

South Carolina Department of Public Safety



Staff Inspection Report

South Carolina Highway Patrol Troop Seven

July 24, 2015

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South Carolina Highway Patrol – Troop Seven
July 20-24, 2015

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Executive Summary

The Staff Inspection of Highway Patrol Troop Seven (Orangeburg) revealed minimum 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, IIP's 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
- Secondary Employment Policy Compliance
- Agency Property/Inventory Control
- Purchasing and Procurement Compliance
- Telecommunication Centers

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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.

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.

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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 Seven Headquarters is located in Orangeburg, South Carolina. The majority of Troop Seven is located in the southwestern part of the state – a portion of the troop is considered part of the midlands area. Orangeburg is the second largest county (Aiken) in the troop with a population, as of the 2010 census of 92,000. As of the 2010 census, the county is comprised of a demographic compilation of 62% Black, 34% White, and 1.9% Hispanic.

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

- Post A: Allendale, **Bamberg**, Barnwell, Hampton
- Post B: **Orangeburg**, Calhoun
- Post C: **Aiken**

Troop Seven currently maintains approximately 63 sworn officers (Trooper – Captain) and two administrative staff. The troop currently has no post commander vacancies. Troop Seven is operating at a post average of 50% (Post A: 45%; Post B: 57%; Post C: 50%) of the Personnel Allocation Model.

Introduction

The Staff Inspection was initiated with an Entrance Conference on Monday, July 20, 2015. Attendees included the Inspector-in-Charge (IC), Major J. D. Moore of the Office of Strategic Services, Accreditation, Policy and Inspections; Region II Major, Melvin Warren; Troop Seven personnel: Captain A.K. Grice, Lieutenant W.R. Taylor; Sergeant M.D. Tomson; First Sergeant T.E. Moore (Post A), Sergeant W.D. Rogan (Post B), and First Sergeant J.R. LaChance (Post C).

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

- Post A: Allendale, **Bamberg**, Barnwell, Lt. S.N. Gadsden - Troop 6
 Hampton
- Post B: **Orangeburg**, Calhoun Lt. B.K. Floyd - Troop 5
- Post C: **Aiken** Lt. S.A. Stankus - Troop 3

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 Friday, July 24, 2015. IIP's provided a brief overview of their findings to the attendees that included the aforementioned Troop Seven staff; to include, Sgt. C. A. Burns (Post A).

It was conveyed during the conference that the Troop Seven staff was very accommodating while providing the IC and the IIP's with exceptional courtesy and respect.

Attendees received all recommendations by the IIP's 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 Seven staff members as vital for the future of the Highway Patrol division.

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TROOP SEVEN HEADQUARTERS
(Orangeburg)

IIP's utilized the attached form, DPS LE-030 (Staff Inspections)

A: DOCUMENTS AND PROCEDURES

1. Collision Records

Compliance - All collision reports are on file electronically. The troop executive officer demonstrated the ability to effectively retrieve collision reports. The post corporals and sergeants are responsible for 1st tier approval of all assigned subordinates. The post first sergeants and the troop administrative sergeant are responsible for 2nd tier approval of all collision reports. The troop lieutenants are available for 2nd tier approval as needed. At the time of inspection, there were twenty-four (24) TR-310 Uniform Collision reports pending 2nd tier approval, on report beam, for the entire troop.

All felony hit and run collision investigations are coordinated through the troop seven supervision. All investigations utilize the assistance of the Multi-disciplinary Accident Investigation Team (MAIT). The post commanders are required to present a current list of all pending hit and run collisions, by post, during the troop supervisory meetings that are conducted, periodically. All requests for assistance from MAIT are logged at the troop level. The list is updated by the supervisor receiving the call. The troop executive officer (Lieutenant - XO) is responsible for maintaining the log.

Once completed at the post level, reviewed for completeness, and signed by the on-scene supervisor, the post commander (or designee) reviews and signs each fatal collision investigation packet. All fatal collision investigation packets are then forwarded from the post office to the troop office for an additional review. Once approved, the reviewing troop lieutenant affixes his/her signature. The fatal collision investigation packet is then scanned onto the troop console. All original media is properly logged and retained at the troop office. All other original documentation is returned to the post office for retention purposes. The electronic means of storage, at the troop level, began in 2015. All fatal collision investigation packets, dated from 2009-2014, are retained at the troop office.

Fatal investigation files were reviewed dating from 2012-2015. Each file reviewed contained the proper documentation to include a copy of the incident report(s), a copy of charging documents, search warrants, evidentiary forms, witness statements, scene documentation, and videotape / DVD recordings. Photographs are stored electronically. The only omission involved the lack of a toxicology report regarding a fatal investigation dated 01/19/2013, in Bamberg County.

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2. Cash Receipts

The troop executive officer was uncertain of the form requested by the line item labeled “Cash Receipts”; however, presented a Form DPS-LE-041 (Asset Forfeiture Financial Talley Sheet) dated in 2000.

3. Employee Training Reports

Compliance – All Employee Training Reports, prior to 2015, are securely stored in the troop personnel records. The 2015 training reports are filed electronically. Training reports were reviewed from 2013-2015. The review revealed administrative issues pertaining to the Field Training Officer (FTO) guidelines and the retention of the training records. A supervisor evaluation was not completed or properly documented by each of the required levels of supervision, prior to the trainee completing the FTO program. Additionally, supervisor’s signatures were not affixed to all of the final phase reports. The retention of the month ending training reports was incomplete. A review of Trooper T.J. Tidwell’s training reports, dated from February 2014 – July 2014, did not contain the April 2014 report.

RECOMMENDATION(S):

1. FTO reports shall contain documentation of required ride-a-longs, conducted by the corporal, sergeant / first sergeant, and lieutenant.
2. All training reports must be properly signed by the trainee, FTO, and supervisor.
3. End of the month training reports shall be completed on trainees for a period of one (1) year from the trainee’s date of hire.
4. Monthly training reports shall be retained for one (1) year in the troop.

4. Evidence / Property Storage Room / Documentation

Not Applicable. There is not an evidence locker in the Troop Seven Headquarters Office.

5. Evidence Destruction / Documentation

Not Applicable. There is not an evidence locker in the Troop Seven Headquarters office; therefore, there is no evidentiary destruction or documentation retained.

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

Compliance. All evidence inspections are retained electronically. Each required inspection was accounted for and presented. This included for each post in 2012: (4) Quarterly Inspections, (1) Unannounced Inspection, and (1) Annual Inspection; 2013: (4) Quarterly, (1) Unannounced, and (1) Annual Inspection. 2014: (4) Quarterly Inspections, (1) Unannounced, and (1) Annual Inspection. The last recorded Custodial Change

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Inspection was documented in 2013 in Post C (Aiken). The only discrepancy noted involved the 2014 Annual Evidence Inspection (Post C) and the 2014 Unannounced Evidence Inspection (Post C). Originally, a single inspection was conducted and documented as both an Annual Inspection and an Unannounced Inspection on the same form. The error was properly corrected; however, the form retained in one of the two files, stored in two separate electronic locations, was not updated with the proper documentation. The file retained on the executive officer's desk top was found to be accurate. The discrepancy was rectified immediately – no further recommendation noted.

7. Secondary Employment Policy Compliance

Compliance. Secondary employment requests are made by post personnel annually. The forms are retained from 2013 - 2015. A random review of the forms revealed that the forms are properly completed and forwarded to the troop office for review and approval. Secondary employment requests are properly stored in the troop office.

8. Agency Property Accountability / Inventory Control

Compliance. Equipment Inventory Reports, for years 2012 - 2014, were stored in the troop office. A random review of each year's reports revealed signatures and dates properly affixed by each custodian.

9. Purchasing and Procurement Compliance + P-Card

Not Applicable. There are no P-Cards issued to personnel at the troop level.

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. A random review of line inspections, completed on subordinate personnel, revealed supervisors are complying with procedures pertaining to traffic summons books and bond money on a monthly basis.

12. Ticket Tracking

Compliance. Troop personnel submit an email, addressed to the troop administrative sergeant, to request a summons ticket book(s). The administrative sergeant assigns the unissued summons ticket book(s) to the requesting personnel by completing the log issued by Patrol Supply when the summons ticket book(s) are assigned to each troop

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office. Once the log is completed, documenting the assignment of the summons ticket book(s), the administrative sergeant assigns the summons ticket book(s) to the requesting personnel utilizing the headquarters console. Once assigned electronically, a paper receipt is generated. The summons ticket book(s), along with the paper receipt is forwarded to the requesting personnel. At the time of inspection, there was no procedure in place to verify receipt of the summons ticket book(s) by the requesting personnel.

Supervisory personnel conduct summons ticket audits on subordinate personnel. All pending and unissued summons tickets are audited, quarterly. All summons ticket audits are forwarded to the troop office for review. A copy of each summons ticket audit is maintained, electronically, in the troop office. The 2015 summons ticket audit, conducted on M. Gethers, and the 2014 summons ticket audit, conducted on J. L. Fortner, were both reviewed. The summons ticket audits conducted during 2013 were found to be archived. Audits reviewed revealed that all pending summons tickets and all unissued summons tickets were properly accounted for and documented. Signatures were affixed by both the custodian and the auditing supervisor.

RECOMMENDATION(S):

The administrative sergeant should document the return of each completed summons book receipt. The ticket tracking process should include documentation and shall include the proper retention of the signed receipt, returned to the troop office, by the requesting personnel.

13. Body Armor Replacement Date

Compliance. The body armor replacement date is notated on the line inspection completed monthly. All troop personnel, except personnel assigned to administrative duties, are mandated to wear issued body armor. Personnel assigned to administrative duties maintain 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. A review of the child custody files revealed the required documents were properly completed; however, the documents filed were stored in a secure file drawer in the administrative assistant’s office with non-juvenile files.

RECOMMENDATION(S):

Policy 300.19 XI; D – DPS Policy states, officer’s records of children must be kept separate from records of adults and not open to public inspection.

Juvenile records and files must be secured and stored separately from records and files of adults.

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A system of checks and balances should be implemented to ensure subordinate personnel properly complete and submit all documentation required by the current departmental policy regarding juveniles.

15. Juvenile Procedures

Not in Compliance. The Troop Executive Officer (Lieutenant Taylor) properly explained the procedure for both a child custody transfer and a juvenile arrest. The new child custody transfer policy has been provided to all troop personnel. The troop executive officer properly explained the procedure for arresting a juvenile. The last juvenile arrest occurred on September 5, 2013. A review of the juvenile files was conducted. The most recent case made, requiring notification of a school principal was the result of a “distribution of marijuana” charge made against a student attending Barnwell High School. The juvenile arrest files were found to be stored in a secured location; however, were stored in same file drawer as non-juvenile files.

RECOMMENDATION(S):

Policy 300.19 XI; D – DPS Policy states, officer’s records of children must be kept separate from records of adults and not open to public inspection.

Juvenile records and files must be secured and stored separately from records and files of adults.

A system of checks and balances should be implemented to ensure subordinate personnel properly complete and submit all documentation required by the current departmental policy regarding juveniles.

16. Juvenile Custodial Release Forms

Not Applicable.

17. Line Inspections

Compliance. Monthly line inspections, conducted on all uniformed personnel, are stored in the troop office - retention included 2013 (Archived); 2014 (File room); 2015 (Electronically stored). A review of random line inspections revealed: a supervisor properly documented an equipment malfunction in January 2014. The malfunction was corrected and properly documented in April 2014; multiple line inspections were reviewed indicating “Not in Compliance” ratings [Item #22 – Chemical Protective Mask (filter) expired]; however, the issue was not properly documented on subsequent inspections – pending corrective action. In some cases, the same item was rated as “Compliance” prior to the proper corrective action being completed and properly documented. The monthly line inspection process is being completed in compliance with policy; however, a review of the line inspection forms revealed some inspection forms

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were not completed in their entirety (administrative errors). Inspection forms were observed to be incomplete (J.C. Gambrell May 2015 and June 2015). Both inspection forms were found to be blank containing only the patrol vehicle mileage properly recorded and the signature of J.C. Gambrell and Lt. N.W. King. Multiple line inspection forms were found with more than one rating indicated for the same line item. Multiple line inspection forms were discovered without ratings affixed for individual line items.

Lieutenant W.R. Taylor performed a line inspection on Sgt. M.D. Tomson. The line inspection was conducted in compliance with policy, to include physically checking all issued equipment (weapons checks, serial number verifications, all required equipment, sensitive items (badges), and summons books (bond money)).

RECOMMENDATION(S):

Policy 300.10 IV D; 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. Supervisors shall ensure that corrected deficiencies are properly documented.
2. The troop commander or designee should review all line inspections, on a monthly basis, verifying completeness and compliance.

18. Safety Checkpoint Documentation (Statistical Data)

The troop office retains all documentation utilized for checkpoints in the following manner: data pertaining to checkpoints conducted in 2013 is archived and stored in the troop office; data related to 2014 checkpoints is retained in the file room at the troop office; data pertaining to 2015 checkpoints is filed electronically. The troop executive officer informed the inspectors that checkpoint locations are identified and approved by each post commander. The post commanders utilize empirical data such as the CREP Report, traffic complaints, input from the other law enforcement agencies [Law Enforcement Network (LEN)], and prior safety checkpoint results. Pre-checkpoint reports (Form SCHP-E-008A) are completed prior to each checkpoint conducted. Post-checkpoint data is collected and documented on Form SCHP-E-008B. Statistics are collected for each approved checkpoint and documented, utilizing Form SCHP-E-007, monthly for each county. All checkpoints are conducted utilizing the newly approved checkpoint guidelines. All documentation is forwarded to the troop office for review.

RECOMMENDATION(S):

The Troop Seven 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 statistics available.

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19. EPMS (Probationary, Annual)

Compliance. Employee Performance Management System (EPMS) reviews are stored, securely within the personnel files located in the troop commander's administrative assistant's office. The troop executive officer presented a Probationary EPMS (Gates) and an Annual EPMS (Kennerly) review completed in 2013; a Probationary EPMS (Folk) and an Annual EPMS (Huffman) review completed in 2014; and a Probationary EPMS (Safford) and an Annual EPMS (Burriss) review completed in 2015. All reviews inspected were signed by the employee, the supervisor conducting the review (the rater), and the signature of the next level supervisor (the reviewer).

20. Disciplinary Action Records

The troop executive officer presented counseling sessions upon request. The counseling sessions were documented utilizing the appropriate form. Each counseling session reviewed contained the appropriate documentation and three (3) signatures affixed (employee, supervisor, and a witness). The troop executive officer presented the documentation related to a Level I Reprimand administered to D.G. Askins on January 12, 2015. An additional Level I Reprimand administered to B.J. Rucker on January 23, 2014, was presented for review.

21. Victim / Witness Files – Secure

The troop executive officer informed the inspector that personnel complete the proper TAVA documentation. Once completed, the documentation is stored with Circuit Court case files or with the original MAIT case files - located in each post office. The Solicitor, Tammy Craven, has designated personnel within the solicitor's office to assist regarding victim / witness matters. The documentation is forwarded to the victim's advocate within the solicitor's office. No victim / witness files are retained at the troop office. The documentation is forwarded to the department's victim advocate, Christina McLamb, in Blythewood. The post commander is tasked with maintaining an electronic file within each post. The file is retained for three (3) years. No victim TAVA Sheets were available at the troop office for review.

RECOMMENDATION(S):

- All TAVA records shall be forwarded to the troop office.
- All TAVA records shall be forwarded to the State Headquarters Victim's Advocate.
- The troop commander must maintain a secure file, within the troop, of all TAVA documentation for a period of three (3) years.
- The file should be retained, by calendar year, separate from the Circuit Court case files or the MAIT case files.

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22. USE OF FORCE REPORTS (Supervisory Review)

Compliance. All Use of Force Reports (UOF) and related written documentation are maintained at the troop office for a period of three (3) years. The reports are stored electronically (2015); filed in the troop office file room (2014); and in storage at the troop office (2013). A review of the reports revealed that each use of force incident was properly documented and reviewed by both the post commander and the troop lieutenant – signatures affixed. Once approved by the troop office, all 2015 reports (scanned and stored electronically) are returned to the post office(s) for retention. All media (working copies) are retained, separately within the troop office. Videotape Chain of Custody reports were not retained or observed as part of the UOF reports. Police Central Reports (SCIBRS) were observed without the signature of the arresting officer. Policy and procedural violations are properly documented by the reviewing supervisor(s).

RECOMMENDATION(S):

1. Once the UOF report is scanned and retained electronically by the troop office, the original documents shall be retained in the troop office for three (3) years.
2. Ensure that written statements require the signature of the arresting officer.
3. Ensure that a copy of the videotape chain of custody is included in the UOF report, if applicable.

23. Pursuit Reports (Supervisory Review)

Compliance. All pursuit reports and related written documentation are maintained at the troop office for a period of three (3) years. The reports are stored electronically (2015); filed in the troop office file room (2014); and in storage at the troop office (2013). A review of the reports revealed that each pursuit was properly documented and reviewed by both the post commander and the troop lieutenant – signatures affixed. Once approved by the troop office, all 2015 reports (scanned and stored electronically) are returned to the post office(s) for retention. All media (working copies) are retained, separately within the troop office. Videotape Chain of Custody reports were not retained or observed as part of the complete pursuit report. Police Central Reports (SCIBRS) were observed without the signature of the arresting officer. Policy and procedural violations are properly documented by the reviewing supervisor(s).

RECOMMENDATION(S):

1. Once the pursuit report is scanned and retained electronically, by the troop office, the original documents shall be retained in the troop office for three (3) years.
2. Ensure that written statements require the signature of the arresting officer.

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3. Ensure that a copy of the videotape chain of custody is included in the pursuit report.

24. Prisoner Transport

Compliance. Lieutenant Taylor explained the proper procedure for transporting prisoners, per DPS Policy, to include handcuffing and searching the prisoner for weapons and contraband prior to transport. He properly explained the procedure for transporting prisoners of the opposite sex and juveniles. He explained the need for searching the transport vehicle for contraband immediately after transporting a prisoner. Lieutenant Taylor properly explained the procedural requirement of notifying the telecommunications center, notifying the on-call commander, and completing an incident report when a prisoner escapes.

25. Legal Process Forms – for service of warrants

Not Applicable.

26. Subpoena Maintenance

Subpoenas received at the troop office are forwarded to the administrative sergeant. Once received, the subpoena is stamped received by “Troop 7”. The stamped envelope is forwarded to the appropriate post commander for distribution. The troop office does not have an established system to manage subpoenas to ensure appearance by the subpoenaed personnel. The sergeant informed the inspector that he has not seen a reimbursement check related to a civil subpoena.

RECOMMENDATION(S):

The troop office should implement a tracking system to ensure subpoenas are managed, to include appearance by the subpoenaed personnel.

27. RADAR Logs

Not Applicable. All RADAR Logs are maintained by the individual troopers within each assigned post.

28. RADAR Proficiency

Compliance. All personnel utilizing speed measuring devices are certified and recertified. A review of the following RADAR proficiencies: D.G. Jackson (2013); D.L. Wright (2014); and F.D. Rice (2015) determined RADAR proficiencies are properly completed to include the signed departmental Honor Code – when applicable – All troop seven personnel maintain RADAR / LIDAR logs individually.

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29. Records Retention

Compliance. The troop office retains the three (3) previous years of records in the following manner: 2015 is stored electronically; 2014 is stored utilizing a paper filing system located in the troop office file room; 2013 is retained in storage – accessible upon request. The file room is organized, to include numbered file drawers. The troop files are organized utilizing a catalog to specify the name, location by drawer number, and the required retention of each form retained. Certain forms retained electronically are scanned and returned to each individual post for retention. This practice places troop level forms and documentation at the post level.

30. Wrecker Inspection Forms

Compliance. Wrecker Inspection forms are maintained in the troop office file room. The wrecker inspection forms are filed by calendar year, separated by post. A review of forms, dated from 2012 through 2014 revealed that supervisors 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. This inspector reviewed a wrecker complaint (2013) properly investigated by troop personnel. This inspector reviewed a disciplinary action (suspension) levied against a wrecker service (2014).

31. Miscellaneous Forms / Procedures

Compliance. First Report of Injury reports are retained in the administrative assistant's office. The files are secured. Reports were reviewed for the period of 2013 through 2015. First Report of Injury reports were observed dated back to 2007. The troop executive officer presented reports demonstrating that personnel report injuries or medical emergencies to a supervising officer. The reports document supervisors are properly reporting work-related injuries to health managers. Once completed, the reports are forwarded to Paula Crockett - Office of Human Resources (OHR).

The troop office maintains all Signature / Acknowledgement forms for a period of at least three (3) years. Troop personnel are primarily informed, through e-mail, of changes in policy through the use of Power DMS. A review of the reports revealed that all troop personnel are notified, in writing, of changes in policy, procedure, or directive. Troop personnel are required to acknowledge all changes electronically. Troop personnel may also be required to affix their signature, acknowledging receipt or notification of any change. The forms reviewed consisted of 2011 through 2015. The forms are stored by year and specific post. Forms dated 2015 are stored electronically. Once received by the troop office, the Signature / Acknowledgement forms, dated 2015, are scanned and stored electronically. Once scanned, the original documentation is returned to the post office. All Signature / Acknowledgement forms related to changes in policy are stored separately.

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B. FACILITIES

1. General Appearance and Upkeep

Compliance. The troop office is new and appeared well-maintained. The facility was neat, clean, and orderly. The facility is secure.

2. Timely Reporting of Needed Maintenance

Compliance. The troop executive officer explained that the facility is maintained by the landlord, Wayne Lorick. Any needed facility maintenance is reported to the landlord. The point of contact for all SCDPS-related maintenance issues is Phillip Delgado.

3. OSHA

Compliance. All OSHA literature and contact information was properly posted in the troop office break 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. The floor plan was posted - including the evacuation routes out of the facility.

5. Fire Extinguisher Inspection Tags

Compliance. All fire extinguisher tags are properly inspected and initialed.

6. Defibrillator

Not Applicable

7. First Aid Kit

Compliance. The troop executive officer provided a first aid kit maintained within the troop office.

8. Other

Not Applicable

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TROOP SEVEN / POST A:
(Allendale, Bamberg, Barnwell, Hampton)

IIP's utilized the attached form, DPS LE-030 (Staff Inspections)

A: DOCUMENTS AND PROCEDURES

4. Collision Records

Compliance – All members of Post A are currently capturing all collision investigations utilizing Report Beam. First Sergeant Moore was able to retrieve the collision reports from the system, and also communicated the approval process of these reports. Once collision reports are submitted into the report beam system, the approval process goes as follows: The 1st tier approval of a report is typically handled by the sergeant. The corporals will only approve reports submitted into the system in the 1st tier when they have first-hand knowledge of the collision (e.g. they were on-scene while the investigation was being conducted). First Sergeant Moore approves all reports which have been submitted to the 2nd tier for final approval. All collision reports are filed electronically. At present, Post A has two unsolved hit and run collisions involving fatalities. Information on these hit and run fatalities, and other cases involving MAIT where charges are pending, were displayed on a dry erase board in Sergeant Burns' office. This process is utilized, along with assistance from MAIT and the troop office, to ensure investigations are completed and followed up on appropriately.

Post A has investigated eleven fatal collisions, to date, in 2015. Investigative packets concerning fatal collisions are normally submitted by the investigating trooper to the supervisory staff within seven days of the collision. Once reviewed for completeness and accuracy, the packets are forwarded to troop office for additional review and signature. First Sergeant Moore maintains a copy of the fatal packets in his office. The packets reviewed contained the proper documentation to include copies of the collision report, field sketches, field notes of the investigating trooper, and copies of the driver's record.

It was revealed while reviewing several fatality packets items were indicated as pending on the Advanced Collision Investigation and Major Incident Checklist; however, not followed up on. (For example, on one of the fatality packets dating from a collision which occurred on January 19, 2013, the section which indicated toxicology report was marked as pending. There was no toxicology report attached to the packet. On another report from 2014, the post copy did not have a signature for the post commander or designee; thus, giving the appearance the fatality packet was not reviewed by the post commander.). Photographs could be accessed electronically.

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RECOMMENDATION(S):

1. A system should be established to track and ensure documents which are pending on major incidents and/or fatal investigations are submitted and reviewed, appropriately. The system will ensure that necessary amendments and follow-up investigative measures will be properly conducted.
2. The post commander should properly review and ensure required signatures are affixed on documents reviewed.

2. Cash Receipts

Not Applicable.

3. Employee Training Reports

Compliance – The training reports for Post A personnel were located in First Sergeant Moore’s office within a file cabinet which was able to be locked utilizing a pad lock secured on the side of the cabinet. The reports were completed in their entirety and contained the required documentation verifying ride-a-longs had been conducted by a corporal, sergeant or first sergeant, and a lieutenant. Training reports were signed appropriately by all applicable parties.

4. Evidence / Property Storage Room / Documentation

Not in Compliance - The Post A evidence room is located in First Sergeant Moore’s office. There is a locked file cabinet which is located inside the evidence room where marijuana and alcohol evidence is stored. First Sergeant Moore is the primary evidence custodian and Sergeant Burns serves as the secondary evidence custodian. Both are the only persons with access to the evidence locker. First Sergeant Moore presented the evidentiary items requested during the inspection. All of the evidence inspected was properly labeled and secured. The evidence locker is separated by shelves and the marijuana evidence is separated by counties and contained within plastic bins. Alcohol is stored in this locker - specifically located on the third shelf.

DVD / Videotapes are located inside First Sergeant Moore’s office in the evidence room. The DVD / Videotapes can be accessed by all supervisors within the post for issuance. The DVD / Videotapes are properly labeled and stored properly within the evidence room. There are three different shelves where videos, with attached videotape chain of custody forms are placed, based on submission time to assist with timeframes regarding the destruction process. Videotape audits are conducted annually by supervisory personnel. The videotape audit system is maintained online. Videotapes are labeled and assigned to troopers. There are hard copies of the videotape audits stored in Sergeant Burns’ office. Videotape Chain of Custody & Disposal forms are kept inside a file cabinet located in First Sergeant Moore’s office. A review of these documents

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determined the forms were being completed properly, and stored in conjunction with retention provisions.

There are four (4) evidence lockers in the post office squad room which are secured utilizing combination locks. These lockers serve as temporary drop boxes for evidence seized by troopers. The evidence refrigerator is located on a shelf located under the drop boxes. The evidence refrigerator is secured by a combination lock. The combination locks on both the drop boxes, and the evidence refrigerator, remain open until an item is secured as evidence. First Sergeant Moore and Sergeant Burns are the only custodians of the combination for the evidence drop boxes. The corporals do possess the combination for the evidence refrigerator in case multiple blood kits need to be logged in - after normal business hours or during weekends.

There is one evidence log utilized by the troopers to log in evidence. First Sergeant Moore is notified when evidence is logged in and utilizes the same evidence log to track the movement of the evidence to the Central Evidence Facility, evidence locker, or other approved location(s). Although not secure, this system of documentation seems to work. A review of the Police Central temporary storage evidence list for the post revealed at least one item on the Police Central list that was not recorded on the post's evidence log. While reviewing the evidence log, several instances were observed where blood, urine, or controlled substances requiring transport to the Central Evidence Facility surpassed the allotted time frame of 72 hours.

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 72 hours of collection.

1. All blood or urine evidence shall be transported to CEF within 72 hours.
2. A secured evidence log should be utilized for each storage area, located within the post, separate from the evidence drop box log.

5. Evidence Destruction / Documentation

Compliance - All documents regarding evidence destruction were filed in First Sergeant Moore's office. First Sergeant Moore was able to provide at least five years of documentation to support the destruction of evidentiary items.

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

Compliance – First Sergeant Moore provided (4) quarterly evidence inspections, (1) unannounced evidence inspection, and (1) annual inspection for 2013-2014 calendar years. First Sergeant Moore provided a copy of a 2012 custodian change inspection form. Additionally, (2) quarterly evidence inspection forms were provided for the 2015 calendar year.

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7. Secondary Employment Policy Compliance

Compliance - First Sergeant Moore provided (4) secondary employment requests for 2015. He provided (3) copies of requests for 2014. No employees requested secondary employment approval during 2013. These were filed in First Sergeant Moore's file cabinet in his office.

8. Agency Property Accountability / Inventory Control

Compliance - Sergeant Burns was able to provide copies of the annual inventory reports for 2014 and 2015. These reports were filed in Sergeant Burns' office.

9. Purchasing and Procurement Compliance + P-Card

Not Applicable.

10. Telecommunication Centers

Not Applicable.

11. Traffic Summons Book / Bond Money

Compliance – Traffic summons books and bond money are checked and verified in conjunction with line inspections conducted on all uniformed personnel within Post A on a monthly basis. The supervisors physically inspect the traffic summons books and emphasis is placed on the area labeled “bail deposited” on the summons ticket. If anything is indicated in this area of the summons ticket; the supervisor is prompted to check the “Date Bail Received By” area to ensure the bond money is submitted within established time frames. The amount of bond money possessed is indicated on the trooper's line inspection. Compliance is noted on the line inspection checklist form. Additionally, when summons ticket transmittals are submitted, the post commander, while reviewing, will review to ensure there are no issues or discrepancies with the submission of bond money.

12. Ticket Tracking

Compliance – All troopers within the post are subjected to a Traffic Summons Book Audit on a quarterly basis. The audit is completed by each trooper's corporal. The audit consists of verification of possession of all pending and unissued summons tickets. The hard copies of the audits are not maintained within the post.

13. Body Armor Replacement Date

Compliance - The body armor expiration date for all troopers is notated on the line inspection checklist. All troopers, with the exception of the post commander, are

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mandated to wear issued body armor. The post commander, when performing in an administrative capacity, maintains his assigned body armor in the tactical cover within arm's reach in his patrol vehicle.

14. Child Custody Procedures

Compliance - Whenever any Post A trooper makes an arrest of an adult where a juvenile is present; and, the adult is arrested for DUI, Felony DUI, DUAC or Failure to Stop, the trooper will immediately notify a supervisor. The supervisor will ensure the Department of Social Services (DSS) is notified immediately. The supervisor or trooper will attempt to make contact with a legal guardian or parent of the child. If another parent or legal guardian is reached, the custody of the child will be relinquished to the parent or legal guardian. If no legal guardian or parent can be located to assume custody of the child, DSS will assume this responsibility. In either case, a child custody transfer report will be completed documenting the transfer.

The post commander is notified of the transfer, via email, and a copy of the report is submitted. The post commander ensures DSS is provided with a copy of the child custody transfer report and a copy of the incident report. The administrative sergeant is also provided with a copy of the child custody transfer report, and ensures this report along with the Incident Report is forwarded to Captain M. J. Gamble, at Headquarters in Blythewood, for proper handling. The post commander maintains Child Custody Transfer files in a locked file cabinet, in his office, separate from any other files.

The post commander was able to provide copies of child custody transfer reports for 2015, 2014, and 2013.

15. Juvenile Procedures

Compliance – First Sergeant Moore was able to accurately depict the procedures involving the arrest of juveniles. There were no current reports contained within the juvenile file. The file for juveniles is maintained within the same cabinet as the Child Custody Transfer reports. This area is secured and separate from any other files.

16. Juvenile Custodial Release Forms

Not Applicable.

17. Line Inspections

Compliance – The post commander presented monthly line inspection checklists from 2014 (entire year) and 2015 year to date. A few of the reviewed line inspection checklists had minor issues concerning boxes not being checked. A few line inspection checklists were reviewed where items were indicated as “not in compliance” on the date of the inspection and were corrected appropriately at a later date.

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Sgt. Burns performed a line inspection on Cpl. G.A. Folk. The inspection was conducted appropriately and demonstrated the physical checking of all issued equipment and summons books.

RECOMMENDATION(S):

The post commander should verify and check all line inspection checklists for accuracy and completeness.

18. Safety Checkpoint Documentation (Statistical Data)

Safety checkpoint locations are chosen by supervisors based on their knowledge of problem areas involving high crash or fatality rates, and high DUI violations areas. Safety checkpoints during the holiday periods are pre-determined based on festivities and previous years' traffic patterns. The safety checkpoints are documented on the Driver / Vehicle Inspection form. The pre and post checkpoint reports are attached to the Driver / Vehicle Inspection reports, as well as, qualifying CREP data. The post commander has been attaching the CREP data to these forms in order to assist with the validation of the checkpoint. The post commander has a file containing checkpoint documentation for both calendar years 2014 and 2015.

19. EPMS (Probationary, Annual)

Compliance - EPMS reviews are conducted on all troopers within Post A on an annual basis by supervisory personnel. The EPMS reviews are stored in conjunction with personnel files, maintained in First Sergeant Moore's office. First Sergeant Moore was able to provide both probationary and annual reviews for calendar years 2013, 2014, and 2015. An inspection of these reviews revealed all necessary signatures were affixed.

20. Disciplinary Action Records

First Sergeant Moore presented folders for each of his troopers which contained post level documentation of minor violations. There were no copies of formal disciplinary records located within the post.

21. Victim / Witness Files – Secure

First Sergeant Moore advised that TAVA documents are forwarded to Lieutenant Taylor at the troop office. The documents are then forwarded to Christina McLamb - the victim's advocate. First Sergeant Moore was able to provide copies of Victim Checklists for 2012, 2013, and 2014; however, he did not have a secure filing system established for these documents.

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RECOMMENDATION(S):

The post commander shall establish and maintain a secure file of all TAVA documentation for a period of three (3) years.

22. Use of Force Reports (Supervisory Review)

Not in Compliance – First Sergeant Moore was only able to provide one Use of Force (UOF) report from calendar year 2014. No reports were presented for 2013 or 2015. The report presented for 2014 did not have a supervisory review attached and did not contain all of the necessary documents (trooper's statement, videotape monitor report, ECD form) required for this incident. The file for UOF reports was incomplete.

RECOMMENDATION(S):

1. The post commander shall ensure an adequate filing system is established for the proper retention of UOF reports, to include all the necessary documentation affiliated with the incident.
2. The post commander shall ensure that a supervisory review of all UOF incidents occurs.
3. The signature of all reviewing supervisors must be affixed to the report.

23. Pursuit Reports (Supervisory Review)

Compliance – Pursuit Reports are filed in First Sergeant Moore's office. First Sergeant Moore was able to provide pursuit reports for the calendar years 2015, 2014, and 2013. A review of the pursuit reports revealed administrative errors and missing documentation. The videotape chain of custody form was not located within any of the packets reviewed. A review of another pursuit packet revealed the trooper's statement was not attached. All pursuit reports presented by First Sergeant Moore included the necessary report to indicate a supervisory review had occurred.

RECOMMENDATION(S):

The post commander shall verify all documents concerning pursuits are attached to packets retained. Utilization of a checklist for certain incidents could assist with the omission of pertinent documents from pursuit packets.

24. Prisoner Transport

Compliance – Lance Corporal M.L. Altman explained the proper procedure for transporting prisoners, per DPS Policy, to include handcuffing and searching the prisoner for weapons and contraband prior to transport. L/Cpl. Altman was able to explain the proper procedures for transporting prisoners of the opposite sex and juveniles.

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25. Legal Process Forms – for service of warrants

Not Applicable.

26. Subpoena Maintenance

Post A does not have a system established to track and ensure troopers are attending court based on subpoenas. First Sergeant Moore explained that any subpoena requiring “out of state” appearance is sent to the troop office to gain proper approval. If a supervisor receives a subpoena for appearance by a trooper, the court appearance will be posted on the work schedule.

RECOMMENDATION(S):

The post commander should implement a tracking system to ensure subpoenas are managed - to include appearance by the subpoenaed personnel.

27. Radar Logs

Compliance – First Sergeant Moore was able to provide copies of troopers’ radar logs for 2014 and 2015. The radar logs were completed properly. First Sergeant Moore did advise the retention of the radar logs began in 2014. Post A troopers maintain copies of their radar logs electronically.

28. Radar Proficiency

Compliance – SMD Certification records are kept in each individual trooper’s training file. The file is located in First Sergeant Moore’s office. The expiration date for Post A personnel is listed on the line inspection checklist and is verified monthly during line inspections.

29. Records Retention

Compliance – With noted exceptions, First Sergeant Moore maintains files and records in accordance with policy and retention schedules. There are files that were not organized or easily accessible. As noted, file retention exceeded the general retention schedule requirements.

30. Miscellaneous Forms / Procedures

Compliance – First Sergeant Moore did not have a file specifically designed for First Reports of Injury. He was able to provide the reports from calendar years 2007, 2011 and 2012. These reports were located; however, the reports had been filed incorrectly.

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First Sergeant Moore maintains Signature / Acknowledgement forms for calendar years 2013, 2014, and 2015. He was able to competently explain the proper procedures regarding a bomb threat, if received at the post office.

31. Wrecker Inspections

Compliance. Wrecker inspection forms are maintained in a file in First Sergeant Moore's office. Wrecker inspection forms for 2013, 2014, and 2015 were filed appropriately. A review of wrecker inspection forms for 2013 (Chris' Auto Care), 2014 (Palmetto Supply), and 2015 (C & J Towing) revealed the following: The inspections were conducted in accordance with department policy and procedure. The appropriate supervisors conducted the inspections, and the inspections included verification of the business, trucks, equipment, and insurance. The forms were signed appropriately by the inspector and the owner of the respective companies. The wrecker rotation fee schedule was attached to each of the wrecker inspection forms.

B. FACILITIES

1. General Appearance and Upkeep

Compliance – The post office was clean and neat in appearance. The building was properly secured.

2. Timely Reporting of Needed Maintenance

Compliance – First Sergeant Moore advised he was unaware of maintenance concerns not being addressed in a timely fashion. Whenever issues or concerns do arise, First Sergeant Moore is aware the point of contact is Philip Delgado.

3. OSHA

Compliance - All OSHA literature and contact information was properly posted in the trooper's workroom.

4. Building Evacuation Route – posted

Compliance - Evacuation routes were posted at both doorways within the post office.

5. Fire Extinguisher Inspection Tags

Compliance - All fire extinguisher tags were properly inspected and initialed.

6. Defibrillator

Not Applicable.

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7. First Aid Kit

Compliance – First Sergeant Moore provided a first aid kit - mounted on the wall in the hallway of the office.

8. Other

Not Applicable.

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**TROOP SEVEN / POST B:
(Orangeburg, Calhoun)**

IIP's utilized the attached form, DPS LE-030 (Staff Inspections)

A: DOCUMENTS AND PROCEDURES

1. Collision Records

Not in Compliance - All collision reports are on file electronically. Sergeant Rogan demonstrated the ability to effectively retrieve collision reports. Post B tracks all hit and run collisions through the South Carolina Highway Patrol Trooper Console. Felony hit and run collision investigations are coordinated through the troop supervision with the assistance of MAIT (Multi-disciplinary Accident Investigation Team).

Post B was able to provide fifteen (15) fatality packets, from 2015, stored in the post commander's office. Each file reviewed contained the proper documentation. The post has not maintained fatality packets, in the post office, prior to the year 2015; therefore, was not able to provide any fatality packets for this review dated in the year 2013 or 2014. All fatality photographs are stored electronically. Post B did have a system to track all fatality dispositions. This tracking system is updated monthly.

RECOMMENDATION(S):

Fatality packets shall be retained in the post office for three (3) years.

2. Cash Receipts

Post B provided 23 cash receipts from cash seizures. The receipts that were presented dated from 2004-2012. All cases related to the cash receipts have been disposed.

RECOMMENDATION(S):

All cash receipts shall be disposed of at the disposition of the case. It is recommended that the cash receipts should be purged to meet retention requirements.

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3. Employee Training Reports

Not In Compliance – There were no Field Training Officer (FTO) training reports on file in the Post B office. Monthly training reports are retained in the employee's personnel file. Of the files reviewed (2013, 2014, 2015) each was missing monthly reports.

RECOMMENDATION(S):

Policy 300.13 (Field Training Program) V; F – DPS Policy states, the respective division shall maintain performance evaluations and related documentation as part of personnel files.

1. FTO training reports shall contain documentation of required ride-a-longs, conducted by the corporal, sergeant / first sergeant, and lieutenant.
2. FTO training reports shall be retained in the post for three (3) years.
3. Employee training records must be secured and maintained as personnel files.
4. Monthly training reports shall be retained in the post for one (1) year.

4. Evidence / Property Storage Room / Documentation

Not In Compliance - The Post B Evidence / Property storage room is of sufficient size and is adequately secured. The secondary evidence custodian, Sergeant Rogan, presented the evidentiary items requested during inspection. All evidence randomly inspected was present and properly labeled. Marijuana evidence is stored in the evidence room in an unsecured filing cabinet. The filing cabinet is equipped with a lock; however, Sergeant Rogan could not locate a key and advised that the cabinet is never secured. No alcohol evidence was present in the secured evidence room. MAIT evidence was located and accounted for; however, was stored on an open / non-secure shelf.

DVD / Videotapes are labeled, and stored in the supervisor's office (Corporal). Troopers cannot obtain a DVD / Videotape unless a supervisor issues it to them. DVD / Videotapes pending destruction are stored in the evidence room. Videotape Chain of Custody and destruction documentation is filed and stored separately in the post commander's office. All DVD / Videotape destruction documentation is up to date according to the SCDPS retention schedule.

Post B did have a sufficient evidence log-in system and it was in compliance with policy. The evidence room entry log was also presented and up to date.

5. Evidence Destruction / Documentation

Compliance. Evidence destruction documentation, for at least the previous five years, was stored in the post commander's office.

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

Not in Compliance. 2015 – (2) Quarterly Inspections were presented and (1) Change in Custodian Inspection was presented. For the change in custodian inspection, the current primary and secondary custodian completed an inspection to implement First Sergeant J.C. Gambrell as the primary evidence custodian; however, First Sergeant Gambrell was not present during the inspection, nor did he sign the change in custodian inspection form. **2014** – (3) Quarterly Inspections were presented, the 3rd Quarter Inspection was not present. Sergeant Rogan was able to print a copy off of his computer; however, no signatures were present on the inspection form. (1) Annual Inspection, (1) Unannounced Inspection. **2013** – (4) Quarterly Inspections: the 4th quarter inspection listed the same completion date (09/24/2013) as the 3rd quarter inspection. The 3rd Quarter Inspection was performed on 09/24/2013. A review of the evidence locker entry logs revealed the 4th Quarter Inspection was actually performed on 12/17/2013, not 09/24/2013; (1) Unannounced Inspection. No annual inspection for 2013 was presented at the time of the staff inspection.

RECOMMENDATION(S):

1. When performing a change in custodian inspection, all parties involved must be present during the inspection and forms must include signatures of all custodians.
2. All quarterly inspections must be performed according to SCDPS Policy.
3. All inspections should be thoroughly reviewed to ensure that all dates and signatures are included.

7. Secondary Employment Policy Compliance

Not In Compliance. Secondary employment requests were on file in the Post B office dating from 2003-2009. No secondary employment requests were maintained in the post from 2010 -2015.

RECOMMENDATION(S):

Secondary employment requests shall be retained in the post office for a period of three (3) years. Current secondary employment requests should be purged to comply with the General Records Retention Schedule.

8. Agency Property Accountability / Inventory Control

Not In Compliance. Post B had no Property Inventory Sheets on file at the post level.

RECOMMENDATION(S):

Property Inventory Sheets shall be retained in the Post B office for a period of two (2) years.

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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 Sergeant Rogan's tenure as the acting post commander or assistant post commander.

12. Ticket Tracking

Compliance. Supervisory personnel conduct Summons Ticket Audits on subordinate personnel quarterly. All pending and unissued summons tickets are audited. All summons ticket audits are forwarded to the troop office. Post B had 1st and 2nd quarter audits for 2015 present at the post level. All previous years had been forwarded to the troop office and are kept on file at the troop office for 3 years.

13. Body Armor Replacement Date

Compliance. The body armor replacement date is notated on the line inspection, completed monthly. All Post B 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, maintain 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. Several Child Custody Transfer forms were presented dating from 2011 to the present. The documents filed were stored in an unsecured plastic container on top of a desk in the evidence room.

RECOMMENDATION(S):

Policy 300.19 XI; D – DPS Policy states, officer's records of children must be kept separate from records of adults and not open to public inspection.

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1. Juvenile records and files must be secured and stored separately from records and files of adults.
2. Juvenile records and files shall be stored in the post office for a period of three (3) years.

15. Juvenile Procedures

Not in Compliance. The assistant 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 B personnel. The assistant post commander properly explained the procedure for arresting and transporting a juvenile. The documents filed were stored in an unsecured plastic container in the evidence room on top of a desk.

RECOMMENDATION(S):

Policy 300.19 XI; D – DPS Policy states, officer's records of children must be kept separate from records of adults and not open to public inspection.

1. Juvenile records and files must be secured and stored separately from records and files of adults.
2. Juvenile records and files shall be stored in the post office for a period of three (3) years.

16. Juvenile Custodial Release Forms

Not Applicable.

17. Line Inspections

Compliance. Monthly line inspections, conducted on all uniformed personnel, are stored in the post commander's office, including 2014 and 2015 (to date). Of the line inspection forms reviewed, all inspections were hand marked and not pre-checked. Each individual line inspection form was presented with a cover sheet that displayed the name of the trooper, the supervisor, the date of the inspection and the mileage on the trooper's vehicle. For the year 2014 and 2015, through the month of March, all inspections were completed and signed - with the exception of Sergeant Rogan's line inspection. The line inspection forms were signed by him, but the inspection form was blank.

During the Staff Inspection, Cpl. A. M. Brown performed a line inspection on S/Trp. D. G. Askins. The line inspection was conducted in compliance with policy, to include physically checking all issued equipment [weapons checks, serial number verifications, all required equipment, sensitive items (badges), and summons books (bond money)]. Corporal Brown did not inspect Senior Trooper Askins' ammunition.

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RECOMMENDATION(S):

1. The post commander should review all line inspections, on a monthly basis, to ensure compliance. This method should prevent blank, signed inspections being present in the line inspection file.
2. During monthly line inspections, the supervisor shall inspect the trooper's ammunition to ensure that all ammunition is accounted for and the trooper is in possession of the correct ammunition.

18. Safety Checkpoint Documentation (Statistical Data)

The assistant post commander advised that a list of approved safety checkpoints within Post B was published; however, he could not provide a copy of the list at the time of inspection. Sergeant Rogan advised the list consists of pre-existing locations identified considering volume of traffic, collisions, DUI Arrests, and prior safety checkpoint results. The list of safety checkpoint locations is approved by the troop lieutenant (Lieutenant W.R. Taylor). Post-checkpoint data is collected and documented on Form SCHP-E-008. Statistics are collected for each approved checkpoint. Statistics are collected and documented, utilizing SCHP-E-007, and attached to each individual road check form that was on file.

RECOMMENDATION(S):

A list of approved safety checkpoints for the post should be maintained in a file in the post commander's office.

19. EPMS (Probationary, Annual)

Not in Compliance. EPMS reviews are stored with the personnel files located within the post commander's office. Sergeant Rogan presented all EPMS documents for Senior Trooper Askins, Trp. R. H. Rowe (transferred to Troop 1), Corporal Brown and S/Trp. S. M. Williams. A review of all documents revealed that there were missing signatures, missing time periods, extended time periods (exceeding a one year grading period), and missing planning stage acknowledgements.

RECOMMENDATION(S):

The post commander and assistant post commander should review all employee files at the post level and shall ensure all EPMS documents, to include planning stages, are organized and are properly completed - including all required signatures. The General Records Retention Schedule mandates all EPMS reviews be retained in the post for three (3) years.

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20. Disciplinary Action Records

No formal disciplinary documents were retained in the post office. The files reviewed only contained counseling session documents. The documents reviewed were retained in each applicable trooper's personnel file.

21. Victim / Witness Files – Secure

Not In Compliance. The assistant post commander informed this inspector that compassionate guides are provided to the victim's family primarily the day of (or) within seventy-two (72) hours of the collision. The assistant post commander could not present any TAVA documentation to this inspector. The assistant post commander stated that some TAVA documentation may be found in an electronic fatal file or in a hard copy general sessions file; however, this inspector would have to produce a last name of a victim or defendant for the file to be retrieved and reviewed. The rating is based on the lack of any produced file retention within the post.

RECOMMENDATION(S):

The post commander shall maintain a secure file, within the post, of all TAVA documentation for a period of three (3) years.

22. Use of Force Reports (Supervisory Review)

Not in Compliance. The assistant post commander, Sergeant Rogan, was asked to produce all Use of Force (UOF) documents for the years of 2012-2015 (through the month of July). Sergeant Rogan was able to produce reports from the years of 2015 and 2014; however, he could not produce any reports from the year 2013 and could only produce one report from the year 2012. Of the 2015 reports, this inspector reviewed a UOF report, involving Corporal J.B. Francis and Trooper S.M. Williams, dated 03/15/2015. The report that was on file at the post level was the original report with all signatures attached through the director's office. There was no video chain of custody found in the report and the reporting trooper (Williams) also failed to sign the Police Central report that represents the trooper's statement. Of the 2014 reports, this inspector reviewed a 7/04/2014 UOF report that resulted from a foot pursuit by Trooper S.M. Williams. The supervisor's statement was not signed and the trooper's Police Central Report was not signed. There was no video chain of custody in the UOF packet. Also reviewed, was a 7/05/2014 UOF report for Trooper Gleich. The trooper's statement was not signed and there was no video chain of custody included. The one report that was on file for 2012 was reviewed and found to be in compliance with one noted exception - there was no video chain of custody for the in-car video that was on file.

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RECOMMENDATION(S):

1. The post commander shall retain all copies of UOF reports for three (3) years.
2. The post commander or designee shall review all UOF reports to ensure that all signatures are affixed on all statements.
3. All videos should be accompanied with a video chain of custody.

23. Pursuit Reports (Supervisory Review)

Compliance. The post commander maintains all pursuit reports and related written documentation for a period of three (3) years. The reports are stored in the post commander's office. The post commander presented one written vehicle pursuit report from 2013, one written foot pursuit report from 2014, and one written vehicle pursuit report from 2015. All pursuit reports are properly documented and reviewed by both the post commander and the troop lieutenant (reviewing supervisors did affix signatures.) Policy and procedural violations are properly documented. Reports with attached video evidence were missing videotape chain of custody forms.

RECOMMENDATION(S):

All videos attached with pursuit reports shall be accompanied by a video chain of custody form.

24. Prisoner Transport

Compliance. Sergeant Rogan explained the proper procedure for transporting prisoners, per DPS Policy, to include handcuffing and searching the prisoner for weapons and contraband prior to transport. Sergeant Rogan properly explained the procedure for transporting prisoners of the opposite sex and juveniles. Sergeant Rogan properly explained the procedure if / when a prisoner escapes.

25. Legal Process Forms – for service of warrants

Not Applicable. The assistant post commander could not present any Legal Process Forms and was not familiar with the form or the proper use of the form.

26. Subpoena Maintenance

Post personnel, when presented with a subpoena, notify the post commander. The post commander schedules the trooper for the court appearance on the scheduled date at the assigned time. The post does not have an established system to manage subpoenas to ensure appearance by subpoenaed personnel, nor does the post have any retained subpoenas for reference.

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RECOMMENDATION(S):

The post commander should implement a tracking system to ensure subpoenas are managed to include appearance by the subpoenaed personnel.

27. RADAR Logs

Compliance. The assistant post commander did not have any RADAR Logs on file within the Post B office. Post B personnel maintain RADAR / LIDAR logs individually. The review consisted of S/Tpr. D. G. Askin's RADAR Log - kept online on his laptop.

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. Senior Trooper Askin's and Sergeant Rogan's RADAR Proficiency documents were presented for review. Sergeant Rogan's documentation was in compliance; however, although completed as instructed, Senior Trooper Askin's documentation lacked several signatures. The assistant post commander did not have any RADAR Logs on file within the post office. Post personnel maintain RADAR / LIDAR logs, individually. Senior Trooper D.G. Askin's RADAR log, maintained online on his laptop, was presented for review.

29. Records Retention

Not In Compliance. Multiple files / forms are currently maintained at the troop office only. The current record retention schedule specifically requires the files / forms be retained at the post level.

RECOMMENDATION(S):

The post commander shall immediately update the post files to comply with the General Records Retention Schedule.

30. Wrecker Inspections

Not In Compliance. There was no wrecker inspection documentation retained at the post level, nor presented for review.

RECOMMENDATION(S):

Completed wrecker inspections must be retained in the post for a period of three (3) years.

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31. Miscellaneous Forms / Procedures

Compliance. The post commander retains First Report of Injury Reports for a period of at least three (3) years. The assistant post commander presented reports demonstrating that personnel report injuries or medical emergencies to the supervising officer. The assistant post commander also explained thoroughly the process for reporting a line of duty injury. The reports were dated 2011-2015. The review of a 2011 report regarding Trooper Geathers was determined to be in compliance - including all signatures and documentation attached.

The post commander maintains all Signature / Acknowledgement forms for a period of three (3) years. The assistant post commander presented reports dated 2013, 2014 and 2015.

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.

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 owner of the building that is being leased by the department. Protocol for the post commander is to notify the troop administrative sergeant, Sergeant Thomson, who will notify the owner of the building to resolve the maintenance issue.

3. OSHA

Compliance. All OSHA literature and contact information was properly posted in the trooper's break room / cafeteria. 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. All fire extinguisher tags are properly inspected and initialed.

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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.

8. Other

Not Applicable.

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**TROOP SEVEN / POST C:
(Aiken)**

IIP's 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 LaChance demonstrated the ability to effectively retrieve collision reports. Each corporal is responsible for approving all 1st tier collision reports. The first sergeant and sergeant are responsible for approving all 2nd tier collision reports. At the time of this inspection, Post C had five (5) collision reports pending approval in the 1st tier; four (4) collision reports pending in the 2nd tier; and thirteen (13) collision reports pending in the rejected que. Felony hit and run collision investigations are coordinated through the troop supervision with the assistance of the Multi-disciplinary Accident Investigation Team (MAIT). Post C has two (2) unsolved felonious hit and run collisions (2012). The post commander keeps both collisions listed on a dry erase board in the post sergeant's office to serve as a reminder to the supervision of the status of each investigation.

Post C has investigated sixteen (16) fatal collisions, to date, in 2015. One (1) investigation (fatal packet) is pending approval from the troop office. The remaining fifteen (15) fatal collision investigations are filed in the post commander's office. Each file reviewed contained the proper documentation. Photographs are stored electronically. The post fatal collision investigation packets are retained from 2008-2015.

2. Cash Receipts

The post commander informed this inspector that files were present from 2010-2015. Two (2) forms, DPS-LE-041 (Ace Forfeiture Financial Talley Sheets), were presented – both dated in 2014.

3. Employee Training Reports

Compliance – All Employee Training Reports are stored in the post commander's office. A review of training reports consisted of:
Trainee D.L. Wright (2014) - revealed documentation for each of the phases properly retained; however, the required supervisor's review (Troop Level – Captain or Lieutenant) was not presented. Additionally, "Monthly" training reports were presented, to include: 11/2014; 4/2015; and 6/2015.

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Trainee T.W. Walters (2013) revealed signatures were missing on the “End of Phase” report. “Daily Observation Forms” were missing required signatures. The only “Monthly” training report on file was 10/2013.

Trainee M.J. Butler (2012) revealed the only “Monthly” training reports on file were 02/2013; 03/2013; and 06/2013.

RECOMMENDATION(S):

1. FTO Reports shall contain documentation of required supervisor’s reviews (ride-a-longs), conducted by the corporal, sergeant / first sergeant, and captain or lieutenant.
2. FTO Reports must be properly signed by the trainee, FTO, and supervisor.
3. Monthly training reports shall be completed by the FTO or supervisor until such time as the employee attains permanent status [One (1) year from date of hire].
4. Monthly training reports shall be retained in the post for a period of one (1) year.

4. Evidence / Property Storage Room / Documentation

Compliance - The Post C Evidence / Property Storage Room is of sufficient size and is adequately secured. Evidence is stored securely in a locked cabinet, located within a secured supply room. Post C supervisors have access to the supply room. The Primary and Secondary Evidence Technicians have access to the evidence locker. The primary evidence custodian, First Sergeant J.R. LaChance, presented the evidentiary items requested during inspection. All evidence is stored, within the evidence room, secured in a locked cabinet that provides a secondary security measure. All evidence randomly inspected was present, properly labeled, and secured. Evidence is logged in, utilizing Form DPS-LE-009, completed as an evidence “drop box log”, by each individual trooper, placing evidence in the Post C evidence drop box. The primary evidence custodian transfers the evidentiary item to the Evidence Locker (EL) or to the Central Evidence Facility (CEF). When the “Drop Box Log” is completed, the log becomes the “Post C Evidence Log”. The movement of all evidence is only tracked on the evidence log moved to “EL” or “CEF”. Once the initial movement is recorded, the CEF Evidence Log, maintained on Police Central, is the only means available to audit the contents of the evidence locker.

DVD / videotapes are labeled, issued, and stored in the supply room. DVD / videotapes pending destruction are stored in the supply room; however, the videotapes pending destruction are secured in a locked cabinet. Videotape chain of custody and destruction documentation is filed and stored separately in the post sergeant’s office. Audits are conducted quarterly, by the shift supervisor, utilizing a computer generated videotape log. The log is maintained by the post commander. The audits are conducted quarterly; however, no copies of the audits are retained. There were no videotape audits on file, to review, since the last retained audits were completed in 2013. Videotape ‘Chain of

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Custody' forms are retained – filed in the Post C sergeant's office, separated by assigned personnel and calendar year.

RECOMMENDATION(S):

1. All movement of evidentiary items must be notated or recorded on the evidence log by an evidence technician to include; location of storage, date and time received or released, type, amount, and chain of custody.
2. The post supervisory personnel shall conduct videotape audits. Completed videotape audits should be retained in the post office.

5. Evidence Destruction / Documentation

Compliance. Evidence destruction documentation, for at least the previous five years, was stored in the post commander's office.

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

Not in Compliance. A review of the required inspection forms was as follows: 2013: (4) Quarterly Inspections, (1) Unannounced Inspection; (1) Annual Inspection; and (2) Custodial Change Inspections; 2014: (4) Quarterly, (1) Unannounced; 2015: (2) Quarterly Inspections.

The 2014 Annual Inspection was not accounted for or presented for review.

RECOMMENDATION(S):

Policy 300.15; XXII; G: SCDPS Policy 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.

7. Secondary Employment Policy Compliance

Compliance. Secondary employment requests are stored in the Post C office. A review of secondary employment requests revealed that M.R. Nix (2013) and B.J. Rucker (2014, 2015) properly requested approval for secondary employment.

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8. Agency Property Accountability / Inventory Control

Not In Compliance. The post commander informed this inspector Annual Equipment Inventory Forms are not stored in the post office.

RECOMMENDATION(S):

Property Inventory Sheets shall be stored in the post office for a period of two (2) years.

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

Not in Compliance. Summons ticket books are requested, utilizing email, from the Troop Administrative Sergeant. Once summons books are received by post personnel, the recipient signs and returns the summons book receipt to the troop office. Supervisory personnel conduct summons ticket audits on subordinate personnel quarterly. All pending and unissued summons tickets are audited by the corporals; however, the post commander informed this inspector that once the corporals complete the quarterly summons ticket audits, copies are not retained; therefore no audits were presented for review. Alternating summons ticket audits are conducted and considered completed when the supervising officer provides an email to the post commander – indicating that the summons ticket audit was completed.

The post commander was unable to produce copies of the quarterly summons ticket audits. Annual summons ticket audits are completed and forwarded to the troop office.

RECOMMENDATION(S):

Summons ticket audits should be conducted by supervisory personnel on a quarterly basis.

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13. Body Armor Replacement Date

Not in Compliance. The body armor replacement date is notated on the line inspection completed monthly. All Post C 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 the tactical cover, in the patrol vehicle – readily available.

The post commander states that he does not wear body armor unless outfitted in the tactical cover. When not performing administrative duties, the post commander states he does not wear issued body armor under the patrol uniform shirt in a non-tactical cover.

RECOMMENDATION(S):

1. 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.”
2. The post commander is not exempt, by policy, when engaged in enforcement duties; therefore, body armor is not optional during enforcement assignments and proper wear is required.

14. Child Custody Procedures

Compliance. All personnel have been notified of the new “Child Custody Transfer” policy. The post commander requires subordinate personnel to complete a chart in the trooper’s work room. Personnel complete a SCDPS Incident Report and Child Custody Transfer form. Personnel are instructed to email notification to the post commander. The post commander notifies Ester Timmerman (DSS). All documentation is forwarded to the Troop Seven Headquarters office. Child Custody Transfer forms are retained in the Post C office. The post commander presented forms retained from years 2013-2015. Juvenile records and files were not retained or presented for calendar year 2012.

RECOMMENDATION(S):

Policy 300.19 XI; D – DPS policy states, officer’s records of children must be kept separate from records of adults and not open to public inspection.

1. Juvenile records and files must be secured and stored separately from records and files of adults. A determination must be made regarding the public display of a juvenile record (chart) posted in the trooper’s work room.
2. Juvenile records and files shall be stored in the Post C office for a period of three (3) years.

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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 C personnel. The post commander properly explained the procedure for arresting a juvenile. The Aiken County Sheriff's Office (ACSO) will readily assist with the transportation of juveniles. The post commander presented two (2) case files: (07/08/2013) & (02/26/2014) for review. There were no cases recorded during calendar year 2012.

16. Juvenile Custodial Release Forms

Not Applicable.

17. Line Inspections

Compliance. Monthly line inspections, conducted on all uniformed personnel, are stored in the post office. A review of the line inspection forms revealed inspection forms with "non-compliance" ratings. Once corrected, the inspector failed to properly document the subsequent, corrective action. Inspection forms were observed without proper signatures. First Sergeant J. R. LaChance performed a line inspection on Lance Corporal T.M. Bell. The line inspection was conducted in compliance with policy, to include physically checking all issued equipment (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." Once corrective action is taken to address "non-compliance" ratings, the rating supervisory should document the corrective action taken, the date corrected, and the inspector should initial the line inspections form.

1. Deficiencies revealed during line inspections shall be properly recorded, monthly, by supervisory personnel.
2. The post commander should review all line inspections, on a monthly basis, to ensure compliance.

18. Safety Checkpoint Documentation (Statistical Data)

The post commander requires each supervisor to conduct a minimum of five (5) safety checkpoints per month. The post commander does not maintain a list of pre-approved checkpoint locations. 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. The post commander explained

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that empirical data consist of information and statistics compiled from crash data, DUI Arrests, CREP Report data, the Impact Analysis Report, previous checkpoint data, citizen's complaints, and data provided or collected during LEN enforcement efforts. Pre-checkpoint reports (Form SCHP-E-008A) are 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 and documented, utilizing SCHP-E-007, monthly for each county. A review of the safety checkpoint documentation collected in June 2015 revealed that the Post C supervisory personnel are complying with policy and procedures related to safety checkpoints.

19. EPMS (Probationary, Annual)

Compliance. EPMS reviews are stored with the personnel files located within the post commander's office. The post commander presented a 2015 probationary review (Safford); a 2015 annual review (Lillard); a 2014 probationary review (Foisy); a 2014 annual review (Lillard); a 2013 probationary review (Walters); and a 2013 annual review (Lillard). All reviews inspected were signed by the employee, the supervisor conducting the review, and the signature of the reviewing supervisor.

20. Disciplinary Action Records

The post commander retains disciplinary records in the Post C personnel files located in the post commander's office. The files are secured with controlled access. The post commander presented this inspector with three (3) Counseling Sessions (Long); two (2) Counseling Sessions (2009; 2011) and two (2) Level I reprimands (2009; 2012) administered (Smith).

RECOMMENDATION(S):

Policy 400.08 VII – DPS Policy states supervisors may maintain supervisory notes and files.

The post level retention exceeds the required post level retention. The post commander should purge this file.

21. Victim / Witness Files – Secure

The post commander informed this inspector Compassionate Guides are provided to the victim's family when possible. The coroner's office has assisted with this practice in the past. The post commander stated that the Aiken County Detention Center (ACDC) will not accept a prisoner with qualifying victims without the required TAVA documentation provided. The documentation is also included with any related MAIT or circuit court case file. The post commander, when available, personally attends all qualifying bond hearings on behalf of the state. When not available, a post supervisor is assigned to attend each qualifying bond hearing. All TAVA documentation is forwarded to the troop

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office. Retention mirrors the retention of the case file – not necessarily the required three (3) years.

RECOMMENDATION(S):

The post commander shall maintain a secure file, within the post, of all TAVA documentation for a period of three (3) years.

22. USE OF FORCE REPORTS (Supervisory Review)

Compliance. The post commander maintains all use of force reports and related written documentation for a period of three (3) years. The reports are stored in the post commander's office. The post commander presented two (2) written reports from 2013, three (3) written reports from 2014, and there has not been a recorded incident involving force to date in 2015. All use of force reports are properly documented and reviewed by both the post commander and the troop lieutenant (both reviewing supervisors did affix signatures). Policy and procedural violations are properly documented. Of the reports reviewed, administrative errors were observed, including missing signatures (both reporting officers and reviewers) and missing video 'Chain of Custody' forms.

RECOMMENDATION(S):

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

23. Pursuit Reports (Supervisory Review)

Compliance. The post commander maintains all pursuit reports and related written documentation for a period of three (3) years. The reports are stored in the post commander's office. Of the reports reviewed, all pursuit reports are properly documented and reviewed by the post commander. With the new practice of returning and storing the completed reports, beginning in 2015, the post commander has a copy of each 2015 report in the format presented to the troop lieutenant for review. Each post level pursuit packet was properly reviewed and the required reviewing signatures were affixed. Videotape Chain of Custody reports were not observed to be retained as part of the 'Pursuit Report'. Police Central Reports (SCIBRS) were observed without the signature of the arresting officer. Policy and procedural violations are properly documented. Additionally, the post commander presented a complete troop level packet to include all troop level documentation, reviews, and memorandums. Policy and procedural violations are properly documented by the reviewing supervisor(s).

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RECOMMENDATION(S):

1. Ensure that written statements require the signature of the arresting officer.
2. Ensure that a copy of the videotape chain of custody is included in the pursuit report.

24. Prisoner Transport

Compliance. First Sergeant J.R. LaChance explained the proper procedure for transporting prisoners, per DPS policy, to include handcuffing and searching the prisoner for weapons and contraband prior to transport. First Sergeant LaChance properly explained the procedure for transporting prisoners of the opposite sex and juveniles. First Sergeant LaChance properly explained the procedure if / when a prisoner escapes.

25. Legal Process Forms – for service of warrants

Not Applicable.

26. Subpoena Maintenance

The post commander informed this inspector the court contacts him to request trial availability. Once dates are provided, subpoenas are listed on an email calendar. A copy of the subpoena is placed in the subordinate's box as part of notification of trial. Otherwise, Post C does not have an established system to manage subpoenas to ensure appearance by the subpoenaed personnel. The post commander stated he is not aware of personnel missing court appearances.

RECOMMENDATION(S):

The post commander should implement 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. The RADAR logs are inspected by the post supervisor on a monthly basis – included on the line inspection form.

28. RADAR Proficiency

Compliance. All personnel utilizing speed measuring devices are certified and recertified. The post commander presented RADAR / LIDAR certifications for D.L. Wright (2014); and W.K. Safford and D.P. Dodson (2015). The files are retained in the post commander's office.

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29. Records Retention

Compliance. The post commander presented files retained at the post level for a minimum number of required years (2012 – present). The majority of the files are securely stored in file cabinets located within the post commander’s office. The security measures practiced offer a primary (locked office door) security and a secondary (locked file cabinets) security measure for each file. Based on the current retention schedule, files are retained beyond the required retention.

30. Wrecker Inspections

Compliance. Wrecker Inspection Forms are maintained in the post commander’s office. A review of forms, dated from 2012-2014 revealed that supervisors (first sergeant / sergeant) are properly inspecting wrecker services as required by DPS policy. The reports included verification of wrecker facilities, equipment, and insurance requirements. Reports were found to be completed on a computer, to include “computer-generated, pre-checked” ratings versus a “hand-written” version of the Wrecker Inspection Form. Each report included a signature from the wrecker company representative and the inspector. The two (2) wrecker files inspected were retained from 2003-2014 and 2004-2014.

RECOMMENDATION(S):

1. A recommendation is made that the original “handwritten” wrecker inspection forms should become the wrecker inspection forms of record.
2. Wrecker inspection forms are only required to be retained for a period of three (3) years. The post commander should purge the files to meet current record retention requirements.

31. Miscellaneous Forms / Procedures

Compliance. The post commander maintains first report of injury reports for a period of three (3) years. The post commander presented reports demonstrating that personnel report injuries or medical emergencies to the supervising officer. The reports were dated 2013 (two reports), 2014 (two reports), and 2015 (one report). 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 properly explained the procedures for reporting a suspicious person or bomb threat – should one be encountered. The post commander maintains all signature / acknowledgement forms for a period of three (3) years. The post commander presented reports dated 2013-2015.

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B. FACILITIES

1. General Appearance and Upkeep

Compliance. The Post C office appeared well-maintained. The facility was neat, clean, and orderly. The office adjacent to the trooper's assembly room is currently being used for storage. A recommendation was made to re-organize and secure this office. The post commander secured the office at the time the recommendation was made. 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 non-SCDPS maintenance issues is Allan Brody. The point of contact for all SCDPS maintenance needs is Randy Flack.

3. OSHA

Compliance. All OSHA literature and contact information was properly posted in the trooper's work room. The posting 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) was posted one time.

RECOMMENDATION(S):

The post commander should post the evacuation route(s) in plain view at multiple locations within the Post C office.

5. Fire Extinguisher Inspection Tags

Compliance. Both fire extinguisher tags were properly inspected and initialed.

6. Defibrillator

Not Applicable.

7. First Aid Kit

Compliance. The post commander provided a first aid kit maintained within the Post C office. The first aid kit was located within the supply room.

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8. Other

Not Applicable.

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GENERAL INFORMATION:

Headquarters - Troop Seven consists of Aiken, Allendale, Bamberg, Barnwell, Calhoun, Hampton, and Orangeburg Counties. The population within the troop, as of the 2010 census, was an estimated 337,892. Troop Seven is currently operating at forty percent (40%) in Post A (Allendale, Bamberg, Barnwell, and Hampton); forty-five percent (45%) in Post B (Orangeburg and Calhoun); and forty-seven percent (47%) in Post C (Aiken) manpower allocation. The Troop Seven Headquarters office is located in Orangeburg County. In addition to the troop commander, interviews were conducted with four (4) of the personnel [sworn: (2); non-sworn: (2)] assigned to the troop office. All personnel are properly educated on the mission of the troop – fatality reduction.

Post A - Post A is currently operating at forty percent (40%) manpower allocation with sixteen (16) total sworn officers – five (5) of the sixteen are supervisory personnel. The Post A office is located in Bamberg County. Interviews were conducted on 8 of the 16 total sworn officers, 3 of which were supervisory officers for a sampling of 50% of the total personnel assigned to the post.

The supervisors all agree the troopers are doing the best with what they have. The fatalities have decreased in comparison with last year's fatality count, and activity has increased. Subordinate personnel receive commendations for outstanding performance on a quarterly basis at post meetings, and are recognized at the annual Christmas party. Substandard performance is initially handled by first line supervision. If improvement is not made, the sergeant will address the trooper and assign selective enforcement activities to assist with improvement. If all else fails, the Warning Notice of Substandard Performance will be issued.

Post B - Post B is currently operating at forty-five percent (45%) manpower allocation with twenty-four (24) total sworn officers – five (5) of the twenty-four are supervisory personnel. The Post B office is located in Orangeburg County and is housed in the same facility as the Troop Seven Headquarters office. Interviews were conducted with nine (9) of the twenty-four assigned personnel [supervisory personnel: (5); non-supervisory personnel: (4)] for a sampling of thirty-eight (38%) percent of the total personnel assigned to the post.

The supervision view the subordinates assigned to the post as working proactively to reduce fatalities. The supervision reviews the progress of the post monthly. Subordinates are rewarded with verbal praise, covering shift shortages (in order to approve requested leave), and equipment perks – when available. Substandard performance is addressed individually with the subordinate that is not performing - this may include ride-a-longs as well as the “24-7” plan of videotape recording the substandard trooper's entire shift. The assistant post commander summarized the post by stating that each of the subordinates within the post is performing at a satisfactory level. One officer was currently assigned light duty (pregnant).

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Post C - Post C is currently operating at forty-seven percent (47%) manpower allocation with nineteen (19) total sworn officers – five (5) of the nineteen are supervisory personnel. The Post C office is located in Aiken. Interviews were conducted with eight (8) of the nineteen assigned personnel [supervisory personnel: (2); non-supervisory personnel: (6)] for a sampling of forty-two percent (42%) of the total personnel assigned to the post.

All personnel are properly educated on the mission of the troop and the post – fatality reduction. The supervision view the subordinates assigned to Post C as working proactively to reduce fatalities. The supervision reviews the progress of the post monthly. Subordinates are rewarded with verbal praise; covering shift shortages (in order to approve requested leave); post dinners (cook-outs); preferable, requested special assignments; and equipment perks – when available. Substandard performance is addressed both individually and in a group setting with the subordinate that is not performing - this may include public dialogue (shift meetings) or individual supervisory ride-a-longs. The post commander summarized by stating, with one exception, each of the subordinates within the post is performing at a satisfactory level. The one exception has been identified and steps are in place to correct deficiencies.

MORALE:

Headquarters - The overall morale within the troop office is described as excellent. The personnel assigned to the troop describe a positive atmosphere. Personnel interviewed describe a noticeable difference in the morale with the promotion of the troop commander – Captain A.K. Grice. The troop commander is credited with creating a more personal, compassionate work environment within the troop office.

Post A - The morale in Post A is just slightly above good and closer to being excellent as the majority of the troopers and all of the supervisors interviewed expressed morale in terms of excellence. Captain Grice is well-liked by all troopers and supervisors. He is viewed as doing an excellent job establishing better relations between headquarters staff and the post personnel. The troopers describe the supervisory staff in the post as being approachable and helpful. The supervisors within the post are seen as having open door policies.

Post B - The overall morale within Post B 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 personnel in Post B have a renewed sense of excitement over the implementation of the new post commander. As a whole, Post B personnel felt that the previous command was very ‘overwhelmed’ with all the responsibilities placed on him as a one-man command. All personnel are confident that the post is in capable hands now and moral seems to be on the rise. Personnel are very pleased that all troopers now have connectivity in their vehicles and are excited that there is a possibility of more modern equipment to be implemented in the near future.

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Post C - The overall morale within Post C is described as excellent. The personnel assigned to the post present a positive atmosphere. Of the personnel randomly interviewed, the majority describe an environment that has fostered personal friendships and relationships that exist outside of the workplace. The post commander is described in a positive light and each of the supervisors, within the post, are viewed as proactive, productive and approachable. The post commander is credited with coordinating post dinners (cook-outs), to include the families of assigned personnel. Subordinates recognize the personal sacrifice made by the post commander necessary to sponsor these types of events. The troop commander is routinely credited by subordinates as creating a change in the workplace atmosphere - creating a more positive work environment. The troop commander is described as a personable, caring, family-oriented leader. The rehiring of retired Sergeant T.M. Bell, described by all as displaying a positive attitude and yielding a proactive approach in the field, is viewed by both supervisory and non-supervisory personnel as an asset to the post.

COMMUNICATION:

Headquarters - Personnel assigned to the Troop Seven office describe communication within the troop as excellent. 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 conducts troop supervisor's meetings on a regular basis. The troop commander provides the information to the post supervisory personnel. The information is then disseminated to subordinate personnel. The troop commander and the troop command staff personnel are described as approachable and available to the personnel. The troop commander is described as personable and approachable.

Post A - Communication between Captain Grice and the supervisors of Post A is excellent. The supervisors are kept informed on data and information through supervisor's meetings. The information obtained from the supervisor's meetings is relayed to the troopers through their first line supervisors. These meetings between supervisors and troopers occur on a quarterly basis. It was also revealed email is a large source of communication between the troopers and their supervisors. Overall, the members of the post see the communication between supervisors and troopers as good. The post commander describes the communication between corporals and troopers as adequate, but he feels the corporals need to show more leadership ability.

Post B - Communication within Post B is described as good. Assigned personnel consistently describe the main method of communication as electronic mail (e-mail) and sometimes follow up 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

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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 - Communication within Post C was described as good. Assigned personnel consistently describe the main method of communication as electronic mail (e-mail). The post commander schedules quarterly meetings and relays relevant information utilizing the “chain of command”. The post commander utilizes charts, posted within the office, to keep the personnel informed of the most current statistical data. 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. The distance between the Troop Seven Headquarters office and the Post C office is attributed as the main reason that the troop staff is viewed as not seen on a regular basis within Post C.

JOB SATISFACTION:

Headquarters - The personnel assigned to the troop office are satisfied with their job. All personnel describe a personal satisfaction with the job as “excellent”. All personnel (supervisory and non-supervisory) interviewed, feel like their efforts make a positive difference. Personnel describe the efforts made by the troop commander to promote a family-type environment in the workplace as a key component attributing to the “excellent” ratings in the area of job satisfaction. The troop commander’s approach is described as caring and personal. The troop commander is described as sacrificing his own personal finances in order to recognize the efforts of his subordinates and show his appreciation for the effort subordinates put forth.

Post A - Most of the troopers within the post are satisfied with their job, and feel they make a positive difference in the success of their area. They are recognized during quarterly meetings, Trooper of the Quarter ceremonies, Trooper of the Year ceremonies, and are regularly told they are doing a good job by their supervisors. The majority of those interviewed expressed a genuine love for the job. At least one interviewed made mention of the pay, and another revealed the lack of manpower being a source of frustration and decreasing his satisfaction of the job from an excellent rating to a good rating. The overall job satisfaction for the post appears to be slightly above good.

Post B - The personnel assigned to Post B 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 describe written correspondence received from the troop commander providing individual recognition based on job performance each month. All personnel interviewed also commented that the troop commander holds dinners as well to recognize employees for a job well done. Most personnel appreciate receiving the recognition. Personnel conclude that the recognition is not only enforcement based but also based on other aspects as well, such as community relations. The overall level of job satisfaction rates between good and excellent.

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Post C - All personnel assigned to Post C describe a personal satisfaction with the job. All personnel (supervisory and non-supervisory) interviewed, feel like their efforts make a positive difference. Personnel credit the efforts of the troop commander with the change in atmosphere, within the troop, as a leading reason most are more satisfied with their jobs now than in recent years in the past. The post commander regularly provides individual recognition based on job performance. Most personnel appreciate receiving the recognition. The overall level of job satisfaction rates between good and excellent.

OPERATIONAL EFFECTIVENESS:

Headquarters - Troop personnel describe the overall operational effectiveness as “good - excellent”. Troop personnel describe shortages in staffing as having a negative effect on the overall operational effectiveness of the troop. Considering the smaller size of the troop, personnel did communicate the sentiment that the resources needed to succeed in job duties assigned are available, upon request.

Post A - The bulk of those interviewed rate the operational effectiveness as excellent. The consensus is the troopers are getting the job done the best way they can with what they are afforded. The troopers believe the supervisors are properly placing personnel where the problem areas are and making the best with what they have. There were some negative connotations regarding calls for service being the basis for manpower allocation when the number of motorists versus the amount of area for troopers to cover provides a more credible basis for the allocation of manpower. Administrative demands are steadily increasing despite an existing means to capture data, route the data to different programs, and decrease the monotony and repetition of data entry. There was also concern expressed regarding computers not being compatible with the computer mounts inside of the spare patrol vehicles.

Post B - Operational effectiveness was one of the highest rated categories within Post B. 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. The only operations complaint that was specifically noted was the inconsistency of supervisors when sending out corrections in the Report Beam reporting system. Personnel feel as if there is no clear standard as to what is the correct method of completing a collision report. Each supervisor seems to want it done differently and the troopers often get caught in the middle. Personnel feel like the office is becoming more organized under new leadership and the day to day operations are starting to run smoother now than it did the last several years. They were clear to communicate that this is attributed to the new leadership in place within the post.

Post C - Operational Effectiveness was the lowest rated category in Post C. Personnel consistently describe a lack of manpower as the leading issue preventing an overall

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excellent rating in this category. Personnel expressed concerns regarding the lack of quality applicants; therefore, resulting in less desirable trainees. Personnel, both supervisory and non-supervisory, recognize the lack of “experienced” personnel as a cause for lower ratings in this area. Issues associated with the administrative job functions; specifically, the duplication of tasks related to data entry is communicated by personnel as negatively affecting the overall operational effectiveness of the post.

SUMMARY / CONCLUSION:

Headquarters - Both the supervisory and non-supervisory personnel assigned to the troop communicate and display a desire to excel. During the staff inspection process, the main area of concern was record retention as it relates to converting the troop to a paperless, electronic filing and retention schedule. The personnel assigned to the troop (supervisory and non-supervisory) possess a positive, proactive attitude. The morale of the troop is positive. Communication is described as good. All assigned personnel communicate a personal and professional satisfaction with their job. The two lower rated categories in the troop office were related to communication and operational effectiveness.

Post A - This inspector, while conducting the inspection of the post office, identified the need for supervisors to be provided updated guidance on document retention and file maintenance. It was observed during the inspection and discussed in length with the Post commander his maintenance of empty file folders based on CALEA standards. First Sergeant Moore expressed frustration in not knowing what needed to be maintained, an outdated retention schedule, and no training for troopers in preparation for promotion to the next level. The inspection revealed there are some areas regarding file retention which need to be addressed. Overall, the filing system and the efficiency of the post are adequate.

The troopers and supervisors of this post are content with the command staff of the troop and genuinely expressed a love for the job. The troop commander, Captain Grice, is seen as establishing a more efficient and amicable relationship between the troop and post offices.

Post B - During the staff inspection process, the majority of the non-compliance issues were related to record retention. The personnel assigned to Post B (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. Post B has limitless potential with the personnel that are in place as well as the leadership that has been put in place in the post as well as the leadership in the troop office. Overall, Post B had incompleteness present within their filing system at the post level. Post B seemed to be subject to the understanding that it was sufficient to not keep certain files with the understanding that the files were kept in the troop office. The belief that this was sufficient comes from the fact that the Post B office has always been housed in the same facility with the troop office. The Post B post commander and assistant post commander should comply with

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SCDPS standards by ensuring that certain files should be kept at the post level as well as the troop level.

Post C - During the staff inspection process, the majority of the non-compliance issues were related to record retention. The Post C office presents an environment that would easily permit the assigned personnel to comply with all defined staff inspection requirements. The personnel assigned to Post C (supervisory and non-supervisory) possess a positive, proactive attitude. The morale of the post is positive. Communication is described as negatively affected by the distance between the troop and the post offices. The personnel readily identify the distance between the troop and the post offices as the leading cause for troop personnel described as not present in the post on a regular basis. All assigned personnel communicate a personal and professional satisfaction with their job. Operational effectiveness, the lowest rated category, was directly correlated with a lack of experience within the post; as well as, an overall lack of manpower. Personnel communicate a clear, concise appreciation and respect for the troop commander and his efforts to change the overall atmosphere within Troop Seven to that of a family-oriented environment as the key reason for the overall change in attitude of the entire troop.

Staff Inspection Chart

	Quality of Management / Supervision / Leadership	Morale	Job Satisfaction	Overall Communication	Operational Effectiveness
SCHP Troop Seven					
Troop Seven Headquarters	3.8	4.0	4.0	3.5	3.8
Post A - Allendale/Bamberg/Barnwell/Hampton	3.6	3.8	3.5	3.5	3.6
Post B - Calhoun/Orangeburg	3.2	3.3	3.6	3.2	3.6
Post C - Aiken	3.8	3.8	3.6	3.5	3.3

TROOP 7
Headquarters
STAFF INSPECTION
July 2015

QUALITY OF MANAGEMENT/SUPERVISION/LEADERSHIP = 4.0

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

MORALE = 4.0

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

JOB SATISFACTION = 4.0

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

TROOP 7
Headquarters
STAFF INSPECTION
July 2015

OVERALL COMMUNICATION = 3.7

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)		1=4	1=4	2=8
GOOD (3)			1=3	1=3
FAIR (2)				
POOR (1)				
TOTAL		1=4 4.0	2=7 3.5	3=11 3.7

OPERATIONAL EFFECTIVENESS = 3.7

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)		1=4	1=4	2=8
GOOD (3)			1=3	1=3
FAIR (2)				
POOR (1)				
TOTAL		1=4 4.0	2=7 3.5	3=11 3.7