

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

DIRECTIVE #: D 345

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SUBJECT: LAW ENFORCEMENT DIVISION REQUEST
FOR TRANSFER PROCEDURE

DATE: MAY 19, 2000

RELATED DIRECTIVES, STANDARDS, ETC:

LAST REVISION: JUL 2, 2012

RESPONSIBLE AUTHORITY: DEPUTY DIRECTOR OF LAW ENFORCEMENT

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PURPOSE: To set forth procedures to follow in implementing the "Request for Transfer" Directive.

DIRECTIVE: The Law Enforcement Division will allow Law Enforcement Officers in the non-competitive ranks through Sergeant the opportunity to transfer to comparable positions within the Law Enforcement Division. Transfer requests will be considered based upon the operational and organizational needs of the Division.

ELIGIBILITY REQUIREMENTS

- A. Under normal circumstances, an officer will only be allowed to request a transfer after satisfactorily completing four (4) years of continuous service as a DNR Law Enforcement Officer. An officer will be allowed to request a transfer within the Region they are assigned to after satisfactorily completing two (2) years of continuous service as a DNR Law Enforcement Officer. In extenuating circumstances, the Colonel may approve a transfer prior to completion of the required number of years of continuous service.
- B. Temporary or Grant position personnel may not be eligible to transfer under the guidelines of this Directive.
- C. Officers that received a transfer are required to meet the conditions of part "A" above before they will be eligible to request another transfer.
- D. Applicants must meet the eligibility requirements before submitting a transfer request.

ELIGIBILITY

- A. Law Enforcement Officers who are eligible may request a transfer by completing a Transfer Request Form. A separate form must be completed for each transfer request.
- B. The request will be accepted on a bi-annual basis, December 1 to January 1 and June 1 to

July 1 of each year or when circumstances make it necessary. The Colonel will determine if transfer requests will be accepted outside of the established timeframes.

- C. Final approval or disapproval of a transfer request will be made by the Deputy Director of the Law Enforcement Division with the acknowledgment of the Human Resources Director, and the requestor will receive written notification of the final decision.
- D. Applicants whose requests are not approved will be required to submit a new application to be considered for a future transfer.
- E. The following factors may be considered in the approval of a transfer request:
 - 1) The officer's length of service;
 - 2) Comments of the officer's current captain or the highest-level supervisor in the officer's organizational unit;
 - 3) The comments of the receiving captain or the highest-level supervisor in the officer's organizational unit;
 - 4) Past performance ratings; and
 - 5. Staffing levels of gaining and losing units.
 - 6. Other circumstances deemed appropriate including disciplinary records.
- F. Any expenses incurred due to a voluntary transfer will be incurred by the transferring officer. Upon approval of the transfer request, the officer must relocate within ninety (90) calendar days. The Colonel may extend this timeframe for unforeseen and/or uncontrollable circumstances.

NOTE: Transfers are granted solely at the discretion of the Department and will be considered on a case-by-case basis. Failure to receive approval for a requested transfer is not a grievable action.

Approved:



A.C. Frampton, Colonel

**South Carolina Department of Natural Resources
Law Enforcement Division**

Transfer Request Form

Rank/Name _____ Last Four of SSN _____ Hire Date _____

Current Assignment _____
County _____ Region _____

Requested Assignment _____
County _____ Region _____

Requesting Special Circumstance Consideration ☐ Yes ☐ No

Officers Statement of Request:

(Statement must provide reason/justification for the request)

Officer's Signature

Date

Comments:

(Captain, Major, Lt. Colonel, Colonel)

Current Captain/Supervisor (signature)

Date

Approved ☐

Denied ☐

Receiving Captain/Supervisor (signature)

Date

Approved ☐

Denied ☐

Major, if applicable (signature)

Date

Approved ☐

Denied ☐

Colonel (signature)

Date

Approved ☐

Denied ☐

Human Resources Director (signature)

Date

Approved ☐

Denied ☐