South Carolina Department of Public Safety

10311 WILSON BOULEVARD – P. O. BOX 1993
BLYTHEWOOD, SC 29016
www.scdps.gov

HENRY MCMASTER
GOVERNOR

LEROY SMITH
DIRECTOR

July 6, 2018

Hon. Wm. Weston J. Newton
South Carolina House of Representatives
P.O. Box 11867
Columbia, SC 29211

Dear Committee Chairman Newton:

Thank you for your correspondence dated June 5, 2018. As requested, I am providing the following responses as it relates to the additional information that was requested by the Committee.

RECOMMENDATION #1

Ensure the appropriate division head is involved in the hiring process. Ensure policies outline clearly which personnel provide input at which stages of the hiring process.

LOC Request for Additional Information:

1. *Please provide an update on the agency's action as it relates to revisiting and considering changes to Policy 400.02 (Commission Law Enforcement Office Application and Selection Process).*

SCDPS Response:

As previously discussed, each Law Enforcement Division (LED) has responsibility for managing the recruitment, application, and selection process of potential employees for their respective Division pursuant to SCDPS Policy 400.02 (Commissioned Law Enforcement Officer Application and Selection Process). Pre-selection activities include receiving the applications; testing and applicant processing; polygraph examinations; background investigations; and Selection Review Board (SRB). The SRB is composed of officers selected by the applicable LED commander.

Following its review, the SRB recommends applicants to the LED commander for review and selection. All LED commanders or their assigned staff coordinate with the Office of Human Resources throughout the application process before the applications are forwarded with his/her recommendations to the director's office for final approval. The Director relies heavily on the recommendations made by the LED commanders in evaluating applicants; however, as the director of the agency, he retains the authority for final approval of each applicant. The agency has evaluated the role LED commanders play in the hiring process and believes that their role is significant. The department does not see the need to make further changes to SCDPS Policy 400.02 (Commissioned Law Enforcement Officer Application and Selection Process) at this time.

RECOMMENDATION #3

Track applicable data to determine which recruiting methods are effective in obtaining applicants with the temperament and ability to successfully complete appropriate Criminal Justice Academy courses. Include this data in the agency's Accountability Report each year.

LOC Request for Additional Information:

2. *When the agency says "a year-end review of its 2017 recruiting efforts," does this mean the data is for January - December 2017 or July 2016 - June 2017?*

   SCDPS Response:

   The data was reviewed for the period from January 1, 2017 through December 31, 2017.

3. *Of the 211 applicants that resulted from direct contact with a recruiter, please provide the following, if tracked by the agency:*
   a. *Number that made it to the Oral Interview Panel;*
   b. *Number that were conditionally hired; and*
   c. *Number that were hired and passed basic training at the Criminal Justice Academy on the first attempt.*

   SCDPS Response

   The previously reported 211 SCHP applicants that resulted from direct contact with a recruiter represent an internal number tracked by SCHP recruiters regarding contact with applicants. Some of the surveying tools described below allow applicants to provide only one answer to the questions posed about their source of information concerning the job opportunity. Insofar as applicants often learn about a position from multiple sources, SCHP measures those applicants that can be traced back to direct contact with a recruiter in any form. These numbers are provided as of June 13, 2018.

   a. 25 of the 211 applicants made it to the Oral Review Panel
   b. 19 of the 25 applicants that made it to the Oral Review Board were conditionally hired
   c. 17 of the 19* conditionally hired applicants were hired and passed basic training on the first attempt

   *One (1) of the applicants who made it to Oral Review Board and was conditionally hired has not been assigned to patrol school.

4. *Did the agency ask, as part of the application process or through any other means, how the 1,674 applicants, that met minimum qualifications and were not the result of direct contact with a recruiter, heard about the opportunity to apply or why they wanted to apply? If so, please provide the data obtained.*

   SCDPS Response:

   If an applicant meets minimum qualifications, SCHP sends him/her a background questionnaire as part of the next phase of the hiring process. Of the 1,885 applicants who met minimum qualifications, 806 applicants completed and returned their background questionnaires. As part of the questionnaire, the applicant is asked how he/she learned of the job opportunity. The responses were as follows:

   Tech School/College Recruitment: 7 applicants
   Field Recruitment (Recruiter): 48 applicants
   Employment Security Commission: 0 applicants
   Recommended by State Employee: 127 applicants
   Unsolicited Application: 65 applicants
   SCHP Website or SC State Jobs Website (Internet): 559 applicants

   These numbers are provided as of June 13, 2018.

As described earlier, 211 of these applicants can be traced back to direct contact with a recruiter even if they did not indicate as such on this survey. For instance, an applicant may have learned about the position from the SCHP website but ultimately made the decision to apply after speaking with a recruiter. This applicant would fall into the 211 total even though he/she may have indicated SCHP website on the survey.

5. *Please provide the following statistics:*
   a. *Number of new hires in 2017;*
   b. *Number of new hires in 2017 that applied as a result of direct contact with a recruiter; and*
   c. *Cost to the agency of attending the college and military events in 2017.*

   SCDPS Response:

   a. The Department had 268 new hires in 2017. The totals below include temporary employees rehired, FTEs, and temporary grant employees.

Division	Law Enforcement	Civilian
SCHP	135 (78 new Troopers hired)	48
STP	19	4
BPS	10	1
Administrative	3	48

   b. The chart below reflects the number of new SCHP employees hired during the calendar years of 2017 and 2018 that applied as a result of direct contact with a recruiter. This data does not include those that are still active in the employment process, those with a possible hire date later this year, or those that received a contingent offer and withdrew.

Year	Oral Interview Boards	Contingent Offer	Hired
2017	20	12	1
2018	5	7	17
Total	25	19	18

   c. In 2017, the Department spent the following to attend college and military events:

   - Registration Costs $3,805.62
   - Lodging Costs $1,717.00
   - Meals $484.00

6. *What data, if any, does agency personnel analyze as a way to revise and improve the effectiveness of recruiting efforts?*

   SCDPS Response

   The Department tracks the success of its recruiting efforts at multiple stages of the application process. As SCHP applicants move through the process of becoming a trooper, the pool of successful candidates becomes smaller and smaller, and the department takes an opportunity to evaluate which recruiting methods are most fruitful.

Initial State Application Phase

As part of the application process for any position with SCDPS, an applicant is asked how he/she learned about the position.

	SCHP	STP	BPS
Career Fair	2.2%	<1%	1%
DPS Employee	12.7%	5.3%	3.2%
DPS Recruiter	4.9%	<1%	<1%
Friend	10%	4.9%	4.2%
Social Media	5.9%	2.1%	3.2%
State Government Website (jobs.sc.gov)	53.5%	78.5%	84.5%
Other	10.9%	7.6%	7.7%

At this initial stage in the application process, these applicants have not undergone any form of screening. However, this data assists the agency in understanding how applicants are learning about the department's employment opportunities in a general sense. Additionally, specific information may be important to a hiring manager if the applicant identifies a specific employee as the source of the notification. Note: Percentage totals are slightly higher than 100% because applicants could make more than one selection.

Background Questionnaire Phase (SCHP Only*)

After an SCHP applicant is deemed to meet the minimum requirements, SCHP sends a background questionnaire as the next step in the application process. As part of the questionnaire, SCHP asks the applicant again about how he/she learned about the position. Of the 806 background questionnaires returned in 2017, the following percentages were reported:

Tech School/College Recruitment – < 1% of applicants
Field Recruitment (Recruiter) – 6% of applicants
Employment Security Commission: – 0% of applicants
Recommended by State Employee – 16% of applicants
Unsolicited Application – 8% of applicants
SCHP Website or SC State Jobs Website (Internet) – 69% of applicants

Insofar as these applicants have shown the willingness to complete a background questionnaire, applicants at this phase have shown initiative beyond that of the basic applicant. The department wishes to evaluate how this class of applicants is learning about employment opportunities.

PAT Testing/Nelson-Denny Testing Phase (SCHP Only*)

Once an SCHP applicant passes the administrative review phase (background questionnaire, credit checks, criminal records check, etc.), the department requires candidates to undergo Physical Abilities Testing (PAT Testing) and Nelson-Denny Testing. Beginning in February 2018, the SCHP implemented a new recruiting survey at this stage of the process. (Attachment #1) This survey asks more comprehensive questions about recruiting methods and their effectiveness. These applicants have moved even further down the road toward joining SCHP, and the department takes this opportunity to evaluate its recruiting methods yet again. As this survey has been so recently implemented, the sample size is too small to produce meaningful results.

*Note that STP and BPS do not track this information for candidates at the Background Questionnaire and PAT/Testing Nelson-Denny Testing Stages.

7. *What performance measures do the agency utilize to measure the effectiveness and efficiency of its recruiting efforts?*

SCDPS Response

SCHP established a Recruitment Strategic Plan in 2017 to track the success of recruiting efforts. Among its recruitment goals are the following:

a. Improve overall submission of applications by 5% - 8% by 2019.

In 2016 and 2017, SCHP had 2,072 and 1,885 applications respectively. Through the first quarter of 2018, there have been 498 applications. If this number of applications continues throughout each additional quarter of 2018, SCHP anticipates approximately 1,950-2,000 applications this year. These totals compare favorably with the period between 2013 and 2015 when SCHP received an average of 1,538 applications per year. In the eleven (11) months since the August 1, 2017 revision of SCDPS policies governing dress code and residency, the agency has seen a 32.79% increase in Highway Patrol applications received when compared to the eleven (11) months previous (September 1, 2016 – July 31, 2017). Furthermore, the agency has seen a 4.5% increase in the number of applications that meet minimum qualifications and are forwarded to the Highway Patrol for initiation of the employment process.

b. Reach 5% - 8% more potential applicants at the college level by 2019.

The Department has steadily increased the number of college events it has attended over the last two years and is on track to attend even more events in 2018.

- 2016 – 39 college events
- 2017 – 49 college events
- 2018 (first quarter) – 27 college events

c. Achieve 15% - 18% of minority trooper-trainees in a Patrol Basic Class by 2019.

19.85% or 26 of the 131 Trooper Trainees who were approved for hire in 2017 were minorities. Thus, the recruiting unit is on its way to meeting this goal. The Department will strive to achieve this percentage in future classes.

RECOMMENDATION #5

Update the agency's Personnel Allocation Model to conform to national standards.

LOC Request for Additional Information:

8. *When does the agency anticipate being able to complete review of the revised model for implementation?*

SCDPS Response:

August 1, 2018.

RECOMMENDATION #8

Develop a computer and technology replacement cycle; include this information in the agency's budget request.

LOC Request for Additional Information:

9. *By what date does the agency anticipate it will complete the further refinement to the plan for information technology equipment replacement?*

SCDPS Response:

Reallocation of internal funding has allowed the department to implement a four (4) year lifecycle replacement plan for laptops.

RECOMMENDATION #9

Implement the agency's existing Alcohol and Drug Deterrence Policy and perform random and post-accident drug testing of agency employees.

LOC Request for Additional Information:

10. *Please provide the revised Policy 200.04 (Alcohol and Drug Deterrence Program).*

SCDPS Response:

A copy of the revised policy is attached. (Attachment #2)

RECOMMENDATION #10

Revise the agency's residency policy to have clear standards of which employees are required, and which are not required, to live within various requisite distances from their troop headquarters or assigned post. Apply residency policy consistently.

LOC Request for Additional Information:

11. *Is the chart in Attachment #3 an accurate representation of the costs associated with the way in which the agency chose to revise its residency policy?*
    a. *If yes, please consider further revising the policy so it complies with the Committee's recommendation but does not cost the state additional monies.*
    b. *If no, please provide information on the related costs and consider further revising the policy so it complies with the Committee's recommendation but does not cost the state any additional monies.*

SCDPS Response:

The chart in Attachment #3 does not accurately represent the costs associated with the way the agency chose to revise its residency policy. The calculation reflects 55 additional miles under the new residency policy for the four employees with a ZIP code of 29016. Insofar as these employees reside in Richland County, there was no additional mileage under the new policy. This reduces the estimated total cost shown in the summary by $60,508.80 (55 x 4 x 2 x 5 x 48 x $0.573).

The Department understood the Committee's concern with the previous residency policy to be twofold: (1) it did not provide clear standards for which employees were required to live within various requisite distances; and (2) it was not applied consistently. The Department has addressed both of these concerns by establishing clear residency standards and the categories of employees subject to them.

The prior version of the agency's residency policy required officers to reside within a 30-mile radius of their assigned duty stations. This proximity limited the department's ability to provide service to certain rural areas for multiple reasons—the first being the inability to attract a sufficient number of qualified applicants who met the residency requirement and the second being current officers' unwillingness to live close enough to these specific areas to comply with the policy. The Department modified its residency policy in such a way that would allow officers to live within their assigned post/troop or 45 minutes away from the county of their assigned duty stations. This change has resulted in the assignment of more officers to previously underserved areas.

Additionally, oftentimes the Department wishes to utilize a particular officer's talents/skill sets in an area in which the officer may not reside. The revised residency policy creates greater flexibility for the Department when assigning new personnel, granting tenured personnel lateral transfer requests, or promoting officers to locations where they are needed without forcing an officer to relocate his/her residence or paying relocation costs. This also allows officers to request lateral transfers or apply for promotions in a wider range of areas without having to relocate their families who are likely established in the workforce, schools, and/or community programs.

The Department believes the revised residency policy allows a more diverse workforce at the Headquarters level. If the Department's residency policy restricted Headquarters staff to a narrow radius, Headquarters would likely be representative only of law enforcement personnel already established in field positions in Blythewood and its surrounding areas. This significantly limits opportunities for those employees not initially assigned to, voluntarily transferred to, or willing to uproot families established in the workforce, schools, or community programs in other adjacent or proximate locations within reason to relocate to the Richland county area. Furthermore, the Department understands that its employees across the state have different needs and believes a diverse staff from areas across the state will bring those varying viewpoints from the field to Headquarters.

In evaluating how to effect this change, the Department consulted with all of its law enforcement divisions about what policy would best serve its needs. Additionally, the Department reviewed residency policies from other law enforcement agencies. This review revealed that the traditional focus on mileage was too restrictive. A review of the North Carolina State Highway Patrol's residency policy revealed that policies based on response times provided the department with potential solutions to known staffing deficiencies. The Department believed this method of establishing residency requirements addressed both of the aforementioned Committee concerns and met the agency's needs; thus, the agency revised its policy to reflect this concept.

While it is true that this new policy does result in additional costs, these costs must be compared to the expected benefits. As discussed earlier, the revised policy allows the Department to serve rural areas where it struggled to find officers willing to meet the prior residency requirements. The Department also recognizes that officer pay is one of the biggest roadblocks to retention. In an attempt to counteract a lack of officer pay, providing officers an increased radius in which to live is an additional benefit that the Department can offer its officers to increase job satisfaction. Finally, the Department modified its residency policy and tattoo policy at the same time and noted a commensurate increase in officer applications following these changes. The Department believes this increase was attributable, in part, to the expansion of areas in which officers could live.

Law enforcement personnel from the Highway Patrol and State Transport Police are also unique in that they have statewide jurisdiction. Thus, regardless of where they are travelling within the state, they are always serving a law enforcement function while commuting to and from their assigned area of responsibility, whether responding to a collision, assisting a stranded motorist, or deterring unsafe driving habits through a law enforcement presence and increased officer visibility.

The Department believes its revised agency policy addresses the concerns raised by the Committee. While the revised policy does carry an increased cost, the Department believes those costs are outweighed by the benefits that include improved job satisfaction and morale and increased productivity. The Department continues to review policies to include the policy governing residency. However, considering the initial and anticipated long term departmental benefits of the recently-revised residency policy, the department does not see the need to make further revisions to its residency policy at this time.

RECOMMENDATION #13

Distinguish between the number of active troopers and number of troopers who are still in training when reporting data.

LOC Request for Additional Information:

12. *When the agency issues a press release to announce a class graduating from the Criminal Justice Academy, will the agency separate the number of active troopers and the number of troopers who are still in training? Also, please provide information about the current number of troopers in the new format the agency states it has created.*

SCDPS Response:

In its latest press release regarding graduation dated May 15, 2018, the Department described the number of troopers as follows:

"The graduation of Basic 103 and 104 brings the total number of troopers in South Carolina to 785 (including today's graduates) and another 47 troopers are currently in training." (Attachment #3)

The Department will continue to report graduation numbers as described above.

The following data reflects the status of the SCHP manpower since the December 2017 implementation of the new training program.

SCHP Manpower Status Since December 2017	
Total Officers Since New Program	94
New Officers Riding Solo	25
Total in FTO	49
Currently in SCCJA BLE	20

RECOMMENDATION #14

Restructure the agency so both the Office of Professional Responsibility and Human Resources Office report to the Legal Department, whose attorneys are subject to requirements of legal ethics and rules of professional responsibility to remain licensed to practice law, then the Director.

LOC Request for Additional Information:

13. *What measures, if any, do the agency have in place to ensure information reported by the Human Resources division is accurate?*

SCDPS Response:

SCDPS' Office of Human Resources is subject to audits from a number of outside regulatory bodies including:

1. The State Department of Administration's Division of Human Resources annually audits the department's classification and compensation programs;
2. The Office of the State Auditor conducts an annual statewide single audit in which payroll files are evaluated;
3. The U.S. Department of Labor conducts random audits on topics such as hiring practices and Fair Labor Standards Act compliance; and
4. The State Department of Administration conducts an annual role assignment and risk audit.

Additionally, the Office of Human Resources is subject to a number of reporting requirements to various governmental entities. Information provided to these outside entities is reviewed for compliance with state and federal law.

1. The Legislature requires annual reporting of information related to leave transfer pools, bonuses, organizational charts, monetary awards, salary supplements, and FTE authorization checks;
2. The State Human Affairs Commission requires annual reporting on recruitment statistics and success toward certain recruiting goals;
3. The State Accident Fund requires annual reporting of accidents and injuries statewide to OSHA;
4. The State Comptroller General requires annual compensated absences reporting, bi-monthly payroll error reporting, and payment of salary confirmation; and
5. The State Public Employee Benefits Authority requires monthly reconciliation on employee premiums.

The Department's Office of Strategic Services, Accreditation, Policy, and Inspections (OSAPI) also provides oversight over all divisions within the agency, including the Office of Human Resources. As an accredited agency through CALEA, the Office of Human Resources is required to submit proofs on a variety of topics in order to demonstrate compliance with Department policy. These materials are evaluated by the CALEA coordinator within OSAPI. Additionally, OSAPI has an internal auditor on staff who is available to conduct audits of the divisions within the agency, including the Office of Human Resources.

Finally, the agency has an informal system of checks and balances within its structure to verify the accuracy of reported information. All divisions within the agency, including the Office of Human Resources, often work collaboratively on projects. This results in information being shared between divisions which is evaluated by colleagues.

RECOMMENDATION #15

Adopt a process by which employees can provide feedback to the agency anonymously.

LOC Request for Additional Information:

14. *Please list the changes the agency is evaluating as a result of suggestions received. If applicable, note how the agency believes those changes may impact employees in a positive manner?*

SCDPS Response:

The Department has considered a variety of suggestions related to apparel, and has already announced one change and is in the process of making additional changes. On June 25, 2018, the Department announced that SCDPS troopers/officers will be allowed to wear mock turtlenecks issued by the department. Troopers/officers will be permitted to wear the mock turtleneck in lieu of the tie and tie tack while wearing their Class A Winter dress uniform while performing regularly assigned duties such as routine patrol. The tie and tie tack shall be worn for all official functions (e.g., court or trial appearances, funerals, and special details). The SCHP Patrol Supply staff is in the process of procuring the turtlenecks. Once a contract is awarded, the agency will order the items. The agency expects that mock turtlenecks will be available by this winter.

The Department is in the process of creating a Supplemental Uniform Apparel SOP that will outline the uniform modifications above as well as conditions in which officers will be permitted to wear insulated winter weather gloves and duty/tactical boots. These changes in apparel are the direct result of input from officers who were seeking clothing which was more comfortable during cold weather conditions.

The Supplemental Uniform Apparel SOP will also replace previous governance in regard to wearing black funeral bands. Previous written directives stated that SCDPS officers shall only wear black funeral bands around the breast badge upon notification of a SCDPS officer's line of duty death. The new SOP will be inclusive of all South Carolina law enforcement officer's line of duty deaths. Officers had expressed a desire to honor their fallen brethren from other agencies, and the agency believed this was a needed change.

As previously discussed, the agency announced the launch of the Criminal Interdiction Unit (CIU) on April 19, 2018. The goal of the CIU will be to patrol the interstate system and other highways to detect and apprehend drug traffickers and other criminal offenders. The desire for a statewide interdiction unit that utilized canines was a frequent suggestion made by officers. The supervisory staff positions for the CIU have been filled, and interview boards for the additional 14 positions were recently held.

Another suggestion that came in through the suggestion box protocol was the need for tourniquets in the field. The Department utilized the 1033 program to obtain 500 Individual First Aid Kits (IFAK) for use by officers. These IFAKs will contribute to officer safety and provide the tools for basic first aid in the field.

A frequent request through the suggestion box was the desire for paid overtime. The agency requested and received two million dollars in recurring funding to pay overtime to officers going forward. The Department believes this change will have a positive impact on officer morale.

A request received through the suggestion box was to provide each field office location with a jump box for field officers to utilize when the need arises for a spare vehicle. Routinely, these vehicles sit unused for periods of time which requires them to be jump started. A jump box would aid officers by providing a more efficient means for maintaining serviceability for spare vehicles at each field location. The SCHP Patrol Supply Unit is currently evaluating the cost of various models for potential purchase.

The suggestion box process also yielded a request for business cards for field officers. The agency is currently investigating the cost of having generic business cards printed for use by all field personnel that would allow them to fill in specific contact information. These cards would allow officers to communicate contact information to the public in a more professional manner.

RECOMMENDATION #16

Have an outside entity perform a leadership climate and employee morale survey of the agency beginning this year and once every three years thereafter. Require agency leadership to generate and follow through with improvement plans based upon the results of the surveys.

LOC Request for Additional Information:

15. How does the agency intend to have an outside entity perform a leadership climate and employee morale survey in 2020 and every three years thereafter?

SCDPS Response:

The agency is exploring options provided by various qualified vendors.

RECOMMENDATION #20

Coordinate a meeting with the division of State Human Resources and other agencies which may have similar scheduling situations (e.g., Department of Juvenile Justice, Department of Corrections, and Department of Social Services), to discuss ways to reduce the amount of time necessary to enter and update personnel hours in the South Carolina Enterprise Information System.

LOC Request for Additional Information:

16. How much time and costs does the agency anticipate will be saved by the payroll and leave team's plan to train and reduce the workload for time administrators through the agency over the next year?

SCDPS Response:

The Office of Human Resources (OHR) is working on two major projects with appropriate administrative and law enforcement staff to reduce the workload of time administrators and to improve the agency's ability to track working time attributed to hazardous weather and special events.

The Work Schedule Rule (WSR) audit project is geared towards reducing the workload of time administrators by decreasing the number of substitutions they are required to key into SCEIS. If the time administrators implement the processes and recommendations from OHR, it will save 14 major areas throughout the agency at least one hour per pay period of administrative work. With 24 pay periods occurring each year, this will equal out to at least 336 hours over the course of a year. The average hourly rate of the current administrative staff affected is $19.16. Over the course of a year, this will provide an estimated cost savings of $6,438.

Additionally, the process to electronically collect the data needed by FEMA to receive reimbursements when natural disasters occur was successfully tested on June 7, 2018. This process will be implemented when the next natural disaster strikes. Furthermore, we are working on fine tuning this process to see how it can be applied to tracking working time for other special events.

As it is unpredictable to determine when the next major weather event will occur, the estimate below outlines the amount of time that would have been saved had this process been in place during the 2017 hurricane season.

We estimate that 84 hours would be saved by eliminating the need for Law Enforcement Officers (LEOs) to complete paper timesheets. Based on the average LEO salary, this equals a cost savings of $1,878. Additionally, this process will eliminate an estimated 110 hours of administrative work that has to be completed by Time Administrators/Administrative Assistants and LEO Supervisors; a cost savings of $2,278. Further, validating the data recorded on the paper timesheets is a large administrative burden on the OHR and Finance Staff. This process will save OHR and Finance about 240 hours which would be approximately a $5,549 cost savings. The total time and money saved per disaster would be about 434 hours and $9,704.

Not only will the electronic data tracking process save time and money, but it will provide additional validity to data used in order to receive reimbursements requested for special events and hazardous weather agency-wide.

RECOMMENDATION #21

Research the costs involved in the agency producing reports from the Multi-Disciplinary Accident Investigation Team and private sector industry standards related to amounts charged for this type of information to determine appropriate charges for these reports.

LOC Request for Additional Information:

17. Please provide examples of fee schedules utilized by private industry entities and what those fees cover.

SCDPS Response:

Example fee schedules gathered by the Department are attached. (Attachment #4)

Please do not hesitate to contact my office if you have any questions, or should need additional information.

Sincerely,

Leroy Smith
Director

LS/mg/bb

SCHP Recruiting Survey

The South Carolina Highway Patrol would like feedback about your experience during your recent job search with us. This will assist us in future recruiting efforts. This survey is anonymous and has no impact on you during the selection and employment process. Please circle one answer for each numbered question below and return this survey to the proctor when complete.

1. How did you first learn of the job opening for an SC State Trooper? (circle only one)
    a. Advertisement
        i. Radio
        ii. TV
        iii. Print
        iv. Billboard
    b. Social Media
        i. Facebook
        ii. Twitter
        iii. Instagram
    c. Career/Job Fair
        i. College
        ii. Military Base
        iii. Out-of-State job fair
        iv. Other
    d. Word of Mouth
        i. Recruiter
        ii. SCHP Employee
        iii. Friend
        iv. Other
    e. Website
        i. SC Highway Patrol webpage
        ii. College webpage
        iii. Military webpage
        iv. Law Enforcement webpage (i.e., Policeone.com)
        v. Job website (i.e., Indeed, SCJOBS, Handshake)
2. If you spoke with a recruiter prior to applying, by which means did you contact them?
    a. Email
    b. Phone
    c. In person
    d. N/A
3. How knowledgeable was your SCHP recruiter about the hiring process? (Cpl. Zang, L/Cpl. Griggs, L/Cpl. Brown)
    a. Very knowledgeable
    b. Moderately knowledgeable
    c. Slightly knowledgeable
    d. Not knowledgeable
    e. N/A

SCHP Recruiting Survey

4. Have you visited the SC Highway Patrol employment/recruiting page (www.scdps.gov/sctrooper)?
    a. Yes
    b. No
5. If you answered Yes to question #4 above:
    a. How did you find out about the SC Highway Patrol recruitment/employment website?
        i. Recruiting Flyer/Printed Materials
        ii. Social Media post
        iii. SCDPS website
        iv. Search engine (Google, Bing, Yahoo!, etc.)
        v. SCHP recruiter or SCDPS staff
        vi. Billboard
        vii. Other
    b. How helpful would you rate the content?
        i. Very helpful
        ii. Moderately helpful
        iii. Slightly helpful
        iv. Not helpful
        v. N/A
    c. How simple was it to find what you were looking for?
        i. Very simple
        ii. Moderately simple
        iii. Slightly simple
        iv. Not simple
        v. N/A
6. How many years of college education have you completed?
    a. Associate Degree
    b. Bachelor's Degree
    c. Master's Degree or more
    d. Some college but no degree completed
    e. None
7. Are you currently or have you ever served in the US Armed Forces?
    a. Yes
    b. No
8. If yes, which branch of service?
    a. Air Force
    b. Army
    c. Coast Guard
    d. Marines
    e. Navy

South Carolina Department of Public Safety

Office of the Director
10311 Wilson Blvd. Blythewood, SC Post Office Box 1993 Blythewood SC 29016

POLICY	**200.04**
EFFECTIVE DATE	**MAY 1, 2017**
SUBJECT	**ALCOHOL AND DRUG DETERRENCE PROGRAM**
REPLACES POLICY DATED	**JUNE 22, 2011**
APPLICABLE LEGAL AUTHORITIES	**Section 802(6) of Title 21 of the United States Code; S.C. Code of Laws**
APPLICABLE STANDARDS	**22.2.3, 22.2.6, 26.1.1, 52.2.6**
APPLICABLE STANDARD OPERATING PROCEDURES (SOP)	**ALCOHOL AND DRUG DETERRENCE PROGRAM**
FORMS	***DPS-LE-067 (Drug Testing Notification); DPS-LE-068 (Drug Testing Referral)***
DISTRIBUTION	**TO ALL EMPLOYEES**

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. PURPOSE

To provide ***guidance for*** all ***South Carolina*** Department of Public Safety (SCDPS or department) employees ***in regard to*** department's alcohol and drug deterrence program. [26.1.1] [52.2.6 (a)]

II. POLICY

It is imperative that all department employees remain free from the effects of alcohol and illegal drugs to guarantee the readiness of SCDPS personnel. Therefore, considering the critical mission of law enforcement, the department shall maintain a comprehensive drug and alcohol testing program to detect prohibited drug and alcohol use by employees and provide an alcohol and drug free work environment for all SCDPS employees. All SCDPS employees shall be subject to the provisions of this policy.

III. *DEFINITIONS*

Alcohol Test - Submission of a ***bodily specimen (e.g.,*** breath, ***urine, sweat or blood)*** sample for alcohol analysis.

Applicant - Individual who seeks ***employment with SCDPS*** or ***who*** is otherwise tentatively selected by the department to become an ***SCDPS*** employee.

Commissioned Personnel - Department employees who have been vested with law enforcement authority.

Division Director - The Chief Financial Officer; Bureau of Protective Services Chief; Human Resources Director; Office of Professional Responsibility Chief; Office of Strategic Services, Accreditation, Policy and Inspections (OSAPI) Commander; General Counsel; Communications Director; Office of Highway Safety and Justice Programs Director; Office of Information Technology Director; Legislative Liaison; Immigration Enforcement Unit Commander; Colonel for Highway Patrol and Colonel for State Transport Police.

Drug Deterrence Officer (DDO) - SCDPS employee designated by the director.

Drug Test - ***Employee's*** compulsory production and submission of a ***bodily specimen (e.g., urine, blood, hair, sweat, breath)*** for chemical analysis to detect prohibited drug use.

Employee Assistance Program *(EAP)* - Department or state counseling program that offers assessment, short-term counseling, and referral services to employees for a wide range of drug, alcohol, and mental health problems and monitors the progress of employees while in treatment. [22.2.6 (d)]

Illegal Drug - ***As defined by Section 802(6) of Title 21 of the United States Code, a*** controlled substance included in Schedule I or II, the possession of which is unlawful under Chapter 13 of that Title. The term Illegal Drugs does not ***include*** the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.

Medical Review Officer *(MRO)* - Licensed physician with knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate all positive test results together with an individual's medical history and any other relevant biomedical information.

Panel - Screen designed to test for the presence of a particular drug.

Prescription Drug - ***As defined by Section 802(6) of Title 21 of the United States Code, a controlled substance included in Schedule III, IV or V.***

Random Drug Testing - System of drug testing imposed without individualized suspicion that a particular ***employee*** is using Illegal Drugs. Random testing may be ***either*** unannounced testing of all designated employees occupying a specified area, unit, or position, or a statistically random sampling of such employees based on neutral criteria.

Reasonable Suspicion - The quantity of proof or evidence based upon objective facts and observable phenomena which would lead a reasonable person to suspect that the ***employee*** is under the influence of an Illegal Drug or alcohol. Hearsay may be an acceptable basis for establishing reasonable suspicion.

Supervisor - Department employee ***with the*** authority to direct the work of, assign tasks to, or impose approved discipline upon department subordinates.

Testing-Designated Positions - ***Department*** position(s) designated by the director ***to be subject to*** random drug testing.

Verified Positive Test Result - Test result that has been screened positive by an approved immunoassay test, confirmed by a Gas Chromatography-Mass Spectrometry assay or other confirmatory tests approved by the department, evaluated by the Medical Review Officer, and determined to be unsupported or unjustified by any valid prescription or other authorized medical use.

IV. TYPES OF TESTING

The department's Alcohol and Drug Deterrence Program shall include the following types of testing:

1. Applicant testing;
2. Random Drug Testing; [52.2.6 (a)]
3. Reasonable Suspicion Testing; [52.2.6 (a)]
4. Accident or unsafe practice testing; and [52.2.6 (a)]
5. Testing as part of or follow-up to rehabilitation. [52.2.6 (a)]

V. DRUG DETERRENCE OFFICER

The DDO is responsible for administration of the Drug Deterrence Program (DDP) and may act as the director's designee in DDP matters.

VI. GENERAL INFORMATION

A. ***If a drug or alcohol test is required by this policy, the employee shall participate in the testing,***

including any requests to consult with the MRO.

B. ***The circumstances under which a drug test may be administered include:***

1. ***Applicant screening;***
2. ***Random Drug Testing;***
3. Reasonable Suspicion Testing; ***and,***
4. ***Applicable internal transfers.***

C. ***Alcohol tests may be administered via breath samples only if Reasonable Suspicion of alcohol use exists.***

D. The director or laboratory official may elect to disregard an improper sample or require another sample. If the collection of the specified sample type is not possible, the director or his/her designee may authorize the acceptance of blood, ***oral fluid, hair, or any other acceptable*** samples.

E. Any ***individual*** utilized by the department to drive commercial vehicles may be subject to additional drug and alcohol testing as dictated by state and federal laws and regulations.

F. Any independent test requested by the employee or applicant is his***/her*** responsibility to obtain after the department's testing is finished. However the results of any independent test will not be considered by the MRO in making the test verification determination.

G. ***The department's Drug and Alcohol Deterrence Committee shall convene annually within the fourth quarter of the fiscal year to:***

1. ***Review SCDPS Policy 200.04 (Alcohol and Drug Deterrence Program), the Alcohol and Drug Deterrence Program SOP, and all applicable supporting documents, and***
2. ***Determine recommendations to be forwarded to the director in regard to the Drug and Alcohol Deterrence Program.***

VII. SUPERVISORY NOTIFICATION

A. An employee ***shall*** notify his/***her*** Supervisor when required to use drugs which, ***to the employee's knowledge***, may impair ***his/her*** job performance. If appropriate, the employee may be temporarily reassigned or ***required*** to take leave.

B. An employee who unintentionally ingests or is made to ingest a drug ***that, to the employee's knowledge, may impair his/her job performance or produce a positive result on a drug test shall*** immediately report the incident to his***/her*** Supervisor.

C. An employee having a reasonable basis to believe another employee is engaging in prohibited use of drugs (including alcohol) ***shall*** immediately report the facts and circumstances to his***/her*** Supervisor.

VIII. RANDOM DRUG TESTING

A. Notification of Selection

An individual selected for random drug testing along with the individual's ***immediate*** Supervisor shall be notified the same day the test is scheduled. ***The employee shall report to the testing facility*** within two hours of ***receiving and signing DPS-LE-067 (Drug Testing Notification)***.

B. Deferral of Testing

Except for as stated below, an employee selected for random drug testing may ***defer*** testing if ***his/her Captain and one Supervisor with a rank higher than Captain both*** concur that a compelling need necessitates a deferral. ***These instances include situations in which the employee is***:

1. In a leave status (e.g., sick, annual, administrative, etc.);
2. ***On a regularly-scheduled rest day***;

3. In official travel status away from the test site about to embark on official travel scheduled prior to testing notification;
4. Under subpoena to testify in a court proceeding during the time of the scheduled testing; or
5. ***Involved in*** other compelling circumstances as determined by ***the following approvals:***

Requestor	Approver
SCDPS Director or Office of Professional Responsibility (OPR) Chief	SCDPS General Counsel
Highway Patrol (HP) Colonel, State Transport Police (STP) Colonel, Bureau of Protective Services (BPS) Chief, Immigration Enforcement Unit (IEU) Commander, OSAPI Commander	OPR Chief (in the absence of the OPR Chief, SCDPS General Counsel)
HP Lieutenant Colonel, STP Captain, or BPS Major	Applicable Division Director **and** OPR Chief (in the absence of either approver, substitute absent party with SCDPS General Counsel)
HP Major	HP Lieutenant Colonel **and** HP Colonel (in the absence of either approver, substitute absent party with OPR Chief)
HP Captain	HP Major **and** one HP Supervisor with a rank higher than Major
HP Personnel ranking Lieutenant and below	HP Captain **and** one HP Supervisor with a rank higher than Captain
STP Personnel ranking Lieutenant and below	STP Captain **and** STP Colonel (in the absence of either approver, substitute the absent party with the HP Regulatory and Compliance Captain)
BPS Captain	BPS Major **and** BPS Chief (in the absence of either approver, substitute absent party with OPR Chief)
BPS Personnel ranking Lieutenant and below	BPS Captain **and** one BPS Supervisor with a rank higher than Captain (in the absence of the BPS Captain, BPS personnel must acquire the approval of the BPS Major and BPS Chief)
IEU Personnel below the rank of Lieutenant	HP Regulatory and Compliance Captain **and** one HP supervisor with a rank higher than Captain **or** (in the absence of HP Regulatory and Compliance Captain) one HP Major and one HP supervisor ranking higher than Major
OPR personnel (other than OPR Chief)	HP Regulatory and Compliance Captain **and** the OPR Chief **or** (in the absence of either approver) substitute with one HP Major or one HP supervisor ranking higher than Major

For purposes of random drug testing, individuals who have been delegated the authority of a higher-ranking employee shall be subject to the same deferral approval process as the higher-ranking employee and have the same authority to approve deferrals.

An employee whose random drug test is deferred will be subject to an unannounced test at a later date ***within the same testing cycle***.

All deferrals shall be documented on DPS-LE-068 (Drug Testing Deferral), submitted to the DDO, and retained within the Office of Human Resources in accordance with the General Records Retention Schedule.

C. Implementing Random Drug Testing

1. All employees in Testing-Designated Positions shall be placed in a pool of employees subject to mandatory random testing. ***Because of the random selection process, some employees may undergo more than one random test in any fiscal year.***
2. ***Prior to the beginning of the fiscal year, the*** DDO, after consultation with the director, will select ***for the upcoming fiscal year*** (July 1 - June 30):
   a. The number of Panels for which specimens will be tested.
   b. The frequency and timing of tests.
   c. The selection percentage for each testing period.
3. ***The Panels, frequency, and selection percentage shall be consistent for all tests performed within that fiscal year.***
4. ***At the director's discretion and*** based upon the department's mission, need, availability of resources, experience, and improvements in available science and technology, ***any of the factors above may be modified***. Failure to make such changes to the policy and/or procedures before the actual use of an improved drug test shall in no way invalidate the use of the improved test or its results.

IX. REASONABLE SUSPICION *DRUG AND ALCOHOL* TESTING [52.2.6 (a)]

A. Documentation

If a Supervisor suspects his/her employee of using Illegal Drugs or abusing alcohol, the Supervisor shall immediately gather all information, facts, and circumstances preceding and supporting the suspicion. The Supervisor shall promptly detail, in writing, the circumstances forming the basis for the testing and forward this information ***through the appropriate chain of command immediately*** to ***OPR who shall conduct an investigation, if necessary, and report any findings to the director who may*** approve the finding and order the testing. ***If testing is ordered, the employee shall comply.*** The Supervisor's written report shall become part of the file created and maintained by the director or DDO for each reasonable suspicion test ordered. [22.2.6 (f)]

B. Grounds

For Reasonable Suspicion drug or alcohol testing, the scope of the analysis may be expanded beyond the range for random and applicant testing. Reasonable Suspicion testing may be based upon ***circumstances including***:

1. Observable phenomena (e.g., direct observation ***of*** physical symptoms of being under the influence of a drug or alcohol). ***SCDPS shall strive to train supervisors on observable phenomena that may give rise to reasonable suspicion***;
2. A pattern of abnormal conduct or erratic behavior;
3. Arrest or conviction for a drug or alcohol-related offense;
4. Identification of an employee as the focus of a criminal investigation into illegal drug possession, use, distribution or trafficking;
5. Information provided either by reliable and credible sources or independently corroborated; or
6. Newly discovered evidence that the employee has tampered with a previous drug test.

The employee ***shall*** be verbally advised of the justification prior to the testing. A written summary ***of the verbal advisement shall*** be sent to the employee within three working days after the test is given.

X. ADDITIONAL TYPES OF DRUG TESTING [52.2.6 (a)]

A. Applicant Testing

1. ***The department shall drug test all*** applicants for Testing-Designated Positions before they are ***employed with*** the department.
2. Every vacancy announcement for ***Testing-Designated Positions*** shall state: "All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment." ***Failure of the vacancy announcement to contain this statement will not preclude applicant testing.***
3. Each applicant ***shall*** be notified that appointment to the position will be contingent upon a negative drug test result.
4. ***Applicant Testing*** does not apply to internal commissioned candidates who are already subject to testing unless the director deems such testing of internal candidates to be necessary. Non-commissioned personnel who apply for a vacant Testing-Designated Position shall be subject to applicant testing.

B. Accident or Unsafe Practice Testing [52.2.6 (a)]

1. Commissioned and non-commissioned employees who are involved in on-the-job accidents or engage in unsafe on-duty activities that pose a danger to others or the overall operation of the department may be subject to alcohol and drug testing. Based on the circumstances of the accident or unsafe act, the director may initiate testing, particularly where the accident or unsafe act results in death or injury requiring hospitalization, or where damage to government or personal property is sustained.
2. ***A verified positive result shall, at the director's discretion, result in disciplinary action up to and including termination in accordance with SCDPS Policy 400.08 (Disciplinary Action) and 400.08G (Guidelines for Disciplinary Action).***

C. Follow-up Testing

1. All employees who undergo counseling or participate in a rehabilitation program for drug or alcohol abuse will be subject to unannounced periodic testing upon their completion of the treatment program and their return to duty. The frequency and duration of follow-up testing shall be determined by the rehabilitation professional or ***EAP*** professional.
2. A verified positive result after completion of a rehabilitation program shall ***result in disciplinary action up to and including termination in accordance with SCDPS Policy 400.08 (Disciplinary Action) and 400.08G (Guidelines for Disciplinary Action).***

XI. CONFIDENTIALITY OF RECORDS AND REPORTS

A. ***The director and DDO shall ensure that the means of random selection remain confidential.***

B. The results of ***an SCDPS employee's*** drug test may not be disclosed without prior written consent of the employee unless ***results were disclosed to***: [22.2.6 (c)]

1. the ***MRO***;
2. the EAP Administrator where the employee is receiving counseling/treatment or is otherwise participating; [22.2.6 (c)]
3. any Supervisory or management official within the department having authority to take disciplinary action against the employee; or

4. ***any party as*** required by law or pursuant to a valid court order.

XII. ALCOHOL TESTING

A. Any department employee while on-duty or while operating a government vehicle shall refrain from the consumption of alcoholic beverages.

B. Any on-duty employee who exhibits symptoms of being under the influence of alcohol may be ordered ***by his/her Division Director or designee*** to ***submit to*** an evidential breath alcohol test or to provide a blood sample for testing.

C. The level of alcohol concentration in the breath or blood sample shall be reported to the ***director*** for implementation of appropriate disciplinary action ***in accordance with SCDPS Policy 400.08 (Disciplinary Action) and 400.08G (Guidelines for Progressive Disciplinary Action)***.

D. Any Supervisor who has reason to believe that ***his/her*** employee's off-duty alcohol ***use*** is resulting in excessive absenteeism, tardiness, or declining work performance shall counsel ***the*** employee and refer ***him/her*** to the ***EAP***. (Policy 200.23) [22.2.3] [22.2.6 (e) (f)]

E. ***While on duty,*** an employee shall not have an alcohol level equal to or greater than 0.02 grams of ethanol per 100 ml of blood or 0.020 grams ethanol, per 210 liters of breath.

XIII. POLICY VIOLATION AND DISCIPLINARY ACTION

A. An employee shall be found to be in violation of this policy on the basis of any appropriate evidence including:

1. Direct observation;
2. Evidence obtained from an arrest or criminal conviction;
3. A Verified Positive Test result;
4. An employee's voluntary admission; or
5. An employee's refusal to submit to testing as required in this policy (including adulterating, substituting or tampering with a urine specimen).

B. The severity of disciplinary action taken against an employee found to be in violation of this policy shall be at the director's discretion and depend on the circumstances of each case. Any action up to and including termination from employment shall be implemented ***in accordance with SCDPS Policy 400.08 (Disciplinary Action) and 400.08G (Guidelines for Progressive Disciplinary Action)***.

C. An employee shall receive disciplinary action and/or may be terminated for refusing to take the drug test when required or for attempting to alter or substitute the specimen provided.

D. Any applicant who refuses to be tested shall be deemed ineligible for the position.

E. Failure to produce a urine specimen after a reasonable time allotment of three ***(3)*** hours with reasonable fluid ingestion may be considered a refusal to submit to drug testing and will be subject to disciplinary action unless the employee is subject to a confirmed medical condition. In this case, there would be no disciplinary action for failing to produce urine specimen. The department may consider alternate testing methods for these verified medical cases.

XIV. NOTICE

A. ***Employees shall be notified no later than sixty (60) days before the implementation of the random drug testing portion of the department's Alcohol and Drug Deterrence Program commences.***

B. Employees occupying Testing-Designated Positions will be notified that the employee's position will be subject to initial testing ***and*** random testing thereafter.

By Order of the Director Date: May 1, 2017
Leroy Smith
Director S C Department of Public Safety
The Original Signed Copy of this Policy is on File in the Office of Strategic Services, Accreditation, Policy, and Inspections

South Carolina Department of Public Safety

Office of the Director
10311 Wilson Blvd. Blythewood, SC 29016 Post Office Box 1993 Blythewood SC 29016

STANDARD OPERATING PROCEDURES (SOP)	ALCOHOL AND DRUG DETERRENCE PROGRAM
EFFECTIVE DATE	MAY 1, 2017
DATE OF ORIGINATION	MAY 1, 2017
APPLICABLE STANDARDS	52.2.6
FORMS	N/A
DISTRIBUTION	TO ALL EMPLOYEES

I. GENERAL INFORMATION [52.2.6 (a)]

A. With a goal of randomly drug testing ten percent **(10%)** of all law enforcement personnel and employees certified as a Telecommunications Operators per quarter, the department's Alcohol and Drug Deterrence Program will randomly select eleven percent (11%) of all law enforcement personnel and employees certified as a Telecommunications Operators to be randomly drug tested each quarter, or every three (3) months.

B. The department reserves the right to test for the presence of any controlled substances specified in Schedules I through V, as defined in 21 U.S.C. § 802(6) and listed in Part B, Chapter 13 of Title 21 of the United States Code. However, employees shall be tested most often for the following classifications of drugs:

1. Cocaine
2. Marijuana (THC, cannabinoids)
3. Phencyclidine (PCP—angel dust)
4. Amphetamines (including methamphetamines, also known as crystal meth)
5. Opiates (including heroin, codeine, and morphine)
6. Benzodiazepines (e.g., Xanax)
7. Barbiturates
8. Methadone
9. Propoxyphene
10. Methaqualone (Quaaludes)
11. Synthetic Opiates

C. The department's drug deterrence program shall utilize professionally trained collection personnel and a certified laboratory with rigorous analytical standards and quality assurance requirements for drug and alcohol testing procedures, and strict confidentiality requirements.

II. DRUG TESTING LABORATORIES

A. After consultation with the director, the DDO will be responsible for selection of a suitable laboratory. Any laboratories used must be currently certified by the College of American Pathologists (CAP) in accordance with federal requirements and all work performed must be in accordance with the regulations. Also, the SLED Forensic Laboratory may conduct any analysis requested by the director or his/her designee.

B. Appropriate chain of custody procedures will be utilized.

III. NOTIFICATION OF SELECTION

A. The drug testing facility will notify the DDO of the employees selected to be tested. The DDO shall forward these names to the Random Drug Testing (RDT) Coordinator. The RDT Coordinator shall not occupy a Testing-Designated Position.

B. When an employee is selected for random drug testing, the RDT Coordinator shall call the employee's Troop/Region/Division/Unit Commander on the date of testing. The Commander shall immediately notify the employee's immediate Supervisor (on the day of testing). This notification shall occur during the employee's normal work hours.

C. The immediate Supervisor shall provide the employee with DPS-LE-067 (Drug Testing Notification). The employee will be required to complete and sign this form. Once the employee provides signature, he/she has two (2) hours to report to the testing facility.

D. Once the employee receives notification of the scheduled test, SCDPS will not accept the employee's resignation until the test is completed and the results are negative.

E. The employee shall provide all applicable documents to the testing facility for completion of the appropriate fields. After the conclusion of testing but prior to the end of the employee's shift, the employee shall collect and return to his/her immediate Supervisor (on the day of testing) a copy of all completed documentation. The supervisor shall forward this information to the RDT Coordinator.

F. If an employee selected for testing is separated from employment before his/her testing occurs, the Division Director or designee shall document this justification and submit to the DDO.

IV. SPECIMEN COLLECTION PROCEDURES

A. Each step in the collection of samples will be documented by the laboratory to ensure procedural integrity and proper chain of custody.

B. Collection personnel will require positive identification from each employee or applicant prior to testing.

C. Collection personnel are responsible for providing collection area security and reasonable privacy to the employee or applicant providing the specimen, except as described as below.

D. Upon request by the collection personnel, the employee or applicant will remove any bulky or unnecessary clothing.

E. The employee or applicant will be permitted no more than three (3) hours to give a sample unless the director, his/her designee, or DDO authorizes additional time. When the employee or applicant appears unable or unwilling to provide a urine sample, testing personnel will notify the DDO. Reasonable amounts of water (up to 40 ounces) or other acceptable liquids may be given to encourage the production of a urine sample.

F. A minimum of 45 milliliters is a sufficient sample.

G. A split collection process will be used. The collector shall pour the urine specimen into two specimen containers, labeling and sealing each one. Both specimen containers are submitted to the laboratory.

H. Specimen samples will be sealed and labeled by collection personnel in the presence of the donor. The donor will initial or sign the evidence tape used to seal the sample.

I. If collection personnel suspect an employee or applicant may have altered or substituted a urine sample, a second sample may be obtained immediately, with collection personnel of the same sex as the employee or applicant inside the bathroom area. This observation may be accomplished by the presence of collection personnel in reasonable proximity to the employee or applicant.

V. DRUG TESTING METHODOLOGY

A. Initial sensitive, rapid and inexpensive immunoassay screening test(s) may be performed to eliminate "true negative" specimens from further consideration. If these results are "negative," no further testing is required.

B. The laboratory will conduct all analyses only on the primary specimen, maintaining the split specimen in secure refrigerated storage at the laboratory. The split specimen will be made available for reconfirmation testing at a second certified laboratory at the request of the applicant or employee.

C. For specimens initially testing positive, a second confirmatory procedure will be employed to identify the presence of a specific drug or metabolite. A confirmatory test is required before the results are considered final.

D. This confirmatory test will be a gas chromatography/mass spectrometry (GC/MS) or liquid chromatography/tandem mass spectrometry (LC-MS/MS) procedure; the testing will detect the following drugs and/or their metabolites: Cocaine, Marijuana (THC, cannabinoids), Phencyclidine (PCP—angel dust), Amphetamines (including methamphetamines, also known as crystal meth), Opiates (including heroin, codeine, and morphine), Benzodiazepines (e.g., Xanax), Barbiturates, Methadone, Propoxyphene, Methaqualone (Quaaludes), and Synthetic Opiates. If confirmatory test results are obtained, these results are considered final results regardless of any screening test results.

E. If a sample test is verified "positive," the split sample will be forwarded for analysis to a department-designated second laboratory, at the request of the employee and at the employee's expense. This lab must meet criteria established in Section II (A) of this SOP. If the results of this second laboratory's test are "negative," the end result is a voided test. This void shall not be the basis for any disciplinary action against the employee and the employee will be considered to have satisfied his/her participation in this quarter's testing.

F. A Medical Review Officer (MRO) will review any positive confirmatory results.

VI. MRO REVIEW

A. When a confirmed positive result has been reported by the laboratory, the MRO shall contact the employee by telephone and confidentially discuss any medications taken that might have affected the urine sample. All consultations with the MRO shall occur within 24 hours. The MRO shall review all medical records made available by the employee and advise the director whether a confirmed positive test could have resulted from legally-prescribed medication. The employee may be required to submit, within 72 hours, additional evidence to justify a confirmed positive drug test result, including, but not limited to:

1. A valid prescription; or
2. A letter from the individual's physician verifying a valid prescription.

B. If there is no justification for the positive result, then such result will be considered a Verified Positive Test Result under SCDPS Policy 200.04 (Alcohol and Drug Deterrence Program) and appropriate disciplinary action shall be implemented.

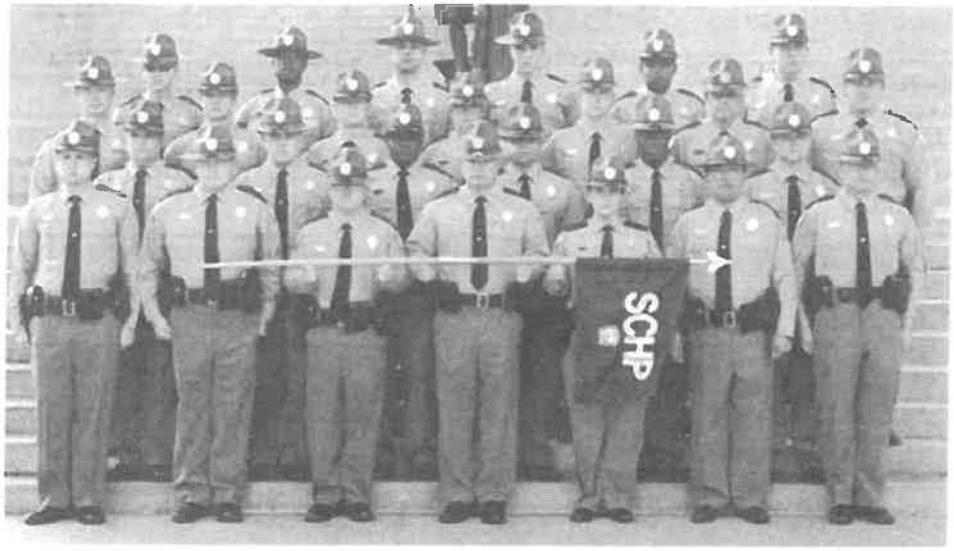
VII. RETENTION

A. After a "positive" result on a confirmatory drug test, any remaining sample, including the split specimen will be retained in refrigerated or frozen storage for not less than 60 additional days. The testing laboratory or other SLED-approved entity may maintain the remaining sample. If the urine sample is analyzed "negative," no further retention of either sample is required. No sample retention is required for breath alcohol testing.

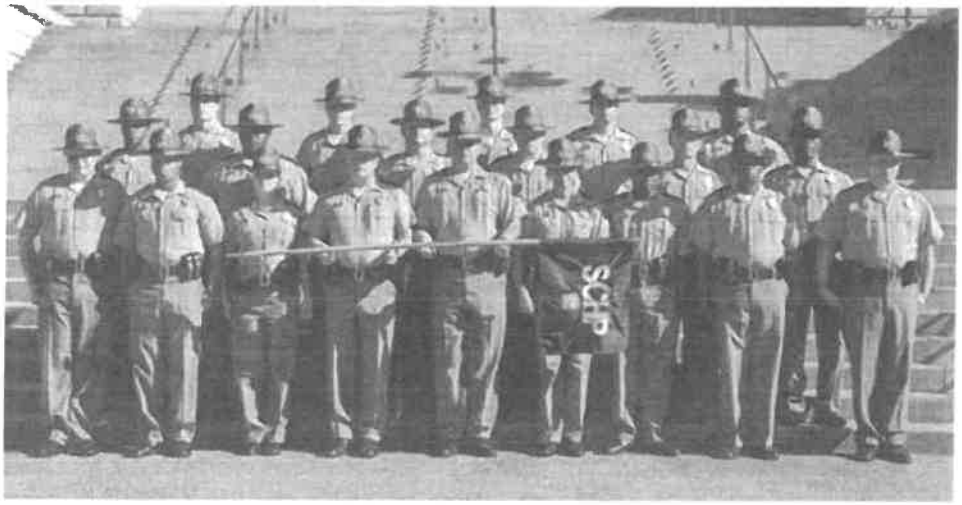
B. Drug test records in the department's possession will be stored in a secured area and retained in compliance with applicable record retention guidelines.

By Order of the Director Date: May 1, 2017
Leroy Smith
Director S C Department of Public Safety
The Original Signed Copy of this Standard Operating Procedure is on File in the Office of Strategic Services, Accreditation, Policy, and Inspections

Basic 103



Basic 104



The following link includes the roster, press release and individual trooper photos as well as award winners: http://www.scdps.gov/schp/class103-104pictures.asp

South Carolina Department of Public Safety

FOR IMMEDIATE RELEASE
May 15, 2018
Contact: Sgt. Bob Beres, 803-608-8013

SC HIGHWAY PATROL GRADUATES 39 TROOPERS TODAY

COLUMBIA -- The South Carolina Highway Patrol held graduation ceremonies today for 38 troopers from its Highway Patrol Basic Classes 103 and 104.

These are the first classes to graduate under the new training program, which began in December 2017. The new training process has enhanced the application process and offers more frequent, ongoing opportunities for applicants to begin their training to become a South Carolina State Trooper.

Gov. Henry McMaster thanked the graduates for choosing this career path and for their willingness to serve and protect the state.

"It is with great appreciation and pride that I look at you because the Highway Patrol is usually the most visible of all the enforcement agencies," said Gov. Henry D. McMaster. "I just wonder what it would be like in South Carolina if this room were empty today, if we did not have the men and women who were willing to do what you are willing to do."

The graduation of Basic 103 and 104 brings the total number of troopers in South Carolina to 785 (including today's graduates) and another 47 troopers are currently in training. The class includes 29 prior-certified officers and nine troopers who are new to the law enforcement profession.

"These 38 new troopers join the Highway Patrol at an exciting time when we are making advances in technology; expanding efforts to fight drug trafficking in our state; and training and equipping our troopers to face the new realities in the world of law enforcement," said SCDPS Director Leroy Smith.

Troopers are assigned to areas based upon population, calls for service, and the number of licensed drivers/registered vehicles in an area. The troopers from Basic 103 and 104 are designated to the counties found in the link above, along with their Troop assignments and photos.

SCHP Col. Chris Williamson encouraged the graduates to remember their Oath of Office long after graduation day.

"We act with the authority afforded us by the people we have pledged to serve and protect," Williamson told the graduates. "Consider your oath daily as you go about conducting your law enforcement activities. Reflect on your core values of Selfless Service. Integrity and Responsibility."

Special awards from the Basic Classes 103 and 104 classes include:

- **Colonel P.F. Thompson Outstanding Achievement Award**: For the trooper who displays the character and dedication symbolic of former Highway Patrol Colonel P.F. Thompson, the longest serving Patrol commander. **Basic 103: Jason M. Blaney**, Hometown: Tampa, Fla., Area of Assignment: Troop 1, Post C (Lexington); **Basic 104: Matthew Krieger**, Hometown: Fort Mill, SC; Area of Assignment: Troop 5/Post D (Horry).

- **Captain Cecil Dilworth Marksmanship Award:** Presented to the trooper who demonstrated the best marksmanship during firearms training. **Basic 103: William B. Allen**, Hometown: Lexington, SC; Area of Assignment: Troop 1, Post D (Richland); **Basic 104: Jordan S. Vaughn**, Hometown: Galax, Va. Area of Assignment: Troop 1, Post D (Richland).

- **Israel Brooks Jr. Physical Fitness Award:** Presented to the trooper who excelled on the physical training test and each day during the early morning exercises. **Basic 103: Jason M. Blaney**, Hometown: Tampa, Fla., Area of Assignment: Troop 1, Post C (Lexington); **Basic 104: Jordan S. Vaughn**, Hometown: Galax, Va., Area of Assignment: Troop 1, Post D (Richland).

For those interested in joining SCHP, please check out the qualifications at http://www.scdps.gov/sctrooper/

The South Carolina Department of Public Safety includes the Highway Patrol, State Transport Police, Bureau of Protective Services, Office of Highway Safety and Justice Programs, Immigration Enforcement Unit and the South Carolina Law Enforcement Officers Hall of Fame. Our mission is to ensure public safety by protecting and serving the people of South Carolina and its visitors. www.scdps.gov

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As auto accident reconstruction experts, we specialize in collision analysis and reconstruction.

If you need a car accident reconstruction expert witness or a traffic accident reconstruction model, we are the pros you need to contact.

Adams-Knight and Associates employs the best auto accident reconstruction experts in the industry. We provide comprehensive services, including no-obligation preliminary consultations, thorough case assessments, and detailed written reports. You can even secure a car accident reconstruction expert through our office. If you and your attorney determine that you need collision analysis and reconstruction before taking your case to court, contact us right away. We always deliver our findings and traffic accident reconstruction models in a timely fashion. However, the sooner you let us know what your case entails, the sooner we can get started. This will give you and your lawyer plenty of time to evaluate our results and figure out how to incorporate them into the claim you plan to present.

Confirmation of Services/Fee Schedule

Unless other arrangements have been made, a $1,500.00 non-refundable retainer is required before any work can be initiated. (The retainer will be credited toward any work performed.) To enable us to proceed with the reconstruction, it is requested you provide the following information:

Police Accident Report, to include any supplemental reports and statements.

Police Diagram and Measurements (if any).

All available photogrpahs (no photocopies).

Any other pertinent information.

If an examination of the accident scene and/or vehicle(s) is necessary, the photographs will significantly expedite locating specific features and marks associated with the collision sequence. In addition, existing measurements can be corroborated and additional measurements obtained, if necessary. It is suggested this material be forwarded via certified mail, return receipt requested.

Our fees are $200.00 per hour, plus related expenses, for all case work associated with the reconstruction and analysis of the collision sequence. This would include the review and evaluation of case materials provided, technical field work, preparation of diagrams/illustrations and any formal written reports requested. (Fees for technical assistants utilized in the field are $75.00 per hour. Mileage is charged at a flat rate of .75 (cents) per mile.

Fees for deposition and trial testimony are $200.00 per hour, with a minimum 4 hour/$800.00 charge. (Trial/depostiion preparation time is billed at our regular hourly rate.)

***Note: We do not provide testimony based on "preliminary" evaluations. Payment for services rendered are the responsibility of the individual and/or firm listed above.**

CSI
Collision Specialists Inc

Collision Specialists, Inc.

625 Green Street NW
Gainesville GA 30501

Toll-Free: 1.855.CSI.6776
Fax: 770.287.8688

Fee Schedule

Fees

Senior Accident Reconstructionist*	$250 per hour
Associate Accident Reconstructionist*	$200 per hour
CAD (Computer-Aided Design) Drawings	$250 per hour
CMV Compliance Analysis	$250 per hour
Administrative	$75 per hour
Immediate Response *(5:00 pm through 8:00 am)**	$300 per hour
Rush *(work assigned for completion within 30 days)**	$300 per hour
Weekend fees *(5:00 pm Friday through 8:00 am Monday)**	$300 per hour

**Fees are portal to portal*

Court Appearance

Testimony *(four hour minimum)*	$250 per hour
Day Rate	$2500

Additional Expenses

Case Review	$500
Bosch Crash Data Retrieval Tool	$500
Specialty Crash Data Retrieval Tool	$750
ECM Data Retrieval Tool	$750
Benchtop ECM Data Imaging	$1000
Evidence Storage Fee	$15 per month
Mileage	$0.60
Meals	Cost
Lodging	Cost
Air Fare	Cost
Car Rental	Cost
Shipping Materials & Postage	Cost

A $2500 retainer is required for new cases. All cases will be billed a minimum of $500 for secure conflict of case. Invoices are mailed each month to reflect case work, and payment is required ten days after submission of invoice. Past due payments will incur a 5% monthly fee on unpaid balances, until paid in full. The retaining attorney is responsible for payment to Collision Specialists, Inc., not the attorney's client.

Testimony, to include depositions, trials and hearings require a minimum four (4) hour appearance fee. When opposing counsel requests a deposition, it will be the responsibility of opposing counsel to pay the appearance fee. This fee must be received five business days before the seating of the deposition. If fees are not received within the allotted time, Collision Specialists, Inc. reserves the right to reschedule the deposition appearance until such time as payment is received. If travel is required for the deposition, opposing counsel will be responsible for all additional expenses associated, unless otherwise agreed upon. Depositions or trials will not be scheduled on any past due accounts.

During trials, the day rate will be incorporated since the days will be blocked off of our calendar to eliminate scheduling conflicts.

The mere sharing of information with CSI by client shall not obligate CSI to client or prevent CSI from contracting with other parties to the matter in the event that Client elects not to retain CSI, including a signed agreement and retainer.

FEE SCHEDULE

Fees

Accident Reconstructionist ..... $200 per hour *(portal to portal*

Associate Accident Reconstructionist ..... $125 per hour *(portal-to-portal)*

Administrative ..... $ 55 per hour

Court Appearance/ Depositions

Testimony (four hour minimum) ..... $200 per hour

Day Rate $2,000

*If deposition exceeds the minimum, remaining balance is due upon completion of testimony.

FARO X330 Laser Scanner

Day Rate $1,400

SCENE Scan Registration/Point Cloud ..... $ 150 / hour

Collision Mapping/Damage Profile $600

Additional Expenses

Case Review $300

Bosch Crash Data Retrieval Tool $500

Commercial Vehicle ECM Data Retrieval Tool $750

Benchtop ECM Data Retrieval $1,000

Mileage ..... $0.50 per mile

Air Fare ..... Actual Cost

Car Rental ..... Actual Cost

Shipping & Postage ..... Actual Cost

Lodging ..... Actual Cost

A $2000 retainer is required for new cases. Invoices reflecting case work will be mailed monthly with payment required within 10 business days. Past due payments will incur a 5% monthly fee on any remaining balances. The retaining attorney, and not the client, is responsible for payment to Weed Reconstruction & Expert Consulting, LLC. Fees for testimony of the analysis must be received three business days before scheduled deposition. If fees are not received in the time allowed, then Weed Reconstruction & Expert Consulting, LLC has the right to reschedule appearance until the payment is rendered.

The following is the fee schedule which Stadler Accident Reconstruction is currently utilizing:

- $200 per hour for all accumulated time
- $0.50 per mile for all travel outside local area (Federal Standard Mileage Rate)
- $500 nonrefundable retainer fee for all plaintiff cases unless otherwise arranged
- $250 CDR System User Fee - "Black Box" Data Retrieval System
- $25 Expert Autostats printouts for vehicle specs
- All other expenses occurred during investigation and/or reconstruction

All fees are subject to change.

Billing statements are typically sent out on the first of the month for all accumulated time and expenses.

Payments are the responsibility of the retaining agency/party. Total payments are due within 30 days of the billing statement. Late payments may be subject to a rebilling fee.

If there are any question concerning the fee schedule or billing procedures, feel free to contact the office.

Yours truly,

Patrick D. Stadler
BSME & ACTAR#1117
Stadler Accident Reconstruction

P.O. BOX 1210
LAS CRUCES, NEW MEXICO 88004-1210

160 DRESSAGE CT., 2nd FLOOR
LAS CRUCES, NEW MEXICO 88007

Telephone: 575-527-0202 or 800-477-7596
Fax: 575-527-5661 or 888-317-5661

EVANS & ASSOCIATES, INC.
Accident Reconstruction & Forensic Analysis

FEE SCHEDULE

(Effective 1/1/2017)

Open File:	$200.00 Flat Fee
Accident Reconstruction Specialist:	$195.00/Hour
Field Reconstruction Assistant:	$145.00/Hour
Field Crew:	$340.00/Hour
Office Technical Assistant:	$125.00/Hour
Retainer (if requested):	Individually Quoted

DEPOSITION & COURT TESTIMONY: $250.00 per Hour
Plus Travel and Expenses.

Unless other arrangements have been made, it will be necessary for the party taking the deposition to advance a $1000.00 payment for the deposition, plus estimated travel and related expenses. Any adjustment to that amount will be billed or refunded after the deposition. Deposition preparation time billed to client at normal hourly rate.

SPECIAL EQUIPMENT – PHOTOGRAPHS – MILEAGE:

Laser Survey Forensic Mapping Equipment:	$200.00
Crash Data Retrieval Equipment (ACM & PCM):	$300.00
Truck ECM Data Retrieval Equipment:	$600.00
Air Brake Test Equipment:	$100.00
Portable Scales:	$200.00
Video Equipment:	$50.00
DVD/CD/USB-Drive:	$5.00
Vericom Accelerometer:	$100.00
Vehicle Specifications:	$10.00
E&A Digital Photographs:	$1.00 Each
Color Page Prints:	$1.00/Page
Color Diagram Plots:	$3.00/Sq. Ft.
Exhibit Mounting Board:	$2.00/Sq. Ft.
Mileage:	$0.75/Mile

OTHER EXPENSES:

All other expenses billed at cost.
In New Mexico all fees are subject to Gross Receipts Tax.

LATE FEES:

Invoices are due and payable when received. A late fee of 1.5% per month will be assessed on invoices not paid within 30 days of initial billing date.

Ron J. Feder, BSCE, ACTAR
ronfeder@reconstructionists.com
Cell Phone: 575-649-2026

www.reconstructionists.com

Jacob C. Baker, PE, ACTAR
jacob@reconstructionists.com
Cell Phone: 575-649-7968

CRASH DATA SERVICES, LLC
A TRAFFIC ACCIDENT INVESTIGATION COMPANY

PO Box 7292
Algonquin, IL 60102
847-217-6644
www.crashdataservices.net

General Fee Schedule

The following is a brief description of the expert services that Crash Data Services, LLC offers. Please contact us for specific fee schedule requests. Project estimates can be provided. Initial phone consultations are always free.

Crash Data Retrieval (Black Box Downloads):

Crash Data Retrieval (CDR) relies upon an instrument installed in most passenger cars, SUVs, and trucks called an event data recorder (EDR). An EDR is generally part of a vehicle's airbag control module, and can be configured to store recorded information such as speed, brake use, or restraint system performance when a vehicle is involved in a crash event. EDRs are triggered by sudden changes in speed (also called Delta-V), and can help determine what the vehicles were doing before, during and after a crash event. Crash Data Services, LLC has certified crash data retrieval technicians and analysts available to access vehicle crash data for use in the reconstruction of traffic accidents.

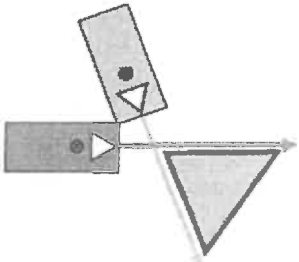
Fee: $175 per hour plus travel

Accident Investigation and Reconstruction:

Accident investigation and reconstruction is designed to answer questions about how a traffic crash occurred. Through peer reviewed and scientifically validated methodology, our certified crash reconstructionists can successfully analyze, and determine the causes behind, most collisions. Our accident investigation and reconstruction services may include, but are not limited to, at-scene investigation, photography, scale diagramming, vehicle inspections, crash data retrieval, mathematical analysis, and preparation of court trial materials. Regardless of the case, our professional services are tailored to meet the needs of our clients.

General Fees*:

Discovery / Case Review	**$500 Flat Rate**
At-Scene Investigation	**$300 per hour****
Travel	**$175 per hour**
Reconstruction & Analysis	**$175 per hour**
Trial Preparation & Testimony	**$175 per hour**
Initial Phone Consultations	**Free**



For specific fee schedule requests, contact us.

****The At-Scene Investigation rate covers a Certified Reconstructionist and 1 assistant. Travel to and from the scene is billed at $200 per hour.***

Palmetto Collision Analysis
(843) 915-2554 recon@palmettocollisionanalysis.com
www.PalmettoCollisionAnalysis.com

Professional – Experienced - Accredited

Fee Schedule

Retainer	$1500
Case File Review	$600
Collision Reconstructionist	$150 per hour
Licensed Medical Professional	$175 per hour
CAD (Computer Assisted Drawing)	$200 per hour
Animator	$225 per hour
Qualified Assistant Fee	$110 per hour
Administrative	$60 per hour
Immediate Response (Business Hours)	Rate +$50 per hour
Immediate Response (Non-business Hours)	Rate +$100 per hour
Event Data Retrieval Tool	$250 plus hourly rate
Mileage	Current IRS allowable
Meals, airfare, lodging, car/equipment rental, postage	Billed at Cost
Evidence Storage (small items)	$20 monthly
Priority Case Analysis (guaranteed 30 day completion)	$250 per hour

Testimony

Hourly Rate	Above Hourly Rates
Full Day Rate	$1500

Fee Schedule

Professional Hourly Rates

Traffic accident reconstruction and litigation support (deposition, testimony)	**$165**
Fire investigations, mechanical system study/analysis (e.g., vehicle systems, structural, appliance testing, product investigations)	**$140**

Mileage	**$ 0.60 / mile**
Photographs Included in Reports	**$1.00 ea.**
Other Expenses Including (but not limited to) lodging, meals, parking, equipment rental, etc.	**As Incurred**

Special Travel Discount – IL, MI and OH **-2.5 hours**

When driving from Indianapolis to sites outside of Indiana, the total professional time for travel is discounted 2.5 hours.

BARRON
ENGINEERING, LLC
www.barroneng.com

P.O. Box 68861
Indianapolis, IN 46268
(317)371-1167
cbarron@barroneng.com

Kender Technologies

Kender Technologies - Fee Schedule

Activity	Fee
Initial Consultation	Free
Retainer	$1,000 per case
Retainer for mobile device extraction and analysis only	$500 per case
Evidence collection, analysis, and documentation	$200 per hour
Empirical research	$200 per hour
Assistant fee	$80 per hour*
Testimony at trial or deposition	$300 per hour
Trial and deposition preparation	$200/hour 3-hour minimum
Mileage	$.60 per mile
Expenses	Actual cost

*Some activities, such as measuring crash scenes or vehicle damage, require an assistant to complete.

Kender Technologies, inc

Education • Experience • Integrity