



South Carolina Department of Public Safety

December 2, 2016

Hand-Delivered

Hon. Kirkman Finlay III
South Carolina House of Representatives
Post Office Box 11867
Columbia, South Carolina 29211

Dear Subcommittee Chairman Finlay:

Thank you for your November 10, 2016 letter asking the South Carolina Department of Public Safety to provide additional information to the Law Enforcement and Criminal Justice Subcommittee. The Subcommittee's questions are reproduced below along with the corresponding information requested.

Staffing and Finances

- Please provide updates, as discussed during the meeting, for the number of troops listed in the Budget, Staffing, Warnings/Citations Excel document. Please include the source of the data.
- Explanation of any research the agency has performed to determine whether the shifts it currently operates are the most effective versus shifts which would not require Troopers, or other personnel if applicable, to automatically incur overtime every pay period.
- For each year from 2012-13 through 2015-16 please provide the following:
 - total Budget for Highway Patrol Division;
 - complete breakdown of all Highway Patrol Division expenses (i.e. cash flow statement); and
 - number of troopers, trooper salary expenses, and where remainder of budget is being spent.

Response:

- *Please provide updates, as discussed during the meeting, for the number of troops listed in the Budget, Staffing, Warnings/Citations Excel document. Please include the source of the data.*

The Department is in the process of determining the reason(s) for the number of troopers reflected in the Highway Patrol's internal records not always mirroring the information in SCEIS. The Department appreciates the Subcommittee's patience as this matter is researched further.

- *Explanation of any research the agency has performed to determine whether the shifts it currently operates are the most effective versus shifts which would not require Troopers, or other personnel if applicable, to automatically incur overtime every pay period.*

The Highway Patrol has used shifts of varying lengths over the years and has determined that 12-hour shifts strike a reasonable balance between operational needs and expenses. Moreover, 12-hour shifts are commonplace in the law enforcement community.

- *For each year from 2012-13 through 2015-16 please provide the following:*
 - *total Budget for Highway Patrol Division;*
 - *complete breakdown of all Highway Patrol Division expenses (i.e. cash flow statement); and*
 - *number of troopers, trooper salary expenses, and where remainder of budget is being spent.*

The Department is in the process of compiling the requested data and will supplement its response accordingly.

Hiring and Retention

- How the agency plans to obtain data (i.e. specific reasons, number of years away from the agency, etc.) on why officers are returning.
- Based on information previously provided by the agency, there were 96 offers accepted for Basic Trooper Classes #97, 98, and 99. How many of those individuals, by class, graduated from the Criminal Justice Academy?
- How many offers were accepted for Basic Trooper Classes #100? How many of those individuals graduated from the Criminal Justice Academy?

Response:

- *How the agency plans to obtain data (i.e. specific reasons, number of years away from the agency, etc.) on why officers are returning.*

In December 2016, the Department will be adding the following optional questions to the state job application for all positions (civilian and law enforcement):

Are you a former SCDPS employee?

When was your last day employed as an SCDPS employee?

Why would you like to return to work at SCDPS? Please be specific.

Additionally, the Highway Patrol intends to obtain data (e.g., specific reasons, number of years away from the agency) on why officers are returning by utilizing a Re-entry Interview form when conducting the personal interview during the background phase of

the re-hire process. A copy of this form is attached. This data shall be compiled and maintained by the Employment and Retention Officer and evaluated quarterly with the Employment Commander to ensure continuous improvement of the recruitment process and retention strategies.

- *Based on information previously provided by the agency, there were 96 offers accepted for Basic Trooper Classes #97, 98, and 99. How many of those individuals, by class, graduated from the Criminal Justice Academy?*

A document containing information responsive to this request is attached.

- *How many offers were accepted for Basic Trooper Classes #100? How many of those individuals graduated from the Criminal Justice Academy?*

A document containing information responsive to this request is attached.

DPS Policies and Activities

- Please provide policies related to traffic enforcement and the issuing of traffic citations, including, but not limited to, 300.14 and 300.21, which were effective during the last five fiscal years.
- The agency responded to the Subcommittee's question regarding "where trooper time was spent since during the last three years, the agency has had the same number of officers, the amount of traffic has increased and the number of warnings/tickets issued has decreased by approximately 160,000" in an August 15, 2016 letter. The agency stated "a significant number of employee hours have been redirected from enforcement activities to additional training requirements as well as to natural disaster and civil disturbance responses" and then listed the following training/events: (1) Precision Immobilization Technique Training; (2) Civil Emergency Response Phase I Training; (3) Active Shooter Response/Civil Emergency Response Phase II Training; (4) Cultural Professionalism Training; (5) 2014 Winter Storms; (6) 2015 Walter Scott Protests; (7) 2015 Emmanuel 9 (Funeral and Protests); (8) 2015 Confederate Flag Removal; (9) 2015 KKK Rally/Black Panther Counter Protest; (10) 2015 Statewide Flooding/DNSAP Distribution; (11) 2015 Memorial Day Bike Fest; (12) 2016 Memorial Day Bike Fest; and (13) 2016 Republican National Convention Support. The Subcommittee requests additional details about the training and events listed by the agency including the following for each:
 - Incident Plan with number of assigned troopers; and
 - Summary of trooper hours per activity, from Activity Console, for all officers involved/impacted so the subcommittee can see the number of hours diverted from traffic enforcement to the event.

- What policies or practices does the agency have in place to ensure all information provided to media is accurate? How long have these policies and practices been in place? Who is responsible for ensuring information provided to the media via press releases, emails, or verbal communication is accurate?

Response:

- *Please provide policies related to traffic enforcement and the issuing of traffic citations, including, but not limited to, 300.14 and 300.21, which were effective during the last five fiscal years.*

Documents containing information responsive to this request are attached. Additionally, the Operations Manuals for the Highway Patrol and State Transport Police were provided to the Subcommittee previously.

- *The agency responded to the Subcommittee's question regarding "where trooper time was spent since during the last three years, the agency has had the same number of officers, the amount of traffic has increased and the number of warnings/tickets issued has decreased by approximately 160,000" in an August 15, 2016 letter. The agency stated "a significant number of employee hours have been redirected from enforcement activities to additional training requirements as well as to natural disaster and civil disturbance responses" and then listed the following training/events: (1) Precision Immobilization Technique Training; (2) Civil Emergency Response Phase I Training; (3) Active Shooter Response/Civil Emergency Response Phase II Training; (4) Cultural Professionalism Training; (5) 2014 Winter Storms; (6) 2015 Walter Scott Protests; (7) 2015 Emmanuel 9 (Funeral and Protests); (8) 2015 Confederate Flag Removal; (9) 2015 KKK Rally/Black Panther Counter Protest; (10) 2015 Statewide Flooding/DNSAP Distribution; (11) 2015 Memorial Day Bike Fest; (12) 2016 Memorial Day Bike Fest; and (13) 2016 Republican National Convention Support. The Subcommittee requests additional details about the training and events listed by the agency including the following for each:*
 - *Incident Plan with number of assigned troopers; and*
 - *Summary of trooper hours per activity, from Activity Console, for all officers involved/impacted so the subcommittee can see the number of hours diverted from traffic enforcement to the event.*

Documents containing information responsive to this request are attached.

- *What policies or practices does the agency have in place to ensure all information provided to media is accurate? How long have these policies and practices been in place? Who is responsible for ensuring information provided to the media via press releases, emails, or verbal communication is accurate?*

The Communications Office coordinates release of information from the Department to the media. There are several ways information may be released to the media and there are multiple layers of supervision involved in release of information to ensure accuracy. The release of information – either verbal or written – could be vetted through various subject matter experts within the department, and/or division directors, the Legal Counsel, Agency Director and the Communications Director, Sherri Iacobelli.

There is a Community Relations Officer (uniformed trooper) in each of the seven geographic Troops who serves as a spokesperson and releases day-to-day information regarding safety trends in that area as well as information regarding collisions and fatalities. They work through their corporals and their sergeant – Sgt. Beres – who reports to Lt. Hughes in the Communications Office. The CROs release daily, routine information about traffic safety, collisions and fatalities. On a day-to-day basis, the CROs would consult with their supervisor if they have a situation beyond their normal scope. The supervisor would then coordinate with Sgt. Beres, Lt. Hughes and/or Ms. Iacobelli. There are liaisons with BPS and STP who also coordinate release of information through the Communications Office.

Information released to the media:

- Freedom of Information Act requests.
- Information is also released to the media via SCDPS social media sites such as Facebook and Twitter (especially during weather events such as the flood and hurricane).
- The Office of Highway Safety and Justice Programs releases highway safety statistics and coordinates its responses through the Communications Office but typically responds directly to the media.
- All news releases are approved by the Communications Director (or Lt. Hughes in her absence). Once approved by the Communications Director, the information is typically sent to the division head and Director for final review.
- For personnel issues or non-routine media issues, media responses are coordinated through Ms. Iacobelli and/or Lt. Hughes.

The structure of the Department's Community Relations Officers/Release of Information has been in place in its current form since the early 2000s. There have been changes made to the structure through the years but the basic format of the Community Relations Office has been similar since that time. The Communications Office, which houses the agency web site, FOIA and the Community Relations Officers, was created in its current form in 2012 to allow all internal and external communications to be streamlined and more efficient.

The Department has a release of information policy, media policy, and social media policy that guide the release of information to the media. All three policies (and prior versions thereof, if any) are enclosed. Lt. Hughes, Sgt. Beres and the CRO corporals are responsible for ensuring the day-to-day accuracy of information released by the Community Relations Officers. The Communications Director is ultimately responsible for the accuracy of information released from the Department as a whole.

Office of Professional Responsibility

- Please provide an update on the internal investigation relating to overtime discussed during the Subcommittee's July 13, 2016 meeting, which the agency initially anticipated would be concluded in September 2016.
- Please provide a listing of all OPR cases investigated during 2016 along with the number of days each was open.

Response:

- *Please provide an update on the internal investigation relating to overtime discussed during the Subcommittee's July 13, 2016 meeting, which the agency initially anticipated would be concluded in September 2016.*

The report in OPR File No. IR-2105-16-0631-D is attached.

- *Please provide a listing of all OPR cases investigated during 2016 along with the number of days each was open.*

Documents containing information responsive to this request are attached.

I trust the foregoing information will be helpful to the Subcommittee. Please let me know if any additional data is desired.

Sincerely,

Signature Redacted

Leroy Smith
Director

LS/wg

Enclosures

HIRING AND RETENTION

**South Carolina Highway Patrol
RE-ENTRY INTERVIEW**

Name:	Date of Separation:
Location:	Race/Sex:
Date of Hire:	Job Title:
Employee Number:	

Rate the three most applicable reasons why you left SCDPS with 1 being the most important

Benefits		Pay		Personal	
Terminated		Furlough		Post Assignment	
Retirement		Better Job Offer		Work Hours	
Failed to Meet Requirements		To Pursue Education		Relocation	
Health		Disability		Military	
Shift Supervisor		Immediate Supervisor		Job Dissatisfaction	
Working Conditions		Work Load			

Did you accept a position with another organization? Yes No

Was the new organization:

State Agency		County		Other	
Federal Government		Private		N/A	

Was your new job in:

Corrections		Detention		Other	
Law Enforcement		Probation		N/A	

Please rate the three most applicable reasons why you are returning to SCDPS
with 1 being the most important.

1. Advanced opportunity	
2. Quality of supervisor	
3. Overall leadership/management	
4. Rate of pay	
5. Benefits	
6. Communication of information to employees	
7. Fairness of evaluations received	
8. Overall satisfaction with SCDPS	
9. Working conditions	
10. Training programs	
11. Professionalism in the workplace	
12. Safety of work environment	

You may use this space for any comments.

Applicant Signature: _____

Background Investigator: _____

Date: _____

For Official Use by Employment and Retention Officer

Legislative Oversight Committee
Questions under *Hiring and Retention*

Based on information previously provided by the agency, there were 96 offers accepted for Basic Trooper Classes #97, 98 and 99. How many of those individuals, by class, graduated from the Criminal Justice Academy?

How many offers were accepted for Basic Trooper Class #100? How many of those individuals graduated from the Criminal Justice Academy?

Basic Trooper Class	Offers Accepted	# Graduated
97	46	40
98	30	27
99	20	18
100	79	Graduation date Dec. 15, 2016

DPS POLICIES AND ACTIVITIES

South Carolina Department of Public Safety

Office of the Director

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



POLICY	300.14
EFFECTIVE DATE	FEBRUARY 10, 1997
ISSUE DATE	APRIL 16, 2001
SUBJECT	TRAFFIC ENFORCEMENT
APPLICABLE STATUTES	§56-5-760; Title 56, Chapter 5, Article 33
APPLICABLE STANDARDS	<u>1.2.6, 1.2.7, 41.2.1, 44.2.1, 61.1.1, 61.1.2, 61.1.3, 61.1.4, 61.1.5, 61.1.7, 61.1.8, 61.1.10, 61.1.11, 61.4.1, 61.4.3, 81.2.5, 83.2.2</u>
DISTRUBTION	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

The purpose of this policy is to establish guidelines for conducting traffic enforcement while providing maximum safety to the officer and others involved and maintaining a level of professionalism and courtesy.

II. POLICY

In order to enhance the safety of Department of Public Safety (DPS) officers and the general public, officers shall maintain good public relations and service through uniform guidelines for contacting violators and taking proper enforcement action. [61.1.8]

III. GENERAL PROCEDURES

A. DPS officers shall ensure that:

1. They conduct themselves in a professional and courteous manner at all times while interacting with the public. This requirement must be balanced with the need for caution and detection of criminal activity. [61.1.7 (a)] [61.1.8]
2. Department vehicles are operated, stopped and parked in a manner which will provide the greatest degree of safety to the officer and the motoring public and which is consistent with applicable state law and department policy. [61.1.7 (a)]
3. Every precaution is taken when approaching the violator and the officers shall position themselves at the vehicle so as to observe all occupants of the vehicle and approaching traffic. [61.1.7 (a)]
4. Appropriate enforcement action is taken. [61.1.7 (a)]

B. DPS officers shall comply with the provisions of §56-5-760 and department policy when operating an authorized emergency vehicle. Officers will carefully weigh any contemplated use of the radio system and ascertain that the nature of their communication is either urgent in nature or pertains to official police business. Officers and Telecommunication Operators (TCOs) shall use the following codes for calls ranging from routine to emergency.

1. CODE-1 Normal Run
2. CODE-2 No Delay - Silent Run - No Lights or Siren
3. CODE-3 Urgent - Use Lights and Siren [41.2.1] [61.1.7 (a)]

C. Tele-communications operators and officers are required to follow the rules and regulations pertaining to the operation of the radio along with the Federal Communications Commission regulations to use complete radio identification numbers in communicating with other units. For instance, if a station or an officer is to call A-40, it is necessary to use all three digits and not abbreviate by using only the digit "40".

D. DPS enforcement and accident report data shall be compiled through the utilization of electronic data processing. Analyzed data shall be distributed to enforcement supervisors who will utilize these reports in planning enforcement efforts and assigning officers in their area. Planning may be based on the evaluation of traffic volume, numbers of accidents, and frequency of traffic violations. [61.1.1 (a-f)]

IV. DRIVING UNDER THE INFLUENCE ENFORCEMENT COUNTERMEASURES [61.1.10]

A. DPS is dedicated to the cause of reducing alcohol and drug-related offenses and accidents on South Carolina highways. In doing so, officers shall:

1. Maintain a high level of alertness to detect alcohol and drug impaired drivers while performing their normal duties.
2. Follow appropriate training and guidelines in apprehending, stopping and processing alcohol and drug impaired drivers.

B. Supervisors shall:

1. Monitor alcohol and drug-related arrests, collisions, fatal crashes and complaints to determine the location, day of week, and time of day of these incidents and target these areas when necessary. Data may be obtained using selective enforcement data, pin-map system, officer reports, information from other police agencies, and any other reliable source.
2. Ensure various enforcement programs are utilized to combat driving under the influence violations within their area. These may include but are not limited to:
 - a. supervised saturation patrols in known areas of high DUI cases and collisions;
 - b. supervised line patrols on certain highways or streets;
 - c. checkpoints in known areas of high DUI cases and collisions;
 - d. observation of movement near nightclubs and bars;

- e. public announcements of stepped-up enforcement;
- f. public relations programs to encourage public reporting; and
- g. swift prosecution of DUI cases.

V. STOPPING THE VIOLATOR [61.1.7 (a)]

- A. The officer shall use discretion when selecting a place where the violator can be stopped promptly and safely. Officers should avoid stopping vehicles on hills, curves and other hazardous locations. Both vehicles should be positioned off the traveled portion of the road as far as possible. DPS officers shall position their vehicles in one of three ways during unknown risk traffic stops, depending on the circumstances: left offset, in line, or right offset.
- B. Emergency equipment (i.e., blue lights and sirens) shall be operated in accordance with §56-5-760 when initiating a traffic stop. Absent extenuating circumstances, blue lights shall remain on during the traffic stop in order to ensure safety and visibility at the scene. [41.2.1]
- C. Every reasonable effort should be made by the officer to identify himself as a law enforcement officer without jeopardizing his/her safety or the safety of others. Absent extenuating circumstances, officers shall be in full uniform before initiating a traffic stop. If, while attempting to stop a violator, the officer perceives that the violator is unable to identify him/her as an officer, the following procedures should be employed:
 - 1. wear the campaign hat;
 - 2. activate the dome light during hours of darkness;
 - 3. use the vehicle's public address system; and/or
 - 4. pull alongside the violator.
- D. The Communications Center shall be notified of all traffic stops initiated by DPS officers. Officers who have patrol cars equipped with mobile data terminals (MDT's) may notify Communications either by MDT or by radio. Prior to exiting the vehicle, the officer shall provide the location of the stop, license plate number, make, model and color of the vehicle(s), and number of occupants and description, if known. The officer shall contact Communications within 10 minutes after the stop to advise if the stop will take an extended period of time. If Communications has not been notified within 10 minutes, the TCO shall radio the officer. The officer shall also notify Communications when the traffic stop is complete. Communications shall maintain a log of all traffic stops. [81.2.5 (e)]
- E. Officers operating DPS vehicles equipped with video cameras shall activate the audio-video equipment as soon as the emergency equipment has been activated. The audio-video equipment shall not be stopped, paused or otherwise interfered with at any time during the stop and shall remain on record mode until the traffic stop is complete. If an individual is transported by the officer as a result of the stop, the audio -video equipment shall remain on record mode until arrival at the jail or other appropriate destination. [41.2.1] [83.2.2]

VI. APPROACHING THE VIOLATOR [61.1.7 (b)]

- A. In every case, officers shall use caution in approaching the violator and/or the violator's vehicle and shall be alert to any suspicious movements within the vehicle.
- B. While conducting traffic stops, DPS officers shall conduct themselves in a professional and courteous manner. The officer shall identify him/herself and inform the driver of the reason for the stop. At no time should the officer argue with the violator. [61.1.8]
- C. Officers shall fully explain the rights and requirements of violators. The officer shall explain the violation(s) and all actions required of the violator including: [61.1.8]
 - 1. optional or mandatory court appearance and court date; [61.1.4 (a) (b)]
 - 2. how and where to pay fines; and [61.1.4 (c)]
 - 3. any other information pertinent to the specific violation or situation. [61.1.4 (d)]
- D. If during the course of the stop, an officer develops probable cause that the violator or vehicle possesses contraband or evidence of a crime, any search shall be conducted in accordance with DPS policy and procedure and applicable laws.
- E. During dark hours, the officer may use the spotlight/take-down lights if necessary to see inside the vehicle after the violator has stopped while using caution not to project the light toward on-coming traffic.

VII. HIGH RISK STOPS [61.1.7 (c)]

- A. If the officer has reason to believe a wanted person is being stopped or the violator has committed a serious offense, the officer should request backup.
- B. Officers shall use their body armor in accordance with DPS policy when attempting a high risk stop.
- C. When officers are dealing with a known or suspected felon, officers shall remain in a protected position and may use the vehicle's public address system to instruct the occupant(s) to exit the vehicle.
- D. All occupants shall be ordered from the vehicle one at a time with hands above the head, palms showing.
- E. All searches and any subsequent arrests shall be conducted in accordance with DPS policy and procedure.

VIII. STOPPING COMMERCIAL VEHICLES [61.1.5 (g)] [61.1.7 (a)]

- A. All procedures and guidelines provided within this policy apply to commercial motor vehicles. However, special or additional precautions may be necessary when stopping commercial vehicles in order to enhance the safety of the officer and motoring public.
- B. The officer shall position the enforcement vehicle in such a manner that the driver can see its emergency lights while attempting to make the stop.
- C. The driver should be allowed sufficient time and distance to make a safe stop. The officer should avoid stopping a commercial vehicle on steep upgrades or downgrades.
- D. Generally, commercial vehicle stops are best conducted with the patrol vehicle positioned at the front of the truck. However, an officer should position the patrol vehicle at the safest position depending upon the circumstances of the stop.

- E. When feasible, the officer shall request the driver to climb down out of the commercial vehicle and come to the officer in order to conduct the traffic stop.

IX. CITING THE VIOLATOR

A. Uniform Enforcement

Department of Public Safety officers shall uniformly enforce South Carolina traffic laws and have a thorough knowledge of the traffic laws and the elements of the law that comprise the violations. [61.1.3 (e)] Enforcement efforts of traffic laws shall be in accordance with the South Carolina Code of Laws and shall include, but not be limited to, the following violations: [61.1.5 (a-l)]

1. driving under the influence of alcohol/drugs or suspension; [61.1.5 (a) (b)]
2. speed and equipment violations; [61.1.5 (c) (f)]
3. violations resulting in traffic accidents; [61.1.5 (k)]
4. commercial motor vehicle violations; [61.1.5 (g)]
5. multiple violations; [61.1.5 (i)]
6. off-road vehicle violations; [61.1.5 (e)]
7. pedestrian and bicycle violations; [61.1.5 (l)]
8. newly enacted laws and/or regulations; and [61.1.5 (i)]
9. other hazardous and non-hazardous violations. [61.1.5 (d) (h)]

B. Warning Tickets

Warning tickets may be issued to violators who, in the officer's opinion, are not in violation to the degree that a summons ticket would be in order under the existing circumstances. Officers shall exercise their discretion and good judgment in using this enforcement tool. A summons for arrest shall be issued in all cases of driving under the influence, reckless driving, hit and run, reckless homicide and driving under suspension. Warnings shall not be issued for these offenses or any other offenses where a warning is prohibited by the department or division(s). [1.2.6] [1.2.7] [61.1.2 (a)] [61.1.3 (b)] [61.1.5 (a) (b)] [61.1.11]

C. Uniform Traffic Tickets [61.1.2 (a) (b)]

1. DPS officers will use the uniform traffic ticket as prescribed in §56-7-10. DPS officers are empowered by law to accept a cash bond, when not statutorily prohibited, from any person apprehended and charged with a violation of traffic law in lieu of incarceration. The person charged shall be issued an official summons on which the violator will be receipted for any sum of cash bond deposited with the arresting officer. The person charged may be permitted to leave until further appearance before the proper court if required by the summons. Once a summons has been served, the officer has jurisdiction to dispose of the case. [1.2.6] [44.2.1 (b)] [61.1.3 (b)]
 - a. When a bond is accepted at the time the summons is issued, the exact amount received shall be shown on all five copies of the summons ticket in the space marked "Bail Deposited".

- b. When accepting a bail bond card, the name of the bail bond company shall be entered in the "Bail Deposited" block of the summons and no amount of money shall be entered there. The appropriate amount of bond will be written on the top right, front side of the violator's copy only.
 - c. When a courtesy summons is given and no bond is accepted, the word "none" shall be written in the "Bail Deposited" block.
 - d. If the violator is arrested and transported to a detention facility and no bond is accepted, the word "jail" shall be written in the "Bail Deposited" block.
2. The nature of bonds accepted should be cash, properly endorsed traveler's checks, or bail bonds. Personal checks are not accepted. No officer shall accept personal property of any description as a bond or pawn.
3. When a cash bond is accepted, the officer shall turn the full amount of bond received over to the trial officer within 72 hours of receipt, excluding weekends and holidays. The trial officer's copies of the Uniform Traffic Ticket shall be received by the magistrate or municipal judge within 72 hours from the time of the alleged traffic violation.
4. When a summons is issued to an out-of-state driver whose home state is a member of the Non-resident Violator's Compact, the driver may be permitted to continue without posting bond. Exceptions to this are offenses that would result in the suspension or revocation of the driver's license under the laws of this state. Failure by the driver to comply with the summons will result in the suspension of the violator's driver's license by the home state. [61.1.3 (a)]
5. When an out-of-state motorist is not a resident of a compact member state, the officer shall explain the procedure of accepting cash bond and court proceedings and may request bond be deposited. [61.1.3 (a)]
6. The officer should ascertain the trial date that would be convenient to an out-of-state motorist and if possible, the officer shall set the date of trial accordingly. [61.1.3 (a)]
7. Legibility and correctness is vital when writing a summons ticket. Officers shall exercise care to properly document all information correctly on summons tickets to avoid voiding tickets due to carelessness. Writing over errors or using liquid paper is not permitted. In the event an error or correction is necessary, a single line shall be drawn through the error and the correct information written above the error on all copies of the summons. Exceptions to this include information in the nature of offense block, violation section number, bail deposited block, BA level, or any part of the disposition section.

D. Size and Weight Summons Tickets [61.1.2 (b)]

State Transport Police Officers will issue the Uniform Size and Weight Summons Tickets prescribed by the Department. Tickets must be issued for violations contained in Title 56, Chapter 5, Article 33, of the S.C. Code of Laws, entitled "Size, Weight and Load." At the time that a uniform size and weight ticket is issued, the officer must inform the individual receiving the ticket that he has the option, at that time, to elect to pay his fine directly to the department or to receive a hearing in magistrate's court. Fines assessed by ticket for size and weight violations must be paid to the State

Transport Police within 28 days to avoid the addition of assessments to the original fine. [61.1.4 (b) (c)] [61.1.5 (g)]

X. OPERATIONAL PROCEDURES FOR ABANDONED VEHICLES

An abandoned vehicle is any vehicle that is left unattended on a highway for more than 48 hours, or a vehicle that has remained on private or other public property for a period of more than seven days without the consent of the owner or person in control of the property. DPS officers shall comply with existing laws, rules and regulations concerning identifying, tagging, contacting owners, towing and reporting abandoned vehicles.

A. The following procedures will be observed when dealing with an abandoned vehicle on the highway:

1. Notify the Communications Center to run a stolen vehicle and registration check to establish if the vehicle is stolen and determine ownership.
2. Place a tag on the vehicle in a conspicuous place, in accordance with §56-5-5850.
3. Conduct another stolen check after 48 hours.
4. When practical, attempt to contact the owner prior to having the vehicle towed. If the owner cannot be contacted, dispatch for towing.
5. Prior to releasing the vehicle to the towing service, inventory the contents of the vehicle when possible using an approved DPS form.
6. Advise the Communications Center of the date, time, location, make, model and tag number of the towed vehicle.
7. Once towed, the owner should be notified immediately of the location of the vehicle.
8. If the vehicle is stolen, verify the stolen report with the originating agency, advise them of the recovery, and complete an incident report. The originating agency is responsible for notifying the owner.

B. The following procedures will be observed when dealing with an abandoned vehicle situated in unlawful or dangerous areas:

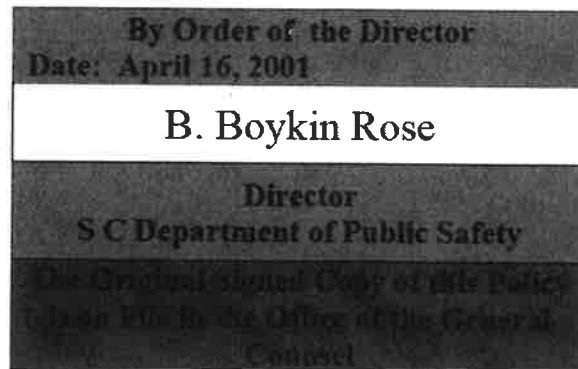
1. If a vehicle is abandoned or unattended on a bridge, causeway, underpass, in the roadway, on a railroad track, within an intersection, or blocking an entranceway or exit, the officer should stop, activate the emergency lights, and contact the Communications Center for stolen and registration reports.
2. A reasonable attempt to contact the owner should be made. However, if contact cannot be made, the vehicle should be towed in accordance with DPS policy.

XI. HIGHWAY ASSISTANCE

- A. Department of Public Safety officers will provide general assistance and information to the motoring public upon request. [61.4.1 (a)]
- B. Officers will stop to assist disabled motorists, not necessarily to repair the automobile, but to help the motorist to contact someone for mechanical assistance or towing. The owner/operator may request a towing service of choice. If not, one shall

be summoned from the rotation list through the communications center, according to department policy. [61.4.1 (b)]

- C. Officers shall ensure the protection of stranded persons on the highway by directing them away from traffic. Officers should be prepared to provide first aid, extinguish small fires and call for medical and/or fire assistance, if necessary. [61.4.1 (c) (d)]
- D. At the request of any stranded or disabled motorist, the officer will ensure that the motorist does not remain in a hazardous location or environment, even if it means transporting the motorist to a suitable public location. [61.4.1 (c) (d)]



South Carolina Department of Public Safety



Office of the Director

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

POLICY	300.21
EFFECTIVE DATE	MARCH 22, 2016
SUBJECT	USE OF INDIVIDUAL DISCRETION
REPLACE POLICY DATED	APRIL 3, 2000
APPLICABLE LEGAL AUTHORITIES	S.C. Code § 56-5-6560
APPLICABLE STANDARDS	<u>1.2.6, 1.2.7</u>
APPLICABLE STANDARD OPERATING PROCEDURES (SOP)	N/A
FORMS	Uniform Traffic Ticket, Public Contact/Warning
DISTRIBUTION	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 establish guidelines for *South Carolina Department of Public Safety (SCDPS or department)* officers *regarding* the limits of authority and the use of discretionary judgment.

II. POLICY

All SCDPS officers shall be permitted to use professional and impartial discretionary judgment in the execution of official duties and responsibilities directly related to enforcement of South Carolina laws. Discretionary judgment may be used in situations that include, but are not limited to, investigative and arrest procedures. [1.2.7]

III. DEFINITIONS

N/A

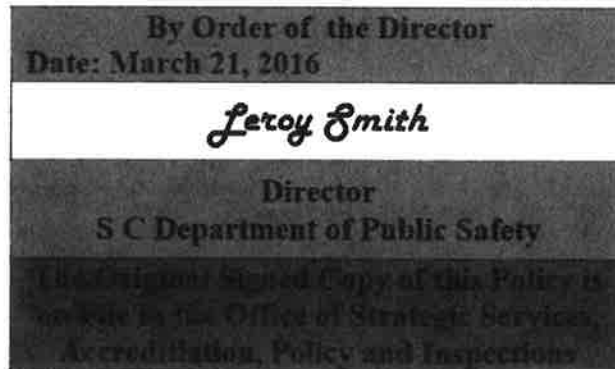
IV. OFFICER RESPONSIBILITY

- A. Officer experience, training, statutory *and regulatory* requirements, written departmental enforcement policies, legal precedent, and supervision shall be taken into consideration when exercising such discretion. The use of discretionary judgment is greatly limited in felony situations and shall not be employed in any circumstance in which a mandated custodial arrest situation exists, whether defined as such by either state law or department policy. [1.2.7]
- B. Nothing in this directive is to be construed as permission to disregard and/or circumvent state or federal law, SCDPS policy or established procedure, or any lawful direct order of a superior officer/supervisor *within SCDPS*. Each officer shall be held accountable for his/her actions in each situation/circumstance where *he/she has exercised* individual discretionary judgment. [1.2.7]
- C. *In accordance with S.C. Code § 56-5-6560, any time a motor vehicle is stopped by an officer without a citation being issued or an arrest being made, the officer shall complete a Public*

Contact/Warning form that includes information regarding the age, gender, and race or ethnicity of the driver of the vehicle.

V. ALTERNATIVES TO ARREST

- A. All SCDPS officers may use alternatives to custodial arrest of violators including, but not limited to, the issuance of a court summons/Uniform Traffic Ticket, a written Warning, or a ***documented Public Contact***.
- B. Juvenile offenders shall be processed in accordance with ***SCDPS Policy 300.19*** (Juvenile Operations). [1.2.6]



South Carolina Department of Public Safety

Office of the Director

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



POLICY	300.21
EFFECTIVE DATE	MAY 12, 1998
ISSUE DATE	APRIL 3, 2000
SUBJECT	USE OF INDIVIDUAL DISCRETION
APPLICABLE STATUTES	
APPLICABLE STANDARDS	1.2.6, 1.2.7
DISTRUBTION	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

The purpose of this policy is to establish guidelines for DPS officers related to the limits of authority and the use of discretionary judgment.

II. POLICY

All DPS officers shall be permitted to use professional and impartial discretionary judgment in enforcement situations involving, but not limited to, investigative and arrest procedures. [1.2.7]

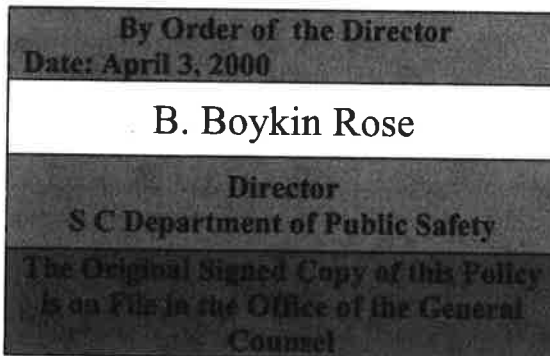
III. OFFICER RESPONSIBILITY

All DPS officers are permitted to use impartial and professional discretionary judgment in the execution of official duties and responsibilities that are directly related to the enforcement of the laws of the state of South Carolina. Discretionary judgment may be used in situations that include, but are not limited to, investigative and arrest procedures. Officer experience and training, acting in concert with statutory requirements, written departmental enforcement policies/regulations, legal precedent, and supervision shall be taken into consideration when exercising such discretion. In addition, contemporary public opinion may be considered when employing such discretion. The use of discretionary judgment is greatly limited in felony situations and shall not be employed in any circumstance in which a mandated custodial arrest situation exists, whether defined as such by either state law or departmental policy. [1.2.7]

Nothing in this directive is to be construed as intending or extending permission to disregard and/or circumvent any state or federal law. In addition, nothing in this directive shall be construed as intending or extending permission to disregard and/or circumvent any regulation, policy, established procedure and/or lawful direct order of a superior officer/supervisor of the South Carolina Department of Public Safety. Each officer shall be held accountable for his/her actions in each situation/circumstance where individual discretionary judgment has been employed by said officer. [1.2.7]

IV. ALTERNATIVES TO ARREST

All DPS officers may use alternatives to custodial arrest of violators including, but not limited to, the issuance of a court summons/Uniform Traffic Ticket, written warning tickets and, in some situations, verbal warnings. The use of alternatives to arrest shall be greatly limited in felony situations and shall not be employed in any circumstance in which a mandated custodial arrest situation exists, whether defined as such by either state law or departmental policy. Juvenile offenders shall be processed in accordance with the Juvenile Operations policy. [1.2.6]



Bureau of Protective Services
Patrol Procedure Policy

I. PURPOSE

The purpose of this policy is to establish guidelines for Bureau of Protective Services officers while on patrol.

II. POLICY

It is the policy of the Bureau of Protective Services to patrol designated state owned and contract property to ensure the protection of the employees and the property thereon and deter criminal activity.

III. GENERAL INFORMATION

- A. Vehicle patrol will apply to only those BPS divisions as designated based on available manpower.**
- B. Officer shall patrol his/her assigned area and property frequently but not routinely based on priority**
- C. Officers shall enforce state laws primarily on state owned and contract property, but upon encountering an accident, DUI, reckless driving, or any other hazard to public safety, the officer should act accordingly.**
- D. Officer shall use discretion in enforcing minor traffic infractions upon city streets or state highways.**
- E. Transporting of unauthorized persons in a patrol car is prohibited unless to accomplish a police function or at the direction of a supervisor. This includes off duty officers (especially in civilian clothes).**
- F. Officer shall complete a vehicle inspection check off form any time a vehicle is used for patrol or for any other purpose. (See attached form at end of this section)**
- G. Patrol vehicle shall be used for official business and law enforcement duties only.**
- H. Patrol vehicles should maintain the following standard issued equipment :**
 - 1. Emergency Lights**
 - 2. Infectious Control Kit**
 - 3. Fire Extinguisher**
 - 4. Jumper Cables**
 - 5. Lug wrench**
 - 6. Spare Tire/ Jack**
 - 7. First Aid Kit**
 - 8. 2-way Radio/ PA/ Siren**

Legislative Oversight Committee

Questions

DPS Policies and Activities

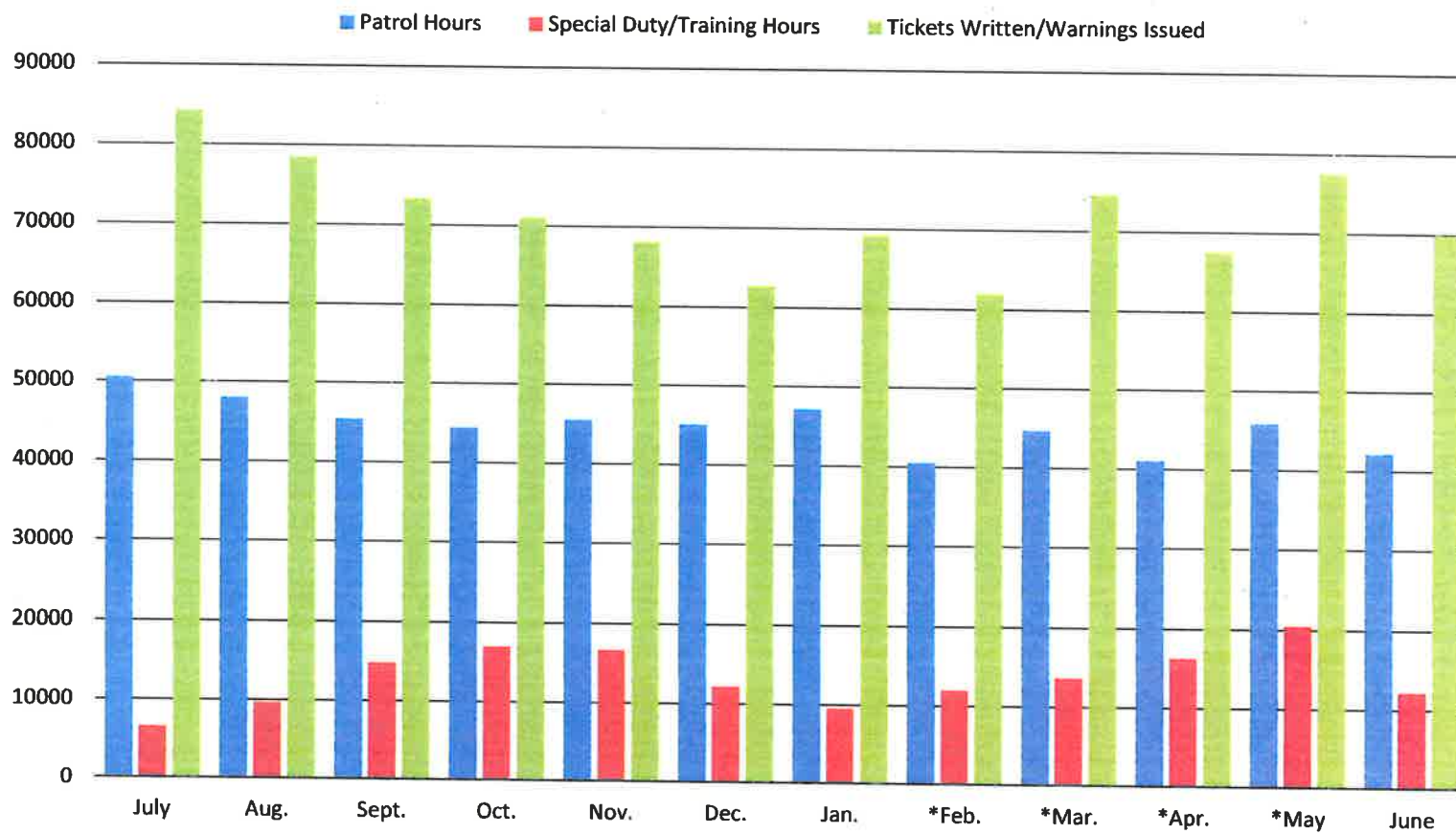
- The Subcommittee requests additional details about the training and events listed by the agency including the following for each:
 - Incident Plan with number of assigned troopers; and
 - Summary of trooper hours per activity, from the Activity Console, for all officers involved/impacted so the subcommittee can see the number of hours diverted from traffic enforcement to the event.

In response to the question concerning the impact of special assignments on the Highway Patrol's enforcement activity, please be advised of the following:

- The request involved the use of incident action plans (IAP's) for the purpose of determining numbers of personnel assigned to the previously identified special assignments. This proved problematic for these reasons:
 - IAP's are not used to document training assignments.
 - The IAP's used for special events and natural disasters were completed with varying degrees of specificity with some identifying personnel by name and others only identifying the assigned SCDPS division, which made it practically impossible to associate all assigned personnel with console data.
 - The IAP's were primarily used to assign supplemental personnel for both special events and disasters and did not fully account for all assigned personnel.
- Taking these limitations into account, the following methodology was employed:
 - Console data for patrol hours, special duty/training hours, and tickets/warnings issued was compiled for each month of the previously requested fiscal years: 2012-2013; 2013-2014; 2014-2015; and 2015-2016.
 - This data was translated to bar graphs that provide representations of the comparative impact of special assignments on both patrol hours and enforcement activity by both month and fiscal year.
 - The specifically identified special assignments were listed and assigned to the months during which they occurred.

The graphs and supporting console data are attached for review.

July 2012 - June 2013



* Active Shooter Response Training

**South Carolina Highway Patrol
Troop/Post Activity Audit Report**

For Dates: 7/1/2012 through 7/31/2012

All Troops - All Posts

Hourly Breakdown

Patrol:	50372.5
Meal:	702.5
Court:	2946.5
Accident:	13117.5
Follow Up:	645.5
Administrative:	25929
Supervisory:	5681
Safety Education:	50
Special Duty:	6025.5
Additonal Hours:	11
Training Hours:	496
Total Hours Worked:	106001
Total Rest Time:	95448
Annual Leave:	8209.5
Holiday Comp.:	5315.5
Sick Leave:	3457
Family Sick Leave:	558
Family Medical Leave:	464
Military Leave:	1170
Workers Comp.:	200
Leave Without Pay:	116
Other Leave:	1388.5
Total Leave Hours:	20878.5

Activity Breakdown

Miles Driven:	4195132
Motorist Assisted:	11054
Tickets Written:	47074
Warnings Issued:	37106
Warrants:	142
Collisions:	6126
Incidents:	0
Fatalities:	58
Public Contacts:	73314
Disposed Tickets:	46679
DUI Cases:	1326
Drug Cases:	193
Vehicle Searches:	952
Seat Belt Cases:	16917
Child Restraints:	476
Pedestrian Contacts:	686
Speeding - Tickets:	18290
Speeding - Warnings:	16284

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 8/1/2012 through 8/31/2012

All Troops - All Posts

Hourly Breakdown

Patrol:	47900
Meal:	747.5
Court:	3220
Accident:	14049
Follow Up:	753.5
Administrative:	27470.5
Supervisory:	5770
Safety Education:	145
Special Duty:	8629
Additonal Hours:	77
Training Hours:	1050.5
Total Hours Worked:	109813
Total Rest Time:	93726.5
Annual Leave:	8326
Holiday Comp.:	2478
Sick Leave:	3229
Family Sick Leave:	444
Family Medical Leave:	824
Military Leave:	1076
Workers Comp.:	316
Leave Without Pay:	72
Other Leave:	1203
Total Leave Hours:	17968

Activity Breakdown

Miles Driven:	2503353
Motorist Assisted:	11520
Tickets Written:	43222
Warnings Issued:	35291
Warrants:	136
Collisions:	6624
Incidents:	0
Fatalities:	40
Public Contacts:	68245
Disposed Tickets:	47848
DUI Cases:	1286
Drug Cases:	154
Vehicle Searches:	965
Seat Belt Cases:	15532
Child Restraints:	499
Pedestrian Contacts:	590
Speeding - Tickets:	16121
Speeding - Warnings:	15015

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 9/1/2012 through 9/30/2012

All Troops - All Posts

Hourly Breakdown

Patrol:	45313.5
Meal:	628.5
Court:	2634.5
Accident:	12740
Follow Up:	686.5
Administrative:	25998.5
Supervisory:	5519.5
Safety Education:	216
Special Duty:	14015
Additonal Hours:	164
Training Hours:	808.25
Total Hours Worked:	108724.25
Total Rest Time:	91691
Annual Leave:	4627
Holiday Comp.:	3151
Sick Leave:	3634
Family Sick Leave:	464
Family Medical Leave:	368
Military Leave:	612
Workers Comp.:	404
Leave Without Pay:	152
Other Leave:	1223.5
Total Leave Hours:	14635.5

Activity Breakdown

Miles Driven:	2715457
Motorist Assisted:	11161
Tickets Written:	40650
Warnings Issued:	32719
Warrants:	130
Collisions:	5936
Incidents:	0
Fatalities:	47
Public Contacts:	64290
Disposed Tickets:	41982
DUI Cases:	1194
Drug Cases:	125
Vehicle Searches:	812
Seat Belt Cases:	14281
Child Restraints:	417
Pedestrian Contacts:	620
Speeding - Tickets:	15614
Speeding - Warnings:	14020

**South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 10/1/2012 through 10/31/2012**

All Troops - All Posts

Hourly Breakdown

Patrol:	44384
Meal:	876
Court:	3195
Accident:	13752.5
Follow Up:	653.5
Administrative:	26732
Supervisory:	5883.5
Safety Education:	298
Special Duty:	16416.25
Additonal Hours:	97
Training Hours:	550
Total Hours Worked:	112837.75
Total Rest Time:	90544
Annual Leave:	7727
Holiday Comp.:	1896
Sick Leave:	2702
Family Sick Leave:	430
Family Medical Leave:	478
Military Leave:	752
Workers Comp.:	462
Leave Without Pay:	90
Other Leave:	1552.5
Total Leave Hours:	16089.5

Activity Breakdown

Miles Driven:	2189298
Motorist Assisted:	11622
Tickets Written:	38537
Warnings Issued:	32490
Warrants:	139
Collisions:	6505
Incidents:	0
Fatalities:	66
Public Contacts:	62205
Disposed Tickets:	45062
DUI Cases:	1150
Drug Cases:	127
Vehicle Searches:	814
Seat Belt Cases:	12927
Child Restraints:	380
Pedestrian Contacts:	700
Speeding - Tickets:	15152
Speeding - Warnings:	14469

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 11/1/2012 through 11/30/2012

All Troops - All Posts

Hourly Breakdown		Activity Breakdown	
Patrol:	45461	Miles Driven:	2149521
Meal:	681.25	Motorist Assisted:	10768
Court:	2635.5	Tickets Written:	37353
Accident:	13554	Warnings Issued:	30801
Follow Up:	679.5	Warrants:	128
Administrative:	25137	Collisions:	6393
Supervisory:	5339	Incidents:	0
Safety Education:	210.5	Fatalities:	61
Special Duty:	16408	Public Contacts:	59643
Additonal Hours:	95	Disposed Tickets:	36466
Training Hours:	300	DUI Cases:	1112
Total Hours Worked:	110500.75	Drug Cases:	180
Total Rest Time:	91677	Vehicle Searches:	805
Annual Leave:	5615	Seat Belt Cases:	11272
Holiday Comp.:	3640	Child Restraints:	349
Sick Leave:	3346.5	Pedestrian Contacts:	556
Family Sick Leave:	652	Speeding - Tickets:	16025
Family Medical Leave:	164	Speeding - Warnings:	13450
Military Leave:	444		
Workers Comp.:	278		
Leave Without Pay:	184		
Other Leave:	1564		
Total Leave Hours:	15887.5		

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 12/1/2012 through 12/31/2012

All Troops - All Posts

Hourly Breakdown		Activity Breakdown	
Patrol:	45046.75	Miles Driven:	2091248
Meal:	721	Motorist Assisted:	10145
Court:	1831.5	Tickets Written:	34960
Accident:	13591	Warnings Issued:	27712
Follow Up:	524	Warrants:	136
Administrative:	24975.5	Collisions:	6308
Supervisory:	5700.25	Incidents:	0
Safety Education:	64	Fatalities:	68
Special Duty:	11840	Public Contacts:	54652
Additonal Hours:	52.5	Disposed Tickets:	28672
Training Hours:	274.25	DUI Cases:	1198
Total Hours Worked:	104684.75	Drug Cases:	198
Total Rest Time:	98438.5	Vehicle Searches:	862
Annual Leave:	6457.5	Seat Belt Cases:	10219
Holiday Comp.:	7073	Child Restraints:	333
Sick Leave:	3665.5	Pedestrian Contacts:	483
Family Sick Leave:	524	Speeding - Tickets:	14604
Family Medical Leave:	176	Speeding - Warnings:	11745
Military Leave:	412		
Workers Comp.:	164		
Leave Without Pay:	334		
Other Leave:	2060.5		
Total Leave Hours:	20866.5		

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 1/1/2013 through 1/31/2013

All Troops - All Posts

Hourly Breakdown		Activity Breakdown	
Patrol:	47098	Miles Driven:	1988503
Meal:	954	Motorist Assisted:	11243
Court:	2898	Tickets Written:	37928
Accident:	11924	Warnings Issued:	31315
Follow Up:	582.5	Warrants:	167
Administrative:	28353	Collisions:	5731
Supervisory:	6146	Incidents:	0
Safety Education:	190	Fatalities:	38
Special Duty:	9389	Public Contacts:	60041
Additonal Hours:	6	Disposed Tickets:	42673
Training Hours:	171.25	DUI Cases:	1092
Total Hours Worked:	107711.75	Drug Cases:	164
Total Rest Time:	97461.5	Vehicle Searches:	823
Annual Leave:	1484	Seat Belt Cases:	12624
Holiday Comp.:	9586	Child Restraints:	347
Sick Leave:	2275	Pedestrian Contacts:	548
Family Sick Leave:	496	Speeding - Tickets:	15046
Family Medical Leave:	158	Speeding - Warnings:	13425
Military Leave:	916		
Workers Comp.:	366		
Leave Without Pay:	146		
Other Leave:	1902		
Total Leave Hours:	17329		

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 2/1/2013 through 2/28/2013

All Troops - All Posts

Hourly Breakdown

Patrol:	40507.5
Meal:	696
Court:	2524
Accident:	11885
Follow Up:	602.5
Administrative:	24259.5
Supervisory:	5192
Safety Education:	147.5
Special Duty:	11785
Additonal Hours:	5
Training Hours:	216
Total Hours Worked:	97820
Total Rest Time:	88507.5
Annual Leave:	1469.5
Holiday Comp.:	8193.5
Sick Leave:	2182.5
Family Sick Leave:	418
Family Medical Leave:	184
Military Leave:	348
Workers Comp.:	322
Leave Without Pay:	256
Other Leave:	1145
Total Leave Hours:	14518.5

Activity Breakdown

Miles Driven:	2281790
Motorist Assisted:	10874
Tickets Written:	34460
Warnings Issued:	27578
Warrants:	106
Collisions:	5717
Incidents:	0
Fatalities:	42
Public Contacts:	53983
Disposed Tickets:	35000
DUI Cases:	1096
Drug Cases:	175
Vehicle Searches:	740
Seat Belt Cases:	12203
Child Restraints:	334
Pedestrian Contacts:	598
Speeding - Tickets:	13025
Speeding - Warnings:	11439

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 3/1/2013 through 3/31/2013

All Troops - All Posts

Hourly Breakdown		Activity Breakdown	
Patrol:	44697.25	Miles Driven:	2309743
Meal:	716.5	Motorist Assisted:	12431
Court:	2800.5	Tickets Written:	42044
Accident:	12818.5	Warnings Issued:	32655
Follow Up:	564	Warrants:	129
Administrative:	26071	Collisions:	6341
Supervisory:	5368	Incidents:	0
Safety Education:	168	Fatalities:	42
Special Duty:	13284.5	Public Contacts:	65175
Additonal Hours:	3	Disposed Tickets:	39880
Training Hours:	368.5	DUI Cases:	1341
Total Hours Worked:	106859.75	Drug Cases:	234
Total Rest Time:	100098.5	Vehicle Searches:	977
Annual Leave:	2623	Seat Belt Cases:	15139
Holiday Comp.:	7318	Child Restraints:	392
Sick Leave:	3094	Pedestrian Contacts:	670
Family Sick Leave:	560	Speeding - Tickets:	15942
Family Medical Leave:	340	Speeding - Warnings:	13949
Military Leave:	764		
Workers Comp.:	184		
Leave Without Pay:	28		
Other Leave:	860.5		
Total Leave Hours:	15771.5		

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 4/1/2013 through 4/30/2013

All Troops - All Posts

Hourly Breakdown

Patrol:	41041.25
Meal:	785.5
Court:	2771.5
Accident:	13131
Follow Up:	582.5
Administrative:	24636
Supervisory:	4928
Safety Education:	349
Special Duty:	15518.75
Additional Hours:	0
Training Hours:	752.5
Total Hours Worked:	104496
Total Rest Time:	92331.5
Annual Leave:	4977.5
Holiday Comp.:	5626
Sick Leave:	2380
Family Sick Leave:	336
Family Medical Leave:	332
Military Leave:	584
Workers Comp.:	396
Leave Without Pay:	350
Other Leave:	806
Total Leave Hours:	15787.5

Activity Breakdown

Miles Driven:	2136167
Motorist Assisted:	11705
Tickets Written:	38292
Warnings Issued:	29246
Warrants:	148
Collisions:	6401
Incidents:	0
Fatalities:	46
Public Contacts:	59126
Disposed Tickets:	40367
DUI Cases:	1216
Drug Cases:	199
Vehicle Searches:	887
Seat Belt Cases:	14014
Child Restraints:	406
Pedestrian Contacts:	650
Speeding - Tickets:	14159
Speeding - Warnings:	12377

**South Carolina Highway Patrol
Troop/Post Activity Audit Report**

For Dates: 5/1/2013 through 5/31/2013

All Troops - All Posts

Hourly Breakdown

Patrol:	45864.5
Meal:	703
Court:	2479
Accident:	14015.5
Follow Up:	647
Administrative:	25283.75
Supervisory:	5417.5
Safety Education:	254
Special Duty:	20240
Additonal Hours:	3
Training Hours:	234.5
Total Hours Worked:	115141.75
Total Rest Time:	96422.5
Annual Leave:	3139.5
Holiday Comp.:	4151
Sick Leave:	1620.5
Family Sick Leave:	416
Family Medical Leave:	416
Military Leave:	534
Workers Comp.:	464
Leave Without Pay:	512
Other Leave:	1091
Total Leave Hours:	12344

Activity Breakdown

Miles Driven:	2530672
Motorist Assisted:	11489
Tickets Written:	44756
Warnings Issued:	32828
Warrants:	155
Collisions:	6784
Incidents:	0
Fatalities:	45
Public Contacts:	67746
Disposed Tickets:	39451
DUI Cases:	1256
Drug Cases:	205
Vehicle Searches:	957
Seat Belt Cases:	17090
Child Restraints:	478
Pedestrian Contacts:	1010
Speeding - Tickets:	16216
Speeding - Warnings:	12595

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 6/1/2013 through 6/30/2013

All Troops - All Posts

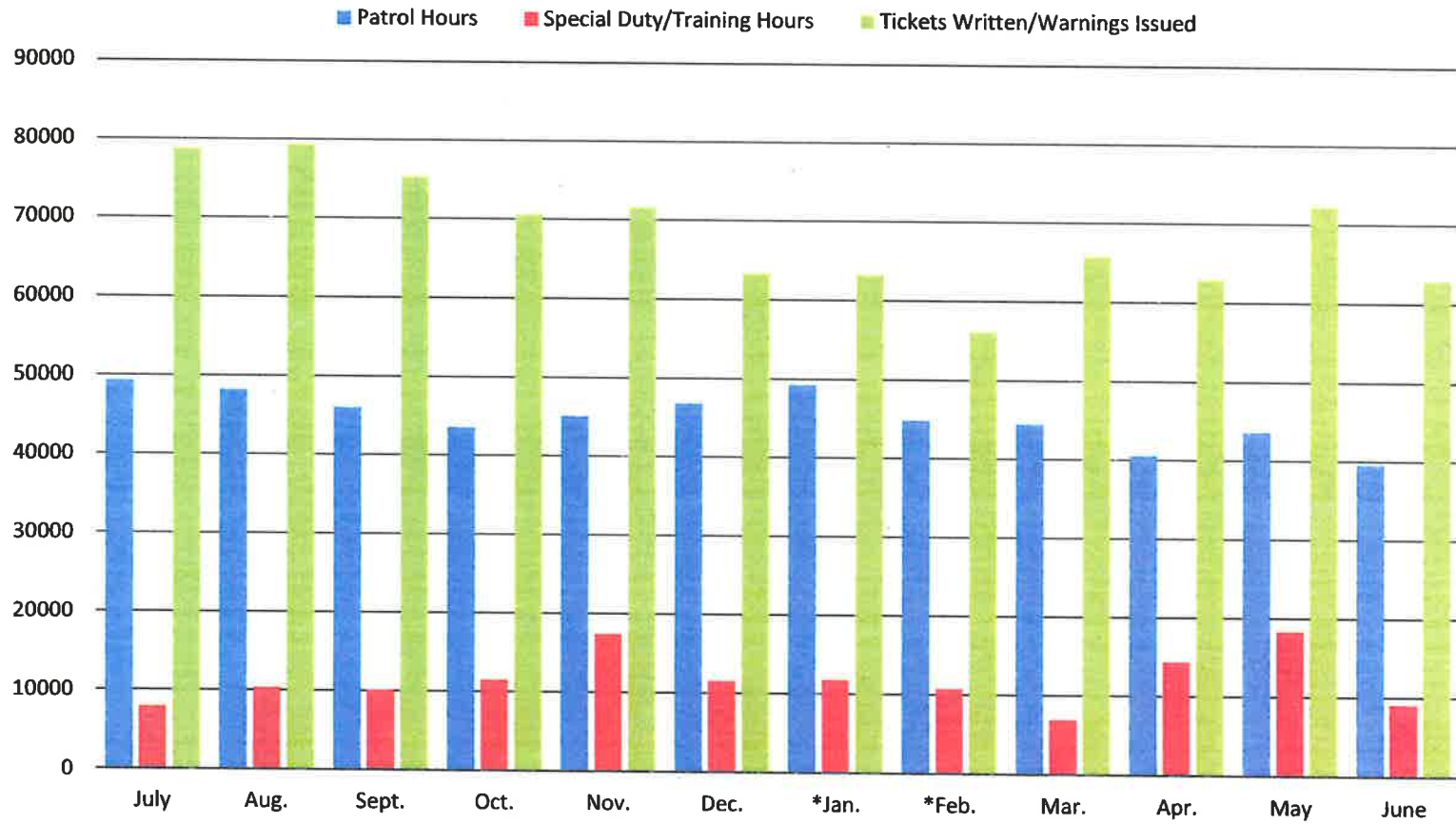
Hourly Breakdown

Patrol:	42171.25
Meal:	845
Court:	2778.25
Accident:	13564
Follow Up:	625
Administrative:	23783
Supervisory:	4750
Safety Education:	171.5
Special Duty:	11569
Additonal Hours:	7
Training Hours:	665
Total Hours Worked:	100929
Total Rest Time:	97239
Annual Leave:	7558
Holiday Comp.:	5032
Sick Leave:	1690
Family Sick Leave:	406
Family Medical Leave:	260
Military Leave:	450
Workers Comp.:	341
Leave Without Pay:	686
Other Leave:	1194
Total Leave Hours:	17617

Activity Breakdown

Miles Driven:	3282435
Motorist Assisted:	11293
Tickets Written:	40379
Warnings Issued:	29507
Warrants:	119
Collisions:	6492
Incidents:	0
Fatalities:	48
Public Contacts:	60805
Disposed Tickets:	38578
DUI Cases:	1232
Drug Cases:	168
Vehicle Searches:	770
Seat Belt Cases:	15670
Child Restraints:	393
Pedestrian Contacts:	904
Speeding - Tickets:	14593
Speeding - Warnings:	11840

July 2013 - June 2014



* 2014 Winter Storms

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 7/1/2013 through 7/31/2013

All Troops - All Posts

Hourly Breakdown

Patrol:	49316.5
Meal:	669.5
Court:	2852
Accident:	14112
Follow Up:	610.5
Administrative:	27208.5
Supervisory:	5299
Safety Education:	35
Special Duty:	7405.5
Additonal Hours:	6
Training Hours:	382
Total Hours Worked:	107908.5
Total Rest Time:	97958
Annual Leave:	8755
Holiday Comp.:	5137.5
Sick Leave:	1996
Family Sick Leave:	574
Family Medical Leave:	132
Military Leave:	142
Workers Comp.:	248
Leave Without Pay:	554
Other Leave:	1282
Total Leave Hours:	18820.5

Activity Breakdown

Miles Driven:	3467094
Motorist Assisted:	11259
Tickets Written:	44647
Warnings Issued:	34074
Warrants:	137
Collisions:	6812
Incidents:	0
Fatalities:	45
Public Contacts:	69074
Disposed Tickets:	47521
DUI Cases:	1289
Drug Cases:	171
Vehicle Searches:	895
Seat Belt Cases:	17555
Child Restraints:	439
Pedestrian Contacts:	1389
Speeding - Tickets:	15989
Speeding - Warnings:	12942

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 8/1/2013 through 8/31/2013

All Troops - All Posts

Hourly Breakdown

Patrol:	48237
Meal:	594
Court:	2901
Accident:	14421
Follow Up:	732
Administrative:	26976.5
Supervisory:	5840.5
Safety Education:	220
Special Duty:	10213
Additonal Hours:	19
Training Hours:	72
Total Hours Worked:	110226
Total Rest Time:	98378.5
Annual Leave:	7600
Holiday Comp.:	2010
Sick Leave:	2724
Family Sick Leave:	478
Family Medical Leave:	34
Military Leave:	368
Workers Comp.:	24
Leave Without Pay:	254
Other Leave:	724
Total Leave Hours:	14216

Activity Breakdown

Miles Driven:	2404406
Motorist Assisted:	12612
Tickets Written:	44683
Warnings Issued:	34590
Warrants:	130
Collisions:	6878
Incidents:	0
Fatalities:	52
Public Contacts:	69285
Disposed Tickets:	44731
DUI Cases:	1303
Drug Cases:	161
Vehicle Searches:	863
Seat Belt Cases:	17051
Child Restraints:	489
Pedestrian Contacts:	1213
Speeding - Tickets:	15981
Speeding - Warnings:	13197

South Carolina Highway Patrol Troop/Post Activity Audit Report

For Dates: 9/1/2013 through 9/30/2013

All Troops - All Posts

Hourly Breakdown

Patrol:	45986
Meal:	593.5
Court:	2612.5
Accident:	12848.5
Follow Up:	565
Administrative:	26753.5
Supervisory:	5625
Safety Education:	151.5
Special Duty:	9885
Additonal Hours:	13
Training Hours:	181
Total Hours Worked:	105214.5
Total Rest Time:	95587.5
Annual Leave:	4779.5
Holiday Comp.:	3079.5
Sick Leave:	2968.5
Family Sick Leave:	504
Family Medical Leave:	360
Military Leave:	620
Workers Comp.:	280
Leave Without Pay:	270
Other Leave:	818.5
Total Leave Hours:	13680

Activity Breakdown

Miles Driven:	2291166
Motorist Assisted:	11517
Tickets Written:	42226
Warnings Issued:	32996
Warrants:	124
Collisions:	6096
Incidents:	0
Fatalities:	58
Public Contacts:	65797
Disposed Tickets:	40765
DUI Cases:	1140
Drug Cases:	177
Vehicle Searches:	876
Seat Belt Cases:	15357
Child Restraints:	403
Pedestrian Contacts:	1071
Speeding - Tickets:	15919
Speeding - Warnings:	12563

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 10/1/2013 through 10/31/2013

All Troops - All Posts

Hourly Breakdown

Patrol:	43507.5
Meal:	647.5
Court:	3078
Accident:	13638.75
Follow Up:	663
Administrative:	26725.5
Supervisory:	5816
Safety Education:	175
Special Duty:	11308
Additonal Hours:	10
Training Hours:	134.5
Total Hours Worked:	105703.75
Total Rest Time:	96041.5
Annual Leave:	7854.5
Holiday Comp.:	1984
Sick Leave:	3329.5
Family Sick Leave:	520
Family Medical Leave:	484
Military Leave:	380
Workers Comp.:	488
Leave Without Pay:	462
Other Leave:	729
Total Leave Hours:	16231

Activity Breakdown

Miles Driven:	2737408
Motorist Assisted:	12071
Tickets Written:	39096
Warnings Issued:	31443
Warrants:	139
Collisions:	6961
Incidents:	0
Fatalities:	55
Public Contacts:	61423
Disposed Tickets:	49045
DUI Cases:	1185
Drug Cases:	176
Vehicle Searches:	814
Seat Belt Cases:	13363
Child Restraints:	369
Pedestrian Contacts:	1020
Speeding - Tickets:	15117
Speeding - Warnings:	11925

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 11/1/2013 through 11/30/2013

All Troops - All Posts

Hourly Breakdown

Patrol:	45108.828125
Meal:	496
Court:	2266.5
Accident:	14104
Follow Up:	592.5
Administrative:	24002.25
Supervisory:	5571.5
Safety Education:	147
Special Duty:	17343.5
Additonal Hours:	25
Training Hours:	63
Total Hours Worked:	109720.078125
Total Rest Time:	89401.5
Annual Leave:	5804
Holiday Comp.:	3189.5
Sick Leave:	2299
Family Sick Leave:	626
Family Medical Leave:	180
Military Leave:	376
Workers Comp.:	524
Leave Without Pay:	264
Other Leave:	1387.17004394531
Total Leave Hours:	14649.669921875

Activity Breakdown

Miles Driven:	2333846
Motorist Assisted:	10537
Tickets Written:	41454
Warnings Issued:	30086
Warrants:	150
Collisions:	7133
Incidents:	0
Fatalities:	41
Public Contacts:	62810
Disposed Tickets:	33144
DUI Cases:	1314
Drug Cases:	202
Vehicle Searches:	949
Seat Belt Cases:	12994
Child Restraints:	424
Pedestrian Contacts:	819
Speeding - Tickets:	17075
Speeding - Warnings:	11160

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 12/1/2013 through 12/31/2013

All Troops - All Posts

Hourly Breakdown

Patrol:	46824
Meal:	671.5
Court:	2191
Accident:	14286.5
Follow Up:	703
Administrative:	26328.5
Supervisory:	5503
Safety Education:	40
Special Duty:	11206.5
Additonal Hours:	19.5
Training Hours:	320
Total Hours Worked:	108111
Total Rest Time:	92422.5
Annual Leave:	6576.5
Holiday Comp.:	7214
Sick Leave:	2581
Family Sick Leave:	412
Family Medical Leave:	224
Military Leave:	340
Workers Comp.:	589
Leave Without Pay:	642
Other Leave:	1653
Total Leave Hours:	20231.5

Activity Breakdown

Miles Driven:	2453850
Motorist Assisted:	10548
Tickets Written:	37026
Warnings Issued:	26281
Warrants:	160
Collisions:	7100
Incidents:	0
Fatalities:	46
Public Contacts:	62001
Disposed Tickets:	36180
DUI Cases:	1144
Drug Cases:	185
Vehicle Searches:	858
Seat Belt Cases:	11067
Child Restraints:	425
Pedestrian Contacts:	39
Speeding - Tickets:	15375
Speeding - Warnings:	10335

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 1/1/2014 through 1/31/2014

All Troops - All Posts

Hourly Breakdown

Patrol:	49303
Meal:	548
Court:	2736
Accident:	13446.5
Follow Up:	675.5
Administrative:	27620.75
Supervisory:	5835
Safety Education:	77.5
Special Duty:	11676.5
Additonal Hours:	6
Training Hours:	108
Total Hours Worked:	112032.75
Total Rest Time:	95328
Annual Leave:	1774
Holiday Comp.:	9316
Sick Leave:	2791.5
Family Sick Leave:	474
Family Medical Leave:	620
Military Leave:	532
Workers Comp.:	440
Leave Without Pay:	420
Other Leave:	1030
Total Leave Hours:	17397.5

Activity Breakdown

Miles Driven:	2913474
Motorist Assisted:	13145
Tickets Written:	37891
Warnings Issued:	25363
Warrants:	114
Collisions:	5952
Incidents:	0
Fatalities:	40
Public Contacts:	56305
Disposed Tickets:	38158
DUI Cases:	1098
Drug Cases:	191
Vehicle Searches:	851
Seat Belt Cases:	12459
Child Restraints:	298
Pedestrian Contacts:	515
Speeding - Tickets:	14915
Speeding - Warnings:	9823

**South Carolina Highway Patrol
Troop/Post Activity Audit Report**

For Dates: 2/1/2014 through 2/28/2014

All Troops - All Posts

Hourly Breakdown

Patrol:	44855.5
Meal:	448
Court:	2424
Accident:	12200
Follow Up:	691
Administrative:	24395
Supervisory:	5520
Safety Education:	101
Special Duty:	10628
Additonal Hours:	28
Training Hours:	145.5
Total Hours Worked:	101436
Total Rest Time:	83298
Annual Leave:	1754
Holiday Comp.:	9110
Sick Leave:	2052
Family Sick Leave:	480
Family Medical Leave:	544
Military Leave:	736
Workers Comp.:	472
Leave Without Pay:	264
Other Leave:	947
Total Leave Hours:	16359

Activity Breakdown

Miles Driven:	1911369
Motorist Assisted:	11737
Tickets Written:	33746
Warnings Issued:	22389
Warrants:	126
Collisions:	5513
Incidents:	0
Fatalities:	47
Public Contacts:	48803
Disposed Tickets:	35005
DUI Cases:	1101
Drug Cases:	195
Vehicle Searches:	878
Seat Belt Cases:	11401
Child Restraints:	309
Pedestrian Contacts:	588
Speeding - Tickets:	12503
Speeding - Warnings:	8402

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 3/1/2014 through 3/31/2014

All Troops - All Posts

Hourly Breakdown

Patrol:	44453
Meal:	483.5
Court:	2804
Accident:	14184
Follow Up:	601.5
Administrative:	27214.5
Supervisory:	5518
Safety Education:	170.5
Special Duty:	6593.5
Additonal Hours:	3
Training Hours:	343
Total Hours Worked:	102368.5
Total Rest Time:	98293
Annual Leave:	2740
Holiday Comp.:	9004
Sick Leave:	2704
Family Sick Leave:	430
Family Medical Leave:	704
Military Leave:	776
Workers Comp.:	396
Leave Without Pay:	516
Other Leave:	1134.5
Total Leave Hours:	18404.5

Activity Breakdown

Miles Driven:	2300910
Motorist Assisted:	10932
Tickets Written:	39928
Warnings Issued:	25808
Warrants:	168
Collisions:	6675
Incidents:	0
Fatalities:	44
Public Contacts:	57105
Disposed Tickets:	44091
DUI Cases:	1318
Drug Cases:	250
Vehicle Searches:	963
Seat Belt Cases:	12822
Child Restraints:	392
Pedestrian Contacts:	643
Speeding - Tickets:	15537
Speeding - Warnings:	10052

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 4/1/2014 through 4/30/2014

All Troops - All Posts

Hourly Breakdown

Patrol:	40554.25
Meal:	484.5
Court:	2464.5
Accident:	13461.5
Follow Up:	600.5
Administrative:	24610.30078125
Supervisory:	5050
Safety Education:	144.5
Special Duty:	13348.5
Additonal Hours:	2
Training Hours:	1032
Total Hours Worked:	101752.546875
Total Rest Time:	90668
Annual Leave:	5000
Holiday Comp.:	4908
Sick Leave:	2852
Family Sick Leave:	506
Family Medical Leave:	712
Military Leave:	1016
Workers Comp.:	357
Leave Without Pay:	520
Other Leave:	1708.40002441406
Total Leave Hours:	17579.400390625

Activity Breakdown

Miles Driven:	2176719
Motorist Assisted:	10930
Tickets Written:	37939
Warnings Issued:	25016
Warrants:	103
Collisions:	6406
Incidents:	0
Fatalities:	39
Public Contacts:	54507
Disposed Tickets:	38194
DUI Cases:	1147
Drug Cases:	198
Vehicle Searches:	832
Seat Belt Cases:	12886
Child Restraints:	374
Pedestrian Contacts:	884
Speeding - Tickets:	14955
Speeding - Warnings:	9529

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 5/1/2014 through 5/31/2014

All Troops - All Posts

Hourly Breakdown

Patrol:	43600.5
Meal:	458
Court:	2170
Accident:	14526
Follow Up:	604.5
Administrative:	24755
Supervisory:	5179.5
Safety Education:	106
Special Duty:	17969
Additonal Hours:	16
Training Hours:	332.5
Total Hours Worked:	109717
Total Rest Time:	93696
Annual Leave:	2718
Holiday Comp.:	3675.5
Sick Leave:	3073
Family Sick Leave:	510
Family Medical Leave:	468
Military Leave:	584
Workers Comp.:	86
Leave Without Pay:	804
Other Leave:	1445
Total Leave Hours:	13363.5

Activity Breakdown

Miles Driven:	2204007
Motorist Assisted:	10849
Tickets Written:	42882
Warnings Issued:	29348
Warrants:	153
Collisions:	6986
Incidents:	0
Fatalities:	46
Public Contacts:	62888
Disposed Tickets:	36294
DUI Cases:	1191
Drug Cases:	236
Vehicle Searches:	870
Seat Belt Cases:	13886
Child Restraints:	454
Pedestrian Contacts:	1104
Speeding - Tickets:	17396
Speeding - Warnings:	11503

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 6/1/2014 through 6/30/2014

All Troops - All Posts

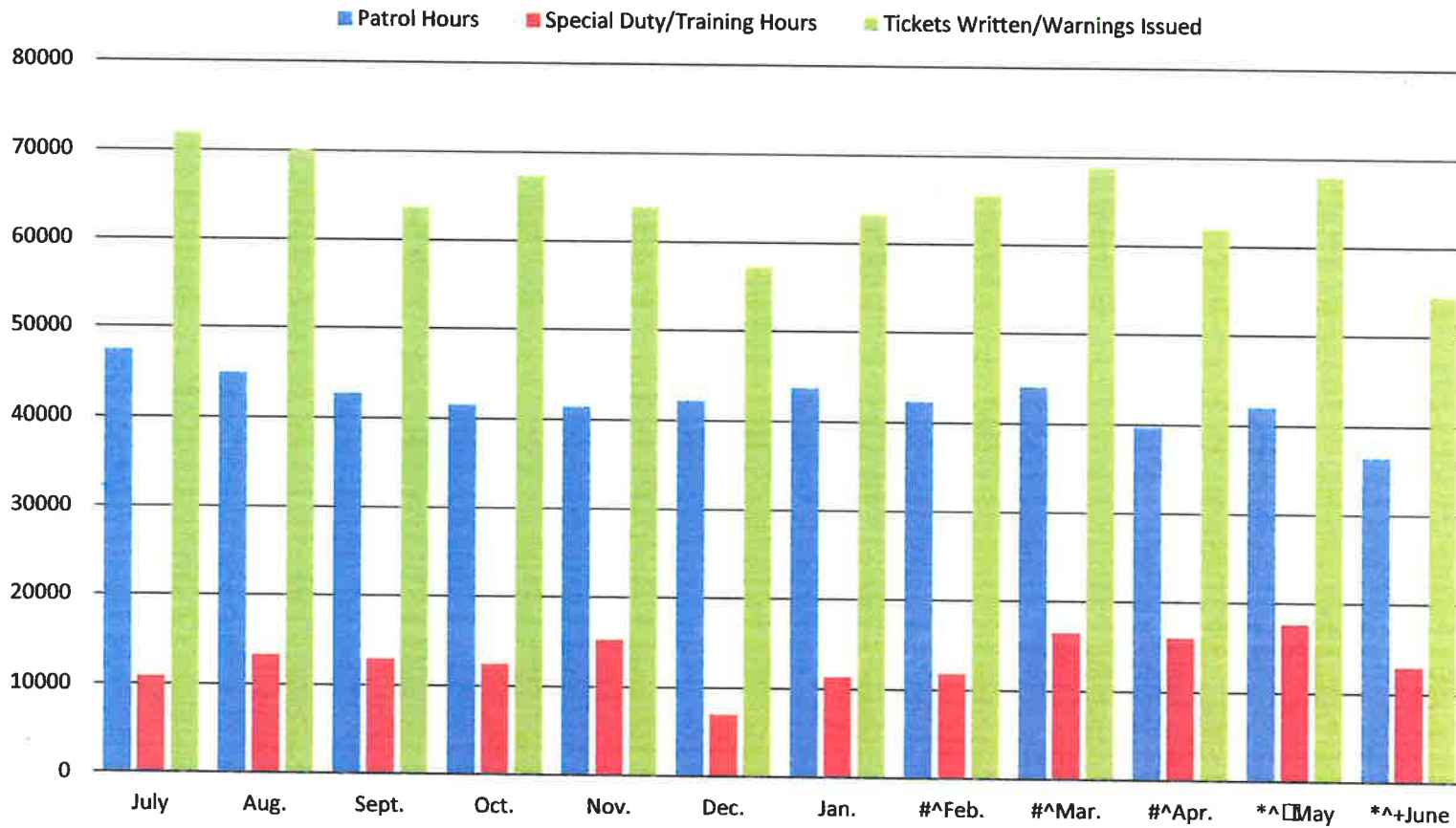
Hourly Breakdown

Patrol:	39559.5
Meal:	509.5
Court:	2707.5
Accident:	13627.5
Follow Up:	588.5
Administrative:	24621
Supervisory:	4963
Safety Education:	31
Special Duty:	8856
Additonal Hours:	1
Training Hours:	161
Total Hours Worked:	95625.5
Total Rest Time:	93760
Annual Leave:	7138
Holiday Comp.:	5652
Sick Leave:	2000
Family Sick Leave:	360
Family Medical Leave:	612
Military Leave:	1020
Workers Comp.:	160
Leave Without Pay:	544
Other Leave:	1636.5
Total Leave Hours:	19122.5

Activity Breakdown

Miles Driven:	2532169
Motorist Assisted:	10803
Tickets Written:	37163
Warnings Issued:	25810
Warrants:	109
Collisions:	6524
Incidents:	0
Fatalities:	56
Public Contacts:	54650
Disposed Tickets:	44038
DUI Cases:	1085
Drug Cases:	177
Vehicle Searches:	746
Seat Belt Cases:	12450
Child Restraints:	397
Pedestrian Contacts:	915
Speeding - Tickets:	14582
Speeding - Warnings:	10006

July 2014 - June 2015



* PIT Training
 # CERT Training Phase I
 ^ Cultural Professionalism

+ Emmanuel 9 (Funerals and Protests)
 □ Memorial Day Bike Fest

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 7/1/2014 through 7/31/2014

All Troops - All Posts

Hourly Breakdown

Patrol:	47384.25
Meal:	494
Court:	2652
Accident:	13861
Follow Up:	632.5
Administrative:	26941
Supervisory:	5450
Safety Education:	32
Special Duty:	10546.25
Additonal Hours:	2
Training Hours:	232
Total Hours Worked:	108253
Total Rest Time:	98499
Annual Leave:	7962
Holiday Comp.:	5216
Sick Leave:	2562.5
Family Sick Leave:	354
Family Medical Leave:	264
Military Leave:	810
Workers Comp.:	102
Leave Without Pay:	566
Other Leave:	2277.5
Total Leave Hours:	20114

Activity Breakdown

Miles Driven:	2192393
Motorist Assisted:	10461
Tickets Written:	42645
Warnings Issued:	29233
Warrants:	116
Collisions:	6417
Incidents:	0
Fatalities:	47
Public Contacts:	62924
Disposed Tickets:	41119
DUI Cases:	1229
Drug Cases:	192
Vehicle Searches:	865
Seat Belt Cases:	13409
Child Restraints:	437
Pedestrian Contacts:	1011
Speeding - Tickets:	18207
Speeding - Warnings:	11113

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 8/1/2014 through 8/31/2014

All Troops - All Posts

Hourly Breakdown

Patrol:	44875
Meal:	537
Court:	2636.5
Accident:	14266
Follow Up:	712
Administrative:	26648.5
Supervisory:	5583.5
Safety Education:	108.5
Special Duty:	13255.5
Additonal Hours:	21
Training Hours:	1
Total Hours Worked:	108644.5
Total Rest Time:	100190
Annual Leave:	7074
Holiday Comp.:	2504
Sick Leave:	2188
Family Sick Leave:	266
Family Medical Leave:	316
Military Leave:	536
Workers Comp.:	215
Leave Without Pay:	304
Other Leave:	1204.5
Total Leave Hours:	14607.5

Activity Breakdown

Miles Driven:	2113664
Motorist Assisted:	12192
Tickets Written:	40505
Warnings Issued:	29549
Warrants:	123
Collisions:	6675
Incidents:	0
Fatalities:	47
Public Contacts:	60900
Disposed Tickets:	40394
DUI Cases:	1256
Drug Cases:	220
Vehicle Searches:	942
Seat Belt Cases:	13605
Child Restraints:	421
Pedestrian Contacts:	1075
Speeding - Tickets:	15680
Speeding - Warnings:	11491

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 9/1/2014 through 9/30/2014

All Troops - All Posts

Hourly Breakdown

Patrol:	42668.5
Meal:	498.5
Court:	2747.5
Accident:	13652.5
Follow Up:	695.5
Administrative:	26844
Supervisory:	5576
Safety Education:	146
Special Duty:	12623.5
Additonal Hours:	15
Training Hours:	307
Total Hours Worked:	105774
Total Rest Time:	93790
Annual Leave:	4860
Holiday Comp.:	3644
Sick Leave:	2479
Family Sick Leave:	470
Family Medical Leave:	344
Military Leave:	428
Workers Comp.:	104
Leave Without Pay:	88
Other Leave:	1498
Total Leave Hours:	13915

Activity Breakdown

Miles Driven:	1931448
Motorist Assisted:	11338
Tickets Written:	36198
Warnings Issued:	27541
Warrants:	129
Collisions:	6475
Incidents:	0
Fatalities:	49
Public Contacts:	55794
Disposed Tickets:	40382
DUI Cases:	1115
Drug Cases:	177
Vehicle Searches:	735
Seat Belt Cases:	11439
Child Restraints:	331
Pedestrian Contacts:	961
Speeding - Tickets:	14881
Speeding - Warnings:	10880

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 10/1/2014 through 10/31/2014

All Troops - All Posts

Hourly Breakdown

Patrol:	41466.75
Meal:	474.5
Court:	2760.5
Accident:	16133
Follow Up:	676
Administrative:	26681.5
Supervisory:	5594.5
Safety Education:	173.5
Special Duty:	12400
Additonal Hours:	2
Training Hours:	37
Total Hours Worked:	106399.25
Total Rest Time:	96072
Annual Leave:	8032.5
Holiday Comp.:	2054
Sick Leave:	1942
Family Sick Leave:	490
Family Medical Leave:	528
Military Leave:	268
Workers Comp.:	208
Leave Without Pay:	56
Other Leave:	1504
Total Leave Hours:	15082.5

Activity Breakdown

Miles Driven:	2133098
Motorist Assisted:	11982
Tickets Written:	38604
Warnings Issued:	28735
Warrants:	116
Collisions:	7638
Incidents:	0
Fatalities:	71
Public Contacts:	59156
Disposed Tickets:	39724
DUI Cases:	1149
Drug Cases:	190
Vehicle Searches:	792
Seat Belt Cases:	11464
Child Restraints:	373
Pedestrian Contacts:	1044
Speeding - Tickets:	16333
Speeding - Warnings:	11794

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 11/1/2014 through 11/30/2014

All Troops - All Posts

Hourly Breakdown

Patrol:	41393.5
Meal:	933
Court:	2156
Accident:	14779
Follow Up:	799
Administrative:	24791.5
Supervisory:	5388.5
Safety Education:	126
Special Duty:	15082
Additonal Hours:	5
Training Hours:	179.5
Total Hours Worked:	105633
Total Rest Time:	94622
Annual Leave:	6734
Holiday Comp.:	3776
Sick Leave:	2219
Family Sick Leave:	374
Family Medical Leave:	368
Military Leave:	644
Workers Comp.:	502
Leave Without Pay:	356
Other Leave:	1465.5
Total Leave Hours:	16438.5

Activity Breakdown

Miles Driven:	3007904
Motorist Assisted:	10567
Tickets Written:	37399
Warnings Issued:	26505
Warrants:	109
Collisions:	7017
Incidents:	0
Fatalities:	43
Public Contacts:	55969
Disposed Tickets:	34119
DUI Cases:	1189
Drug Cases:	207
Vehicle Searches:	768
Seat Belt Cases:	10429
Child Restraints:	323
Pedestrian Contacts:	980
Speeding - Tickets:	16597
Speeding - Warnings:	10034

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 12/1/2014 through 12/31/2014

All Troops - All Posts

Hourly Breakdown

Patrol:	42151.25
Meal:	531
Court:	2027
Accident:	15296
Follow Up:	669.5
Administrative:	27011.220703125
Supervisory:	5891
Safety Education:	60
Special Duty:	6871.25
Additonal Hours:	0
Training Hours:	105.5
Total Hours Worked:	100621.71875
Total Rest Time:	95472
Annual Leave:	7405.27978515625
Holiday Comp.:	7368
Sick Leave:	2980
Family Sick Leave:	274
Family Medical Leave:	228
Military Leave:	612
Workers Comp.:	436
Leave Without Pay:	216
Other Leave:	1737
Total Leave Hours:	21256.279296875

Activity Breakdown

Miles Driven:	2106582
Motorist Assisted:	11517
Tickets Written:	32887
Warnings Issued:	24332
Warrants:	114
Collisions:	7271
Incidents:	0
Fatalities:	57
Public Contacts:	49943
Disposed Tickets:	33309
DUI Cases:	1091
Drug Cases:	170
Vehicle Searches:	736
Seat Belt Cases:	8723
Child Restraints:	251
Pedestrian Contacts:	849
Speeding - Tickets:	14229
Speeding - Warnings:	9364

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 1/1/2015 through 1/31/2015

All Troops - All Posts

Hourly Breakdown

Patrol:	43691
Meal:	518
Court:	2586.5
Accident:	13875
Follow Up:	604.5
Administrative:	28068.5
Supervisory:	6095.5
Safety Education:	88
Special Duty:	11028.5
Additonal Hours:	6.5
Training Hours:	278.5
Total Hours Worked:	106848.5
Total Rest Time:	97996
Annual Leave:	1382
Holiday Comp.:	9562
Sick Leave:	2162
Family Sick Leave:	474
Family Medical Leave:	338
Military Leave:	904
Workers Comp.:	553
Leave Without Pay:	178
Other Leave:	1398
Total Leave Hours:	16951

Activity Breakdown

Miles Driven:	2047185
Motorist Assisted:	11759
Tickets Written:	36265
Warnings Issued:	26994
Warrants:	130
Collisions:	6501
Incidents:	0
Fatalities:	50
Public Contacts:	55160
Disposed Tickets:	38001
DUI Cases:	1141
Drug Cases:	180
Vehicle Searches:	913
Seat Belt Cases:	10517
Child Restraints:	281
Pedestrian Contacts:	853
Speeding - Tickets:	15237
Speeding - Warnings:	9989

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 2/1/2015 through 2/28/2015

All Troops - All Posts

Hourly Breakdown

Patrol:	42320.5
Meal:	478.5
Court:	2215.5
Accident:	13318
Follow Up:	626
Administrative:	25787.75
Supervisory:	5545.5
Safety Education:	234
Special Duty:	11283.5
Additonal Hours:	48
Training Hours:	522
Total Hours Worked:	102379.25
Total Rest Time:	80864
Annual Leave:	1502
Holiday Comp.:	7778
Sick Leave:	1874
Family Sick Leave:	610
Family Medical Leave:	614
Military Leave:	752
Workers Comp.:	592
Leave Without Pay:	392
Other Leave:	1626.5
Total Leave Hours:	15740.5

Activity Breakdown

Miles Driven:	2499975
Motorist Assisted:	10079
Tickets Written:	39161
Warnings Issued:	26374
Warrants:	128
Collisions:	6270
Incidents:	0
Fatalities:	48
Public Contacts:	56567
Disposed Tickets:	34644
DUI Cases:	1078
Drug Cases:	224
Vehicle Searches:	842
Seat Belt Cases:	12117
Child Restraints:	305
Pedestrian Contacts:	792
Speeding - Tickets:	16790
Speeding - Warnings:	9936

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 3/1/2015 through 3/31/2015

All Troops - All Posts

Hourly Breakdown

Patrol:	44033.5
Meal:	510.75
Court:	2587
Accident:	15049.5
Follow Up:	656.5
Administrative:	28280.5
Supervisory:	5813.5
Safety Education:	304
Special Duty:	15872.5
Additonal Hours:	70
Training Hours:	668
Total Hours Worked:	113845.75
Total Rest Time:	87620
Annual Leave:	1649
Holiday Comp.:	5640
Sick Leave:	2078
Family Sick Leave:	494
Family Medical Leave:	624
Military Leave:	1408
Workers Comp.:	762
Leave Without Pay:	444
Other Leave:	1393
Total Leave Hours:	14492

Activity Breakdown

Miles Driven:	2025371
Motorist Assisted:	10927
Tickets Written:	40998
Warnings Issued:	27916
Warrants:	131
Collisions:	7174
Incidents:	0
Fatalities:	56
Public Contacts:	59548
Disposed Tickets:	42749
DUI Cases:	1157
Drug Cases:	222
Vehicle Searches:	919
Seat Belt Cases:	12533
Child Restraints:	368
Pedestrian Contacts:	885
Speeding - Tickets:	17719
Speeding - Warnings:	10356

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 4/1/2015 through 4/30/2015

All Troops - All Posts

Hourly Breakdown

Patrol:	39753
Meal:	460.5
Court:	2502.5
Accident:	14881.5
Follow Up:	645
Administrative:	26281.25
Supervisory:	5223.5
Safety Education:	374.5
Special Duty:	14753.5
Additonal Hours:	72
Training Hours:	1321.5
Total Hours Worked:	106268.75
Total Rest Time:	84105
Annual Leave:	4567
Holiday Comp.:	4850
Sick Leave:	1825
Family Sick Leave:	530
Family Medical Leave:	164
Military Leave:	860
Workers Comp.:	512
Leave Without Pay:	496
Other Leave:	1641.5
Total Leave Hours:	15445.5

Activity Breakdown

Miles Driven:	2090399
Motorist Assisted:	10899
Tickets Written:	36696
Warnings Issued:	25220
Warrants:	123
Collisions:	7286
Incidents:	0
Fatalities:	60
Public Contacts:	53374
Disposed Tickets:	39444
DUI Cases:	1044
Drug Cases:	183
Vehicle Searches:	787
Seat Belt Cases:	10865
Child Restraints:	332
Pedestrian Contacts:	878
Speeding - Tickets:	16034
Speeding - Warnings:	9544

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 5/1/2015 through 5/31/2015

All Troops - All Posts

Hourly Breakdown

Patrol:	41946.75
Meal:	472.5
Court:	2211.25
Accident:	15517.25
Follow Up:	591
Administrative:	25142.5
Supervisory:	5374.5
Safety Education:	302
Special Duty:	17000.25
Additonal Hours:	35
Training Hours:	678
Total Hours Worked:	109271
Total Rest Time:	89350
Annual Leave:	3114
Holiday Comp.:	4072
Sick Leave:	2303
Family Sick Leave:	502
Family Medical Leave:	492
Military Leave:	784
Workers Comp.:	368
Leave Without Pay:	516
Other Leave:	1246
Total Leave Hours:	13397

Activity Breakdown

Miles Driven:	3565899
Motorist Assisted:	9926
Tickets Written:	40294
Warnings Issued:	27608
Warrants:	137
Collisions:	7485
Incidents:	0
Fatalities:	56
Public Contacts:	58930
Disposed Tickets:	36950
DUI Cases:	1072
Drug Cases:	174
Vehicle Searches:	794
Seat Belt Cases:	12652
Child Restraints:	359
Pedestrian Contacts:	1028
Speeding - Tickets:	16658
Speeding - Warnings:	11010

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 6/1/2015 through 6/30/2015

All Troops - All Posts

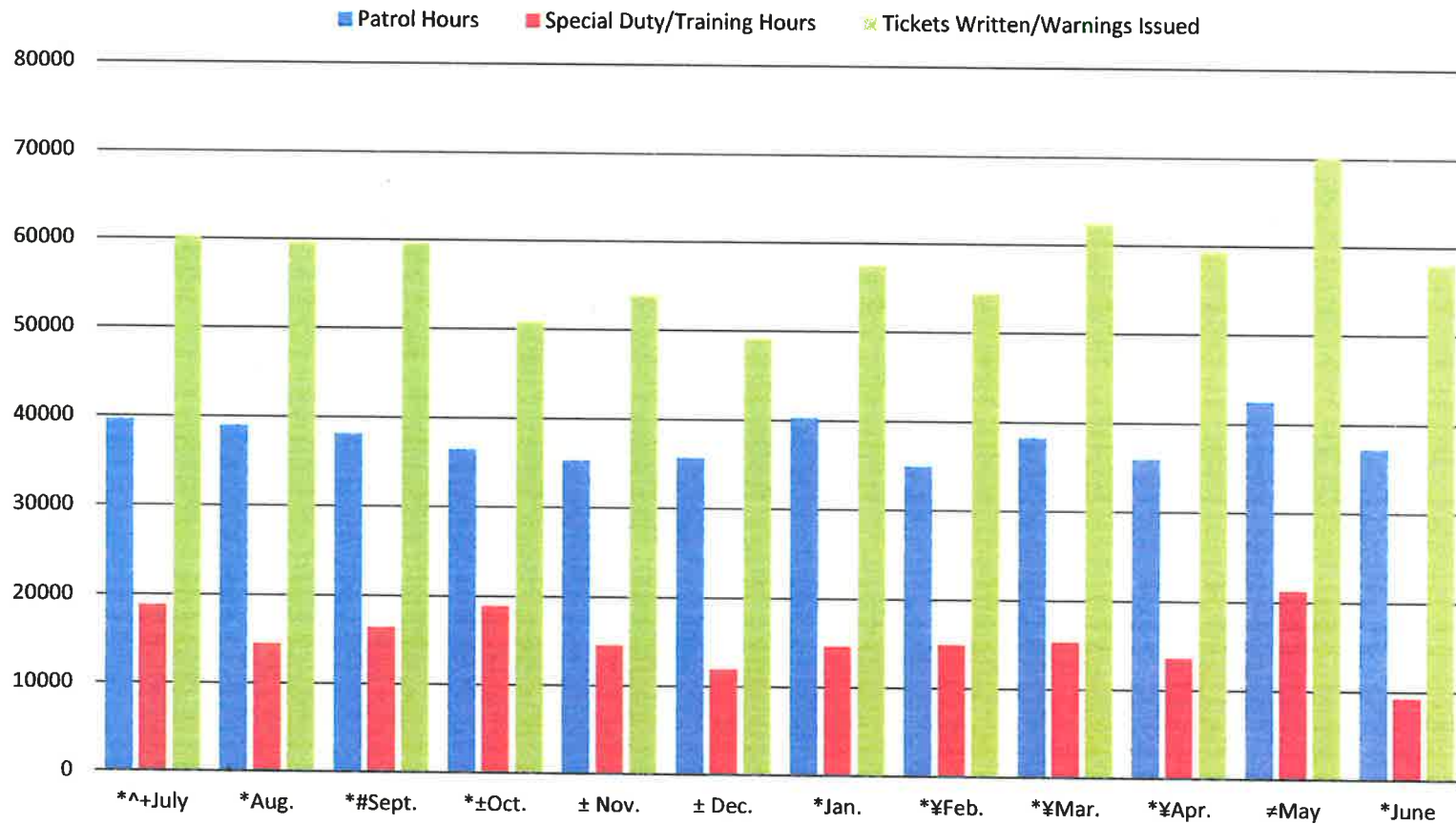
Hourly Breakdown

Patrol:	36459.5
Meal:	461.5
Court:	2438
Accident:	14925
Follow Up:	578.5
Administrative:	25328.5
Supervisory:	4906.5
Safety Education:	218.5
Special Duty:	12563.25
Additonal Hours:	6
Training Hours:	358.5
Total Hours Worked:	98243.75
Total Rest Time:	89259
Annual Leave:	7139
Holiday Comp.:	6128
Sick Leave:	2709
Family Sick Leave:	282
Family Medical Leave:	600
Military Leave:	620
Workers Comp.:	668
Leave Without Pay:	488
Other Leave:	1756
Total Leave Hours:	20390

Activity Breakdown

Miles Driven:	2405875
Motorist Assisted:	10019
Tickets Written:	32216
Warnings Issued:	22271
Warrants:	116
Collisions:	7073
Incidents:	0
Fatalities:	60
Public Contacts:	46745
Disposed Tickets:	38966
DUI Cases:	947
Drug Cases:	135
Vehicle Searches:	675
Seat Belt Cases:	10232
Child Restraints:	302
Pedestrian Contacts:	847
Speeding - Tickets:	13043
Speeding - Warnings:	8946

July 2015 - June 2016



* PIT Training

CERT Training Phase I

^ Confederate Flag Removal

+ KKK Rally/Black Panther Counter Protest

± Statewide Flooding/DSNAP Distribution

¥ Active Shooter Response/CERT Phase II Training

≠ Memorial Day Bike Fest

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 7/1/2015 through 7/31/2015

All Troops - All Posts

Hourly Breakdown

Patrol:	39612.75
Meal:	512
Court:	2502.5
Accident:	15027.5
Follow Up:	775.5
Administrative:	25675
Supervisory:	5109
Safety Education:	96
Special Duty:	18450.5
Additonal Hours:	24.5
Training Hours:	347
Total Hours Worked:	108153.25
Total Rest Time:	94517
Annual Leave:	7421
Holiday Comp.:	4219.5
Sick Leave:	2487.5
Family Sick Leave:	340
Family Medical Leave:	672
Military Leave:	580
Workers Comp.:	532
Leave Without Pay:	416
Other Leave:	1096
Total Leave Hours:	17764

Activity Breakdown

Miles Driven:	2357454
Motorist Assisted:	11617
Tickets Written:	35792
Warnings Issued:	24386
Warrants:	130
Collisions:	7089
Incidents:	0
Fatalities:	69
Public Contacts:	51835
Disposed Tickets:	36989
DUI Cases:	1011
Drug Cases:	177
Vehicle Searches:	773
Seat Belt Cases:	11375
Child Restraints:	335
Pedestrian Contacts:	811
Speeding - Tickets:	14517
Speeding - Warnings:	9346

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 8/1/2015 through 8/31/2015

All Troops - All Posts

Hourly Breakdown

Patrol:	38967.75
Meal:	482.5
Court:	2517.5
Accident:	15783
Follow Up:	783
Administrative:	26252.5
Supervisory:	5390.5
Safety Education:	116.5
Special Duty:	14176.5
Additonal Hours:	1
Training Hours:	272
Total Hours Worked:	104742.75
Total Rest Time:	95688
Annual Leave:	7549
Holiday Comp.:	2372
Sick Leave:	2450.5
Family Sick Leave:	312
Family Medical Leave:	48
Military Leave:	1324
Workers Comp.:	370
Leave Without Pay:	620
Other Leave:	1059
Total Leave Hours:	16104.5

Activity Breakdown

Miles Driven:	2024163
Motorist Assisted:	10738
Tickets Written:	35307
Warnings Issued:	24265
Warrants:	151
Collisions:	7637
Incidents:	0
Fatalities:	60
Public Contacts:	51275
Disposed Tickets:	34505
DUI Cases:	1092
Drug Cases:	155
Vehicle Searches:	727
Seat Belt Cases:	10628
Child Restraints:	352
Pedestrian Contacts:	792
Speeding - Tickets:	14744
Speeding - Warnings:	9327

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 9/1/2015 through 9/30/2015

All Troops - All Posts

Hourly Breakdown

Patrol:	38104
Meal:	471.5
Court:	2403
Accident:	15802.5
Follow Up:	601
Administrative:	25624
Supervisory:	5247
Safety Education:	103.5
Special Duty:	16265.25
Additonal Hours:	0
Training Hours:	162
Total Hours Worked:	104783.75
Total Rest Time:	88890
Annual Leave:	4302
Holiday Comp.:	2910
Sick Leave:	2959.5
Family Sick Leave:	548
Family Medical Leave:	96
Military Leave:	576
Workers Comp.:	456
Leave Without Pay:	600
Other Leave:	1041.5
Total Leave Hours:	13489

Activity Breakdown

Miles Driven:	2305703
Motorist Assisted:	10706
Tickets Written:	35140
Warnings Issued:	24395
Warrants:	135
Collisions:	7680
Incidents:	0
Fatalities:	53
Public Contacts:	51112
Disposed Tickets:	34428
DUI Cases:	960
Drug Cases:	172
Vehicle Searches:	715
Seat Belt Cases:	10171
Child Restraints:	268
Pedestrian Contacts:	737
Speeding - Tickets:	14960
Speeding - Warnings:	9746

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 10/1/2015 through 10/31/2015

All Troops - All Posts

Hourly Breakdown

Patrol:	36411.5
Meal:	440
Court:	2263.75
Accident:	18285
Follow Up:	760.5
Administrative:	25255
Supervisory:	5447
Safety Education:	114.5
Special Duty:	18711.25
Additonal Hours:	15
Training Hours:	163.5
Total Hours Worked:	107867
Total Rest Time:	91102
Annual Leave:	6915
Holiday Comp.:	2048
Sick Leave:	2797
Family Sick Leave:	512
Family Medical Leave:	216
Military Leave:	792
Workers Comp.:	381
Leave Without Pay:	472
Other Leave:	1249
Total Leave Hours:	15382

Activity Breakdown

Miles Driven:	2002670
Motorist Assisted:	11182
Tickets Written:	30644
Warnings Issued:	20172
Warrants:	117
Collisions:	8818
Incidents:	0
Fatalities:	86
Public Contacts:	43493
Disposed Tickets:	34108
DUI Cases:	975
Drug Cases:	143
Vehicle Searches:	680
Seat Belt Cases:	7631
Child Restraints:	237
Pedestrian Contacts:	650
Speeding - Tickets:	13359
Speeding - Warnings:	7396

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 11/1/2015 through 11/30/2015

All Troops - All Posts

Hourly Breakdown

Patrol:	35286.5
Meal:	411
Court:	2170.5
Accident:	16834
Follow Up:	691.5
Administrative:	24714.5
Supervisory:	4749.5
Safety Education:	57.5
Special Duty:	14430.5
Additonal Hours:	0
Training Hours:	134.5
Total Hours Worked:	99480
Total Rest Time:	89230.5
Annual Leave:	5998.5
Holiday Comp.:	4312.5
Sick Leave:	3247.5
Family Sick Leave:	460
Family Medical Leave:	244
Military Leave:	564
Workers Comp.:	424
Leave Without Pay:	400
Other Leave:	1460.5
Total Leave Hours:	17111

Activity Breakdown

Miles Driven:	2701941
Motorist Assisted:	9912
Tickets Written:	32743
Warnings Issued:	21136
Warrants:	116
Collisions:	8338
Incidents:	0
Fatalities:	56
Public Contacts:	46282
Disposed Tickets:	29447
DUI Cases:	994
Drug Cases:	173
Vehicle Searches:	703
Seat Belt Cases:	7830
Child Restraints:	254
Pedestrian Contacts:	629
Speeding - Tickets:	15011
Speeding - Warnings:	7736

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 12/1/2015 through 12/31/2015

All Troops - All Posts

Hourly Breakdown

Patrol:	35667.25
Meal:	429.5
Court:	1824
Accident:	17554.25
Follow Up:	749
Administrative:	25785
Supervisory:	5404.5
Safety Education:	16
Special Duty:	11655
Additonal Hours:	2
Training Hours:	338.5
Total Hours Worked:	99431
Total Rest Time:	93341.5
Annual Leave:	7637
Holiday Comp.:	7036
Sick Leave:	3521
Family Sick Leave:	702
Family Medical Leave:	748
Military Leave:	592
Workers Comp.:	408
Leave Without Pay:	486
Other Leave:	1698
Total Leave Hours:	22828

Activity Breakdown

Miles Driven:	2168278
Motorist Assisted:	10316
Tickets Written:	29291
Warnings Issued:	19785
Warrants:	142
Collisions:	8398
Incidents:	0
Fatalities:	51
Public Contacts:	42056
Disposed Tickets:	28657
DUI Cases:	1055
Drug Cases:	179
Vehicle Searches:	698
Seat Belt Cases:	7007
Child Restraints:	215
Pedestrian Contacts:	617
Speeding - Tickets:	12771
Speeding - Warnings:	7272

**South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 1/1/2016 through 1/31/2016**

All Troops - All Posts

Hourly Breakdown

Patrol:	40276.5
Meal:	454
Court:	2583.5
Accident:	15020.5
Follow Up:	640.5
Administrative:	26545.5
Supervisory:	5386.5
Safety Education:	24
Special Duty:	14534.75
Additonal Hours:	1.5
Training Hours:	80
Total Hours Worked:	105550.25
Total Rest Time:	97694
Annual Leave:	1874
Holiday Comp.:	8636
Sick Leave:	2845
Family Sick Leave:	584
Family Medical Leave:	224
Military Leave:	384
Workers Comp.:	344
Leave Without Pay:	538
Other Leave:	1292
Total Leave Hours:	16721

Activity Breakdown

Miles Driven:	1991505
Motorist Assisted:	10107
Tickets Written:	33976
Warnings Issued:	23462
Warrants:	177
Collisions:	7017
Incidents:	0
Fatalities:	50
Public Contacts:	49493
Disposed Tickets:	36016
DUI Cases:	1042
Drug Cases:	189
Vehicle Searches:	782
Seat Belt Cases:	9082
Child Restraints:	246
Pedestrian Contacts:	729
Speeding - Tickets:	14756
Speeding - Warnings:	8699

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 2/1/2016 through 2/29/2016

All Troops - All Posts

Hourly Breakdown

Patrol:	34943.5
Meal:	487
Court:	2265.5
Accident:	15011.5
Follow Up:	756
Administrative:	24988
Supervisory:	5031.5
Safety Education:	78
Special Duty:	14829.5
Additional Hours:	3
Training Hours:	117.5
Total Hours Worked:	98513
Total Rest Time:	89225
Annual Leave:	1830
Holiday Comp.:	7414
Sick Leave:	2794
Family Sick Leave:	496
Family Medical Leave:	534
Military Leave:	224
Workers Comp.:	207
Leave Without Pay:	292
Other Leave:	1030
Total Leave Hours:	14821

Activity Breakdown

Miles Driven:	2114145
Motorist Assisted:	9317
Tickets Written:	32363
Warnings Issued:	22058
Warrants:	134
Collisions:	7319
Incidents:	0
Fatalities:	50
Public Contacts:	46448
Disposed Tickets:	31474
DUI Cases:	992
Drug Cases:	232
Vehicle Searches:	738
Seat Belt Cases:	8879
Child Restraints:	263
Pedestrian Contacts:	669
Speeding - Tickets:	13548
Speeding - Warnings:	8494

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 3/1/2016 through 3/31/2016

All Troops - All Posts

Hourly Breakdown

Patrol:	38250.5
Meal:	529.5
Court:	2493.5
Accident:	16572.5
Follow Up:	817.5
Administrative:	26484
Supervisory:	5026.5
Safety Education:	162.5
Special Duty:	15027.5
Additonal Hours:	9
Training Hours:	300.5
Total Hours Worked:	105673.5
Total Rest Time:	93146
Annual Leave:	2754
Holiday Comp.:	6314
Sick Leave:	3559
Family Sick Leave:	414
Family Medical Leave:	758
Military Leave:	336
Workers Comp.:	170
Leave Without Pay:	1040
Other Leave:	1128.5
Total Leave Hours:	16473.5

Activity Breakdown

Miles Driven:	2048363
Motorist Assisted:	10975
Tickets Written:	37034
Warnings Issued:	25337
Warrants:	174
Collisions:	8084
Incidents:	1
Fatalities:	70
Public Contacts:	53635
Disposed Tickets:	37054
DUI Cases:	1085
Drug Cases:	256
Vehicle Searches:	814
Seat Belt Cases:	10687
Child Restraints:	331
Pedestrian Contacts:	706
Speeding - Tickets:	15562
Speeding - Warnings:	10310

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 4/1/2016 through 4/30/2016

All Troops - All Posts

Hourly Breakdown

Patrol:	35944
Meal:	514.5
Court:	2419
Accident:	16559.5
Follow Up:	703
Administrative:	24621.5
Supervisory:	4773.5
Safety Education:	93
Special Duty:	13243.5
Additonal Hours:	1
Training Hours:	460.5
Total Hours Worked:	99333
Total Rest Time:	89110
Annual Leave:	4808.5
Holiday Comp.:	5154
Sick Leave:	2806
Family Sick Leave:	507.5
Family Medical Leave:	378
Military Leave:	1004
Workers Comp.:	16
Leave Without Pay:	416
Other Leave:	1044.5
Total Leave Hours:	16134.5

Activity Breakdown

Miles Driven:	1987584
Motorist Assisted:	9566
Tickets Written:	36142
Warnings Issued:	23190
Warrants:	153
Collisions:	8065
Incidents:	0
Fatalities:	47
Public Contacts:	50849
Disposed Tickets:	34752
DUI Cases:	1035
Drug Cases:	219
Vehicle Searches:	736
Seat Belt Cases:	10652
Child Restraints:	271
Pedestrian Contacts:	672
Speeding - Tickets:	15403
Speeding - Warnings:	9140

South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 5/1/2016 through 5/31/2016

All Troops - All Posts

Hourly Breakdown

Patrol:	42498
Meal:	526.5
Court:	2327.5
Accident:	17330
Follow Up:	885
Administrative:	26792
Supervisory:	5486
Safety Education:	81
Special Duty:	20942
Additional Hours:	27
Training Hours:	375
Total Hours Worked:	117282.5
Total Rest Time:	83433.5
Annual Leave:	3326
Holiday Comp.:	3912
Sick Leave:	1799
Family Sick Leave:	412
Family Medical Leave:	168
Military Leave:	808
Workers Comp.:	256
Leave Without Pay:	244
Other Leave:	1087
Total Leave Hours:	12012

Activity Breakdown

Miles Driven:	3493891
Motorist Assisted:	10634
Tickets Written:	42809
Warnings Issued:	27227
Warrants:	145
Collisions:	8429
Incidents:	0
Fatalities:	65
Public Contacts:	59877
Disposed Tickets:	34704
DUI Cases:	1107
Drug Cases:	248
Vehicle Searches:	773
Seat Belt Cases:	12639
Child Restraints:	353
Pedestrian Contacts:	706
Speeding - Tickets:	18781
Speeding - Warnings:	11247

**South Carolina Highway Patrol
Troop/Post Activity Audit Report
For Dates: 6/1/2016 through 6/30/2016**

All Troops - All Posts

Hourly Breakdown

Patrol:	37254
Meal:	444
Court:	2752.5
Accident:	16180.5
Follow Up:	894.5
Administrative:	26283
Supervisory:	4950.5
Safety Education:	52
Special Duty:	8934.5
Additonal Hours:	6
Training Hours:	341
Total Hours Worked:	98108.5
Total Rest Time:	89775.5
Annual Leave:	6813.5
Holiday Comp.:	5550
Sick Leave:	2257
Family Sick Leave:	478
Family Medical Leave:	82
Military Leave:	1700
Workers Comp.:	494
Leave Without Pay:	288
Other Leave:	1227.5
Total Leave Hours:	18890

Activity Breakdown

Miles Driven:	4103238
Motorist Assisted:	9798
Tickets Written:	34817
Warnings Issued:	23161
Warrants:	154
Collisions:	7803
Incidents:	0
Fatalities:	53
Public Contacts:	49768
Disposed Tickets:	42253
DUI Cases:	897
Drug Cases:	185
Vehicle Searches:	633
Seat Belt Cases:	10148
Child Restraints:	264
Pedestrian Contacts:	565
Speeding - Tickets:	14823
Speeding - Warnings:	9938

South Carolina Department of Public Safety



Office of the Director

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

POLICY	500.06
EFFECTIVE DATE	MARCH 22, 2016
SUBJECT	RELEASE OF INFORMATION
REPLACES POLICY DATED	SEPTEMBER 6, 2001
APPLICABLE LEGAL AUTHORITIES	S.C. Code §§ 16-13-510, 30-2-10, et seq., and 30-4-10, et seq.; Rule 5, S.C. Rules of Criminal Procedure; Rule 45, S.C. Rules of Civil Procedure
APPLICABLE STANDARDS	54.1.1, 54.1.3, 82.1.1
APPLICABLE STANDARD OPERATING PROCEDURES (SOP)	N/A
FORMS	N/A
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 set forth the manner in which the Department of Public Safety (SCDPS) will release information or agency records in response to subpoenas or requests under the Freedom of Information Act (FOIA).

II. POLICY

In an effort to provide the public with information, SCDPS provides access to its public records and responds to requests for information in an accurate, timely, and professional manner.

III. DEFINITIONS

For purposes of this policy, the following definition shall apply:

Division Director - Chief Financial Officer; Bureau of Protective Services Chief; Human Resources Director; Office of Professional Responsibility Chief; Office of Strategic Services, Accreditation, Policy and Inspections 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.

IV. RESPONDING TO A FOIA REQUEST

A. The SCDPS Communications Director will be responsible for the following:

1. Implementing and managing the SCDPS FOIA Program;
2. Designating a member of the Communications Office to serve as the primary FOIA coordinator (FOIA Coordinator);
3. Providing guidance, subject matter expertise, and team leadership to the Communications Office and FOIA liaisons within SCDPS; and

4. Preparing guidelines and procedures for handling routine FOIA requests, including:
[82.1.1 (c)]
 - a. a list indicating information generally available under FOIA; [82.1.1 (c)]
 - b. a list indicating information not available under FOIA; [82.1.1 (c)]
 - c. processes for handling requests received directly by a division or office; and
 - d. procedures for handling "in person" requests.
- B. Each Division Director will assign at least one person the additional duty of FOIA liaison. The liaison(s) will review and respond to the FOIA Coordinator's requests for information in accordance with FOIA, applicable law, and this policy. The liaison(s) will process these requests in a timely manner.
- C. Information which does not meet the "public record" definition of FOIA must not be disclosed. [82.1.1 (c)] Any record that is confidential or disclosable only under specified circumstances shall not be released unless authorized by the Office of General Counsel (OGC). [82.1.1 (c)]
- D. SCDPS has the discretion to refrain from disclosing the information identified in the exemptions set forth in S.C. Code § 30-4-40. If SCDPS invokes such exemption(s), exempt information will be separated or otherwise redacted and the non-exempt portion will be provided to the requestor. [82.1.1 (c)]
- E. SCDPS shall charge reasonable costs for providing requested records. All requests for waiver or reduction of costs associated with FOIA requests must be reviewed by the Communications Director or OGC.

V. SUBPOENA COMPLIANCE [82.1.1 (c)]

- A. Any SCDPS employee who receives a subpoena shall promptly provide the original or a copy thereof to a supervisor and transmit a copy to OGC via e-mail or facsimile.
- B. Employees who are uncertain whether the document received is a subpoena or some other legal instrument should contact OGC for guidance. Division Directors shall have the authority to designate the supervisor(s) to whom employees must forward subpoenas as set forth herein.
- C. Each Division Director shall assign at least one employee the additional duty of subpoena liaison. The liaison shall assist OGC in gathering records responsive to subpoenas in accordance with the instructions of OGC, applicable court rules, statutory requirements, this policy, and any guidelines and procedures issued by SCDPS.
- D. OGC shall provide guidance and subject matter expertise to the subpoena liaisons and any other employees as may be requested by the Division Directors.
- E. SCDPS shall attempt to collect reasonable fees and costs for responding to and complying with subpoenas as permitted by law. OGC may follow up with the personnel to whom subpoenas are issued to obtain information necessary for assessing and attempting to collect such costs.
- F. The South Carolina Highway Patrol's Multidisciplinary Accident Investigation Team may adopt subpoena compliance procedures which depart from this policy, subject to the review and approval of OGC to ensure conformity with applicable law.

VI. RELEASABLE INFORMATION [82.1.1(c)]

- A. Generally
 1. Information about curriculum and/or instructional practices.

2. General information about grants and the grant process.
3. Information regarding SCDPS, its components, policies, procedures, or any statistical compilations, to include:
 - a. Numbers/types of citations issued by SCDPS law enforcement;
 - b. Collision data; and
 - c. Race/gender distribution of SCDPS personnel. [82.1.1(c)]
- B. Releasable Information in Criminal Matters [82.1.1(c)]
 1. The arrested person's name, sex, age, city or county of residence, and any similar biographical information, except in cases involving juveniles.
 2. The substance or text of the charge, complaint, indictment, or information.
 3. The identity of the investigating/arresting agency and the length of the investigation, if available.
 4. The circumstances immediately surrounding the arrest, including the time and place of the arrest.
 5. The general nature of any injuries to the victim or assailant. [54.1.1(d)]
 6. In matters involving sexual offenses, only the age, sex, and general location of the crime will be released.
 7. Alerts for people and vehicles will be released to assist in investigations.
 8. Breath alcohol and toxicology results and/or refusals. [82.1.1(c)]

VI. NON-RELEASABLE INFORMATION IN CRIMINAL MATTERS

- A. Statements, admissions, confessions, or alibis attributed to a defendant.
- B. Statements concerning anticipated testimony or credibility of prospective witnesses.
- C. Any opinions regarding the guilt or innocence of a defendant, the possibility of plea negotiations, the merits of the case, or the quality of evidence.
- D. Personal information identifying the victims of any sexual offenses or child abuse.
- E. Information identifying juvenile suspects or offenders.
- F. Names of informants.
- G. Personnel records of any SCDPS employees, except as may be required by law. Subpoenas or other written requests (including Rule 5 requests under the South Carolina Rules of Criminal Procedure and discovery requests in federal criminal cases) for personnel records in connection with pending criminal proceedings must be forwarded to OGC for review so that OGC can make a determination as to whether such records can be released. Until such time as OGC has made this determination, no personnel records or the information contained therein shall be released.

VII. SCDPS PERSONNEL INVOLVED IN CRIMES OR COLLISIONS

- A. Media inquiries will be deferred to the investigating agency having primary jurisdiction. The Communications Director or designee will confirm the person's status of employment and the person's length of employment with SCDPS.
- B. The Communications Director will work closely with the investigating agency to coordinate the release of accurate information.

VIII. MEDIA ACCESS/RESTRICTION TO CRIME SCENES [54.1.3]

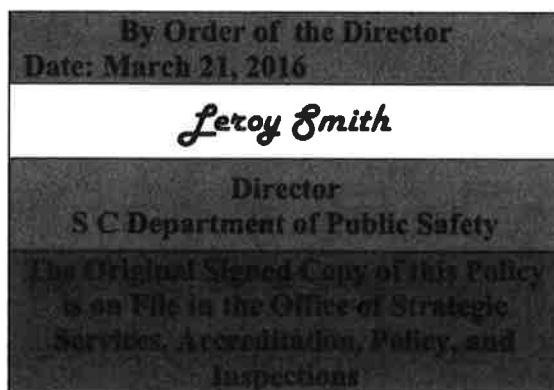
- A. Official police lines may be established to prevent unauthorized entry into a dangerous area or police incident/crime scene. SCDPS officers do not have legal authority to prevent the media from taking photographs or video recording such an area or scene when such activities occur beyond the police lines. If no police line is established, the media may have access to the area or scene if authorized by the commanding officer as set forth in Section VIII(C) below.
- B. SCDPS law enforcement officers will not be responsible for the protection of media representatives who choose to cross police lines to enter a dangerous area or incident/crime scene without authorization to do so.
- C. The commanding officer on the scene will determine whether any member of the media has access to a dangerous area or incident/crime scene and, if so, under what circumstances, provided that:
 - 1. The media's presence would not jeopardize any police investigation or operation.
 - 2. The media's presence would not hinder the proper preservation of evidence.
 - 3. The scene is located on public property.
 - 4. The owner of private property or his agent consents to the presence of the news media on the property.
- D. SCDPS reserves the right to use a "pool" camera and/or reporter selected by the media on scene when the media must be restricted. [54.1.3]

IX. NEWS RELEASES/DISSEMINATION OF INFORMATION

- A. Only the SCDPS Communications Office is authorized to issue news releases on SCDPS matters.
- B. News releases and/or accompanying photos, breaking news, and media advisories will be posted on the SCDPS website and social media, if appropriate.

X. TRAINING

All SCDPS employees involved with FOIA, subpoenas, and the release of information will be initially and periodically trained on applicable law and procedures.



South Carolina Department of Public Safety

Office of the Director

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



POLICY	500.06
EFFECTIVE DATE	SEPTEMBER 6, 2001
ISSUE DATE	SEPTEMBER 6, 2001
SUBJECT	RELEASE OF INFORMATION
APPLICABLE STATUTES	§§ 30-2-10 et seq., §§ 30-4-10 et seq.
APPLICABLE STANDARDS	82.1.1 (c)
DISTRUBTION	TO ALL EMPLOYEES

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I. PURPOSE

The purpose of this policy is to set forth the manner in which the Department of Public Safety will handle subpoenas served upon the department and requests for release of information received pursuant to the Freedom of Information Act (FOIA). [82.1.1] This policy also provides a mechanism for assuring subpoenas and requests for information are handled in a consistent, orderly and timely manner in accordance with the applicable Rules of Civil Procedure or Rules of Criminal Procedure, statutory and departmental requirements. This policy is meant to supplement, not supplant the FOIA.

II. POLICY

In an effort to provide the public with information, the Department of Public Safety provides access to its public records and responds to subpoenas and requests for information in an accurate, timely and professional manner.

III. RESPONDING TO A FOIA REQUEST OR SUBPOENA

A. Responsibilities

1. The director will assign one individual the collateral duty of Release of Information (ROI) Officer, with primary responsibility for implementing and managing the department's Freedom of Information (FOI) Program. The ROI Officer will report to the Office of General Counsel. [82.1.1 (c)] The ROI Officer will also screen subpoenas and summons and complaints and direct them to the appropriate parties. The ROI Officer will provide guidance, subject matter expertise and team leadership to the Division and Office ROI liaisons. The ROI Officer shall prepare FOI guidelines and procedures for handling routine requests which shall include, but are not limited to: [82.1.1 (c)]

- a. an outline of types of records to be kept for FOI requests and a retention schedule for those records;
 - b. a list indicating information generally available under the FOIA; [82.1.1 (c)]
 - c. a list indicating information not available under the FOIA; [82.1.1 (c)]
 - d. processes for handling requests received directly by a division or office;
 - e. processes for handling subpoenas in civil matters where the department is not a party;
 - f. processes for handling subpoenas in criminal cases where the department is the prosecutor;
 - g. processes for handling subpoenas in civil matters where the department is a party;
 - h. processes for handling FOI requests in criminal cases when the department is prosecutor;
 - i. processes for handling requests for Department of Motor Vehicle (DMV) information or records;
 - j. procedures for assessing and collecting costs associated with the request; and
 - k. procedures for handling "in person" requests.
- 2. Any request for release of information that is not specifically covered by the above-mentioned guidelines and procedures shall be considered "non-routine" and must be immediately forwarded to the Office of General Counsel.
 - 3. The Office of General Counsel must approve the guidelines and procedures prior to implementation. The ROI Officer will update the guidelines and procedures on an as needed basis.
 - 4. Each Deputy Director and Office Head will assign one individual the additional duty of ROI liaison. The liaison is responsible for reviewing and responding to requests for information and subpoenas in accordance with the FOIA, the applicable Rules of Civil Procedure or Rules of Criminal Procedure, this policy and any guidelines and procedures issued by the department. Generally, the liaison will handle these duties in the course of regular office business, processing the requests in a timely manner, as job functions permit.
 - 5. Requests for information which do not meet the "public record" definition of the FOIA must be referred to the Office of Executive Affairs for disposition. [82.1.1 (c)]
- B. Exceptions from FOIA
- 1. Any record specifically exempted from disclosure by law is not subject to disclosure under the FOIA.
 - 2. Any record that is confidential or disclosable only under specified circumstances pursuant to a law other than the FOIA, should not be released. [82.1.1 (c)]
- C. Exemptions from FOIA

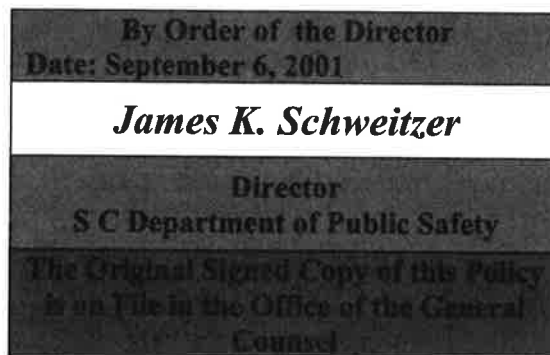
1. The department exercises its discretion and exempts from disclosure all of the information enumerated in SC Code Ann. Section 30-4-40.
2. When providing records, exempt and non-exempt information will be separated, and the non-exempt portion will be provided to the requestor. [82.1.1 (c)]

D. Costs

1. The department shall charge reasonable costs for providing requested documents or information.
2. The department will not release information where costs are incurred until payment in full is received.
3. The department will waive or reduce costs if it determines that the waiver or reduction is in the public interest because the information is considered as primarily benefiting the general public.

IV. TRAINING

The department shall provide initial and periodic training to all supervisors, ROI liaisons, receptionists and any other employee who may in the course of routine duties, have the opportunity to respond to requests for records or information.



South Carolina Department of Public Safety



Office of the Director

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

POLICY	200.31
EFFECTIVE DATE	MARCH 22, 2016
SUBJECT	MEDIA RELATIONS
REPLACES POLICY DATED	MAY 22, 2012
APPLICABLE LEGAL AUTHORITIES	S. C. Code §§ 30-4-10, et seq., Driver Privacy Protection Act of 1994 Family Privacy Protection Act of 2002
APPLICABLE STANDARDS	54.1.1 and 54.1.2
APPLICABLE STANDARD OPERATING PROCEDURES (SOP)	N/A
FORMS	N/A
DISTRIBUTION	TO ALL EMPLOYEES

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I. PURPOSE

To facilitate the flow of information between the South Carolina Department of Public Safety (SCDPS), the media, and the general public.

II. POLICY

This policy will assure that the release of information meets the needs of the general public and news media without infringing on an individual's right to privacy or interfering with the process of conducting a fair and impartial trial.

III. DEFINITIONS:

For the purposes of this policy, the following definition(s) will apply:

Community Relations Officer (CRO) - Public information officer for a division within SCDPS responsible for the release of information to the general public and/or media.

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 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.

IV. CRO AND SCDPS COMMUNICATIONS DIRECTOR RESPONSIBILITIES

- A. *The South Carolina Highway Patrol (HP), the State Transport Police (STP), the Bureau of Protective Services (BPS), the Office of Highway Safety and Justice Programs (OHSJP), and the Law Enforcement Officers Hall of Fame will each have a point(s) of contact for the media who will be listed prominently on the SCDPS website (www.scdps.gov). This information will be distributed to the media once a year.*

- B. When the CRO is not available, *information requests from outside parties* should be routed to the SCDPS Communications **Director**.
- C. The SCDPS Communications Director serves as the primary agency spokesperson and is responsible for general media requests regarding:
1. the Department of Public Safety;
 2. *coordination of requests to interview* the SCDPS director *or other agency personnel*;
 3. information concerning any of the director's initiatives and *department* procedures;
 4. information pertaining to the Human Resources Office; the Office of Financial Services; the Office of Professional Responsibility; Immigration Enforcement Unit; the Office of General Counsel; and the *Office of Strategic Services, Accreditation, Policy, and Inspections*;
 5. information relating to any employee involving *confidential* internal investigations *and its operations*, criminal charges, disciplinary actions, or terminations; and [54.1.1(e)]
 6. SCDPS policy. *If there are any changes to this policy affecting the news media, a reasonable effort will be made to inform media representatives of such changes and to solicit their input before final publication. [54.1.2]*
- D. **SCDPS Communications Director Media Responsibilities:**
1. **Ensure** the availability of a spokesperson to the media for each division. HP, STP, and BPS will have a spokesperson available *at all times*. [54.1.1 (a)]
 2. Assist news personnel in covering routine news stories, to include collision scene access, if warranted. [54.1.1(a)]
 3. Prepare and distribute news releases, public service announcements, web site information, commercials, and other information relating to SCDPS activities. [54.1.1 (b)]
 4. Coordinate and authorize the release of information concerning victims, witnesses, and suspects in accordance with **Policy 500.06 (Release of Information)** and applicable law. [54.1.1 (d)]
 5. Work with other agencies and news media outlets during times of crisis or disaster situations.
 6. **Serve** as a liaison between the general public, the news media, the SCDPS director, and other SCDPS personnel authorizing, scheduling, and coordinating *news conferences, media events, and* interviews. [54.1.1 (c)]
 7. Plan promotional, advertising, and educational programs designed to enhance public and media awareness about SCDPS and its various roles. This will include providing speakers on a variety of topics *aimed* at specific audiences.
 8. Publish and disseminate internal agency newsletters and brochures.
 9. Assist local law enforcement agencies, at their request, with their communications efforts. [54.1.1 (f)]
 10. Work with other agencies to coordinate publicity on joint activities. [54.1.1 (f)]
 11. Release requested public information in a timely manner.

12. *Oversee the SCDPS web site and make information available through the SCDPS web site for the public and media, including cost of reports, SCDPS history, relevant names and addresses, and information regarding Policy 300.38 (Ride-Along Program).*
13. *Issue news releases and accompanying photographs involving SCDPS matters and its law enforcement officers as warranted via email transmissions and/or website updates.*
14. *Issue news releases summarizing the fatalities which occurred during a holiday period or weekend period.*
15. *Coordinate all requests for tours of SCDPS property or to photograph/film SCDPS property or facilities.*
16. *Oversee the Freedom of Information Act (FOIA) office and ensure compliance with FOIA and relevant privacy laws.*
17. *Manage SCDPS social media accounts and ensure content is consistent with agency social media policy (200.38) and standards.*

V. SCDPS HEADQUARTERS COMMUNICATIONS OFFICE LIAISON

- A. *There will be a law enforcement liaison assigned to SCDPS Headquarters who will work closely with the Communications Director in all facets of dealing with the media and will serve as a spokesperson regarding SCDPS matters, including personnel and other issues typically handled by the Communications Director. The liaison will work with the Communications Director daily to assist in agency public information matters and will serve as a back-up when the Communications Director is unavailable.*
- B. *The HP Community Relations Office supervisors will fall under the supervision of the Communications Liaison, who will oversee the HP CROs and coordinate the delivery of information to the media in each of the seven regional Troop areas.*

VI. HP CRO

- A. *HP will have one CRO assigned to each of its seven troops who will address routine traffic and safety matters, enforcement initiatives, criminal arrests, and traffic safety campaigns.*
- B. *A CRO will be on call for each area (troop) of the state at all times. The media may access the appropriate on-call CRO for their area of the state by calling the SCDPS Media Line.*
- C. *The CROs ensure all news outlets/reporters in their area are familiar with the procedure for accessing information from the SCDPS Media Line and contacting the on-call CRO.*
- D. *All inquiries regarding SCDPS policy matters and disciplinary or criminal issues involving any HP employee must be referred to the SCDPS Communications Director.*
- E. *HP CROs' contact information will be listed on the SCDPS website.*

VII. STP CRO

- A. *The STP CRO will address issues in all geographic areas of the state regarding commercial motor vehicles (CMV) and CMV safety, state and federal laws governing commercial motor vehicles, and inquiries regarding STP Size and Weight Enforcement Programs.*
- B. *All inquiries regarding SCDPS policy matters and disciplinary or criminal issues involving any STP employee must be referred to the SCDPS Communications Director.*
- C. *The STP CRO's contact information will be listed on the SCDPS website.*

VIII. **BPS CRO**

- A. The BPS spokesperson, in conjunction with the Communications Director, will coordinate information regarding safety and security on *the Statehouse grounds, Governor's Mansion, the Supreme Court/Court of Appeals, and certain state office facilities.*
- B. The Bureau of Protective Services CRO's contact information will be listed on the SCDPS web site.
- C. All inquiries regarding SCDPS policy matters and disciplinary or criminal issues involving any BPS employee must be referred to the SCDPS Communications Director.
- D. BPS CRO's contact information will be listed on the SCDPS website.

IX. **OHSJP SPOKESPERSON**

- A. OHSJP will have a central spokesperson to coordinate media inquiries regarding traffic safety initiatives, federal and state grant programs, and South Carolina highway safety statistics.
- B. The OHSJP director and the Communications Office will determine a designee to speak on federal grants involving criminal justice, juvenile justice, victims of crime, and relevant statistics, *or the Law Enforcement Officers Hall of Fame.*
- C. All inquiries regarding SCDPS policy matters or disciplinary *or criminal* issues involving any OHSJP employee must be referred to the SCDPS Communications Director.

X. **MEDIA REQUESTS OR CONTACT**

- A. Inquiries and Requests
 - 1. All media inquiries and interviews must be authorized and coordinated through the appropriate SCDPS CRO or the SCDPS Communications Office.
 - 2. SCDPS employees (other than CROs) directly contacted by the media will inform the Communications Director before speaking to the media, releasing any agency information or documents, or consenting to be interviewed in any manner.
 - 3. SCDPS employees should expect all media personnel to display *valid* press credentials at news events or scenes. These credentials should have a photo ID, name, place of employment, and be issued by their news organization and the SC Press or the SC Broadcasters Association.
 - 4. When multiple agencies are involved in an investigation or incident, the investigating agency having primary jurisdiction will be responsible for releasing or coordinating the release of information. [54.1.1 (f)]

XI. **SPEAKING ENGAGEMENTS**

- A. No employee will accept an engagement to speak on behalf of the **SCDPS** without prior approval from their supervisor and/or division director, as appropriate.
- B. Deputy and Division Directors *may* grant permission to their employees to speak at schools, churches, civic organizations and other public groups to promote safety issues. Employees making such safety presentations should not address SCDPS policy issues.

By Order of the Director
Date: March 10, 2016

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 Post Office Box 1993 Blythewood SC 29016



POLICY	200.31
EFFECTIVE DATE	MARCH 13, 2001
ISSUE DATE	MAY 22, 2012
SUBJECT	MEDIA RELATIONS
APPLICABLE STATUTES	S. C. Code of Laws §30-4-10 et seq., 18 USC §2721
APPLICABLE STANDARDS	54.1.1, 54.1.2
DISTRUBTION	TO ALL EMPLOYEES

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I. PURPOSE

The purpose of this policy is to facilitate the flow of information between the South Carolina Department of Public Safety, the news media and the general public, while protecting the rights of both the defendants and the prosecuting authorities in pending cases from exposure to prejudicial publicity.

II. POLICY

The department is committed to and recognizes the right of the general public and the news media to be fully and accurately informed about all matters of public interest regarding the department. This policy will assure that the release of information meets the needs of the general public and news media without infringing on an individual's right to privacy or interfering with the process of conducting a fair and impartial trial.

The department will release information in accordance with the guidelines of the Driver Privacy Protection Act of 1994 (DPPA), 18 USC §2721 et seq.; the South Carolina Freedom of Information Act, S.C. Code Ann §30-4-10 et seq.; the Commission on Accreditation for Law Enforcement Agencies (CALEA) standards; and all other applicable state and federal laws.

III. RESPONSIBILITIES

A. Public Information Officer (PIO)

1. The Public Information Officer is centrally responsible for the coordination of information disseminated by the department. The responsibilities are:
 - a. Assuring that a spokesperson will be available to the media twenty-four hours a day. [54.1.1 (a)]
 - b. Assisting news personnel in covering routine news stories, to include at the scene presence as warranted.
 - c. Preparing and distributing news releases, public service announcements, web site information, commercials, and other information relating to department activities. [54.1.1 (b)]
 - d. Arranging and coordinating news conferences and media events, to include providing the facility and equipment necessary to accommodate the media. [54.1.1 (c)]
 - e. Coordinating and authorizing the release of information concerning victims, witnesses, and suspects in accordance with department policy and the provisions of South Carolina law. [54.1.1 (d)]
 - f. Working with other agencies and news media in crisis or disaster situations.
 - g. Serving as a liaison between the general public, news media, the department director, and other department personnel, to include authorizing and coordinating interviews.
 - h. Coordinating promotional, advertising, and educational programs designed to enhance public and media awareness about the department and its functions to include providing speakers on various topics.
 - i. Coordinating and disseminating internal publications, such as employee newsletters and brochures.
 - j. Working with local law enforcement agencies to assist in their communications efforts. [54.1.1 (f)]
 - k. Working with other agencies to coordinate publicity on joint activities. [54.1.1. (f)]
 - l. Releasing requested public information in a timely manner.
 - m. Publishing a fact sheet for the media and general public that will include but is not limited to, the cost of reports, department history, relevant names and addresses, and the procedure for making ride-along requests.
 - n. Issuing news releases and accompanying photographs involving department matters and its law enforcement officers as warranted by way of facsimile transmissions and/or web site updates.

- o. Issuing news releases summarizing the fatalities that occurred during a holiday period or weekend period.
 - p. Coordinating all requests for tours or to photograph or film department property or facilities.
2. PIO will consult the Office of General Counsel to ensure compliance with department policies, applicable federal and state law, or when a request involves unusual circumstances.
- B. Highway Patrol
1. Routine non-policy related media requests and interviews will be handled by the designated Community Relations Officers in each of its seven districts in accordance with the Guidelines for South Carolina Department of Public Safety Public Information Officers. [54.1.1 (e)]
 2. Community Relations Officers will work in conjunction with the Office of Executive Affairs regarding the release of information pertaining specifically to traffic accidents and other traffic information in their respective districts.
 3. All other media requests will be referred to the office for dissemination in accordance with the Guidelines for South Carolina Department of Public Safety Public Information Officers.

IV. MEDIA REQUESTS AND CONTACTS

- A. All media inquiries, requests, and interviews must be authorized and coordinated through PIO, except for non-policy routine Highway Patrol matters such as release of accident and traffic information, which will be coordinated by the Highway Patrol Community Relations Officers or the trooper on the scene. [54.1.1 (e)]
- B. Department employees directly contacted by the media will inform PIO before speaking to the media, releasing agency information, documents, or consenting to be interviewed in any manner. PIO will return the media call and if needed coordinate a one on one interview with the appropriate department employee and the media.
- C. Media inquiries and requests for information or interviews will be processed by PIO in the order in which the Public Information Officers receive them, or prioritized according to reporters' deadlines, if necessary. Department personnel will cooperate with PIO to gather information in a timely manner for release to the media.
- D. While attending any and all news events or scenes, the media should come prepared to show credentials (name, place of employment, and photo ID) issued by their news organization, the S.C. Press or Broadcasters Association

- E. Should the need arise to make additions, deletions, or other changes to this policy affecting the news media, a reasonable effort will be made to inform media representatives of such planned changes and solicit their input before final adoption of the modifications. [54.1.2]
- F. When multiple agencies are involved in a crime or incident, the investigating agency having primary jurisdiction will be responsible for releasing, or coordinating the release of information. [54.1.1 (f)]

V. RELEASABLE INFORMATION

A. General

1. Any information that would not adversely affect a pending investigation or jeopardize an individual's safety. [54.1.1 (e)]
2. General information about grants and the grant process handled through the Office of Highway Safety and Office of Justice Programs.
3. Information regarding the department, its components, policies, procedures or any statistical compilations to include:
 - a. number/type of citations issued by department law enforcement;
 - b. accident reports; and
 - c. race and gender distribution of department personnel.

B. Criminal Matters

1. The arrested person's name, sex, age, residence, employment, marital status and any similar biographical information, except in cases involving juveniles.
2. The substance or text of the charge, complaint, indictment or information. The identity of the investigating and arresting agency and the length of the investigation, if available.
3. The circumstances immediately surrounding the arrest, including the time and place of arrest.
4. The extent of injuries to the victim or assailant.
5. In matters involving sexual offenses, only the age and sex of a victim and general location of crime will be released.
6. Information that may assist in an investigation, such as alerts for persons or vehicles.
7. In cases of serious injury, the victim's name and address may be released after verification of the victim's identity and notification to the victim's next of kin. The county coroner will release the names of all fatality victims. [54.1.1 (d)]

VI. INFORMATION NOT RELEASED IN CRIMINAL MATTERS

- A. Statements, admissions, confessions or alibis attributable to a defendant.
- B. Information regarding the refusal or failure of a defendant to make a statement. [54.1.1 (a)]
- C. Information regarding the refusal or failure of a defendant to submit to an examination or test. The results of any examinations or tests taken by the defendant in the course of the investigation.
- D. Statements concerning the identity, anticipated testimony, or credibility of prospective witnesses. [54.1.1 (e)]
- E. Any opinions regarding the guilt or innocence of a defendant or the possibility of plea negotiations.
- F. Any opinions regarding the merits of the case or quality of the evidence.
- G. Information received from other law enforcement agencies without receiving prior concurrence from that agency. [54.1.1 (f)]
- H. Personal information identifying victims of any sexual offenses or child abuse. [54.1.1 (e)]
- I. Information identifying juvenile suspects.
- J. Names and addresses of witnesses and informants. [54.1.1 (e)]
- K. Personnel records of department employees, except as specified in VII-B below.
- L. Photographs of suspects.

VII. DEPARTMENT OF PUBLIC SAFETY PERSONNEL INVOLVED IN A CRIME OR ACCIDENT

- A. Media inquiries will be deferred to the investigating agency having primary jurisdiction.
- B. PIO will confirm the person's status of employment and the person's length of employment with the department.
- C. The director, or his designee, and PIO will work closely with the investigating agency to coordinate the release of information and to assure the accuracy of the information.

VIII. CRIME SCENE ACCESS OR RESTRICTION

- A. Official police lines may be established to prevent unauthorized entry into the area of a police incident or crime scene. While direct access to crime scenes may be limited, department officers do not have legal authority to stop or prevent the media from taking photographs of or videotaping the incident or scene when such activity occurs beyond police lines. If no police line is established, the media may have access to the scene, as long as their presence and activity does not impede or restrict access to the scene by emergency or law enforcement personnel.

- B. Department law enforcement officers will not be responsible for the protection of media representatives who choose to enter into a dangerous area.
- C. The commanding officer on the scene will determine who, if anyone and under what circumstance, access to a dangerous area or crime scene will be permitted, providing that:
 - 1. the presence would not jeopardize any police investigation or operation;
 - 2. the presence would not hinder the proper preservation of evidence;
 - 3. the scene is located on public property; and
 - 4. the owner of private property, or his agent, consents to the presence of the news media on the property.
- D. The department reserves the right to use a "pool" camera and/or reporter, selected by the media on the scene, where access to the scene by the media must be restricted.

IX. NEWS RELEASES AND DISSEMINATION OF INFORMATION

- A. PIO will issue news releases on department matters as warranted.
- B. All news releases and any accompanying photographs will be posted to the PIO page on the department web site (www.scdps.org). This will be the primary means of distributing information to the media in a timely fashion. PIO also will continue to disseminate news releases to interested media via fax.
- C. Breaking news and media advisories also will be posted to the department web site before being sent to the media via fax.

X. SPEAKING ENGAGEMENTS

No employee will accept an engagement to speak on behalf of the Department of Public Safety without prior approval. Except as described in the following paragraph, all requests for public speaking engagements are to be referred to the PIO, who will promptly approve or disapprove such requests. The agency will endeavor to honor as many of these requests as possible and all employees should be prepared to handle speaking engagements.

Deputy Directors are authorized to grant permission to their employees to speak at schools, churches, civic organizations and other public groups to promote safety issues; employees making such safety presentations should not address department policy issues.

SEE GUIDELINES FOR SC DEPARTMENT OF PUBLIC SAFETY PUBLIC INFORMATION OFFICERS

By Order of the Director Date: May 22, 2012
Leroy Smith
Director S C Department of Public Safety
The Original Signed Copy of this Policy is on File in the Office of the General Counsel.

South Carolina Department of Public Safety



Office of the Director

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

POLICY	200.38
EFFECTIVE DATE	MAY 16, 2014
DATE OF ORIGATION	MAY 16, 2014
SUBJECT	SOCIAL MEDIA
APPLICABLE STATUTES	N/A
APPLICABLE STANDARDS	N/A
FORMS	N/A
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 guidelines for South Carolina Department of Public Safety's (SCDPS or "department") employees as it relates to the use of Social Media.

II. POLICY

This policy sets forth guidelines for the appropriate use of Social Media outlets by SCDPS employees. The policy includes guidance to prevent the potential disclosure of confidential information, misrepresentation of SCDPS, unprofessional conduct or language, slandering the department, conveying or accepting endorsements on behalf of the department, and any other actions that represent SCDPS in a manner not pre-approved by without the director or designee.

III. DEFINITIONS

For the purpose of this policy, the following definitions apply:

Social Media - an electronic form of communication (e.g., social networking, multi-media, blogs, micro-blogs, wikis) in which participants share information, ideas, and personal viewpoints, via online communities.

Forms of social media include but are not limited to the following:

- A. Social networking and multi-media websites (e.g., Facebook, YouTube)
- B. Blogs and micro-blogging websites (e.g., Twitter)
- C. Wikis (e.g., Wikipedia) - a website in which the content can be manipulated or changed by its viewers.

IV. GENERAL PROVISIONS REGARDING OFFICIAL SCDPS SOCIAL MEDIA ACCOUNTS

- A. Social media accounts will only be utilized on behalf of SCDPS when authorized by the director or designee. Only authorized SCDPS personnel may create social media posts to the SCDPS social media accounts.
- B. SCDPS reserves the right to restrict or remove any content from its authorized social media accounts that is deemed to be in violation of this policy or any applicable law.
- C. Additional SCDPS social media accounts may not be created without the consent of the director or designee.

V. EMPLOYEE GUIDELINES

All SCDPS employees who opt to participate in social media, whether for personal leisure or for SCDPS business purposes, shall adhere to the following:

- A. Employees shall not post information on personal accounts relating to the internal business affairs of SCDPS (financial reports, law enforcement/investigative matters, traffic collision details, or other work products).
- B. Employees shall not make comments or distribute posts via social media representing their personal viewpoints as the official viewpoint/position of SCDPS.
- C. Employees are prohibited from posting, transmitting and/or disseminating on personal or authorized social media outlets any photographs, video or audio recordings that specifically identify internal SCDPS business affairs.
- D. Employees shall refrain from posting materials or comments that may be considered inappropriate, offensive, demeaning, or threatening to the public, present or past co-workers, vendors, contractors, or any other affiliates of SCDPS.
- E. Employees shall notify management of any content appearing on social media accounts that may be considered detrimental to the business of SCDPS or degrading to any of its employees.
- F. Unless pre-approved by the director or designee, SCDPS employees will not use the emblems, logos, seals, and/or credentialing of the agency via personal social media accounts to endorse, promote, or advertise on behalf of SCDPS for any personal financial interest or gain.

- G. Employees authorized to post or make comments about SCDPS on official social media accounts will not endorse, promote, or advertise on behalf of SCDPS for any personal financial interest or gain. Authorized employees posting or making such comments shall ensure the information contained therein is accurate and honest.
- H. Employees are permitted to disseminate via personal social media accounts any photograph(s) associated with agency-affiliated events, public recognitions, community outreach initiatives, or any event related to the department's mission. The photograph(s) should be appropriate and in accordance with SCDPS Policy 100.12 (Code of Ethics).
- I. All SCDPS employees shall be responsible for the content of any social media account(s) maintained or used by them under their name or an alias, including shared accounts.
- J. Employees are encouraged to seek the guidance of supervisors regarding any posting that may adversely reflect upon either SCDPS or the professionalism or integrity of any department employee(s).

VI. DISCIPLINARY ACTION

Disciplinary action shall be taken in accordance with SCDPS Policy 400.08 (Disciplinary Action) up to and including termination for any violations of this policy.



OFFICE OF PROFESSIONAL RESPONSIBILITY



South Carolina Department of Public Safety
Office of Professional Responsibility

TO: Director Smith DATE: November 30, 2016
FROM: Susanne CASE #: IR-2105-16-0361-D
THRU: Chief Phelps SUBJECT: Case Closing

- | | |
|---|--|
| <input type="checkbox"/> Correct and Return | <input type="checkbox"/> Take Appropriate Action |
| <input type="checkbox"/> Complaint Intake | <input type="checkbox"/> Case Assignment |
| <input type="checkbox"/> For Your Information | <input checked="" type="checkbox"/> For Approval |
-

The attached case on Law Enforcement Officers, SCHP, Troop 5, has been returned for closing.

If you approve the case is ready to be closed.

ACTION MEMORANDUM



SUBJECT: Review & Close-out of
OPR Internal Review #IR-2105-16-0361-D
Law Enforcement Officers
Highway Patrol – Troop Five

DATE: November 30, 2016

TO: Leroy Smith
Director

THROUGH: Kenneth Phelps
Chief, Office of Professional Responsibility

FROM: Tosha Autry **Initials**
Director, Office of Human Resources

ACTION REQUIRED:

Review and Approve Close-out of OPR Internal Review # IR-2105-16-0361-D

FINAL ACTION BY:

Director: XXX

DUE DATE: At your convenience.

SUMMARY: The Office of Professional Responsibility (“OPR”) has completed its internal review into the allegation that South Carolina Department of Public Safety law enforcement officers were not documenting all of their working hours, to include special assignments, into the South Carolina Enterprise Information System (“SCEIS”).

The evidence reviewed as part of this investigation revealed that for an extended period of time, Troop 5 Post D (Horry) troopers were instructed not to enter their own working hours into SCEIS. Troop 5 maintained “floating time sheets” for all personnel to document working hours. Specifically in Post D, working times were entered into SCEIS by each trooper’s supervisor and the “floating time sheets” were used to verify the working time at the end of each pay period. In addition, multiple troopers/officers confirmed that they were not permitted to enter all of their working hours into SCEIS. Instead, the immediate supervisor was responsible for ensuring that the undocumented working time was given back to the employee through the use of shortened shifts. Majority of the law enforcement officers who interviewed stated that they were not owed any undocumented working time and all law enforcement officers confirmed that they had never been denied the use of their undocumented work time by their supervisors. Furthermore, this directive was rescinded before this investigation began and all personnel are entering their own working hours in SCEIS, to include entering accurate hours for regular work shifts, overtime hours, and for football game assignments.

It is recommended that the OPR investigation be closed at this time. If you concur, please initial this action memorandum.

	AD	BPS	CJA	FAC	HP	OHR	IT	MV	OCS	OFM	OGC	Initials	OSG	PO	RMO	STP
Initials						MTM										
Date						11/30/16						11/20/16				

A:\CLOSEFIL.MEM





**SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
OPR INVESTIGATION CLOSING FORM**

CASE FILE #IR-2105-16-0361-D

Signature Redacted

Kenneth D. Phelps
Chief

Initials

10-31-2016

Date

Leroy Smith
Director

11/29/16

Date

Signature Redacted

Deputy Director/ Department Head

11/29/16

Date

Sustained-Employee's action violated Department Policy, procedures or guidelines.
The above does not require justifications since disciplinary action should result.

REVIEWER: CHECK CONCLUSION & SUBMIT WRITTEN JUSTIFICATION FOR CLOSURE

☐ **Not Sustained**-Insufficient evidence exists to either prove or disprove allegation.

☒ **Unfounded**-Alleged misconduct did not occur.

☐ **Exonerated**-Employee's action occurred as alleged, but was within policy and authorized by law.

Comments: _____

RECEIVED

Office of Human Resources
Dept. of Public Safety

Comments: _____

RECEIVED

NOV 29 2016

Office of Human Resources
Dept. of Public Safety

Signature Redacted

Administrator: Office of Human Resources

11/30/16

Date

FINAL ACTION: AUTHORITY TO CLOSE CASE

Signature Redacted

Kenneth D. Phelps
Chief

11-30-2016

Date

Initials

Leroy Smith
Director

11/30/16

Date

FILE TRANSFER

TO: Tosha Autry, Director
Office of Human Resources

THRU: Colonel Michael R. Oliver
SC Highway Patrol

FROM: Leroy Smith, Director
SC Department of Public Safety

DATE: October 28, 2016

SUBJECT: OPR File #IR-2105-16-0361-D
SCEIS Inquiry

Signature
Redacted

This is acknowledgement of receipt of the below listed portion or copy of the above referenced case file. We request that you review the file and forward it, along with your recommendation for any personnel action, to the Office of Human Resources for their review and action. We request that the recommendations and action be recorded on the Case Disposition Form attached to the inside cover of the report. We also request that the file be returned to the Office of Professional Responsibility once all actions have been concluded. Please be advised that these files are confidential and must not be copied, distributed, or retained.

1. OPR File #IR-2105-16-0361-D
2. CD - Audio Interviews and Copies of Troop 5 Time Sheets

Delivered by:

Date: 11-29-2016

Received by:

Date: 11-29-16

Forwarded by:

Date: 11-29-16

Forwarded to:

Date: 11-29-16

Delivered by:

Date: 11/30/16

Received by:

Date: 11/30/16

Signatures Redacted

NOV 29 2016
Office of Human Resources
Dept. of Public Safety



**OFFICE
OF
PROFESSIONAL RESPONSIBILITY**

OPR File #IR-2105-16-0361-D

Investigated by: Inv. Supervisor J. Boehm Initials

Reviewed by: Chief K. D. Phelps Initials

Date: 10-31-2016



South Carolina Department of Public Safety
Office of Professional Responsibility

INVESTIGATIVE REPORT

Case Number: IR-2105-16-0361-D

SUBJECT: SCEIS Inquiry

INVESTIGATOR: Inv. Supervisor J. Boehm
Office of Professional Responsibility (OPR)

ISSUE: SCDPS law enforcement officers were not documenting all of their working hours, to include special assignments, into SCEIS.

INVESTIGATIVE PREDICATE

On June 23, 2016, Colonel Oliver contacted Chief Phelps to advise that the SCHP had discovered some discrepancies in the way that Troop 5 personnel reported working hours for football games. According to Colonel Oliver, the troopers appeared to be entering less hours than they actually worked into the South Carolina Enterprise Information System (SCEIS) and this issue appeared to be isolated to Troop 5. There was also a report of "floating time sheets" being utilized in Troop 5 Post D (Horry) to track working hours. OPR was also provided with a copy of a SCDPS Staff Inspection that was conducted by the Office of Strategic Services, Accreditation, Policy and Inspections (OSAPI). The completed inspection report indicated that troopers in Troop 5 Post D (Horry) were not entering their own time into SCEIS and a supervisor would enter the working hours instead. The Office of Professional Responsibility (OPR) was tasked with initiating an inquiry into the way that SCEIS is managed by SCDPS law enforcement personnel in the field and this case was assigned to Inv. Supervisor J. Boehm on August 18, 2016.

INVESTIGATION

As part of this investigation, Inv. Supervisor Boehm reviewed pages 82-83 of the Troop 5 Staff Inspection Report (**Exhibit 1**), copies of Troop 5 time sheets (**Exhibit 2**), and a copy of a memorandum (**Exhibit 3**).

The aforementioned documents revealed the following:



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Pages 82-83 of the Troop 5 Staff Inspection Report

Inv. Supervisor Boehm reviewed pages 82-83 of the Troop 5 Staff Inspection Report for the South Carolina Highway Patrol (**Exhibit 1**). The report indicated in Troop 5 Post D (Horry), troopers had "expressed concern regarding the inability to enter their own working time" into SCEIS. Additionally, working hours were documented on a "floating time sheet" and there were concerns that compensatory time was not accurately documented, compiled, or awarded. The report also indicated that a supervisor assigned to Troop 5 Post B (Dillon, Florence, and Marion Counties) had advised that troopers in this Post were working over 86 hours per pay period but they had been directed to only document that they had worked 80 hours in SCEIS. The report also stated that this supervisor indicated that several troopers were still owed time that was not documented and there was no way to give the troopers the time back due to manpower shortages.

Copies of Troop 5 Time Sheets

Inv. Supervisor Boehm reviewed copies of time sheets, which were referred to as "floating time sheets", from all of the posts within Troop 5 for 2013 through 2015 (**Exhibit 2**). These sheets were a one-page document for each trooper and they reflected all of the hours worked by that trooper for each calendar year. It was observed that the vast majority of working days reflected 8, 10, or 12 hour work shifts and the time sheets very rarely deviated from that format (12 hour work shifts were the majority.) This indicated that any hours that troopers worked past their scheduled shifts, which is likely to occur when performing normal law enforcement duties, was not recorded. Additionally, the time sheets showed that 12 working hours were recorded for many of the troopers that had been assigned to work University of South Carolina football games. (Due to the large quantity of each Post's time sheets, these documents are located as digital files on the attached CD.)

Copy of a Memorandum

Inv. Supervisor Boehm reviewed a copy of a memorandum from Director Leroy Smith that was dated August 10, 2016, and was addressed to all SCDPS employees (**Exhibit 3**). The subject of the memorandum referenced entering working hours and leave into the South Carolina Enterprise Information System (SCEIS). The memorandum was as follows:

"I wanted to take this opportunity to reiterate to everyone that it is the responsibility of each employee to accurately report all hours worked and leave taken by making timely entries in SCEIS reflecting this information. This responsibility cannot be delegated to any other person without my prior approval. Supervisors and time administrators who are required to review other employees' hours worked and leave entries are reminded to do so in a timely manner so that such entries can be processed (approved or rejected) without undue delay.

I appreciate everyone's continued cooperation in this regard."



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INTERVIEW OF WITNESS

First Sergeant C.D. Causey, SCHP Retired

On September 29, 2016, Inv. Supervisor Boehm obtained a sworn statement from First Sergeant Causey. The following is a synopsis of his statement which contains paraphrasing:

First Sergeant Causey stated that he was the former Post Commander for Troop 5 Post D (Horry) and he retired on June 30, 2016. First Sergeant Causey stated that it had been common practice for a number of years to utilize a "floating time sheet" as a back-up to record working hours in the Post. According to First Sergeant Causey, there were periods of time in which troopers completed this time sheet and other periods of time when the supervisors completed it; however, First Sergeant Causey stated that, upon his promotion to Post Commander in 2013, he directed that each trooper should complete this time sheet for their working days. First Sergeant Causey stated that these time sheets were then sent to the Troop 5 Headquarters at the end of every pay period.

First Sergeant Causey also stated that the troopers made numerous mistakes when entering their working time into SCEIS and, as a result, he instructed the supervisors to begin entering working time for their subordinates shortly after his promotion to Post Commander. According to First Sergeant Causey, troopers could still access SCEIS to view their leave balances and other information but they were not permitted to enter their own working hours. First Sergeant Causey stated that supervisors entered the hours that the work schedule reflected for each trooper, which was typically 12 hours per shift, and any excess hours would be made up to the trooper by the supervisor. This practice of only entering 12 hours of working time also extended to the University of South Carolina football games and the supervisors would make up these special assignment hours to the trooper by allowing them to work shortened shifts as needed.

Trooper C.G. Bailey, SCHP

On July 8, 2016, Chief Phelps, Inv. Supervisor Boehm, and Investigator Bowers obtained a sworn statement from Trooper Bailey. The following is a synopsis of his statement which contains paraphrasing:

Trooper Bailey stated that he is currently assigned to Troop 5 Post D (Horry) where he has been stationed since graduating from patrol school in 2012. According to Trooper Bailey, his supervisor initially handled his time entry into SCEIS and Trooper Bailey did not enter his working time into SCEIS. Trooper Bailey stated that, sometime in December of 2015, he was directed to begin personally entering his time into SCEIS and he began doing so. However, Trooper Bailey stated that he was directed to only enter 80 hours of working time every pay period, even when his actual daily working time would exceed his 12 hour scheduled shift, and



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his supervisor would compensate him by allowing him to work a shortened shift when manpower allowed. Trooper Bailey indicated that he did not believe he was currently owed any undocumented time and his supervisor was good about making up time to him.

Lance Corporal J.N. Buckley, SCHP

On July 8, 2016, Chief Phelps, Inv. Supervisor Boehm, and Investigator Bowers obtained a sworn statement from Lance Corporal Buckley. The following is a synopsis of his statement which contains paraphrasing:

Lance Corporal Buckley stated that he is currently assigned to Troop 5 Post D (Horry) where he has been stationed since graduating from patrol school in 2007. Lance Corporal Buckley stated that upon the inception of SCEIS in 2010, he personally entered his working time into SCEIS for several months until he was advised that his supervisor would begin entering his working time for him. This practice continued until sometime in December of 2015, when Lance Corporal Buckley was directed to begin entering his own working time into SCEIS again. According to Lance Corporal Buckley, he was directed to enter 80 hours of working time per pay period even when his actual daily working time would exceed his 12 hour scheduled shift. Lance Corporal Buckley stated that his supervisor would compensate him for these extra hours by allowing him to work a shortened shift when manpower allowed. While Lance Corporal Buckley was uncertain if he was owed any time, he stated that his supervisors did a good job of making time up to him and would compensate his working time if he asked. Lance Corporal Buckley indicated that he had recently been given a directive to enter all of his working time into SCEIS and he began complying immediately.

Corporal M.S. Clayton, SCHP

On July 8, 2016, Chief Phelps, Inv. Supervisor Boehm, and Investigator Bowers obtained a sworn statement from Corporal Clayton. The following is a synopsis of his statement which contains paraphrasing:

Corporal Clayton stated that he is currently assigned to Troop 5 Post D (Horry) where he has been stationed since graduating from patrol school in 2007. Corporal Clayton stated that upon the inception of SCEIS in 2010, he personally entered his working time into SCEIS for several months until he was advised that his supervisor would begin entering his working time for him. According to Corporal Clayton, no working hours in excess of 12 hours was ever entered into SCEIS and, on the occasions that he worked in excess of his scheduled shift, his supervisor would compensate him by allowing him to work a shortened shift. Corporal Clayton stated that after he was promoted to supervisor, he ensured that his subordinates would be compensated for excess working time by allowing them to work shortened shifts as needed. According to Corporal Clayton, a directive had recently been given for all troopers to enter all of their working time into SCEIS and he, along with his subordinates, implemented this practice immediately.



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Corporal Clayton stated that neither he nor his subordinates were currently owed any working time.

Lance Corporal M.D. Trotta, SCHP

On July 8, 2016, Investigator Bowers obtained a sworn statement from Lance Corporal Trotta. The following is a synopsis of his statement which contains paraphrasing:

Lance Corporal Trotta stated that he is currently assigned to the Troop 8 Target Zero Team's Coastal Region and he was previously assigned to Troop 5 Post D (Horry). Lance Corporal Trotta advised that when he graduated from patrol school in 2010, he was responsible for entering his working time into SCEIS. However, this practice changed several months later and his supervisor began entering Lance Corporal Trotta's working time into SCEIS instead. Lance Corporal Trotta advised that he could only have 12 hours per shift entered into SCEIS and, if he worked in excess of his scheduled hours, he would notify his supervisor and his supervisor would get the time back to him by allowing Lance Corporal Trotta to work a shortened shift. Lance Corporal Trotta stated that after a Staff Inspection in late 2015, he was told that he should enter his own working time into SCEIS but he was still not permitted to enter in excess of 12 hours per shift. However, Lance Corporal Trotta stated that he now enters all of his working time into SCEIS since being assigned to the Target Zero Team.

Lance Corporal M.B. Lusk, SCHP

On July 27, 2016, Chief Phelps and Inv. Supervisor Boehm obtained a sworn statement from Lance Corporal Lusk. The following is a synopsis of his statement which contains paraphrasing:

Lance Corporal Lusk stated that he is currently assigned to Troop 3 Post B (Pickens/Oconee) and, since the inception of SCEIS in 2010, he has always personally entered his working time into SCEIS. However, Lance Corporal Lusk stated that he was directed to only enter 12 hours of working time per shift and, if he worked in excess of his scheduled shift, he would notify his supervisor and his supervisor would get the time back to him by allowing Lance Corporal Lusk to work a shortened shift. Lance Corporal Lusk stated that he was not currently owed any time and he had always been properly compensated for any excess working hours.

Senior Trooper J.T. Bumgarner, SCHP

On July 27, 2016, Chief Phelps and Inv. Supervisor Boehm obtained a sworn statement from Senior Trooper Bumgarner. The following is a synopsis of his statement which contains paraphrasing:

Senior Trooper Bumgarner stated that he is currently assigned to Troop 3 Post C (Greenville) and he has always personally entered his working time into SCEIS. According to Senior Trooper Bumgarner, he was initially directed to only enter 12 hours of working time per shift and, if he



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worked in excess of these hours, he would notify his supervisor and his supervisor would get the time back to him by allowing Senior Trooper Bumgarner to work a shortened shift. However, sometime in 2015 he was directed by his supervisor to correctly enter all of his working time into SCEIS and Senior Trooper Bumgarner began to follow this directive. The exception to this rule was to only enter 12 working hours when Senior Trooper Bumgarner worked Clemson University football games and his supervisor would give him back the time as needed. Senior Trooper Bumgarner stated that his supervisors have always properly compensated him for any excess working hours and he is not currently owed any time.

Trooper First Class B.A. Finley, SCHP

On July 27, 2016, Chief Phelps and Inv. Supervisor Boehm obtained a sworn statement from Trooper Finley. The following is a synopsis of his statement which contains paraphrasing:

Trooper Finley stated that he is currently assigned to Troop 3 Post C (Greenville) where he has been stationed since graduating from patrol school in 2013. According to Trooper Finley, he has a unique work schedule due to his assignment of traveling with the Clemson University football team. Trooper Finley stated that in the event that he would work additional hours during a scheduled enforcement shift or during his travel assignments, he would notify his supervisor to advise of the excess working hours. Trooper Finley stated that his supervisor has always advised him to enter his excess working time into SCEIS and his extra/comp time would be tracked by SCEIS. Trooper Finley stated that his supervisor has always been good about ensuring that his working time is properly managed and Trooper Finley indicated that he was not owed any time.

Trooper First Class C.R. Miller, SCHP

On August 3, 2016, Inv. Supervisor Boehm obtained a sworn statement from Trooper Miller. The following is a synopsis of her statement which contains paraphrasing:

Trooper Miller stated that she is currently assigned to Troop 5 Post B (Dillon, Florence, Marion) where she has been stationed since graduating from patrol school in 2013. According to Trooper Miller, she has always personally entered her working time into SCEIS but was only permitted to enter up to 12 hours of working time per shift, which equaled 80 hours of working time per pay period. Trooper Miller stated that if she worked in excess of her scheduled hours, then she would notify her supervisor and her supervisor would get the time back to her by allowing Trooper Miller to work a shortened shift. According to Trooper Miller, she has always logged accurate working hours for University of South Carolina football games and she was not owed any working time.

Lance Corporal W.B. Benton, SCHP

On August 3, 2016, Inv. Supervisor Boehm obtained a sworn statement from Lance Corporal Benton. The following is a synopsis of his statement which contains paraphrasing:



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Lance Corporal Benton stated that he is currently assigned to Troop 5 Post B (Dillon, Florence, Marion). Lance Corporal Benton stated that upon the inception of SCEIS in 2010, he has always personally entered his working time into SCEIS but was only permitted to enter up to 12 hours of working time per shift, which equaled 80 hours of working time per pay period. Lance Corporal Benton stated that if he worked in excess of his scheduled hours, then he would notify his supervisor to get the time back by working a shortened shift. According to Lance Corporal Benton, this 12 hour entry also applied to the times when he worked University of South Carolina football games but he stated that he was not currently owed any working time.

Lance Corporal M.D. Burns, SCHP

On August 15, 2016, Investigator Bowers obtained a sworn statement from Lance Corporal Burns. A follow-up interview was also conducted on September 27, 2016. The following is a synopsis of his statement which contains paraphrasing:

Lance Corporal Burns stated that he is currently assigned to Troop 4 Post B (York). Lance Corporal Burns advised that when SCEIS was initiated in 2010, he mainly entered his working time personally although sometimes his supervisor would enter his time during the early phases of SCEIS. Lance Corporal Burns stated that he was only allowed to enter 12 hours of working time into SCEIS regardless of the number of hours he worked, unless there was an exception such as a Clemson University football game. Lance Corporal Burns stated that his supervisors normally got his time back if his working hours exceeded his scheduled shift. According to Lance Corporal Burns, in 2010 he was allowed to enter up to 14 working hours for football games and, sometime around 2014, he was allowed to enter up to 16 hours for working a football game. Lance Corporal Burns indicated that sometime around January of 2016, he was instructed to enter his actual hours worked into SCEIS even if they exceeded 12 hours during a shift. Lance Corporal Burns indicated that, prior to this directive, he was owed a handful of working hours that were undocumented. However, Lance Corporal Burns stated that he felt confident that his supervisor would make up any undocumented work time to him if he asked.

Lance Corporal B.C. Aga, SCHP

On August 15, 2016, Investigator Bowers obtained a sworn statement from Lance Corporal Aga. The following is a synopsis of his statement which contains paraphrasing:

Lance Corporal Aga stated that he is currently assigned to Troop 2 Post A (Newberry/Laurens) where he has been stationed since 2010. Lance Corporal Aga advised that he has always personally entered his own working time into SCEIS; however, throughout the majority of this time he was only permitted to enter 12 working hours per shift. Lance Corporal Aga stated that if he worked in excess of 12 hours, his supervisors "promised to get it back" to him. Lance Corporal Aga indicated that he had one supervisor that was not good at getting his time back to him and that he was probably owed some time but he "doesn't keep track anymore." Lance



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Corporal Aga stated that he was currently only entering 12 working hours and did not recall being told to enter his time any differently. However, Lance Corporal Aga indicated that there was an exception to this rule for special events, such as a Clemson University football game, and Lance Corporal Aga had been allowed to enter 16 working hours for these events.

Lance Corporal D.G. Askins, SCHP

On August 17, Investigator Supervisor Boehm obtained a sworn statement from Lance Corporal Askins. The following is a synopsis of his statement which contains paraphrasing:

Lance Corporal Askins stated that he is currently assigned to Troop 7 Post B (Orangeburg) where he has been stationed since graduating patrol school in 2011. According to Lance Corporal Askins, he has been entering his own time into SCEIS since he was in patrol school. Upon graduating patrol school and beginning his assignment in Troop 7, Lance Corporal Askins stated that he has always entered his exact time that he worked into SCEIS. Lance Corporal Askins stated that, although he has not worked any football games in the past several years, when he did work at the football games he would enter the exact amount of time that he worked into SCEIS. Lance Corporal Askins felt that he was not owed any time by the department.

Lance Corporal C. Chan, STP

On August 17, 2016, Inv. Supervisor Boehm obtained a sworn statement from Lance Corporal Chan. The following is a synopsis of his statement which contains paraphrasing:

Lance Corporal Chan stated that he is currently assigned to the State Transport Police District 1 and, since the inception of SCEIS in 2010, he has always personally entered his working time. According to Lance Corporal Chan, he has always been scheduled for 8 hour shifts and he has always entered the actual hours that he worked. Lance Corporal Chan stated that this practice of entering the actual hours worked included call outs, special events, and football games and he is not owed any working time.

Corporal J.J. Roberts, SCHP

On August 29, 2016, Inv. Supervisor Boehm obtained a sworn statement from Corporal Roberts. The following is a synopsis of his statement which contains paraphrasing:

Corporal Roberts stated that he is currently assigned to Troop 5 Post B (Dillon, Florence, Marion) and he is responsible for supervising ten troopers on his shift. According to Corporal Roberts, all of these troopers are responsible for entering their own working times into SCEIS, which is scheduled for 80 hours per pay period. Corporal Roberts stated that in the event that one of his subordinates would exceed their scheduled shift hours, they would advise Corporal Roberts and he would ensure that the working time was made up to the trooper by having the trooper work a shortened shift. According to Corporal Roberts, he had previously advised an



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inspector that was conducting a Staff Inspection during December of 2015 that, under a different work schedule earlier in his SCHP career, troopers were working 84 hours per pay period. However, Corporal Roberts stated that he had advised the inspector that changes had since been implemented to create an 80 hour work schedule for every two weeks. According to Corporal Roberts, all of the troopers on his shift had been properly compensated for any excess working hours and none of his subordinates were owed any time. Corporal Roberts also stated that there were occasions when his personal working hours exceeded his scheduled shift. However, Corporal Roberts stated that he was focused on completing his tasks each day as a supervisor and he did not "watch the clock." Corporal Roberts stated that his supervisor would make up any excess work time to him if he asked and he was currently not owed any time.

Lance Corporal J.P. Wilson, BPS

On August 30, 2016, Inv. Supervisor Boehm obtained a sworn statement from Lance Corporal Wilson. The following is a synopsis of her statement which contains paraphrasing:

Lance Corporal Wilson stated that she is currently assigned to the Bureau of Protective Services Statehouse Division and, since the inception of SCEIS in 2010, she has always personally entered her working time. Lance Corporal Wilson advised that she has always put all of her working time accurately into SCEIS, to include hours that she worked beyond her scheduled shift. Lance Corporal Wilson stated that all BPS officers had been instructed to document overtime working hours on a separate paper time sheet for tracking; however, Lance Corporal Wilson stated she had not worked any overtime in numerous years and so she had not done this. Lance Corporal Wilson stated that she was not owed any working time.

Lance Corporal K.E. Bradacs, SCHP

On August 30, 2016, Investigator Bowers obtained a sworn statement from Lance Corporal K. E. Bradacs. A follow-up interview was also conducted on September 27, 2016. The following is a synopsis of her statement which contains paraphrasing:

Lance Corporal Bradacs stated that she is currently assigned to Troop 1 Post D (Richland), where she has been stationed since graduating patrol school in 2011, and she has always entered her own working time into SCEIS. Lance Corporal Bradacs advised that she was only permitted to enter 12 working hours per shift, which included any assignments for special events or University of South Carolina football games. Lance Corporal Bradacs stated that if she worked in excess of 12 hours, her supervisors would try to get her time back to her during another shift when manpower allowed. While Lance Corporal Bradacs stated that there may be some working hours that had not been documented from earlier in her career, no supervisor had ever denied her the use of the undocumented work time and she believed that her supervisor would give her any hours back if she asked. Lance Corporal Bradacs stated that during a Post meeting near the end of 2015 (the Troop 1 Post D schedule showed November 30, 2015), the Troop 1 Commander



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directed all troopers to enter their actual hours worked into SCEIS regardless if their time exceeded 12 hours per shift.

CONCLUSION

On June 23, 2016, Colonel Oliver contacted Chief Phelps to advise that the SCHP had discovered some discrepancies in the way that Troop 5 personnel reported working hours for football games. According to Colonel Oliver, the troopers appeared to be entering less hours than they actually worked into the South Carolina Enterprise Information System (SCEIS) and this issue appeared to be isolated to Troop 5. There was also a report of "floating time sheets" being utilized in Troop 5 Post D (Horry) to track working hours. OPR was also provided with a copy of a SCDPS Staff Inspection that was conducted by the Office of Strategic Services, Accreditation, Policy and Inspections (OSAPI). The completed inspection report indicated that troopers in Troop 5 Post D (Horry) were not entering their own time into SCEIS and a supervisor would enter the working hours instead. During this inspection, a supervisor assigned to Troop 5 Post B (Dillon, Florence, Marion) reported to inspectors that troopers in that post were working over 86 hours per pay period but the troopers had been directed to only document that they had worked 80 hours in SCEIS. The report also stated that this supervisor indicated that several troopers were still owed time that was not documented. The Office of Professional Responsibility (OPR) initiated an inquiry into the way that SCEIS is managed by SCDPS law enforcement personnel in the field and conducted numerous interviews with troopers and officers assigned to various locations throughout the state.

The OPR's inquiry revealed that the majority of sworn personnel reported that they had been instructed to only enter the hours into SCEIS that they were scheduled to work, which typically consisted of 12 hour shifts and one 8 hour shift per pay period. In the event that the officer or trooper worked in excess of their scheduled shift, the immediate supervisor would make this time up to the employee by allowing the employee to work a shortened shift when possible. Twelve working hours was also typically entered for troopers assigned to work football game details and the supervisors would make up any excess working time to their subordinates.

The inquiry also revealed that in Troop 5 Post D (Horry), the former Post Commander had not permitted troopers to enter their own working hours into SCEIS due to a large number of errors being made. Instead, shift supervisors in this Post were directed by the Post Commander to enter working time into SCEIS for their subordinates. However, each of the Troop 5 Post D troopers that were interviewed indicated that they had since received a directive that each employee should enter their own working hours into SCEIS and they had complied. Additionally, all of the Posts in Troop 5 utilized a "floating time sheet" that was maintained at the Troop 5 Headquarters. These sheets were a one-page document for each trooper and they reflected all of the hours worked by that trooper for each calendar year (Years 2013-2015 were reviewed by the OPR).



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In Troop 5 Post B (Dillon, Florence, Marion) two non-supervisory troopers were interviewed and they both responded that their supervisors would make up any excess work hours to them if they asked. Both of these troopers also indicated that they were not owed any working time. A first-line supervisor from this Post was also interviewed and he responded that if there was an occasion in which one of his subordinates would exceed their scheduled shift hours, then they would advise that supervisor and he would ensure that the working time was made up to the trooper by having the trooper work a shortened shift. According to this supervisor, all of the troopers on his shift had been properly compensated for any excess working hours and none of his subordinates were owed any time.

In summary, a sample of SCDPS law enforcement officers provided sworn testimonies as part of this inquiry, which indicated that not all working hours were properly entered into SCEIS. The general practice appeared to be that troopers/officers were directed to only enter their scheduled working hours into SCEIS and any excess working time would be made up to the trooper/officer by the supervisor through the use of a shortened shift. This practice extended to special assignments and football games, with 12 hours per football game being recorded the most frequently. The law enforcement officers interviewed indicated that supervisors were consistent about ensuring that working time not entered into SCEIS was made up to the employee. Additionally, it was determined that the former Post Commander of Troop 5 Post D had issued a directive for supervisors to enter working time into SCEIS for their subordinates instead of each employee entering their own working hours. However, that directive had been rescinded shortly before this inquiry began and all personnel in Troop 5 Post D were entering their own working hours, which included entering accurate hours for regular work shifts, overtime hours, and for football game assignments.



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CLASSIFICATION

Conclusions of this inquiry are:

1. For an extended period of time, Troop 5 Post D (Horry) troopers were instructed not to enter their own working hours into SCEIS. Troop 5 maintained "floating time sheets" for all personnel to document working hours. Specifically in Post D, working times were entered into SCEIS by each trooper's supervisor and the "floating time sheets" were used to verify the working time at the end of each pay period.
2. Multiple troopers/officers confirmed that they were not permitted to enter all of their working hours into SCEIS. Instead, the immediate supervisor was responsible for ensuring that the undocumented working time was given back to the employee through the use of shortened shifts. The vast majority of the troopers/officers interviewed stated that they were not owed any undocumented working time. However, all of the law enforcement officers confirmed that they had never been denied the use of their undocumented work time by their supervisors.

Corrective action taken by the South Carolina Department of Public Safety:

On August 10, 2016, a memorandum was addressed to all SCDPS employees by Director Leroy Smith that referenced entering working hours and leave into SCEIS. Director Smith reiterated that it is the responsibility of each employee to timely and accurately report all hours worked and leave taken. The memorandum made clear that this responsibility could not be delegated to any other person without Director Smith's prior approval. Additionally, supervisors and time administrators were reminded to review (approve or reject) hours worked and leave entries for other employees in a timely manner.

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Exhibit 1.... Pages 82-83 of the Troop 5 Staff Inspection Report

Exhibit 2.... Copies of Troop 5 Time Sheets (Located on the attached CD)

Exhibit 3.... Copy of a Memorandum

***Digital Files Attached in Rear of Folder (Audio Interviews and Time Sheets)**

Staff Inspection Report
South Carolina Highway Patrol – Troop Five
December 14-18, 2015

their teams. The supervisors celebrate birthdays and go hunting with the subordinates. The troopers enjoy the fact that the supervisors spend time with them on duty - by going out to eat. The troopers feel this builds a strong rapport. The supervisors feel the troopers perform their jobs well. The subordinates keep up with administrative duties. When subordinates fall short of expectations, the supervisors address the issue(s) personably and quickly. The first sergeant approves requested time off when staffing levels permit. The first sergeant understands that the troopers are working short and working beyond scheduled shifts when the need arises.

The troopers really like the supervisors and believe the supervisors will supported them. All the supervisors assigned to the post feel they have the support of the troop office. Troopers feel they are supported by the post supervisors. The post supervisors feel the troopers are working hard and doing their best regarding enforcement and answering calls for service. The troopers feel there is a friendly team spirit and they enjoy coming to work. The troopers communicated that they are treated with respect. Request(s) for leave are always granted when staffing levels permit. The troopers feel the supervisors in the post are professional and knowledgeable.

The two issues that were discussed that the troopers concluded negatively affect morale were: (1) promotions - some of the older troopers feel experienced troopers get passed over - even if they are doing a good job overall - by troopers who focus solely on enforcement. These experienced troopers view promotions are more about who you know and associate with rather than overall job performance; (2) troopers feel overwhelmed by the number of calls for service. Troopers feel there is a lot of redundant paperwork that they have to do that takes up valuable patrol time. The troopers concluded that duplicating paperwork negatively affects patrol time.

Post B - The overall assessment on morale from the interviews was good. The majority of the troopers characterize their relationship with the supervisors as pretty good. The relationship between the troopers and the other local law enforcement agencies is good. All departments work well together during checkpoints, speed, seat belt, and DUI initiatives. The troopers also have a good working relationship with the North Carolina Highway Patrol. The troopers feel the supervisors take care of them and try to provide the resources needed to complete assignments. Troopers feel they can talk to the supervisors and the supervisors are available anytime. The supervisors give feedback regularly (positive or constructive). The troopers describe the post's atmosphere as a business relationship-type of atmosphere.

When off duty, some of the personnel hunt together in the Marion and Dillon area. Some of the troopers in Florence seem to be more reserved. The relationship with the TCOs is described as "okay". The troopers do not know the majority of the TCOs by name; however, the troopers stop by the TCC regularly. The acting post commander is described by the supervisors and the troopers as very caring and understanding. He is described as a supervisor that will do anything for anyone. The troopers have confidence in the supervisors and feel that they can talk with them without reservation.

Staff Inspection Report
South Carolina Highway Patrol – Troop Five
December 14-18, 2015

The troopers rate their relationship with the troop office personnel as good. Troopers appreciate the level of communication within the troop. One supervisor expressed concern that the troopers were working eighty-six (86) plus hours per pay period and are told to only document eighty (80) hours in SCEIS. The supervisor said there was no way to give the troopers the time back because of manpower shortages. The supervisor continued by stating that several troopers have hours of undocumented comp time owed to them.

The majority of the troopers say appreciation is expressed to them in the form of an email or in passing. Very little individual counseling is conducted for performing well. On the other hand, troopers state they get "talked to" often for poor activity. The lack of quality equipment (spare cars, computers, RADARs) is frustrating. Some troopers feel like the DPS Command Staff does not support them; therefore, they find themselves second guessing the decisions they make attempting to avoid making a mistake and possibly generating a District Investigation (DI).

Post C - The overall morale within the post lies between good and excellent. Of the personnel randomly interviewed, the majority describes the quality of supervision and leadership as good to excellent. Opinions are that the troop command staff and supervision is experienced and very competent. Older equipment, especially vehicles, was one area defined as negatively affecting morale. Shift supervisors believe that assigning an enforcement trooper a specialized vehicle for good work performance means a lot toward that trooper staying motivated. It was also related that the supervisors believe the assignment of semi-marked patrol vehicles for lance corporals would be appreciated and help with morale.

Post D - The overall morale within the post is described as poor. Morale is the lowest rated category within the post. Of the personnel randomly interviewed, the majority of the personnel (supervisory and non-supervisory) consistently describe a defined disconnect between the post personnel and the post commander. The post commander is described by subordinates as an intelligent individual with above average computer (tech-type) and organizational skills; however, the post commander is perceived negatively and described by subordinates as a "micro-manager". Subordinates describe the post commander as unwilling to delegate. The post commander is described as unwilling to deviate from or amend any enforcement plans, concepts, or schedules that he authors. Subordinates describe requirements to routinely complete non-departmental paperwork unnecessarily [End of Watch Report (completed by the supervisor or Officer-in-Charge detailing events of each shift); Out-of-Post Report (Form completed by all personnel that travel outside of the post)] and mandated assignments, regardless of the allotted manpower or the volume of calls for service, as examples of the inability of the other supervisors to make decisions.

Employee(s) expressed concern regarding the inability to enter their own working time in SCEIS. The term "floating time sheet" was utilized to describe the way working hours are documented. Additional concerns were expressed regarding the methodology utilized to properly or accurately document, compile, and award compensatory time.



South Carolina Department of Public Safety

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NOELI R. HALEY
GOVERNOR

LEROY SMITH
DIRECTOR

MEMORANDUM

TO: TEAM DPS

FROM: Director Leroy Smith

DATE: August 10, 2016

SUBJECT: Entering Hours Worked and Leave in SCEIS

Signature
Redacted

I wanted to take this opportunity to reiterate to everyone that it is the responsibility of each employee to accurately report all hours worked and leave taken by making timely entries in SCEIS reflecting this information. This responsibility cannot be delegated to any other person without my prior approval. Supervisors and time administrators who are required to review other employees' hours worked and leave entries in SCEIS are reminded to do so in a timely manner so that such entries can be processed (approved or rejected) without undue delay.

I appreciate everyone's continued cooperation in this regard.



SOUTH CAROLINA HIGHWAY PATROL



STATE TRANSPORT POLICE



BUREAU OF PROTECTIVE SERVICES



IMMIGRATION ENFORCEMENT UNIT

Internationally Accredited Law Enforcement Agency

List of OPR (DI) Cases as of 11-30-2016

OPR File #	Open date	Finding date	# of days
DI-16-0001-C	1/4/2016	3/2/2016	58
DI-16-0002-C	1/5/2016	1/28/2016	23
DI-16-0003-C	1/6/2016	3/22/2016	76
DI-16-0004-C	1/6/2016	1/25/2016	19
DI-16-0005-C	1/6/2016	2/1/2016	26
DI-16-0006-D	1/8/2016	2/3/2016	26
DI-16-0007-D	1/13/2016	2/17/2016	35
DI-16-0008-C	1/15/2016	2/7/2016	23
DI-16-0009-C	1/26/2016	3/7/2016	41
DI-16-0010-C	2/3/2016	3/10/2016	36
DI-16-0011-C	2/4/2016	3/7/2016	32
DI-16-0012-C	2/4/2016	2/17/2016	13
DI-16-0013-D	2/9/2016	3/7/2016	27
DI-16-0014-D	2/9/2016	3/7/2016	27
DI-16-0015-D	2/11/2016	3/7/2016	25
DI-16-0016-D	2/11/2016	3/13/2016	31
DI-16-0017-C	2/23/2016	4/14/2016	51
DI-16-0018-D	2/11/2016	3/14/2016	32
DI-16-0019-D	2/16/2016	5/6/2016	80
DI-16-0020-D	2/16/2016	5/6/2016	80
DI-16-0021-C	2/25/2016	3/10/2016	14
DI-16-0022-C	2/25/2016	3/28/2016	32
DI-16-0023-D	2/25/2016	3/11/2016	15
DI-16-0024-C	2/25/2016	3/28/2016	32
DI-16-0025-D	3/2/2016	3/25/2016	23
DI-16-0026-C	3/2/2016	3/19/2016	17
DI-16-0027-C	3/4/2016	3/22/2016	18
DI-16-0028-D	3/8/2016	3/24/2016	16
DI-16-0029-C	3/8/2016	7/14/2016	128
DI-16-0030-C	3/18/2016	4/5/2016	18
DI-16-0031-C	3/28/2016	4/13/2016	16
DI-16-0032-C	4/6/2016	5/6/2016	30
DI-16-0033-C	4/8/2016	4/21/2016	13
DI-16-0034-D	4/8/2016	5/2/2016	24
DI-16-0035-C	4/28/2016	6/1/2016	34
DI-16-0036-D	5/2/2016	5/18/2016	16
DI-16-0037-C	5/2/2016	6/6/2016	35
DI-16-0038-C	5/2/2016	6/30/2016	59
DI-16-0039-D	5/13/2016	6/3/2016	21
DI-16-0040-D	5/13/2016	6/1/2016	19
DI-16-0041-C	5/13/2016	Active	
DI-16-0042-C	5/24/2016	6/10/2016	17
DI-16-0043-D	5/27/2016	6/20/2016	24

List of OPR (DI) Cases as of 11-30-2016

DI-16-0044-D	5/27/2016	Active	
DI-16-0045-C	6/15/2016	7/13/2016	28
DI-16-0046-D	6/24/2016	7/10/2016	16
DI-16-0047-D	6/24/2016	7/14/2016	20
DI-16-0048-D	6/24/2016	7/14/2016	20
DI-16-0049-D	6/24/2016	7/22/2016	28
DI-16-0050-C	6/24/2016	8/29/2016	66
DI-16-0051-C	6/27/2016	7/28/2016	31
DI-16-0052-C	6/28/2016	7/15/2016	17
DI-16-0053-C	7/5/2016	7/27/2016	22
DI-16-0054-D	7/5/2016	7/19/2016	14
DI-16-0055-C	7/6/2016	8/4/2016	29
DI-16-0056-C	7/6/2016	7/27/2016	21
DI-16-0057-D	7/19/2016	8/3/2016	15
DI-16-0058-D	8/2/2016	Active	
DI-16-0059-D	8/8/2016	8/19/2016	11
DI-16-0060-D	8/8/2016	8/24/2016	16
DI-16-0061-D	8/8/2016	8/29/2016	21
DI-16-0062-C	8/8/2016	Active	
DI-16-0063-D	8/9/2016	8/16/2016	7
DI-16-0064-C	8/10/2016	Active	
DI-16-0065-D	8/12/2016	Active	
DI-16-0066-C	8/12/2016	10/13/2016	62
DI-16-0067-D	8/22/2016	Active	
DI-16-0068-D	8/25/2016	9/6/2016	12
DI-16-0069-C	8/29/2016	9/19/2016	21
DI-16-0070-C	8/29/2016	9/16/2016	18
DI-16-0071-C	8/30/2016	Active	
DI-16-0072-C	8/31/2016	9/23/2016	23
DI-16-0073-C	9/1/2016	Active	
DI-16-0074-C	9/1/2016	9/12/2016	11
DI-16-0075-D	9/26/2016	10/13/2016	17
DI-16-0076-C	9/28/2016	Active	
DI-16-0077-C	10/4/2016	Active	
DI-16-0078-C	10/10/2016	Active	
DI-16-0079-D	10/10/2016	10/12/2016	2
DI-16-0080-C	10/12/2016	Active	
DI-16-0081-C	10/19/2016	Active	
DI-16-0082-C	10/21/2016	Active	
DI-16-0083-D	11/16/2016	Active	
DI-16-0084-D	11/16/2016	Active	
DI-16-0085-D	11/22/2016	Active	
DI-16-0086-C	11/22/2016	Active	
DI-16-0087-C	11/22/2016	Active	

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DI-16-0088-C	11/22/2016	Active
DI-16-0089-C	11/29/2016	Active

List of 2016 OPR Cases as of 11-30-2016

OPR File #	Open date	Finding date	# of days
PR-16-0001-C	1/12/2016	4/25/2016	104
PR-16-0002-D	1/13/2016	1/14/2016	1
PR-16-0003-D	1/14/2016	3/7/2016	53
PR-16-0004-D	1/26/2016	3/7/2016	41
PR-16-0005-D	1/29/2016	5/19/2016	111
PR-16-0006-D	2/16/2016	4/13/2016	57
PR-16-0007-D	2/16/2016	4/13/2016	57
PR-16-0008-D	2/18/2016	7/14/2016	147
PR-16-0009-D	2/18/2016	7/14/2016	147
PR-16-0010-D	2/22/2016	4/22/2016	60
PR-16-0011-D	2/22/2016	4/4/2016	42
PR-16-0012-C	2/23/2016	5/31/2016	98
PR-16-0015-C	3/2/2016	7/6/2016	126
PR-16-0013-C	3/2/2016	7/14/2016	134
PR-16-0014-C	3/2/2016	7/14/2016	134
PR-16-0016-D	3/7/2016	4/13/2016	37
PR-16-0018-D	3/17/2016	4/25/2016	39
PR-16-0017-C	3/17/2016	5/23/2016	67
PR-16-0019-D	3/24/2016	4/13/2016	20
PR-16-0021-C	3/25/2016	7/1/2016	98
PR-16-0020-C	3/25/2016	7/1/2016	98
PR-16-0022-D	4/4/2016	5/19/2016	45
PR-16-0023-C	4/5/2016	8/29/2016	146
PR-16-0025-D	4/19/2016	4/29/2016	10
PR-16-0026-C	4/20/2016	8/1/2016	103
PR-16-0027-C	4/25/2016	7/14/2016	80
PR-16-0028-C	4/25/2016	9/6/2016	134
PR-16-0024-C	5/3/2016	7/19/2016	77
PR-16-0029-D	5/5/2016	5/9/2016	4
PR-16-0032-C	5/13/2016	10/12/2016	152
PR-16-0034-C	5/20/2016	11/2/2016	166
PR-16-0033-C	5/20/2016	10/26/2016	159
PR-16-0035-C	5/24/2016	6/24/2016	31
PR-16-0037-D	5/24/2016	11/10/2016	170
PR-16-0036-D	5/24/2016	11/4/2016	164
PR-16-0038-D	5/25/2016	6/24/2016	30
PR-16-0039-D	5/25/2016	10/10/2016	138
PR-16-0040-D	5/25/2016	Active	
PR-16-0042-C	5/31/2016	7/7/2016	37
PR-16-0041-C	5/31/2016	9/8/2016	100
PR-16-0044-C	6/3/2016	9/8/2016	97
PR-16-0043-D	6/3/2016	11/2/2016	152
PR-16-0045-D	6/10/2016	9/7/2016	89

List of 2016 OPR Cases as of 11-30-2016

PR-16-0046-D	6/14/2016	10/19/2016	127
PR-16-0047-D	6/16/2016	8/10/2016	55
PR-16-0048-C	6/22/2016	11/9/2016	140
PR-16-0050-D	6/30/2016	9/14/2016	76
PR-16-0051-D	6/30/2016	10/13/2016	105
PR-16-0049-C	6/30/2016	11/4/2016	127
PR-16-0052-C	7/5/2016	10/19/2016	106
PR-16-0053-D	7/8/2016	Active	
PR-16-0054-C	7/8/2016	7/19/2016	11
PR-16-0055-C	Suspended		
PR-16-0056-D	7/18/2016	11/3/2016	108
PR-16-0030-D	7/19/2016	9/7/2016	50
PR-16-0031-D	7/19/2016	9/7/2016	50
PR-16-0059-D	8/4/2016	Active	
PR-16-0057-D	8/4/2016	8/10/2016	6
PR-16-0058-D	8/4/2016	8/10/2016	6
PR-16-0060-D	8/5/2016	Active	
PR-16-0061-C	Suspended		
PR-16-0062-C	8/10/2016	Active	
PR-16-0063-D	8/22/2016	10/26/2016	65
PR-16-0064-D	8/22/2016	Active	
PR-16-0065-D	8/22/2016	Active	
PR-16-0066-D	8/30/2016	Active	
PR-16-0067-D	9/1/2016	10/10/2016	39
PR-16-0068-D	9/9/2016	10/28/2016	49
PR-16-0069-D	9/21/2016	Active	
PR-16-0070-D	9/21/2016	Active	
PR-16-0071-D	9/27/2016	Active	
PR-16-0072-D	9/28/2016	Active	
PR-16-0073-D	10/4/2016	Active	
PR-16-0074-D	10/10/2016	Active	
PR-16-0075-D	10/14/2016	10/26/2016	12
PR-16-0076-C	10/25/2016	Active	
PR-16-0078-D	11/7/2016	Active	
PR-16-0077-D	11/8/2016	Active	
PR-16-0079-D	11/15/2016	Active	
PR-16-0080-D	11/21/2016	Active	
PR-16-0081-C	11/29/2016	Active	