrants**

**Not Applicable.**

**26. Subpoena Maintenance**

**Compliance.** First Sergeant Hardee advised that the only subpoenas received at the post office are civil subpoenas. First Sergeant Hardee advised that the court system does not send subpoenas to troopers; they are notified of court through the first sergeant or the court clerks. The civil subpoenas that come to the post office are either mailed directly to the office or mailed to the troop office. In both instances, the first sergeant emails a copy of the subpoena to the trooper and places a hard copy of the subpoena in his/her mailbox. A copy is kept on file in the post office and a copy is forwarded to the troop office. The first sergeant will schedule the trooper for the court hearing that he / she is subpoenaed for.

First Sergeant Hardee produced three (3) years of civil subpoenas retained in the post. A total of fifteen (15) civil subpoenas were presented: 2013 (3); 2014 (5); and 2015 (7).

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**27. RADAR Logs**

**Compliance.** First Sergeant Hardee did not have any RADAR Logs on file within the post office. Post personnel maintain RADAR / LIDAR logs, individually. Lance Corporal M.E. McDonald's RADAR Log was presented and reviewed. Lance Corporal McDonald maintained a hard copy log in a notebook.

**28. RADAR Proficiency**

**Compliance.** All Post B personnel utilizing speed measuring devices are certified and recertified. The post commander keeps all RADAR proficiency documentation in the trooper's individual personnel file. Troopers can access the ACADIS system to verify current and past certification dates for RADAR.

The following five (5) personnel files were inspected for RADAR proficiency documentation: TFC Bevins, Lance Corporal Ford, TFC Lutes, Corporal Enxuto and Trooper Wells.

All the personnel files inspected contained RADAR Proficiency documentation in the file with the exception of TFC Lutes. A phone call was made to the Troop 6 Headquarters Office. The troop office did have a RADAR proficiency on file for TFC Lutes. The RADAR Certification was up to date.

First Sergeant Hardee advised that all RADAR Certifications are tracked through the troop training lieutenant. Lieutenant S.N. Gadsden keeps a spreadsheet on the Troop 6 Server / G-Drive that tracks the certification dates for all troop personnel. A monthly report is forwarded to all of the post commanders identifying the troopers that are due to be re-certified.

**29. Records Retention**

**Compliance.** All files requested during the general records retention inspection were present in the post office with exception of the RADAR Logs. RADAR Logs are maintained by each individual trooper. Several files were retained beyond the required retention period.

RECOMMENDATION(S):

The post commander should purge the post files in compliance with the General Records Retention Schedule.

**30. Wrecker Inspections**

**Compliance.** First Sergeant Hardee maintained wrecker inspections in his office for the years of 2012 through 2015.

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The wrecker inspection files consisted of the following:

2013: Post B had thirty-one (31) inspections on file (Colleton-12, Dorchester-19)  
2014: Post B had thirty-five (35) inspections on file (Colleton-14, Dorchester-21)  
2015: Post B had twenty-five (25) inspections on file (Colleton-10, Dorchester-15).

The review of the wrecker inspection files consisted of:

2013: Wood Brothers Wrecker Service; Gerald's Wrecker Service; Pearson Towing; and Bandit Towing.

2014: Auto Pit Stop; Coastal Carolina Towing and Recovery; Davis Low Country; and Delk's Towing.

2015: S & S Lube; Nolan's Garage; Larry Hardee's Auto; and Vas Towing and Recovery.

All the wrecker inspections that were reviewed contained documentation to show that the services were inspected properly. All signatures were affixed in the proper locations. All necessary forms and background information were included in each inspection packet. This includes insurance information, fee sheets, and the wrecker service application. Starting in 2014, for the 2015 wrecker inspections, Lieutenant Gadsden prepared and researched all the driver records and insurance information for each wrecker service. The information was provided to each post commander prior to the start of the inspections. Once the inspections are completed, the inspections are forwarded to the troop office and a copy is maintained in post office.

**RECOMMENDATION(S):**

The General Records Retention Schedule requires the post to maintain three (3) years of wrecker inspections. The post commander should purge the wrecker inspection files.

**31. Region Hand Scale Calibration Date**

**Not Applicable.**

**32. Freedom of Information Act (FOIA) Requests**

**Compliance.** Three (3) years of FOIA requests were provided to this IIP during this portion of the inspection. First Sergeant Hardee maintains a copy of every FOIA request that is sent through the post office. FOIA request originate at the troop office and are sent to the post commander with a return due date. The post commander will send the FOIA to the trooper electronically with a return due date. The trooper will complete the FOIA request and return the information to the post commander with a signed document stating that the request is completed and contains all the necessary information. The post

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commander returns the information back to the troop office to be submitted to SCHP Headquarters in Blythewood.

RECOMMENDATION(S):

The General Records Retention Schedules only requires a copy of FOIA requests to be kept on file at the troop level. The post commander should purge the post files.

**33. Miscellaneous Forms / Procedures**

**Compliance.** First Report of Injury and Signature / Acknowledgement files were inspected during this portion of the Staff Inspection. The post maintains a file designated for First Report of Injury for the years of 2013 through 2015. The post retained no First Report of Injury incidents for 2013 and 2014 and presented (1) one First Report of Injury for 2015. The First Report of Injury Report was documented on Trooper J.M. Ross from an incident that occurred on 10/01/2015.

The post commander presented three (3) years of Signature / Acknowledgements dating from 2013 through 2015:

- (2013) the post retained twenty-six (26) acknowledgement sheets.
- (2014) the post retained thirty-five (35) acknowledgement sheets.
- (2015) the post retained twenty-seven (27) acknowledgement sheets.

All acknowledgement sheets on file were photocopies. The originals were forwarded to the troop office and retained. Currently, all SCDPS Policy change acknowledgements are signed electronically, utilizing Power DMS and not retained as a hard copy.

RECOMMENDATION(S):

The General Records Retention Schedule does not require First Report of Injury documents to be retained at the post level. The post commander should purge the files.

**B. FACILITIES**

**1. General Appearance and Upkeep**

**Compliance.** The Post B office appeared well-maintained. The facility was neat, clean, and orderly. The facility was properly secured at all times.

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**2. Timely Reporting of Needed Maintenance**

**Compliance.** The post commander properly explained the process utilized to timely report maintenance needs. The post commander's point of contact for all maintenance issues is the regional facilities technician, Phillip Delgado. First Sergeant Hardee can contact Mr. Delgado via the telephone or email and normally gets a quick response on all maintenance needs for the Post B facility.

**3. OSHA**

**Compliance.** All OSHA literature and contact information was properly posted in the troopers' dayroom. The postings were accessible to all personnel.

**4. Building Evacuation Route – posted**

**Compliance.** All routes leading in and out of the building were unobstructed. The evacuation route(s) were posted.

**5. Fire Extinguisher Inspection Tags**

**Compliance.** Post B was equipped with one (1) fire extinguisher. The fire extinguisher was located in the center of the building in the hallway and the tags were properly initialed to show that the extinguisher was being inspected monthly.

**6. Defibrillator**

**Not Applicable.**

**7. First Aid Kit**

**Compliance.** The first aid kit that was located in the dayroom. The first aid kit was accessible to all personnel.

**8. Weight Station Calibration Date**

**Not Applicable.**

**9. BPS Operations Center**

**Not Applicable.**

**10. Other**

**Not Applicable.**

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**Troop Six / Post C**  
**(Beaufort / Jasper)**

An inspection of the Troop Six / Post C Office was conducted with the acting post commander, Sergeant W.A. Rouse, on November 17-18, 2015. The inspection revealed...

*IIPs utilized the attached form, DPS LE-030 (Staff Inspections)*

**A: DOCUMENTS AND PROCEDURES**

**1. Collision Records**

**Compliance.** A TR-310 accident report is initiated when a trooper generates a report in Report Beam (the computerized system used to generate and maintain collision reports). After the trooper submits the completed report each corporal is required to check their team's initial reports for accuracy, completeness, etc. The post sergeant is required to check the assigned corporal's reports and complete second approvals on all reports. Corporals are assigned to follow-up on the rejected reports to ensure the reports are re-submitted in a timely manner. All TR-310s are maintained within the Report Beam program. Collision photographs are stored online and retained indefinitely.

General Sessions Court files are maintained in the post workroom and retained for an indefinite period of time.

The post sergeant maintains the fatal packets within the post workroom. The files are retained from 2008-2015. The sergeant has developed a spread sheet, maintained electronically, to assist with the accountability of fatality packets. Upon completion of the initial investigation, the fatality packet is filed in a file cabinet in the post office. A copy is forwarded to the troop office. Any revisions or amendments as a result of additional investigative measures is placed in the file as completed and received. When toxicology reports are received, the TR-310 is rejected back to the trooper. The trooper is required to complete an amended report and re-submit the report through the approval process. Photographs stored electronically on the troop server were reviewed and verified - identified by CAD number.

Once complete, the fatality packet is forwarded to the troop office. A lieutenant reviews the fatality packet and signs off on the attached cover sheet.

All hit and run investigations are maintained and followed up on through the supervisors and/or the sergeant. The investigating trooper's schedule is adjusted to allow him/her an adequate amount of time to complete an investigation. The captain and lieutenant are updated regularly on the progress of all hit and run collisions. There was one (1) hit and run cold case dated in 2013.

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The following fatality packets were presented for inspection:

2013: George G. Rivenbark – a vehicle vs. bicycle case investigated by Trooper J.T. Conyers on 12/2/2013. The majority of the required documents appeared to be filled out completely and legibly. The required signatures were observed within the file. Witness statements were recorded on DVDs and/or handwritten. When handwritten, the statement(s) were recorded on sworn affidavits. Administrative errors were observed, to include, a missing coroner's report, errors completing the TR-310 collision report, and missing supervisor's signatures.

2014: Jonathan L. Friday – (MAIT Case) a Felony DUI – Death case investigated by Trooper C.A. Cuata-Hernandez on 08/16/2014. The majority of the required MAIT documents appeared to be filled out completely and legibly. The required signatures were observed within the file. There was not a DVD containing the investigating trooper's in-car video footage of the scene included in the fatality packet.

2015: Stephen Dunham – a single car fatality investigated by Trooper S.A. Michael on 10/10/2015. The majority of the required documents appeared to be filled out completely and legibly. The required signatures were observed within the file. There was not a DVD containing the investigating trooper's in-car video footage of the scene included in the fatality packet.

RECOMMENDATION(S):

1. The post commander shall ensure the review all fatality packets verifying all required documentation, including media, is included prior to submission to the troop office.
2. The post commander should create an archive folder for photos retained beyond the required three (3) years troop only retention.
3. The post commander should purge the General Sessions Court case files and retain files for one (1) year after the disposition (taking appeal cases into consideration). The Evidence Preservation Act may create exceptions to the recommended recommendation.

**2. Cash Receipts**

**Not Applicable.**

**3. Employee Training Records**

**Compliance.** The post commander maintains all employee training records within a file in his office for a period of one (1) year or more. Field Training Evaluation Program (FTEP) records are maintained for a period of three (3) years or more. The post



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commander forwards the employee training records and the Field Training Officer (FTO) Reports to Lieutenant S.N. Gadsden at the troop office for review. The lieutenant forwards all training reports to Patrol Training.

The following employee training reports were reviewed:

2012: All FTO Reports related to Trooper Burnham.

2013: All FTO Reports related to Trooper Maule.

2014: All FTO Reports related to Trooper C. Cuata-Hernandez.

Training reports were reviewed from February, April, and June of 2013; as well as, January and March of 2014.

The reviewed documentation was filled out completely, legibly and contained all required signatures indicating supervisory review and/or approval.

RECOMMENDATION(S):

1. The post commander should consider filing each type of training report separately. This will allow proper destruction in compliance with the General Records Retention Schedule.
2. The post commander should purge the training files. The post retention period monthly training reports is one (1) year; FTO records is three (3) years.

#### **4. Evidence / Property Storage Room / Documentation**

**Compliance.** An inspection of the Post C evidence room was conducted with the primary evidence custodian, Sergeant W. A. Rouse. The Evidence/Property Storage Room is of sufficient size and is adequately secured. Sergeant Rouse presented the evidentiary items requested during the inspection.

According to the Police Central report utilized to conduct the inventory of the evidence room, there were forty-one (41) items of evidence stored in the Post C Evidence Room on November 17, 2015. All evidence was present and accounted for, properly labeled, and secured. There were several administrative typographical errors detected on the report resulting from data entered incorrectly. Marijuana, alcohol, cocaine, crack cocaine, pills, etc. evidence is securely stored within the evidence room.

There was no blood or urine evidence stored within the post at the time of this inspection; however, when blood or urine is collected, the collection is completed according to DPS Policy. The Beaufort County Sheriff's Department analyzes the majority of the blood and urine evidence collected within the post.

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When troopers make a case, the troopers log in the evidence in the workroom. Troopers complete the required paperwork and place the paperwork on the outside of an envelope that contains the evidence and chain of custody paperwork. The evidence is then placed in a temporary evidence locker located in the workroom.

When a trooper obtains blood and/or urine evidence, the trooper secures the evidence in a refrigerated evidence locker located in the workroom.

The primary/secondary evidence custodian completes the evidence log when the evidence is removed from the temporary evidence lockers in the workroom and placed into the evidence closet.

DVDs/Videotapes are secured within the supply room and a supervisor must issue DVDs/videotapes, when requested. The DVDs/videotapes are labeled at the time of issuance and logged out to the assigned trooper. DVDs/videotapes pending destruction are stored within the supply room along with the videotape chain of custody and destruction documentation.

Random portions of DVDs/videotapes are reviewed as outlined in DPS policy before destruction. DVD/videotape audits are conducted quarterly by a supervisor. DVDs/videotapes of critical incidents (pursuits, use of force, complaints, etc.) are secured in a box within a closet located in the first sergeant's office. Retention of these specific recordings (identified as copies of the original recording) was undetermined at the time of this inspection.

RECOMMENDATION(S):

1. The primary/secondary evidence custodian shall ensure information is entered into Police Central accurately.
2. The primary/secondary evidence custodian must check with the Beaufort County Sheriff's Department lab, regularly, to ensure evidence is picked up in a timely manner - after the evidence has been analyzed.
3. The primary/secondary evidence custodian shall document clearly on the evidence log where evidence is being moved and who moved the evidence (custody).
4. The post commander shall ensure the proper retention of all DVDs/videotapes.

**5. Evidence Destruction / Documentation**

**Compliance.** The primary evidence custodian, Sergeant W. A. Rouse, maintains all paperwork (chain of custody, closed case reports, etc.) and retains the paperwork securely within the evidence room and supply room. All forms and documentation was present and retained for a period of three (3) years or more.

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RECOMMENDATION(S):

All files and records should be purged in compliance with the current General Records Retention Schedule.

**6. Evidence Inspection: Quarterly, Annual, Unannounced, Custodial Change**

**Not in Compliance.** Sergeant Rouse presented the following 2013-2015 Quarterly, Unannounced, Annual and Custodial Change Inspection documentation, upon request:

2013 Inspections:

- The 1st quarter inspection was conducted on January 16, 2013, by F/Sgt. Boniecki.
- The 2nd quarter inspection was conducted on April 10, 2013, by F/Sgt. Boniecki.
- The 3rd quarter inspection was conducted on July 8, 2015, by F/Sgt. Boniecki.
- 4th quarter inspection: No report on file.
- Annual inspection: No report on file.
- Unannounced inspection was conducted on December 10, 2013, by Lt. Gadsden.

Neither Lt. Gadsden nor F/Sgt. Boniecki signed out of the evidence room after the unannounced inspection.

2014 Inspections:

- The 1st quarter inspection was conducted on February 2, 2014, by F/Sgt. Boniecki.
- The 2nd quarter inspection was conducted on April 1, 2014, by F/Sgt. Boniecki.
- The 3rd quarter inspection was conducted on July 9, 2014, by F/Sgt. Boniecki.
- The 4th quarter inspection was conducted on October 9, 2014, by F/Sgt. Boniecki.
- The 4th quarter inspection was conducted on October 10, 2014, by F/Sgt. Boniecki.
- The Annual Inspection was conducted on December 23, 2014, by Lieutenant Boniecki.
- The Unannounced Inspection was conducted on December 24, 2014, by Lieutenant Boniecki.
- An Evidence Custodian Change Inspection was conducted on December 23, 2014, replacing the primary evidence custodian, Lieutenant Boniecki, with Sgt. Rouse (primary); and adding Corporal Rodgers (secondary).

The review revealed two (2) separate 4<sup>th</sup> Quarter Evidence Inspections (10/09/2014 and 10/10/2014).

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No documentation was recorded on the Authorized Storage Area Log when First Sergeant/Lieutenant Boniecki entered or exited the evidence room to conduct inspections on February 2, October 9, or December 23, 2014.

2015 Inspections:

- The 1st quarter inspection was conducted on February 6, 2015, by Sergeant Rouse.
- The 2nd quarter inspection was conducted on May 29, 2015, by Sergeant Rouse.
- The 3rd quarter inspection was conducted in September 11, 2015, by Sergeant Rouse.
- The 4th quarter inspection was pending at the time of this inspection.
- The Annual Inspection was pending at the time of this inspection.
- The Unannounced Inspection was conducted on July 12, 2015, by Lieutenant Boniecki.

RECOMMENDATION(S):

1. The primary/secondary evidence custodians shall ensure when authorize personnel enter and/or exit the evidence room, the proper information is recorded on the Authorized Storage Area Log.
2. The primary/secondary evidence custodians shall ensure all documentation related to evidence inspections is verified for accuracy and completeness before filing.
3. The primary/secondary evidence custodians shall ensure all personnel properly record entry into and exit out of the evidence room.

**7. Secondary Employment Policy Compliance**

**Compliance.** Sergeant Rouse is familiar with DPS policy pertaining to secondary employment. All 2015 secondary employment request forms were inspected. The forms appeared properly completed, signed, and updated annually. The post commander maintains a copy of all secondary employment request forms, within the post personnel files, for more than three (3) years.

RECOMMENDATION(S):

The post commander should maintain a separate file specifically containing secondary employment request(s). This would allow for a more efficient means of purging the file. Post level retention is three (3) years. The post commander should purge the file to comply with retention.

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**8. Agency Property Accountability / Inventory Control**

**Compliance.** All 2015 property transfers and equipment inventory forms were reviewed and appeared properly completed and signed. The post files are maintained annually.

**9. Purchasing and Procurement Compliance + P-Card**

**Not Applicable.**

**10. Telecommunication Centers**

**Not Applicable.**

**11. Traffic Summons Book / Bond Money**

**Compliance.** Troopers send an email to the troop office staff (Captain, all Lieutenants, Sgt. Brown and both administrative assistants) requesting no more than two (2) traffic summons books. The requested summons book(s), along with a receipt is placed in the trooper's box – via a supervisor (inner-office mail). When the trooper receives the summons book(s), he/she signs the receipt and returns the receipt to Sgt. Rouse. Sgt. Rouse forwards the receipt back to the troop office. Summons book receipts are retained within the post for two (2) years.

According to Sgt. Rouse, all troopers are familiar with DPS policy governing bond money. Supervisors conduct monthly line inspections on all uniformed personnel. A line item on the line inspection requires an audit of each summons book to verify the amount of bond money collected and receipted or currently possessed. A review of the line inspection forms indicated that there was no bond money possessed at the time of this inspection.

**12. Ticket Tracking**

**Compliance.** Ticket audits are conducted monthly during the line inspection. During the ticket audit, the supervisor will verify possession of all assigned summons tickets. Supervisors ensure summons tickets are neat and legible. Supervisors verify the status of pending cases. Several audits were reviewed. None of the audits reviewed included unissued summons tickets. Sgt. Rouse maintains copies of all ticket audits with the line inspections for two (2) years.

All ticket transmittals are signed by Sgt. Rouse and are retained in the post for three (3) years.

The trial officer's copy of the Uniform Traffic Ticket is placed in a box in the troopers' workroom and delivered to the magistrate's office within seventy-two (72) hours.

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RECOMMENDATION(S):

Make sure unissued summons tickets are included on and accounted for when conducting the summons ticket audits.

**13. Body Armor Replacement Date**

**Compliance.** The body armor replacement date is recorded on the line inspection form which is completed monthly. All post personnel, except the post commander when performing administrative duties, are mandated to wear issued body armor. The post commander, when performing administrative duties, maintains body armor in his issued patrol vehicle - readily available.

**14. Child Custody Procedures**

**Compliance.** All personnel have been notified of the new DPS Child Custody Transfer Policy/ procedures. All child custody transfer paperwork is secured in the post sergeant's office in a drawer in his desk - separate from other files. The on-call lieutenant is notified when a child custody case is made. The notification is followed by an email to the troop/post chain of command.

The following reports were reviewed and appeared to be filled out properly, thoroughly, and legibly:

Dominic L. Dasher (11/08/2015); Jackson A. McElveen 01/16/2015); and Richard J. Miles (04/25/2015). The files are retained in the post for three (3) years.

**15. Juvenile Procedures**

**Compliance.** According to Sgt. Rouse, all troopers assigned to the post are familiar with DPS policy governing juvenile procedures. One juvenile file was presented and reviewed. The file appeared to be completed properly, thoroughly, and legibly. The files are retained in the post for three (3) years. The files are secured in the sergeant's office in a desk drawer - separate from other files.

**16. Juvenile Custodial Release Forms**

**Not Applicable.**

**17. Line Inspections**

**Compliance.** Line inspections are conducted on a monthly basis by the supervisors in compliance with DPS policy. A review of the 2014-2015 completed line inspection forms revealed the following:

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2015:

- Trooper J.D. Hardwick - no deficiencies noted.
- Trooper A.D. Klimek - January and June line inspections are missing signatures.
- Trooper L.A. Maule - no deficiencies noted.
- Cpl. M.G. Davis - February line inspection is missing the inspector's signature.
- Trooper C. Cuata-Hernandez - one deficiency noted in March.

2014:

- Trooper A.D. Klimek - no deficiencies noted.
- Cpl. J.L. Perry - no deficiencies noted.
- Trooper J.A. Shumaker - no deficiencies noted.

There was one (1) non-compliance issue addressed in a two (2) years of line inspections. The identified issue was corrected, initialed, and dated properly on the line inspection form.

Spare cars are inspected by Corporal Perry on a monthly basis.

Line inspection forms were maintained and retained in the post for two (2) years.

On Wednesday November 18, 2015, Corporal M.G. Davis conducted a line inspection on Lance Corporal W.A. Tuten. Corporal Davis did a good job inspecting Lance Corporal Tuten's equipment, radar logs, ticket books, etc. He was very thorough in checking for serviceable equipment, serial numbers and expiration dates on all equipment. Corporal Davis did not note any deficiencies during this inspection.

Lance Corporal Tuten's Glock and back-up weapon were not checked for cleanliness. The issued shotgun was dusty, the OC spray was not tested, and the service ammo was not verified to make sure it was the proper issue ammo.

RECOMMENDATION(S):

Policy 300.10; IV; D; 1: SCDPS Policy states, "Each supervisor conducting a line inspection shall ensure that corrective action has been taken including steps to correct deficiencies discovered as a result of the inspection."

1. Once corrective action is taken to address "not in compliance" (NC) ratings, the rating supervisory shall document the corrective action taken, the date corrected, and the inspector shall initial the line inspection form.
2. The post commander should review all line inspection forms, on a monthly basis, to ensure supervisors are accurately completing the line inspection forms in compliance with policy.

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3. The post commander shall ensure that supervisors conducting line inspections are properly checking all weapons for cleanliness and proper ammunition.

**18. Safety Checkpoint Documentation (Statistical Data)**

**Compliance.** All operations are properly planned, organized, executed, and documented. Selective enforcement forms are retained and filed in the post commander's office for more than one (1) year.

RECOMMENDATION(S):

The post commander should purge the files.

**19. EPMS (Probationary, Annual)**

**Compliance.** EPMS reviews are completed on each trooper by the assigned corporal (rater). The EPMS is reviewed for accuracy, fairness, and completeness by the post sergeant (reviewer). The corporal conducts the performance evaluation with the trooper explaining his/her overall rating.

Once reviewed with the trooper, the trooper and the supervisor sign and date the EPMS. The original EPMS is forwarded to the troop office. A copy is retained within the trooper's personnel file located in the post commander's office. The EPMSs are retained for a period of three (3) years or more.

The following EPMS reviews were inspected:

Trooper Burnham: a Probationary and Annual EPMS - dated 04/01/2013, 05/02/2014, and 02/17/2015.

Trooper Maule: a Probationary and Annual EPMS - dated 11/17/2013, 07/05/2014, and 05/17/2015.

Trooper Cuata-Hernandez: a Probationary and Annual EPMS - dated 12/22/2013, 04/01/2014, and 05/17/2015.

All reports inspected were signed by the employee, the supervisor conducting the evaluation (rater), and the reviewing supervisor (reviewer).

RECOMMENDATION(S):

The post retention for EPMS reviews is three (3) years. The post commander should purge the files to comply with the General Records Retention Schedule.



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**20. Disciplinary Action Records**

**Compliance.** Disciplinary records are maintained for a retention period of two (2) years or more. The reports are retained in the trooper's personnel file located within the post commander's office. The following reports were reviewed:

Trooper C.M. Burnham: Counseling Sessions dated 01/13, 09/13, and 10/14.

Trooper Cuata-Hernandez: Counseling Sessions dated 11/14/14 and 10/29/15.

Some counseling statements reviewed were observed without the witness' signature. All other disciplinary records were filled out completely, properly reviewed, and signed by the trooper.

RECOMMENDATION(S):

1. When conducting a counseling session with a trooper, the supervisor conducting the counseling session shall ensure the witness properly signs in the appropriate space on the documentation.
2. The post commander should purge the file.

**21. Victim / Witness Files – Secure**

The victim advocate files are maintained in a secure file drawer within the post commander's office. The files are retained for a period of three (3) years or more.

The investigating trooper emails the completed victim's advocate forms to Mr. Leon Scarborough at the troop office. Mr. Scarborough emails the information to the SCHP victim advocate in Blythewood.

Compassionate Guides are provided to the victim's family primarily on the day of the collision; or, as soon as possible after a fatal accident.

RECOMMENDATION(S):

The post commander should purge the file. TAVA documentation shall be retained for a period of three (3) years.

**22. Use of Force Reports (Supervisory Review)**

**Compliance.** Use of Force (UOF) reports are maintained for a period of three (3) years or more. The reports are stored in the trooper's personnel file within the post commander's office.

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The following UOF reports were reviewed:

09/2013: D.J. Rogers

02/2014: Sgt. Boniecki

02/2014: J.S. Warner

04/2015: M.S. Bucciantini (included a First Report of Injury)

04/2015: T.D. Clarkson

All inspected reports were properly documented by the arresting officer and reviewed by both the post commander and the troop lieutenant. The reports were all properly signed by each of the reviewers. Policy and/or procedural violations were properly identified and documented.

RECOMMENDATION(S):

The post commander should purge the file of all reports that exceed the required post retention period of three (3) years.

**23. Pursuit Reports (Supervisory Review)**

**Compliance.** Pursuit reports are maintained for a period of three (3) years or more. Pursuit reports are retained in the trooper's personnel file located in the post commander's office.

The following pursuit reports were reviewed:

- 09/2013: D.J. Rogers
- 11/2013: J. S. Warner
  
- 04/2014: L.A. Maule
- 05/2014: A.D. Klimek
  
- 05/2015: M.S. Bucciantini - one statement indicated no violations were detected and another statement indicated there were violations (the statement was not signed).
- 09/2015: T.N. Gonzalez-Mazzone - the pursuit report was missing an incident report.
- 10/2015: L.A. Maule

Other than the documented administrative issues above, the reviewed reports were properly documented by the arresting officers, reviewed by the post commander, and reviewed by the troop lieutenant. The reports were all properly signed by each of the reviewers. Policy and/or procedural violations were properly identified and documented.

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RECOMMENDATION(S):

1. The post commander shall ensure during the post review of the file that no conflicting statements are contained in the file.
2. The post commander should purge the file of all reports that exceed the required post retention period of three (3) years.

**24. Prisoner Transport**

**Compliance.** Sergeant Rouse explained the proper procedure for transporting prisoners, per DPS Policy, to include handcuffing and searching the prisoner for weapons and contraband prior to transport.

**25. Legal Process Forms – for service of warrants**

**Compliance.** There was one (1) Legal Process Form on file dated 4/1/15. Warrants are submitted to the Charleston TCC within forty-eight (48) hours of issuance and are maintained in a file within the Charleston TCC pending location of the suspect and service of the warrant.

**26. Subpoena Maintenance**

**Compliance.** All criminal and civil subpoena maintenance records are maintained by the troop office. The post commander is notified of subpoenas. The post commander notates on the work schedule to ensure appearance by the subpoenaed trooper. The troopers return any money that may accompany the subpoena to DPS Headquarters through the troop office.

RECOMMENDATION(S):

Policy 400.19 (Leave and Attendance) XI(C)(3), states any covered or probationary employee subpoenaed in the line of duty to represent the department or a state agency as a witness or defendant shall not be granted administrative leave with pay, and appearance in such cases shall be considered a part of the employee's job assignment. However, employees who are subpoenaed on a day the employee is not scheduled to work will be eligible for compensatory time for the hours the employee is required to appear as a witness or defendant. The employee shall be reimbursed according to the Office of Administration regulations for any meals, lodging and travel expenses that may be incurred while serving in this capacity.

1. The post commander shall ensure that any witness fees received by subordinate personnel is forwarded to the Office of General Counsel (OGC) for proper handling.

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2. The post commander should implement a tracking system to ensure subpoenas are managed ensuring compliance by subpoenaed personnel.

### **27. RADAR Logs**

**Compliance.** The troopers maintain individual RADAR logs - mainly on the laptop computers. Lance Corporal W.A. Tuten's RADAR logs were inspected during the line inspection process. The document appeared to be completed with the proper information.

### **28. Radar Proficiency Certification/ Recertification**

**Compliance.** Certificates of operation are retained at the post. Troopers submit issued certifications to the troop office upon completion of training and recertification courses. Certifications are tracked by the supervisors utilizing the line inspection checklist.

#### RECOMMENDATION(S):

Post retention of RADAR certifications is three (3) years. The post commander should ensure the post files are purged to comply with the General Records Retention Schedule.

### **29. Records Retention**

**Compliance.** Most forms, maintained on a monthly basis, are forwarded to the troop office in a collective bundle. The forms are filed the same way within the post. Multiple forms are retained beyond department retention requirements.

#### RECOMMENDATION(S):

1. The post commander should consider creating a filing system that permits purging a group of files retained by calendar year versus individual personnel files. This would allow for a more efficient method of purging retained files.
2. Multiple files should be purged in compliance with the current General Records Retention Schedule.

### **30. Wrecker Inspections**

**Compliance.** Sergeant Rouse is assigned to inspect and coordinate the wreckers within the post. All of the Post C Wrecker Applications are forwarded to the post commander to complete. Once completed, the application is returned to Lt. Gadsden at the troop office. Wrecker services that successfully pass the inspection will be placed on an annually updated list to continue service for the department starting each January 1<sup>st</sup>.

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The following wrecker inspection records were reviewed:

- Gurr's Wrecker Service
- East Coast Collision
- D&M Towing, LLC
- Felver Transport
- Earls Body Shop

All files appeared to be filled out completely and correctly. The review revealed that the insurance was verified on each wrecker service and included within each file.

Complaints received on a wrecker service are investigated by a troop lieutenant.

RECOMMENDATION(S):

The post commander should ensure the post files are purged to comply with the General Records Retention Schedule.

**31. Region Hand Scale Calibration Date**

**Not Applicable.**

**32. Freedom of Information Act (FOIA) Requests**

**Compliance.** All (FOIA) request(s) are generated from Mr. Leon Scarborough at the troop office. The request(s) are emailed to the trooper and the post sergeant. The trooper complies with the request and submits the completed documentation to the post sergeant. The completed FOIA request is returned to Mr. Scarborough at the troop office. The request is provided to Headquarters in Blythewood.

**33. Miscellaneous Forms / Procedures**

**Compliance.** Reports including Personal Use of Patrol Car, the Weekly Wrap, Nighttime Seatbelt Selective Enforcement Report, the Monthly Comparison Report, The Post Activity (from previous and current year) Report, the Pedestrian Enforcement Selective Report, the Secondary Roads Enforcement Selective Report, the School Zone Enforcement Selective Report, checkpoint totals, and the Checkpoint Selective Reports are all forwarded to the troop office each month. All reports are maintained and retained within the post for three (3) years or more.

RECOMMENDATION(S):

The post commander should ensure the post files are purged to comply with the General Records Retention Schedule.

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**B. FACILITIES**

**1. General Appearance and Upkeep**

**Compliance.** The facility was neat, clean, orderly, and properly secured at all times.

**2. Timely Reporting of Needed Maintenance**

**Compliance.** The post commander's point of contact for all maintenance issues is the DMV building maintenance personnel.

**3. OSHA/ Fire Codes**

**Compliance.** All OSHA documentation and contact information was properly posted in the trooper's workroom and accessible to all personnel.

**4. Building Evacuation Route- posted**

**Compliance.** All evacuation route(s) leading in and out of the building were adequately posted.

**5. Fire Extinguisher Inspection Tags**

**Compliance.** Fire extinguishers are inspected and signed off monthly (tags initialed) by the building maintenance custodian. All fire extinguishers were inspected and signed off properly.

**6. Defibrillator**

**Not Applicable.**

**7. First Aid Kit**

**Compliance.** The first aid kit is maintained within the Post C workroom.

**8. Weight Station Scale Calibration**

**Not Applicable.**

**9. BPS Operations Center**

**Not Applicable.**

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**10. Other**

**Not Applicable.**

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## GENERAL INFORMATION

**Headquarters** - Troop Six consists of Beaufort, Berkeley, Charleston, Colleton, Dorchester, and Jasper Counties. The population within the troop, as of the 2010 census, was an estimated 615,062. The troop is currently operating at thirty percent (30%) in Post A (Berkeley, Charleston); forty-one percent (41%) in Post B (Colleton, Dorchester); and fifty-nine percent (59%) in Post C (Beaufort, Jasper) manpower allocation.

The Troop Six Headquarters Office is located in Charleston County. In addition to the troop commander, interviews were conducted with six (6) of the personnel [sworn: (4); non-sworn: (2)] assigned to the troop office. All personnel are properly educated on the mission of the troop – fatality reduction.

**Post A** - Troop Six / Post A consist of Berkeley and Charleston Counties. Charleston County is located in the coastal low-country area of the state and is home to both a regionally and nationally popular historic tourist destination. Berkeley County is inland and adjacent to Charleston County.

Post A is currently operating at thirty percent (30%) manpower allocation with twenty (20) total sworn officers – six (6) of the twenty are supervisory personnel. One (1) person is on extended Military Leave. The post office is located in North Charleston. Interviews were conducted with nine (9) of the twenty (20) assigned personnel [supervisory personnel: (4); non-supervisory personnel: (5)] for a sampling of forty-seven percent (47%) percent of the total personnel assigned and available to be interviewed.

All personnel are properly educated on the mission of the troop and the post – fatality reduction. The supervision view the subordinates assigned to the post as working towards a common goal of reducing fatalities. The supervision reviews the progress of the post monthly. Positive performance is rewarded with verbal praise or emails from supervisors. With few exceptions, the subordinate personnel appreciate the positive recognition. Substandard performance is addressed individually with the subordinate that is not performing – utilizing the supervisory staff, through the chain of command, to address deficiencies.

**Post B** - Troop Six / Post B consist of Colleton and Dorchester Counties. The post is currently operating at forty-one (41%) manpower allocation with eighteen (18) total sworn officers – six (6) of the eighteen are supervisory personnel. The Post B Office is located in Colleton County in the town of Walterboro, SC. Interviews were conducted with nine (9) of the eighteen assigned personnel [Supervisory personnel: (4); Non-supervisory personnel: (5)] for a sampling of fifty percent (50%) of the total personnel assigned to the post.

All personnel are properly educated on the mission of the Troop and the Post – fatality reduction plan. The supervision view the subordinates assigned to the post as working proactively to reduce fatalities. The supervision reviews the progress of the post



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monthly. Troopers that excel are rewarded through verbal praise, monthly certificates, and the standard SCDPS rewards programs that are in place. Substandard performance is addressed individually with the subordinate that is not performing - this may include individual selective enforcement plans as well as the “24-7” plan of recording the substandard trooper’s entire shift. The post commander summarized his post by stating that he has mostly young and inexperienced subordinates that have quickly developed great relationships with each other. He also stated that he believes morale is down because of the shortage of manpower and troopers are constantly answering calls for service instead of having time to work on enforcement initiatives.

**Post C** - Troop Six / Post C consist of Beaufort and Jasper Counties. The post is currently operating at fifty-nine percent (59%) manpower allocation with nineteen (19) total sworn officers (including one on extended sick leave) - five (5) of the total personnel are supervisory personnel. The Post C Office is located in Ridgeland (Jasper County). Interviews were conducted with twelve (12) of the nineteen assigned personnel [Supervisory personnel: (4); Non-supervisory personnel: (8)] for a sampling of sixty-three percent (63%) of the total personnel assigned to the post.

All supervisors appear to be supportive of the mission of SCDPS and the troop of fatality reduction. Supervisors regularly review the progress of assigned subordinates to ensure all personnel are working to contribute to the core mission.

One of the top priorities noted as a focal point while interviewing the supervisor/management staff was time management. Supervisors make every effort to help the troopers manage their time wisely. Managing administrative duties, enforcement activities, and the supervisory role was identified as a challenge for some supervisors. Low manpower is an issue; however, most of the troopers appear to work hard and maintain somewhat of a positive attitude. Positive performance is rewarded mostly by email from supervisors. The captain utilizes an emailed letter of appreciation from time to time to troopers recognizing them for positive performance. Troopers with the most DUI arrests, highest activity, highest number of drug arrests for each year; and the Trooper of the Year are recognized at the Christmas Party. The supervisors periodically tell the troopers they are doing a good job face to face or they will take them to dinner. When dealing with troopers that exhibit substandard enforcement issues, the supervisors meets face to face with the trooper and discusses all possible issues that may be contributing to the problem. The supervisor will then plan a course of action, to include counseling for personal issues, to assist in identifying underlying issue(s), or an individual enforcement plan to correct substandard performance.

The overall quality of Management/ Supervision/Leadership was rated as good.

## MORALE

**Headquarters** - The overall morale within the troop office is described as good. The personnel assigned to the troop describe a positive work environment. Personnel interviewed describe an atmosphere that is best described as all hands on deck. The troop

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commander communicated that the role of the department and the additional assistance provided to other law enforcement agencies in the response to and the investigations of the multiple nationally covered tragic events (Charleston 9, North Charleston Police shooting incident, flooding), each of which occurred within the troop, have been the top priorities. The troop commander communicated that with the current manpower levels and the high volume of calls for service, the troop is striving to keep morale positive within the posts.

**Post A** - The overall morale within the post is described as good. Despite the consistent theme of describing calls for service that routinely outnumber the manpower allotted to respond, the two (2) tragic shooting events, and the flooding that recently occurred in Charleston, the personnel assigned to the post present a positive attitude. Of the personnel randomly interviewed, the majority describe an environment that has fostered personal friendships / relationships that exist outside of the workplace. The newly promoted post commander is described in a positive light and each of the supervisors, within the post, are viewed as proactive, productive and approachable.

**Post B** - The overall morale within the post is described as good. The personnel assigned to the post present a positive disposition. Of the personnel randomly interviewed, the majority describe an environment that has fostered personal friendships / relationships that exist outside of the workplace. The post personnel, as a whole, seem to have a strong desire to conduct enforcement work and are dedicated to the fatality reduction plans and initiatives that are in place.

Although the post personnel were asked not to base answers regarding morale on manpower issues, personnel seem to feel that they do not get to maximize their potential as far as their work ethic because they have no time for proactive enforcement activities because of the amount of calls for service compared to the number of troopers working at one time. As a whole, post personnel foresee morale on the rise as more troopers are added to the duty roster.

**Post C** - The majority of the troopers characterize their relationship with their supervisors as good. The relationship between the troopers and the Sheriff's Departments of both Beaufort and Jasper Counties was good. The Beaufort County Sheriff's Department assistance with investigating collisions is viewed as very helpful. Normally, only one (1) trooper is working in the county. Both departments work well together during checkpoints and speed, seat belt, and DUI enforcement initiatives. The troopers also have a good working relationship with the Georgia State Patrol (GSP). Troopers call on GSP to assist them with legal blood or urine sample request(s) when DUI suspects are transported or travel to hospitals in Georgia. The troopers feel the corporals do what they can, sometimes, to take care of them. The corporals are available if the troopers need anything. The troopers feel like they can talk with the supervisors anytime and get positive feedback. The supervisors expressed their desire to meet the needs of their troopers and ensure them that they are appreciated. There is a family-oriented working relationship type of atmosphere within the post. The troopers work well with their peers while at work and some "hang out" together after work. The TCOs are invited to the

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post's Christmas party and/or any type of social gathering organized by the troopers. The acting post commander is described by the supervisors and troopers as very caring, understanding, and will do anything for anyone. The troopers have confidence in the supervisors and feel that they can talk with them without reservation.

The post personnel feel like the captain and the lieutenants are always in the troop office and do not come down to the post much - if at all. The trooper's rate their relationship with the troop office personnel as fair. Troopers appreciate the monthly emails the captain sends occasionally at the end of each month. The majority of the troopers say appreciation comes in the form of an email or verbally in passing. Very little one on one type counseling is received for doing well; on the other hand, post personnel state they get counseled or talked to often for poor activity.

The lack of quality equipment is frustrating. When there are body repair issues with a car, the closest body shop is located in Walterboro. Repairs are stated to normally take a month or two to complete. During that time, the trooper has to drive a spare car. The spare cars are stated to be in very poor shape (faded paint, high mileage, RADARs that are not operational, and the speedometer reportedly does work in either spare car).

Some feel high activity is the sole basis for recognition when there are troopers that have average activity, in addition to other commitments that are equally important; however, do not translate into enforcement statistics (Instructors, FTOs, background investigators, etc.), that do not get the same recognition and/or appreciation. The troopers feel like DPS Headquarters does not "have their backs"; therefore, they find themselves second-guessing their own decisions to avoid making a mistake and possibly generating a District Investigation (DI). Over half of the troopers interviewed understand that their not privileged to a lot of information; however, they feel there could be more transparency from DPS Headquarters all the way down to the lowest ranking trooper.

The overall assessment on morale from the interviews was fair.

## COMMUNICATION

**Headquarters** - Personnel assigned to the troop office describe communication within the troop as good. Assigned personnel consistently describe the methods of communication as electronic mail (e-mail), meetings, telephone calls, personal contact, and signature / acknowledgement sheets. The troop commander provides the information directly to the post supervisory personnel – generally in a meeting format. The information is then disseminated to subordinate personnel utilizing similar means. The troop commander and the troop command staff personnel describe communication as open and informative.

**Post A** - Communication in the post was described as good. Assigned personnel consistently describe the main method of communication as electronic mail (e-mail). Personnel stated that information was also provided through meetings, memorandums, and text messages. Personnel routinely referred to the chain of command as the authority

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when discussing communication within the post. The majority of personnel described themselves as properly informed of the most current statistical information regarding fatality reduction plans within the post.

**Post B** - Communication within the post is described as excellent. Assigned personnel consistently describe the main method of communication as electronic mail (e-mail) and sometimes follow-up with phone calls or texts. The post commander and assistant post commander schedule quarterly meetings throughout the year that require attendance by all assigned personnel. All information is passed from supervisor to trooper during these meetings. The post commander and the supervisory personnel are described as approachable and available to the non-supervisory personnel. Communication between the troop supervision and the post personnel varies in description from good to excellent.

**Post C** - Information is effectively passed down through the chain of command - mostly via email, by telephone, text, or during post and/or team meetings. Normally, effective feedback is shared with troopers, via EPMS, or monthly - based on total activity.

Communication between the troop supervision and the post personnel varies in rating from fair to good. Overall communication is good and most everyone feels they are getting the information they need. The sergeant attends the Post Commander's Meeting with the captain and lieutenants. Most meetings are informal and are conducted to pass along information from Target Zero briefings, post issues, etc.

Information received is passed down to the corporals who meet with the troopers and provide the information to them. The troopers and supervisors feel like they get the information they need to do their jobs. If they have questions, the captain and the lieutenants have an open door policy. The captain sometimes recognizes troopers for doing a good job on activity. They feel the command staff understands how things really are in the field concerning activity and the shortage of manpower and trust personnel are doing what they can to address enforcement issues.

Statistical data and enforcement plans are normally relayed through email or in a meeting conducted just prior to the enforcement event. In regard to being kept informed of crash prone locations and causation factors, troopers stated it is common knowledge where fatal crashes occur and where problematic areas are located. Troopers stated they are aware of what the causational factors are so they normally work those areas and focus on addressing the causational factors on their own trying to make a positive impact.

The overall assessment on communications from the interviews was good.

## JOB SATISFACTION

**Headquarters** - The personnel assigned to the troop office are satisfied with their job. Personnel interviewed (sworn and non-sworn) are all veteran members of the department. The majority of those interviewed continue to feel like their efforts make a positive difference.

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**Post A** - Personnel (supervisory and non-supervisory) interviewed, describe a personal satisfaction with the job and feel like their efforts make a positive difference in the post. Although some expressed the need for more effort towards recognizing positive job performance, most agree that personnel are recognized and appreciated for the work they perform within the post.

**Post B** - The personnel assigned to the post are satisfied with their job. All personnel describe a personal satisfaction with the job. All personnel (supervisory and non-supervisory) interviewed, feel like their efforts make a positive difference. Personnel enjoy the freedoms that they have to research and work enforcement in areas that show high crash/fatality data. Most personnel appreciate receiving recognition from their supervisors for a job well done. Troopers that were interviewed feel like their job satisfaction ratings will increase even more when more personnel are added to the post and the troopers can utilize their time on enforcement activities as much as calls for service. The overall level of job satisfaction rates between good and excellent.

**Post C** - Most of the troopers interviewed were fulfilling a lifelong dream of being a State Trooper. Personnel feel they are making a positive difference in the community and the job they do is appreciated. Occasionally, citizens in the community will tell them they are doing a good job or unknown citizens may purchase their meal. Most troopers appreciate receiving departmental recognition; however, personnel recognize and are aware that the recognition is enforcement-based only.

The overall level of job satisfaction among those interviewed was good.

## OPERATIONAL EFFECTIVENESS

**Headquarters** - Troop personnel describe the overall operational effectiveness as good. Troop personnel describe shortages in staffing as critical in most areas of the troop. The manpower is viewed as having a significantly negative effect on the overall operational effectiveness of the troop. Support personnel, such as MAIT, ACE Motors, and ACE SIT are considered valuable resources and often provide a positive impact on the overall operational effectiveness of the troop. Other than described manpower shortages, personnel did communicate the sentiment that the resources needed to perform assigned job duties are becoming more accessible, when requested.

**Post A** - Personnel recognize the impact the lack of manpower has on the overall operational effectiveness of the post; however, personnel still rated the category highest overall. The personnel routinely describe calls for service that far exceed the manpower needed to respond in a timely manner combined with an inability to effectively provide proactive law enforcement as concerns. Personnel consistently describe untimely schedule changes as an area of concern. Personnel directly correlate the ever-changing schedule to the overall lack of manpower. Despite the unorthodox assistance received by the Charleston County Sheriff's Office regarding collision investigation, the post personnel routinely respond to a substantial number of police-involved collisions in that

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county. Concerns were also voiced regarding the state of the spare cars, undependable equipment within the spare car fleet, and tech (computer-related) issues. Most post personnel described an “all hands on deck” approach, including the troop commander, as the means practiced to prevent the lack of manpower from demoralizing the post.

**Post B** - Operational effectiveness in the post is described, on average, as good. Personnel mostly commented that there was a clear understanding as to what key violations contribute to collisions and fatalities. Personnel commented that they had no issues with targeting those key violations in an effort to reduce collisions and fatalities. One operations complaint described by personnel interviewed was the poor relationships that the SCHP and local agencies had within the post. Personnel would like to see those relationships mended so that they can get help on the road, especially during a time when there is a trooper shortage within the post. This complaint extends to the only other complaint expressed during the interview process, which is the fact that the post is very short on manpower. Personnel feel like they are “only chasing their tail” all day by answering calls for service. Personnel communicated that they cannot participate in enforcement activities as desired. However, all post personnel feel like the office is very organized under the current leadership and the day to day operations run very smoothly. Post personnel feel like the first sergeant and sergeant complement each other and that helps with operational effectiveness.

**Post C** - The majority of the troopers feel like they do have access to the resources needed to perform their assignment; however, equipment issues, high mileage cars, outdated computers, lengthy DI investigations, and low manpower are some of the things that are negatively affecting the operation of the post.

The majority of the troopers stated that the TCC being located in Charleston puts them at a disadvantage. Some personnel would like to see the command staff in the post more often. Some of the troopers would like to get paid for working events such as the football games and the horse races. The troopers stated that DPS Headquarters should know that there are a lot of motivated troopers within the post and they appreciate the colonel’s comments in reference to the troopers working hard in Troop Six.

The overall operational effectiveness of among those interviewed was good.

## SUMMARY/ CONCLUSION

**Headquarters** – Personnel assigned to the troop office communicate and display a desire to excel. The personnel assigned to the troop office (sworn and non-sworn) possess a positive, proactive attitude. The overall morale of the troop office is positive. Communication is described as good. All assigned personnel communicate a personal and professional satisfaction with their job.

Troop staff communicated a desire for three (3) programs to be reviewed and considered: (1) 360 personnel evaluations, (2) a review of the protocol associated with employees involved in critical incidents and the “Return to Work” guidelines (The recommendation

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was made to consider mental health counseling and ride-a-longs as a part of the program.), and (3) succession training programs (Require pre-requisite training programs to be completed successfully prior to eligibility for the next rank).

During the staff inspection process, as related to the troop office, the main area of concern was record retention.

**Post A** - The post office presents an environment that would easily permit the assigned personnel to comply with all defined staff inspection requirements. During the staff inspection process, the majority of the non-compliance issues were related to records and records retention. The newly promoted post commander can resolve most of the record retention issues by organizing the post filing system. The leading cause for concern among the interviewed personnel assigned to the post is clearly the overall lack of manpower. In addition to the low personnel numbers, there were unforeseen demands on manpower in the post, due to tragic events that unfolded: two (2) nationally-covered tragic shooting incidents and historic flooding. Communication was described as good. The majority of assigned personnel communicate a personal and professional satisfaction with their job. Operational effectiveness was described as good; however, the overall lack of manpower was of paramount importance to the assigned personnel.

The troop commander is credited with implementing a computerized tracking system utilized to track videotapes / DVDs. The system effectively and efficiently aids supervisory personnel in tracking / auditing all media assigned to subordinate personnel. The system should serve as the model for the department.

**Post B** - Post B displayed a very organized office in all aspects of the inspection. The post commander was able to provide all information requested quickly and this was a reflection on his organizational skills and retention knowledge. The post had a few very minor retention schedule issues that can be corrected very quickly and very easily. The personnel assigned to the post (supervisory and non-supervisory) possess a positive, proactive attitude. The morale of the post is positive. Communication is described as excellent. All assigned personnel communicate a personal and professional satisfaction with their job. The post has limitless potential with the personnel that are in place, the leadership that has been put in place in the post, and the leadership in the troop office. Post B personnel, although asked not to base any verbiage or thought on manpower, openly expressed the need and desire for more troopers in the post. More manpower would increase the morale, job satisfaction and operational effectiveness. Overall, the post was described as a very desirable place to work and all the troopers seem to be very happy working there. Post B troopers had confidence in their supervisors and their team members as well as their own individual abilities to make a difference in their assigned areas.

**Post C** - Overall, Post C is rated at good. The post is operating effectively, the quality of Management / Supervision / Leadership was rated highest and many expressed how they felt and were treated. There were no major issues detected during the inspection or interviews. The most noticeable administrative issue related to record retention. Several

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files or records should be purged in an effort to comply with the current General Records Retention Schedule.

Generally speaking, troopers interviewed support all aspects of Target Zero (DUI, Speeding, Seatbelt and Pedestrian Enforcement). Supervisors were appreciative of the job most of the troopers were doing. The troopers feel the supervisors do what they can to take care of them. The troopers displayed trust and felt the supervisors were competent.

The troopers feel communication could be better throughout the post; however, troopers do get the information required and have the resources needed to perform their job duties. The troopers displayed a positive attitude and are satisfied with their jobs. Personnel assigned to the post feel like their efforts do make a positive difference in the community.

Morale is fair in the post. Some issues are out of the trooper's control (manpower, pay, equipment, etc.). Troopers stated they want to feel appreciated for what they do and troopers want to feel like DPS Headquarters supports them. Troopers expressed the need for more "pats on the back", being told "thank-you", etc.) The troopers would like to see the captain and the lieutenants in the post more often. The troopers do get out in the community and talk with kids in the schools, people in the churches, and do fellowship with other agencies at LEN meetings.

The most frustrating issues were: the poor condition of the spare cars; the time it takes to get a damaged car repaired (there is no body shop under state contract located within the post); and personnel do not feel like DPS Headquarters "has their back".





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 STAFF INSPECTION  
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**QUALITY OF MANAGEMENT/SUPERVISION/LEADERSHIP = 3.3**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)		1=4	2=8	3=12
GOOD (3)		2=6		2=6
FAIR (2)		1=2		1=2
POOR (1)				
TOTAL		4=12 3.0	2=8 4.0	6=20 3.3

**MORALE = 3.2**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)			2=8	2=8
GOOD (3)		3=9		3=9
FAIR (2)		1=2		1=2
POOR (1)				
TOTAL		4=11 2.7	2=8 4.0	6=19 3.2

**JOB SATISFACTION = 3.3**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)		1=4	2=8	3=12
GOOD (3)		2=6		2=6
FAIR (2)		1=2		1=2
POOR (1)				
TOTAL		4=12 3.0	2=8 4.0	6=20 3.3

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**OVERALL COMMUNICATION = 3.3**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)		1=4	2=8	3=12
GOOD (3)		2=6		2=6
FAIR (2)		1=2		1=2
POOR (1)				
TOTAL		4=12 3.0	2=8 4.0	6=20 3.3

**OPERATIONAL EFFECTIVENESS = 3.3**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)		1=4	2=8	3=12
GOOD (3)		2=6		2=6
FAIR (2)		1=2		1=2
POOR (1)				
TOTAL		4=12 3.0	2=8 4.0	6=20 3.3

TROOP 6 / Post A  
 (Berkeley / Charleston)  
 STAFF INSPECTION  
 November 30 - December 2, 2015

**QUALITY OF MANAGEMENT/SUPERVISION/LEADERSHIP = 3.3**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	1=4	3=12		4=16
GOOD (3)	3=9	1=3		4=12
FAIR (2)	1=2			1=2
POOR (1)				
TOTAL	5=15 3.0	4=15 3.8		9=30 3.3

**MORALE = 3.3**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	3=12	2=8		5=20
GOOD (3)		2=6		2=6
FAIR (2)	2=4			2=4
POOR (1)				
TOTAL	5=16 3.2	4=14 3.5		9=30 3.3

**JOB SATISFACTION = 3.4**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	3=12	1=4		5=20
GOOD (3)	2=6	3=9		5=15
FAIR (2)				
POOR (1)				
TOTAL	5=18 3.6	4=13 3.3		9=31 3.4

TROOP 6 / Post A  
 (Berkeley / Charleston)  
 STAFF INSPECTION  
 November 30 - December 2, 2015

**OVERALL COMMUNICATION = 3.2**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	2=8	2=8		4=16
GOOD (3)	2=6	2=6		4=12
FAIR (2)				
POOR (1)	1=1			1=1
TOTAL	5=15 3.0	4=14 3.5		9=29 3.2

**OPERATIONAL EFFECTIVENESS = 3.6**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	3=12	2=8		5=20
GOOD (3)	2=6	2=6		4=12
FAIR (2)				
POOR (1)				
TOTAL	5=18 3.6	4=14 3.5		9=32 3.6

TROOP 6 – Charleston  
 Post B – Colleton/Dorchester  
*STAFF INSPECTION*  
 November 16-20, 2015

**QUALITY OF MANAGEMENT/SUPERVISION/LEADERSHIP = 3.4**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	3=12	1=4		4=16
GOOD (3)	2=6	3=9		5=15
FAIR (2)				
POOR (1)				
TOTAL	5=18 3.6	4=13 3.3		9=31 3.4

**MORALE = 2.8**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)		1=4		1=4
GOOD (3)	4=12	1=3		5=15
FAIR (2)	1=2	2=4		3=6
POOR (1)				
TOTAL	5=14 2.8	4=11 2.8		9=25 2.8

**JOB SATISFACTION = 3.1**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)		1=4		1=4
GOOD (3)	5=15	3=9		8=24
FAIR (2)				
POOR (1)				
TOTAL	5=15 3.0	4=13 3.3		9=28 3.1

TROOP 6 – Charleston  
 Post B – Colleton/Dorchester  
*STAFF INSPECTION*  
*November 16-20, 2015*

**OVERALL COMMUNICATION = 3.1**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	2=8	2=8		4=16
GOOD (3)	2=6			2=6
FAIR (2)	1=2	2=4		3=6
POOR (1)				
TOTAL	5=16 3.2	4=12 3.0		9=28 3.1

**OPERATIONAL EFFECTIVENESS = 2.8**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	1=4	1=4		2=8
GOOD (3)	4=12	1=3		5=15
FAIR (2)		1=2		1=2
POOR (1)		1=1		1=1
TOTAL	5=16 3.2	4=10 2.5		9=26 2.8

TROOP 6 – Post C  
 Beaufort/ Jasper  
 STAFF INSPECTION  
 November 2015

**QUALITY OF MANAGEMENT/SUPERVISION/LEADERSHIP = 3.4**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	4=16	1=4		5=20
GOOD (3)	4=12	3=9		7=21
FAIR (2)				
POOR (1)				
TOTAL	8=28 3.5	4=13 3.3		12=41 3.4

**MORALE = 2.9**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	3=12			3=12
GOOD (3)	3=9	2=6		5=15
FAIR (2)	2=4	2=4		4=8
POOR (1)				
TOTAL	8=25 3.1	4=10 2.5		12=35 2.9

**JOB SATISFACTION = 3.3**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	3=12	1=4		4=16
GOOD (3)	5=15	2=6		7=21
FAIR (2)		1=2		1=2
POOR (1)				
TOTAL	8=27 3.4	4=12 3.0		12=39 3.3



TROOP 6 – Post C  
 Beaufort/ Jasper  
 STAFF INSPECTION  
 November 2015

**OVERALL COMMUNICATION = 3.2**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	2=8	2=8		4=16
GOOD (3)	6=18			6=18
FAIR (2)		2=4		2=4
POOR (1)				
TOTAL	8=26 3.3	4=12 3.0		12=38 3.2

**OPERATIONAL EFFECTIVENESS = 3.3**

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	4=16	1=4		5=20
GOOD (3)	3=9	3=9		6=18
FAIR (2)	1=2			1=2
POOR (1)				
TOTAL	8=27 3.4	4=13 3.3		12=40 3.3



# Staff Inspection Chart

Troop Headquarters	Quality of Management / Supervision / Leadership	Morale	Job Satisfaction	Overall Communication	Operational Effectiveness
Troop Headquarters	3.3	3.2	3.3	3.3	3.3
Post A Berkeley / Charleston	3.3	3.3	3.4	3.2	3.6
Post B Colleton / Dorchester	3.4	2.8	3.1	3.1	2.8
Post C Beaufort / Jasper	3.4	2.9	3.3	3.2	3.3