

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

DIRECTIVE #: D 347

PAGE 1 OF 4

SUBJECT: DNR L/E OFFICER HIRING PROCEDURE

DATE: MAR 1, 2001

RELATED DIRECTIVES, STANDARDS, ETC:

LAST REVISION: JUL 2, 2012

RESPONSIBLE AUTHORITY: DEPUTY DIRECTOR OF LAW ENFORCEMENT

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PURPOSE: The purpose of the DNR Law Enforcement Applicant Hiring Procedure is to provide guidelines for selecting new applicants for these positions in a fair and impartial manner for all candidates. Through the development of an efficient, effective and fair selection process, the Department will achieve its goal of selecting those individuals who best possess the knowledge, skills and abilities needed to successfully carry out the duties of a DNR Law Enforcement Officer.

GENERAL RESPONSIBILITIES

A. Vacancy Announcements

- 1) A vacancy announcement for Law Enforcement Officer position(s) will be posted by the Human Resources Office in accordance with Human Resources Regulations and based on available funding and the Department's needs.
- 2) The Law Enforcement Division may extend the posting deadline should such factors as quantity of applicants or diversity of applicants warrant further recruitment efforts to be made. Any posting extensions shall be advertised through the same channels as the original posting.
- 3) Only applications submitted and received by the closing date will be considered for the hiring cycle in which they were received.
- 4) The Human Resources Office and the Law Enforcement Division will work to ensure a diverse applicant pool exists.

B. Applicant Process

- 1) Upon an initial inquiry to the South Carolina Department of Natural Resources Human Resources Office by a prospective applicant, the prospective applicant will be guided through the process. It is the responsibility of each applicant to submit the necessary applicant documents by the stated deadlines to the Department's Human Resources Office.

The applicant will not be considered eligible for the screening process until all required documentation is received by the Human Resources Office. If the Human Resources Office receives applications without all required documentation, the applicant will be notified in writing that his/her application is ineligible pending receipt of all documentation. If the documentation is received after the established deadline, the applicant will not be eligible for the current hiring cycle.

C. Job Requirements

- 1) Education Requirement — A Bachelor's degree; or an Associate's degree (or two (2) years of college credits equating to (60) semester credit hours) combined with either two (2) years of certified class 1 law enforcement officer service or active military service or four (4) years of service as a SC DNR Deputy Law Enforcement Officer (DLEO). The Human Resources Office is responsible for determining an applicant's qualifications. Applicants must meet the minimum education or equivalent experience requirement at the time of application.
 - (a) Applicants who do not meet the minimum requirements will be notified electronically (email) by the Human Resources Office.
 - (b) Residency Requirement - Applicants must relocate to the designated county within 90 calendar days of employment. Failure by a selected applicant to adhere to this relocation requirement may be cause for dismissal.

D. Interview Panel

- 1) Applicants who meet the minimum education and/or experience requirements may be invited to interview before an interview panel. The panel will include four (4) law enforcement personnel and one (1) staff member of the Human Resources Office. The Deputy Director of Law Enforcement will appoint the law enforcement panel members and the Human Resources Director will appoint the Human Resources Office representative. At least two (2) of the law enforcement panel members will be senior officers. The Law Enforcement Deputy Director may add to this panel with appropriate justification. The Deputy Director of Law Enforcement and the Human Resources Director will collaborate to ensure that the panel has minority representation.
- 2) The interview panel will ask each applicant a set of job related questions. Each member of the panel will individually rate each candidate upon completion of the interview. The Human Resources Office will compile the scores for each applicant and will compute the applicants' average scores.
- 3) The Human Resources Office will compile a rank ordered list of candidates based upon composite interview scores. A predetermined number of top ranking candidates will be scheduled for the written test and the physical agility test. The number of applicants to be scheduled for the written test and the physical agility test will be based upon the number of vacancies to be filled.

E. Testing

- 1) Written Examination
 - (a) Those applicants whose interview scores fall within the predetermined range will be scheduled for the written test. The test is administered by the Human Resources Office who will notify the applicants of the test results.
 - (b) Applicants who fail the test will be eliminated from further consideration and must retake the test for the next hiring cycle.
- 2) Physical Agility Test

- (a) Applicants passing the written examination will be required to complete and pass a physical agility test. This portion of the selection process is pass/fail and is administered by the DNR Law Enforcement Division. This test consists of running an obstacle course, weight dragging and swimming.
- (b) The Department will establish only one make-up test date for the physical agility test for any applicants who are unable to test on the originally scheduled date. If the applicant is unable to participate in the make-up session, he/she will be ineligible for further consideration during the current hiring cycle.
- (c) Applicants who fail any portion of the physical agility test will be ineligible for further consideration until the next hiring cycle.
 - (1) The results of the written and agility tests will be valid for the current hiring cycle only. A list of top ranking candidates who pass the written test and the physical agility test will be provided to the Deputy Director of Law Enforcement. If for any reason applicants are eliminated causing the applicant pool to be too low, additional applicants may be added from the original rank ordered list.

F. Personal Interview

- 1) Applicants successfully completing the interview panel, the written test and the physical agility test will be scheduled for a personal interview with the Deputy Director of the Law Enforcement Division. After interviewing the applicants, the Deputy Director of the Law Enforcement Division will select candidates for intensive background investigations.

G. Investigation

- 1) A background investigation will be conducted by the Law Enforcement Division on the candidates provided by the Deputy Director of the Law Enforcement Division. Background investigations shall be conducted by investigators trained in proper collection of necessary information.
- 2) Applicants for the position of DNR Law Enforcement Officer must be of good character. Background investigations will be reviewed by the Human Resources Office and the Law Enforcement Division in their totality in determining an applicant's overall suitability for employment as a DNR Law Enforcement Officer. The investigation shall verify information regarding previous work experience, education, credit and criminal record, driving record, general reputation within the community, and personal and business references.

H. Recommended Candidates

- 1) The Deputy Director for Law Enforcement will recommend to the Department Director the candidates for DNR Law Enforcement Officer positions.
- 2) Upon approval by the Director, the Human Resources Office will send the selected candidates a written letter of offer contingent upon the results of medical, psychological, eye and drug screenings.

I. Medical and Psychological Screenings

- 1) Applicants will be notified in writing of the date, location and time of screenings.
- 2) If the results of any of these screenings prevent the Department from making a final offer of employment, the applicant will be notified in writing accordingly.
- 3) Upon evaluation of the results, applicants will be notified accordingly of their final selection in writing.
- 4) Applicants not hired will be notified in writing by the Human Resources Office of the non-selection.

J. Record Management and Retention

- 1) The Human Resources Office will establish and maintain files on all applicants in accordance with applicable State Regulations and retention schedules. These files shall be stored in a secure area when not in use and shall be disposed of in a manner which prevents disclosure of the information contained in the files.
- 2) Completed applications and resumes of applicants who were not hired by the Department shall be retained for two (2) years and in accordance with State Regulations and retention schedules.
- 3) A record of each applicant's background investigation shall be maintained by the authorized division who conducted the background investigation and shall be maintained pursuant to retention schedules approved by the State Department of Archives in compliance with the Records Retention Act.

APPROVED:



A.C. Frampton, Colonel