



## South Carolina Department of Public Safety

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July 19, 2016

VIA EMAIL

Honorable Kirkman Finlay, III  
Subcommittee Chair  
Legislative Oversight Committee  
P.O. Box 11867  
Columbia, S.C. 29211

Dear Chairman Finlay:

Thank you for your July 15, 2016 letter asking the S.C. 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 data requested.

### *Strategic Plan, Funding Allocation and Performance Measures*

- Please ensure all money is allocated to an objective or an unrelated purpose and provide an updated Strategic Budgeting Chart. This chart was included in the agency's 2016 Annual Restructuring Report. Please remember pass through money is an unrelated purpose if the agency does not have any control over how that money is spent and each different group of pass through money should be listed.
- Please provide the rationale behind how money was allocated to each objective, including the objective related to enforcing seat belts.
- From what line item(s) in the General Appropriations Act is the annual payment for the \$10,000,000 lawsuit settlement, which you mentioned during the last meeting, being paid? How much is the annual payment?
- In the Excel document sent to you via email, please indicate whether each performance measure target for 2015-16 was standard, moderate, or a stretch challenge.

### *Response:*

- *Please ensure all money is allocated to an objective or an unrelated purpose and provide an updated Strategic Budgeting Chart. This chart was included in the agency's 2016 Annual Restructuring Report. Please remember pass through money is an unrelated purpose if the agency does not have any control over how that money is spent and each different group of pass through money should be listed.*

An updated Strategic Budgeting Chart (in Excel) is enclosed.

- *Please provide the rationale behind how money was allocated to each objective, including the objective related to enforcing seat belts.*

The objectives set forth in the Department's Strategic Budgeting Chart were more granular than the budget categories contained in the Appropriations Act, which budgets by division rather than organizational goal. The objectives represented an attempt to estimate the resources that were devoted to particular enforcement initiatives, rather than having a catch-all objective (e.g., "traffic enforcement") that did not identify core enforcement priorities. Insofar as these initiatives can lead to other enforcement results (e.g., a stop for a seatbelt violation that results in other criminal charges against the driver), there was some inevitable overlap among the objectives and the corresponding enforcement outcomes. The Department will endeavor in the future to identify objectives in a manner that minimizes such overlap. Budgeted amounts that are not directly tied to the listed objectives are identified on the updated Strategic Budgeting Chart.

- *From what line item(s) in the General Appropriations Act is the annual payment for the \$10,000,000 lawsuit settlement, which you mentioned during the last meeting, being paid? How much is the annual payment?*

The payment is taken from "Other Operating Expenses" in Section II.A.1 (Highway Patrol). The payment is \$2,000,000 annually and is made on August 1st (from 2014-2018).

- *In the Excel document sent to you via email, please indicate whether each performance measure target for 2015-16 was standard, moderate, or a stretch challenge.*

An updated Excel document is enclosed identifying the applicable performance measure targets.

#### *Hiring, Retention, and Employee Makeup*

- How many troopers reached 25 years of state service, and are eligible to retire, at the end of 2015-16?
- How many troopers will reach 25 years of state service, and are eligible to retire, at the end of each of the next five fiscal years?
- Please provide the minimum and preferred standards required of applicants for law enforcement positions with the agency.

- Please provide a list of all automatic disqualifiers for law enforcement applications.
- Please provide a list of all applications for employment with the agency that were rejected, with the reason for rejection, in an electronic Excel chart, from 2010-11 through 2015-16.
- Please provide the following information, separated for civilians and sworn officers, for each fiscal year from 2010-11 through 2015-16:
  - Number of employees at start of the year;
  - Number of employees at end of the year; and
  - Number of employee separation during the year.
- Has the agency identified any trends with regards to turnover? In particular, is there a higher turnover rate for sworn officers or civilians? Is there a higher turnover rate in a particular department?
- How many troopers were on the road, in a non-supervisory capacity, for each fiscal year from 2010-11 through 2015-16?

*Response:*

- *How many troopers reached 25 years of state service, and are eligible to retire, at the end of 2015-16?*

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

- *How many troopers will reach 25 years of state service, and are eligible to retire, at the end of each of the next five fiscal years?*

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

- *Please provide the minimum and preferred standards required of applicants for law enforcement positions with the agency.*

Documents reflecting standards for the Highway Patrol, State Transport Police, Bureau of Protective Services, and Immigration Enforcement Unit are enclosed.

- *Please provide a list of all automatic disqualifiers for law enforcement applications.*

NEOGOV documents are enclosed identifying automatic disqualifiers for (1) HP, STP, and BPS; and (2) IEU (only checked questions are automatic disqualifiers).

- *Please provide a list of all applications for employment with the agency that were rejected, with the reason for rejection, in an electronic Excel chart, from 2010-11 through 2015-16.*

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

- *Please provide the following information, separated for civilians and sworn officers, for each fiscal year from 2010-11 through 2015-16:*
  - *Number of employees at start of the year;*
  - *Number of employees at end of the year; and*
  - *Number of employee separation during the year.*

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

- *Has the agency identified any trends with regards to turnover? In particular, is there a higher turnover rate for sworn officers or civilians? Is there a higher turnover rate in a particular department?*

Although turnover within an agency is attributable to a number of factors, the Department has identified compensation and retirement as key reasons for turnover among law enforcement officers. It believes that recent increases in starting salaries will reduce turnover by sworn personnel. The Department is in the process of compiling additional data related to employee turnover and will supplement its response accordingly.

- *How many troopers were on the road, in a non-supervisory capacity, for each fiscal year from 2010-11 through 2015-16?*

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

#### *Scheduling and Activities*

- Please provide from the internal Highway Patrol scheduling console, the schedule for all troops for the past six months.
- Please provide, in electronic format, the activity logs for Highway Patrol supervisors ranking from Colonel to First Sergeants, for the past six months.

*Response:*

- *Please provide from the internal Highway Patrol scheduling console, the schedule for all troops for the past six months.*

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

- *Please provide, in electronic format, the activity logs for Highway Patrol supervisors ranking from Colonel to First Sergeants, for the past six months.*

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

*Finances*

- Does the agency utilize carryforward funds to purchase vehicles?
- Please provide examples of local government law enforcement grants.
- For each year from 2010-11 through 2015-16, please provide the following:
  - Number of FTEs the agency requested be funded and the total dollar amount;
  - Number of FTEs that were actually funded and total dollar amount;
  - Number of FTEs that were actually employed and total dollar amount needed to pay them; and
  - Total amount of personnel funds, or any other type of funds (please delineate between the types of funds) that were utilized to pay (1) salaries (2) raises; and (3) overtime.

*Response:*

- *Does the agency utilize carryforward funds to purchase vehicles?*

The agency uses carryforward funds to purchase vehicles if the funds were appropriated for that purpose.

- *Please provide examples of local government law enforcement grants.*

The FY 2015 Appropriations Act had a recurring and non-recurring line item for local law enforcement grants, which were distributed to the Myrtle Beach, Sumter, and North Charleston police departments. No such grants were awarded in FY 2016. The Department is in the process of gathering examples of the uses to which such funds may be put and will supplement its response accordingly.

- *For each year from 2010-11 through 2015-16, please provide the following:*
  - *Number of FTEs the agency requested be funded and the total dollar amount;*
  - *Number of FTEs that were actually funded and total dollar amount;*
  - *Number of FTEs that were actually employed and total dollar amount needed to pay them; and*
  - *Total amount of personnel funds, or any other type of funds (please delineate between the types of funds) that were utilized to pay (1) salaries (2) raises; and (3) overtime.*

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

*Multi-disciplinary Accident Investigation Team (MAIT)*

- How much does the agency spend on the MAIT team on an annual basis, and how many employees are a part of this team?
- How much revenue did the MAIT team generate each fiscal year for the last five years? Where is this revenue reflected in the budget (i.e. Other funds)? What activities generate this revenue?

*Response:*

- *How much does the agency spend on the MAIT team on an annual basis, and how many employees are a part of this team?*

During FY 2015, MAIT had the following expenditures:

Salaries/Employer Contributions	\$2,673,533.10
<u>Operating Expenses</u>	<u>\$ 279,666.87</u>
Total	\$2,953,199.97

35 agency employees are assigned to MAIT – 34 law enforcement officers and one administrative assistant.

- *How much revenue did the MAIT team generate each fiscal year for the last five years? Where is this revenue reflected in the budget (i.e. Other funds)? What activities generate this revenue?*

MAIT generated the following amounts in the fiscal years shown:

FY 2015-2016	\$264,363.58
FY 2014-2015	\$221,775.38
FY 2013-2014	\$185,296.24
FY 2012-2013	\$203,418.60
FY 2011-2012	\$211,881.74

Revenue from MAIT-associated fees is reflected in "Other Funds – Miscellaneous Revenue." The Department collects fees to provide MAIT investigative reports and related data elements requested by outside parties (such as insurance companies and attorneys). MAIT is also authorized to recover a certain amount of fees specified by statute for time spent by its troopers testifying in civil cases.

#### *Overtime and Compensation Time*

- For each year from 2010-11 through 2015-16, please provide the amount of compensation time that was entered into SC Enterprise Information System (SCEIS) in the electronic Excel format. Please ensure one of the columns includes the Troop, one includes the year earned, and one includes the month earned.
- Please provide an update on the internal investigation relating to overtime that you discussed during the July 13, 2016 meeting, when the investigation is complete.
- Please provide the number of hours of overtime the Illegal Immigration Enforcement unit has worked each month during the last three fiscal years in electronic format. Who is paying for this overtime?
- In January 2017, please provide a listing of all OPR cases investigated during 2016 along with the number of days each was open.

#### *Response:*

- *For each year from 2010-11 through 2015-16, please provide the amount of compensation time that was entered into SC Enterprise Information System (SCEIS) in the electronic Excel format. Please ensure one of the columns includes the Troop, one includes the year earned, and one includes the month earned.*

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

- *Please provide an update on the internal investigation relating to overtime that you discussed during the July 13, 2016 meeting, when the investigation is complete.*

The Department will provide the requested information once the investigation has been completed and administratively closed.

- *Please provide the number of hours of overtime the Illegal Immigration Enforcement unit has worked each month during the last three fiscal years in electronic format. Who is paying for this overtime?*


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

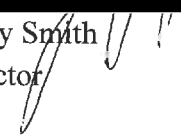
- *In January 2017, please provide a listing of all OPR cases investigated during 2016 along with the number of days each was open.*

The Department will provide the requested data at the specified time.

Thank you for the opportunity of addressing these questions.

Sincerely, 

  
Signature Redacted

Leroy Smith  
Director 

LS/wg/bb



<u>Performance Measure</u>	<u>Why Chosen</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>Was 2014-15 target standard, moderate, or stretch challenge</u>	<u>Associated Objective</u>
Compare past 3 years traffic fatalities state crash data	To measure the success of efforts to save lives	680	699	655	2016 ARR - 577 PER - 637	2016 ARR - 684 PER - 749 (Target was 644)	Stretch	1.1.1
Hazardous Materials Fatality Collisions per 100 million Vehicle Miles Traveled (VMT)	To help reduce fatalities and align with goals of FMCSA to improve interstate commerce	0.01	0.01	0.002	0.004	.006 (Target was .003)	Moderate	1.1.1
State Commercial Vehicle Fatality Reduction Goal	To help reduce commercial motor vehicle fatalities and improve intrastate commerce	77	113	101	73	75 (Target was 0)	Stretch	1.1.1
State Hazardous Material Fatality Reduction Goal	To help reduce commercial motor vehicle fatalities and improve intrastate commerce	5	7	1	2	3 (Target was 0)	Moderate	1.1.1
To decrease traffic fatalities from the 2010-2014 calendar base year average by December 31, 2015	To measure the success of efforts to save lives	828	863	767	824	819 (Target was 802)	Moderate	1.1.1
To decrease serious traffic injuries from the 2010-2014 calendar base year average by December 31, 2015	Reasonable target base on last 3 years data	3261	3399	3263	3181	3302 (Target was 3210)	Moderate	1.1.2
Compare past 3 years traffic fatalities state crash data	To measure the success of efforts to save lives	73,790	70,517	75,168	69,125	71,960 (Target was 68,022)	Stretch	1.1.3
To decrease the number of traffic collisions from the 2010-2015 calendar base year average by December 31, 2015	Reasonable target base on last 3 years data	103,088	107,024	109,846	115,619	111,400 (Target was 111,400)	Moderate	1.1.3
Increase crime victims' service activities, as measured by victims served	Administration of justice is fundament to goals and objectives of OHSJP and in concert with DOJ and NHTSA requirements	70,304	80,286	71,624	67,498	93,632 (Target was N/A)	Standard	1.1.4
Commercial Motor Vehicle (CMV) Fatality Collisions per 100 million VMT	To help reduce fatalities and align with goals of FMCSA to improve interstate commerce	0.156	0.231	0.205	0.153	0.15 (Target was 0.145)	Moderate	1.1.5
Motor Coach/ Passenger Carrier Fatality Collisions per 100 million Vehicle Miles Traveled (VMT)	To reduce fatalities and align with goals of FMCSA to improve interstate commerce	0.002	0.012	0.016	0.02	0.002 (Target was 0.018)	Moderate	1.1.6
State Motor Coach/Passenger Fatality Reduction Goal	To reduce fatalities and align with goals of FMCSA to improve interstate commerce	5	1	7	10	1 (Target was 0)	Moderate	1.1.6
Commercial Motor Vehicle Crash Reduction in Top Ten High Crash Corridors	To reduce fatalities and align with goals of FMCSA to improve interstate commerce	1024	1102	992	996	1104 (Target was 976)	Stretch	1.1.7
The OHSJP will provide, through its federally grant-funded justice program projects, officer protective equipment for at least twenty law enforcement agencies as appropriate throughout the state	Officer safety core objective and goal of DPS/ OHSJP	29	15	19	4	18 (Target was 18)	Standard	1.1.8, 1.2.1
In calendar year 2014, increase safety events/fairs/community outreach conducted by the CROs distributing safety materials, using the driving simulator, rollover simulator and golf cart/ goggles	To educate the public on top causation for traffic fatalities to prevent them in the future	Agency did not use PM	Agency did not use PM	Agency did not use PM	Agency did not use PM	807 (Target was 900)	Moderate	1.1.9, 4.2.4
Conduct 600 public safety presentations	Increase public awareness to enhance traffic safety	907	700	700	524	2016 ARR - 524 PER - 620 (Target was 1000)	Standard	1.1.10, 4.2.4
In calendar year 2014, increase proactive media interviews with Community Relations Officers and DPS Communications to promote highway safety and traffic issues	To enhance public awareness to reduce traffic fatalities through education	Agency did not use PM	Agency did not use PM	Agency did not use PM	Agency did not use PM	6452 (Target was 5,500)	Standard	1.1.10, 4.2.5
Develop a TCO Recruitment Plan	To improve the quality of candidates and services delivered to the public	Agency left blank	Agency left blank	Agency left blank	0	0 (Target was 1)	Standard	1.2.2
Research and develop an illegal immigration/foreign national training program to be delivered to state and local law enforcement agencies in South Carolina	Based on need of trainings requested by other state agencies and law enforcement agencies	Agency left blank	Agency left blank	Agency left blank	15	11 (Target was 20)	Stretch	1.2.3
Track trainee Turnover Reduction	Improve trainee retention, save associated training costs and enhance workforce numbers	1	8	8	2016 ARR - 14 PER - 11	2016 ARR-11 (Target was 8) PER-8 (Target was 0)	Stretch	1.2.4
Provide training for BPS officers in emergency response	To make sure we were providing adequate service to the citizens, Governor and Legislative members	Agency left blank	Agency left blank	50%	2016 ARR - 45% PER - 50%	70% (Target was 80%)	Standard	1.2.5
Utilize current law enforcement minorities' feedback and assistance with recruiting efforts	Based on the demographics of the state to diversify our workforce	9%	6%	13%	25%	30% (Target was 24%)	Moderate	2.1.1

Host Recruitment Seminars	Part of a comprehensive recruiting and hiring plan to attract qualified applicants	Agency left blank	Agency left blank	Agency left blank	12	6 (Target was 15)	Standard	2.1.1, 2.1.3
Recruit diversified workforce	To ensure recruiting efforts are increased and successful based on figures from previous years	13,870	10,716	9,776	14,919	13,117 (Target was 10,000)	Standard	2.1.1
Recruit diversified workforce	Develop a more comprehensive recruiting and hiring progress	Agency left blank	Agency left blank	Agency left blank	50%	50% (Target was 50%)	Standard	2.1.1, 2.1.3, 2.1.4
Increase health and wellness and workplace initiatives/campaigns	To ensure recruiting efforts are increased and successful based on figures from previous years	Agency did not use PM	Agency did not use PM	17	32	2016 ARR - Offer to all employees PER - 23 (Target was Offer to all employees)	Standard	2.1.2
Track number of college graduates applicants referred through online recruiting and university partnerships to how many actually hired	Anticipated more referrals due to advancements in technology based on comprehensive recruiting and hiring process	Agency left blank	Agency left blank	Agency left blank	4%	12% (Target was 25%)	Moderate	2.1.3
Track referral and how many applicants moved through process, to the number of applicants hired	Anticipated more referrals due to advancements in technology based on comprehensive recruiting and hiring process	Agency left blank	Agency left blank	Agency left blank	30%	38% (Target was 50%)	Moderate	2.1.4
Host Recruitment Seminars	Part of a comprehensive recruiting and hiring plan to attract qualified applicants	N/A	N/A	N/A	N/A	N/A	Standard	2.1.1, 2.1.4
Reduce the agencies' successful by default" ratings for appraisal completion	To ensure employees receive feedback on performance and increase the completion rate based on previous year data	Agency left blank	Agency left blank	98%	99%	98% (Target was 80%)	Standard	2.1.4
Increase trooper retention compared to previous calendar year	Agency did not state	Agency did not use PM	Agency did not use PM	Agency did not use PM	Agency did not use PM	Agency did not use PM	Moderate	2.1.5
Identify/ host additional training opportunities that will benefit South Carolina agencies in the areas of Human Trafficking, Fraudulent Document Recognition and Identity Fraud	State and local law enforcement education is necessary for employees	Agency left blank	Agency left blank	Agency left blank	5	3 (Target was 5)	Stretch	2.2.1
Provide semi-annual external collision reconstruction training and host collision reconstruction accreditation examinations	Training in required for accreditation and required to host examinations	8	8	7	7	11 (Target was 10)	Standard	2.2.3
Conduct training for troopers on victim services and victim's rights	Provide victim services and rights training to all Troopers	Agency left blank	Agency left blank	Agency left blank	0	10 (Target was 25)	Moderate	2.2.4
Develop , implement, record civilian crisis management training	Based on the number of civilian and first responders to include the House and Senate Sgt. At Arms	Agency left blank	Agency left blank	Agency left blank	37	53 (Target was 75)	Standard	2.2.5
Develop civilian awareness program	Agency did not state	Agency did not use PM	Agency did not use PM	Agency did not use PM	Agency did not use PM	Agency did not use PM	Standard	2.2.5
Reinstitute quarterly training program	Enhance employee performance and skill set through advanced and basic law enforcement training	Agency left blank	Agency left blank	Agency left blank	60%	60% (Target was 80%)	Stretch	2.2.5
Educate managers and supervisors on best practice in leadership and professionalism	Increasing training for managers creates a better work environment where DPS employees are more productive and efficient and basing on prior years increased participation rates	Agency left blank	Agency left blank	Agency left blank	120	80 (Target was 60)	Standard	2.3.1
Implement online leadership/management Academy	DPS wants to create and use online management/leadship training modules (Agency selected)	Agency left blank	Agency left blank	Agency left blank	0	0 (Target was 1)	Moderate	2.3.2
Provide training to managers and supervisors on employment law issues	Increasing training for managers creates a better work environment where DPS employees are more productive and efficient	Agency left blank	Agency left blank	Agency left blank	40	113 (Target was 20)	Standard	2.3.2
Status report delivered indicating status/ progress towards external and internal due dates for achieving/ maintaining information security requirements compliance	State requirements provided that the agency needed to participate in a statewide mandate for implementing the State InfoSec program	Agency did not use PM	Agency did not use PM	Agency did not use PM	Agency did not use PM	30% (Target was 100%)	Standard	3.1.1

[illegible]

## Strategic Budgeting

This is the next chart because once the agency determines its goals, strategies and objectives, as well as the programs that will best allow the agency to accomplish its objectives, the agency needs to determine how to allocate its funds to most effectively and efficiently accomplish the objectives. After allocating the funds to the objectives, the agency may decide to go back and revise which associated programs it will continue, curtail or eliminate in order to most effectively and efficiently accomplish its goals and objectives.

Agency Responding	Department of Public Safety
Date of Submission	42380
Fiscal Year for which information below pertains	2015-2016

IMPORTANT TIME SAVING NOTE: Please note that only one year of budgeted funds is requested. Once an agency is under study with the House Legislative Oversight Committee, the Committee may request information on how the agency budgeted and spent money for the previous five years. If an agency is chosen for study five years from now, the agency can quickly and easily combine the information from this chart for each of the last five years.

**Part A Instructions : Estimated Funds Available this Fiscal Year (2015-16)**

1) Please enter each source of funds for the agency in a separate column. Group the funding sources however is best for the agency (i.e. general appropriation programs, proviso 18.2, proviso 19.3, grant ABC, grant XYZ, Motor Vehicle User Fees, License Fines, etc.) to provide the information requested below each source (i.e. state, other or federal funding; recurring or one-time funding; etc.). The agency is not restricted by the number of columns below so please delete or add as many as needed. **However the agency chooses to group its funding sources, it should be clear through Part A and B, how much the agency estimates it has available to spend and where the agency has budgeted the funds it has available to spend.**

**Part B Instructions : How Agency Budgeted Funds this Fiscal Year (2015-16)**

1) Enter each agency objective and description (i.e. Objective 1.1.1 - insert description of objective). The agency can insert as many rows as necessary so that all objectives are included.  
 2) After entering all of the objectives, enter each "unrelated purpose" for which money received by the agency will go (i.e. Unrelated Purpose #1 - insert description of unrelated purpose) on a separate row. An "unrelated purpose" is money the agency is legislatively directed to spend on something that is not related to an agency objective (i.e. pass through, carry forward, etc.).  
 3) Enter how much money from each source of funds the agency budgets to spend on each objective and unrelated purpose. The "Total budgeted to spend on objectives and unrelated purposes" for each source of funds in Part B should equal the "Amount estimated to have available to spend this fiscal year" in Part A.

Explanations from the Agency regarding Part A:		Insert any additional explanations the agency would like to provide related to the information it provides below.					
Source of Funds:	Totals	General Fund	Earmarked Funds	Federal Funds	Capital Reserve	General Fund - Non-Recurring	Other Funds - Non-Recurring
Is the source state, other or federal funding:	Totals	State	Other	Federal	Other	State	Other Funds
Is funding recurring or one-time?	Totals	Recurring	Recurring	Recurring	One-time	One-time	One-time
<b>\$ From Last Year Available to Spend this Year</b>							
Amount available at end of previous fiscal year		1,009,161	16,631,414	7,963,603	0	1,933,976	0
Amount available at end of previous fiscal year that agency can actually use this fiscal year:		1,009,161	947,454	0	0	1,933,976	0
If the amounts in the two rows above are not the same, explain why :	Enter explanation for each fund to the right		947,454 was carried forward for Capital Projects.				
<b>\$ Estimated to Receive this Year</b>							
Amount budgeted/estimated to receive in this fiscal year:		82,274,314	49,855,191	30,471,399	1,800,000	1,169,000	768,000
<b>Total Actually Available this Year</b>							
Amount estimated to have available to spend this fiscal year (i.e. Amount available at end of previous fiscal year that agency can actually use in this fiscal year PLUS Amount budgeted/estimated to receive this fiscal year):		83,283,475	50,034,645	30,471,399	1,800,000	3,102,976	768,000

### PART A Estimated Funds Available this Fiscal Year (2015-16)

## Strategic Budgeting

### **PART B** **How Agency** **Budgeted** **Funds this** **Fiscal Year** **(2015-16)**

Explanations from the Agency regarding Part B:

Insert any additional explanations the agency would like to provide related to the information it provides below.

Source of Funds: (the rows to the left should populate automatically from what the agency entered in Part A)	Totals	General Fund	Earmarked Funds	Federal Funds	Capital Reserve	General Fund - Non-Recurring	Other Funds - Non-Recurring
Is source state, other or federal funding: (the rows to the left should populate automatically from what the agency entered in Part A)	Totals	State	Other	Federal	Other	State	
Restrictions on how agency is able to spend the funds from this source:	n/a						
<b>Amount estimated to have available to spend this fiscal year:</b> (the rows to the left should populate automatically from what the agency entered in Part A)	\$0	\$83,283,475	\$50,034,645	\$30,471,399	\$1,800,000	\$3,102,976	\$768,000
Are expenditure of funds tracked through SCEIS? (if no, state the system through which they are recorded so the total amount of expenditures could be verified, if needed)	Yes						
<b>Where Agency Budgeted to Spend Money this Year</b>							
Objective 1.1.1 - <i>Annually decrease traffic fatalities toward Target Zero</i>		30,781,508	10,308,675	4,484,900			
Objective 1.1.2 - <i>Decrease serious traffic injuries</i>		10,558,043	4,136,175	1,708,900			
Objective 1.1.3 - <i>Decrease the number of traffic collisions</i>		10,558,043	4,136,175	1,708,900			
Objective 1.1.4 - <i>To improve the administration of justice, enhance public safety, and judiciously allocate resources to the victims of crime service provider community</i>		128,000	765,075	14,290,000			
Objective 1.1.5 - <i>Annually decrease CMV fatality collisions per 100 million vehicle miles traveled</i>		1,105,733	2,001,106	1,126,353		22,481	
Objective 1.1.6 - <i>Annually decrease Motor coach/Passenger fatality collisions per 100 million vehicle miles traveled</i>		55,000	93,525	63,000			
Objective 1.1.7 - <i>Annually decrease CMV collisions in top ten high collision corridors</i>		1,656,133	3,189,180	1,938,346		200,000	
Objective 1.1.8 - <i>Increase law enforcement officer safety</i>		8,254,200	6,865,750	2,075,000	1,800,000	2,514,593	768,000
Objective 1.1.9 - <i>Increase seat belt use and see a reduction in unrestrained traffic fatalities</i>		5,271,546	2,057,500	1,177,000			
Objective 1.1.10 - <i>Informing the public of important traffic/safety matters through proactive media interviews and messaging</i>		320,000		1,250,000			
Objective 1.2.1 - <i>Increase law enforcement officer safety</i>							
Objective 1.2.2 - <i>Improve the quality of TCO applicants</i>							
Objective 1.2.3 - <i>Assist South Carolina governmental agencies obtain a broader understanding of immigration laws and application</i>		125,000					
Objective 1.2.4 - <i>Reduce trooper trainee turnover</i>							
Objective 1.2.5 - <i>Train BPS officers on current emergency response plans</i>							
Objective 2.1.1 - <i>Increase the applicant pool of minorities</i>							
Objective 2.1.2 - <i>Offer free to low cost health screenings to agency employees</i>		2,500	1,500				
Objective 2.1.3 - <i>Increase college graduate recruits</i>		45,000	1,500				
Objective 2.1.4 - <i>Increase law enforcement/civilian applicant pool</i>		355,000	2,500				
Objective 2.1.5 - <i>Retain current Law Enforcement personnel</i>		3,670,000	400,000	149,000			
Objective 2.2.1 - <i>Identify/host training opportunities in Human Trafficking, Fraudulent Document Recognition and Identity Fraud</i>		2,500					
Objective 2.2.2 - <i>Develop training programs by utilizing PowerDMS and partnering with other agencies</i>							
Objective 2.2.3 - <i>Provide semi-annual collision reconstruction training; host collision reconstruction accreditation examinations</i>		750,000	75,000				

## Strategic Budgeting

Objective 2.2.4 - Conduct training for troopers on victim services and victims' rights							
Objective 2.2.5 - Conduct training for civilian employees		15,000					
Objective 2.2.6 - Conduct training on police tactics and protocols		1,100,000	725,000				
Objective 2.3.1 - Increase the number of managers/supervisors trained in leadership and professionalism practices		-					
Objective 2.3.2 - Provide training to managers and supervisors on employment law matters affecting the agency							
Objective 3.1.1 - Achieve and maintain documented/assessed compliance with known information security requirements		75,000					
Objective 3.1.2 - Compliance with federal, state, and other requirements for information security		75,000					
Objective 3.2.1 - Increase traffic to DPS social media sites to communicate safety messages to the media/public		110,000					
Objective 3.2.2 - An increase in the use of DPS' social media (traffic and safety information)							
Objective 3.2.3 - Increase visits to the DPS web page by the media/public to gain important traffic/safety information							
Objective 3.2.4 - Delivery of efficient technology solutions and services		1,668,000	175,000				
Objective 3.2.5 - Maximize the availability of core computing systems through lifecycle management		500,000	26,000				
Objective 3.2.6 - Improve law enforcement efficiency in emergency evacuations/traffic management during hurricanes		339,050					
Objective 3.2.7 - Support collision analysis and trends		100,000	1,676,150	500,000			
Objective 4.1.1 - Decrease the number of criminal related offenses involving illegal foreign nationals		547,255					
Objective 4.1.2 - Enhance working relationships associated with victim services			45,000				
Objective 4.1.3 - An increase in the use of DPS's social media (traffic and safety information)							
Objective 4.1.4 - Increase visits to the DPS web page by the media/public to gain important traffic/safety information							
Objective 4.1.5 - Enhance MAIT's product quality and delivery		2,050,000	200,000				
Objective 4.2.1 - Respond to all Freedom of Information Act requests in a timely and accurate manner		58,600	10,000				
Objective 4.2.2 - Respond to 100% of all "Request for Data Reviews"			20,000				
Objective 4.2.3 - Utilize social media (Facebook and Twitter) to transmit valuable traffic and safety information to the public							
Objective 4.2.4 - Conduct safety events, fairs, presentations, and community outreach. CRO's distribute safety materials, use the driving simulator, rollover simulator, and golf cart goggles							
Objective 4.2.5 - Conduct proactive media interviews with Community Relations Officers and DPS Communications to promote highway safety and traffic issues							
Objective 4.2.6 - Utilize the SCDPS web page to disseminate important traffic and safety information to the media and public							
Budget not associated with specified objectives		3,007,364	13,123,834			365,902	
<b>Total Budgeted to Spend on Objectives and Unrelated Purposes:</b> (this should be the same as Amount estimated to have available to spend this fiscal year)		83,283,475	50,034,645	30,471,395	1,800,000	3,102,976	768,000

Strategic Budgeting

Breakdown of budget not associated with specified objectives							
HP budget not associated with an Objective (fuel contingency, lawsuit, misc expenses)			5,342,568				
BPS budget not associated with an Objective		2,574,978	1,533,330				
Hall of Fame budget not associated with an Objective			308,000				
Capital Project budget not associated with an Objective			947,454				
Administration budget not associated with an Objective		432,386	4,881,897				
Safety and Grants budget not associated with an Objective			110,585				
Non-recurring funding for Bike Week overtime not associated with an Objective						169,000	
Non-recurring funding for Immigration Enforcement Unit not associated with an Objective						196,902	



STATE OF SOUTH CAROLINA  
**Department of Public Safety**

SCDPS/OHR  
P.O. Box 1993  
Blythewood, SC 29016

<http://www.jobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
State Trooper**

*An Equal Opportunity Employer*

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.

**OPENING DATE:** 03/28/14

**CLOSING DATE:** Continuous

**JOB TITLE:** State Trooper

**CLASS CODE:** JC10

**POSITION NUMBER:** 00000000

**SLOT NUMBER:**

**STATE SALARY RANGE:**

\$37,069.00 - \$48,361.00 Annually

**AGENCY HIRING RANGE - MIN:** \$38,273

**AGENCY HIRING RANGE - MAX:** \$42,100

**LOCATION:** Statewide, South Carolina

**JOB TYPE:** FTE - Full-Time

**NORMAL WORK SCHEDULE:** Rotating Shifts

**RESIDENCY REQUIREMENT:** Yes

**RESIDENCY REQUIREMENT SPECIFICS (IF ANY):** State Troopers must reside within a thirty (30) mile radius of their assigned duty station.

**AGENCY SPECIFIC APPLICATION PROCEDURES:**

The testing and selection process can take several months and applicants are required to travel to Columbia, SC a minimum of four times at their own expense. When completing your Work History on the state application, you MUST provide an accurate and specific answer to your "Reason for Leaving" (Resigned, Terminated, Laid-off, etc.). Failure to be completely truthful may be grounds for disqualification. Do not attach any formal training documents to this application. This information will be requested at a later time.

**JOB RESPONSIBILITIES:**

Enforce all vehicle laws and other criminal laws. Patrol the highways of the state of South Carolina. Investigate collisions. Serve as a witness in criminal and civil courts. Maintain reports



concerning enforcement activities. Provide information to public regarding vehicle laws. Responsible and accountable for handling public funds.

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

A high school diploma or GED.

**ADDITIONAL REQUIREMENTS:**

Must be a US citizen and at least 21 years of age prior to attending the Criminal Justice Academy. Must be able to perform all essential and marginal job functions of a State Trooper. You must be a resident of South Carolina and have a valid South Carolina driver's license. If you are an out of state applicant, you must be a resident of South Carolina and have a valid South Carolina driver's license prior to the effective date of hire. Selected applicants must attend and successfully complete the South Carolina Highway Patrol (SCHP) Training Program. While in training you are required to live at the SC Criminal Justice Academy during the week and will not be permitted to stay on the weekends. Selected applicants are required to pass a pre-employment physical fitness test. You will also be required to participate in daily physical training. Once training is successfully completed and the candidate is offered a job, he/she may be required to relocate to a different county.

All qualified applicants will be required to participate in an extensive background investigation to include; credit check, criminal history check, driving history, history of drug use, employer & reference check and a polygraph examination. The background investigation will consist of contacting your current and ALL of your former employers. Please note that if you answer "NO" on the state application to the questions asking "May we contact this employer?" this will not allow the SCHP to conduct a thorough background investigation and you will not move forward in the process. Once the background investigation stage has been completed, qualified candidates will undergo a medical screening which will consist of a TB and respiratory test, drug test and eye examination. Candidates must meet of 20/20 vision standards OR no more than 20/100 corrected to 20/20. Candidates must also be capable of distinguishing, without corrections, three colors: green, yellow and red.

**NOTE:** If any Additional Requirements are listed above applicants must also meet those Additional Requirements to be considered for the position.

**ADDITIONAL COMMENTS:**

County assignments are based on the critical need areas. This means you may or may not be assigned to your county of choice; your assignment will ONLY be based on "existing needs." Therefore, if you are unable to relocate to a critical need area, an offer of employment may be rescinded. Starting salary for uncertified new hires is \$38,273 annually. Starting salary for certified SC Class I Law Enforcement Officers will be \$38,273 or \$42,100 depending on the length of time you have been certified and actively employed in a law enforcement position prior to being hired at SCDPS.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.jobs.sc.gov>

OR

SCDPS/OHR

P.O. Box 1993

Blythewood, SC 29016

Job #14-010-State Trooper

STATE TROOPER

JM

**State Trooper Supplemental Questionnaire**

- \* 1. Have you read the "Become a Trooper" link on the SCHP employment page, [www.scdps.gov/employment](http://www.scdps.gov/employment) to assist you in the completing of this application?  
☐ Yes  
☐ No
- \* 2. For a criminal record check, please provide your FULL social security number.
- \* 3. For a criminal record check, please provide your date of birth. MM/DD/YYYY
- \* 4. Do you have a high school diploma and/or a GED?  
☐ Yes  
☐ No
- \* 5. Will you be at least 21 years old by January 20, 2017?  
☐ Yes  
☐ No
- \* 6. Do you have a valid driver's license?  
☐ Yes  
☐ No
- \* 7. Is your driver's license currently suspended?  
☐ Yes  
☐ No
- \* 8. Do you currently have ticketed moving violations totaling Six (6) or more points against your driver's license?  
☐ Yes  
☐ No
- \* 9. Have you ever been convicted of Failure to Stop for Blue Light (ran from police in a vehicle) within the last 10 years?  
☐ Yes  
☐ No
- \* 10. Have you ever been convicted of Leaving the Scene with Personal Injury or Death within the last five (5) years?  
☐ Yes  
☐ No
- \* 11. Have you been convicted of DUI and/or DWI within the last 5 years?  
☐ Yes  
☐ No
- \* 12. Do you understand that you are required to be a South Carolina resident and obtain a South Carolina driver's license by your effective date of hire?  
☐ Yes  
☐ No
- \* 13. Have you ever been convicted of a violent crime?  
☐ Yes  
☐ No
- \* 14. Have you ever been convicted of domestic violence?

- ☐ Yes  
☐ No

\* 15. Have you ever sold any illegal drugs or substances including prescription drugs?

- ☐ Yes  
☐ No

\* 16. Have you used and/or experimented with prescription drugs that were not prescribed to you?

- ☐ Yes  
☐ No

\* 17. Have you used and/or experimented with marijuana within the last two (2) years?

- ☐ Yes  
☐ No

\* 18. Have you used and/or experimented with steroids within the last 5 years?

- ☐ Yes  
☐ No

\* 19. Other than marijuana, illegal anabolic steroids, or prescription drugs not prescribed to you, have you used and/or experimented with any other illegal controlled substance(s) such as hallucinogens, depressants, stimulants, inhalants, or cocaine within the last 10 years?

- ☐ Yes  
☐ No

20. If yes, please list drug(s) and last date used.

\* 21. Have you served in the military?

- ☐ Yes  
☐ No

\* 22. If so, did you receive an honorable discharge?

- ☐ Yes  
☐ No  
☐ I did not serve in the military.

\* 23. Are you currently employed with another South Carolina Law Enforcement agency as a certified Class I Law Enforcement Officer?

- ☐ Yes  
☐ No

24. If you answered yes to question number 23, how long have you been certified? (From the day you graduated from the SC Criminal Justice Academy as a Class I Law Enforcement Officer.)

25. If yes, please list which division(s) and the approximate date(s) of employment.

\* 26. Have you ever applied to any of the three SCDPS Divisions: the SC Highway Patrol, the State Transport Police and/or the Bureau of Protective Services?

- ☐ Yes  
☐ No

27. If you answered yes to question number 26, please list the DPS division(s) you have applied to.

\* 28. Have you read the SCDPS' automatic disqualifiers at "www.SCDPS.org/employment" regarding tattoos?

- ☐ Yes  
☐ No

\* 29. If you have a tattoo, will you adhere to this requirement?

- ☐ Yes  
☐ No  
☐ I do not have a tattoo.

\* 30. Do you understand that the annual salary for a State Trooper listed in this vacancy announcement is NOT negotiable?

- ☐ Yes  
☐ No

\* 31. Are you willing to travel to Columbia, SC at your own expense a minimum of four times during the testing and selection process?

- ☐ Yes  
☐ No

\* 32. Are you able to perform the essential job functions of a State Trooper with or without a reasonable accommodation?

- ☐ Yes  
☐ No

\* 33. Have you ever used any name(s) other than what is listed on the application, such as a maiden name, nicknames, or name changes?

- ☐ Yes  
☐ No

34. If yes, please list.

\* 35. Are you willing to participate in the pre-employment physical fitness test?

- ☐ Yes  
☐ No

\* 36. Have you read, do you understand and are you willing to adhere to the Highway Patrol requirements for employment?

- ☐ Yes  
☐ No  
☐ I am not applying for a Highway Patrol position.

\* 37. Do you understand that we must conduct a thorough background investigation of all your former employers, therefore if you checked "NO" your application for "May we contact this employer" we cannot process your application? (Even if employer is no longer in business.)

- ☐ Yes  
☐ No

- \* 38. Did you list all of your employment history dating back to 10 years from today, under the "Work Experience" section of this application?

☐ Yes  
☐ No

- \* 39. Do you give consent to have SCDPS conduct criminal history checks, credit consumer report checks, and driver's license history checks in reference to the employment process?

☐ Yes  
☐ No

- \* 40. Are you able to wear a respirator and other personal protective equipment without restrictions, including participating in emergency teams?

☐ Yes  
☐ No

- \* 41. I understand that the supplemental questions are an official part of the application. Any attempt to misrepresent myself may be grounds for disqualification. I have read each question carefully and selected the most appropriate answer.

☐ Yes  
☐ No

- \* 42. For Equal Employment Opportunity reporting purposes, please select your ethnicity.

☐ American Indian / Alaska Native  
☐ Asian  
☐ Black / African American  
☐ Hispanic / Latino  
☐ Native Hawaiian / Other Pacific Islander  
☐ White  
☐ Prefer not to answer

- \* 43. How did you find out about this position?

☐ State Government Website (jobs.sc.gov)  
☐ Career Fair  
☐ Social Media  
☐ Friend  
☐ DPS Recruiter  
☐ DPS Employee  
☐ Other

44. If you answered "DPS Employee" or "DPS Recruiter", please list the name of the employee.

45. If you answered "Other", please tell us how you learned of this position.

- \* 46. Are you following SCDPS on Facebook and/or Twitter to keep up with SCDPS' current job postings?

☐ Yes  
☐ No

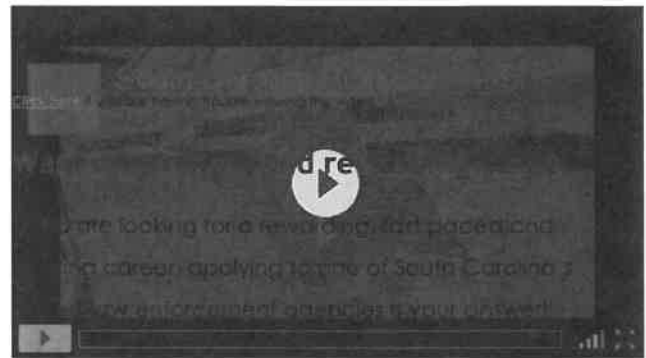
- \* Required Question

HOME | BENEFITS | CAREERS | RELOCATING TO SC | TRAINING | FAQs | HOW TO APPLY



### See if you qualify before you apply:

- ☒ At least 21 years of age before day one of Basic Training
- ☒ You must have a valid South Carolina Driver's License or a valid Driver's License from your current State
- ☒ US Citizen
- ☒ High School Diploma or GED
- ☒ 20/20 vision OR no more than 20/100 corrected to 20/20
- ☒ NO CRIMINAL RECORD
- ☒ Driving record should be clear of any suspension for the last 5 years as a result of alcoholic beverage or dangerous drug violation, or leaving the scene of an accident. The overall driving record will be evaluated placing emphasis on the severity, date and age, time span, and number of violations accumulated



There are many reasons why you should choose SCHP:

- SCHP BENEFITS
- SCHP CAREERS
- RELOCATING TO SOUTH CAROLINA





Agency Accountability  
Procurement  
Code of Ethics  
Homeland Security

Protective Services  
Transport Police  
Highway Safety & Justice Programs  
Human Resources  
Communications

File Citizen's Complaint  
Freedom of Information Act  
Request a Trooper to Speak  
Get Public Contact Reports

SC Sober or Slammer  
Ride Smart, Drive Smart.  
Be Safe. Be Seen.  
School Safety

Commercial Motor  
Vehicles  
PCIS Videos

 YouTube  
 Flickr  
 Nixle  
 Instagram



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## FREQUENTLY ASKED QUESTIONS

### Have a question? You may find your answer below.

If you do not see what you are looking for, please **contact a recruiter**.

#### 1. What county will I be assigned to if hired?

All assignments are based on the critical needs of the Patrol at that time. During the application process you will be given the opportunity to choose up to five counties you would prefer to work in. You will still need to meet the residency requirements, which state that you must live within 30 miles of the post you are assigned to. You may also choose to be assigned to "ANY" county, at which point the Highway Patrol will place you in the most critical needs area at that time.

#### 2. I have a tattoo on my forearm; does your agency allow any type of waiver or use of long sleeve cover up or wearing of long sleeve uniform year round?

Any tattoo below the elbow, or on neck or face, is an automatic disqualifier. We do not offer any kind of exception or waiver to that policy.

#### 3. How long does the application process take?

The application process takes anywhere from 2-6 months, depending on when you get started in the process.

#### 4. When is the deadline to apply?

There is no deadline to apply, however it's best to get started in the process as soon as you are ready. We have multiple classes every year. Based on your needs and the timeframe in which you apply, you will be placed in the class that best suits you.

#### 5. I applied a few weeks ago and haven't heard anything back yet, how long before I will hear something back?

Be sure to check your spam and junk folders for the secondary application. Our email address is a .gov account, so it is common for our emails to go to these folders. If you still haven't received anything, please contact us and we can check on your application status. The email you listed on the state application is the email we will reply to, be sure to notify us if your email address changes. You can always contact us at: [schprecruiter@scdps.gov](mailto:schprecruiter@scdps.gov).

#### 6. I have listed all my previous employers on my application however I can't remember some of the names and/or numbers for them, is this information needed?

Yes, a complete and accurate application will assist in your moving through the process more easily. If it is incomplete, it might delay you from moving to the next phase. List all needed information on the application and don't leave any blanks or unknowns. The majority of the reasons why applications fail to move forward is because some applicants leave multiple blanks on their applications. You must list a complete employer history with company names, phone numbers, supervisors, and all other details. Without this, applications cannot be processed.

#### 7. Will I receive pay and benefits during training?

Yes, you will start receiving your pay and benefits the first day you report to training.

#### 8. How long is the basic training and is it all week long?

Training for non-certified applicants is currently 21 weeks long and you will be there from Sunday evening through Friday afternoon. No one can stay on the grounds during the weekend. Training for already Certified South Carolina Law Enforcement Class 1 Officers



is 9 weeks.

**ABOUT US**

Contact Information  
CALEA Accreditation  
Agency Accountability  
Procurement  
Code of Ethics  
Homeland Security

**SCDPS DIVISIONS**

Highway Patrol  
Immigration Enforcement  
Protective Services  
Transport Police  
Highway Safety & Justice Programs  
Human Resources  
Communications

**HOW DO I...?**

Pay Traffic Ticket  
Take Citizen Survey  
File Citizen's Complaint  
Freedom of Information Act  
Request a Trooper to Speak  
Get Public Contact Reports







**SAFETY CAMPAIGNS**

Target Zero  
Buckle Up South Carolina  
SC Sober or Slammer  
Ride Smart. Drive Smart.  
Be Safe. Be Seen.  
School Safety

**RESOURCES**

Crime Statistics  
SC Collision Facts  
Commercial Motor  
Vehicles  
PCIS Videos

**STAY UPDATED**

 Facebook  
 Twitter  
 YouTube  
 Flickr  
 Nixle  
 Instagram



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# **SOUTH CAROLINA HIGHWAY PATROL**

## **EMPLOYMENT DISQUALIFIERS**

Please read the following information carefully before applying. The list below includes the SCHP automatic disqualifiers. If you meet any of these, you are disqualified from employment.

- Under 21 years of age at the time when recruits report to training academy
- Not a United States Citizen
- No High School Diploma or G.E.D.
- Dishonorable Discharge from the military
- Convicted of any crime punishable by imprisonment in a federal or a state prison
- Convicted of Driving Under the Influence of Alcohol and/or Drugs within the past 5 years
- Any conviction of Criminal Domestic Violence
- Drivers license currently suspended, revoked, or Six (6) or more points currently assessed against your license
- \*Any tattoos of any size below the elbow or on face and/or neck
- Cannot meet minimum vision standards: (20/20 vision OR no more than 20/100 corrected to 20/20)
- Sold any illegal drugs or controlled substances (including prescription drugs)
- Any felony conviction (whether convicted as a juvenile or an adult)

### **\* Note on Tattoos, Piercings, and Brands:**

**Body Piercings** which are visible anytime while on duty and/or in uniform are prohibited. This does not apply to piercing of the ear lobes on female troopers.

**Tattoos and/or Brands** are not allowed to be visible below the elbow or on face and/or neck while in any uniform of the South Carolina Highway Patrol. (Any visible portion of a tattoo below the bottom of the shirt sleeve to the elbow will be carefully evaluated to ensure employment suitability.)

# **CREDIT STANDARDS**

The credit history and financial conditions of the applicant will be reviewed. Credit history will not be a sole basis for disqualification. Below is a list of minimal credit standards. (If any of these apply to you, your application will become inactive until they are resolved)

- An unsatisfied judgment
- An unpaid State or Federal tax lien
- Accounts written off as bad debt with a remaining balance
- Accounts turned over to a collection agency with a remaining balance
- Voluntary or involuntary repossessions with a remaining balance
- A student loan in default
- An account with a payment 120 days past due with a remaining balance
- A foreclosure account with a remaining balance
- An account "included in bankruptcy" with a remaining balance

Applicants who are given the opportunity to review their credit reports may submit documentation which indicates that they have taken responsibility for the accounts in question. (For example, paid in full receipts/letters, payment plan letters)

---

## **HELPFUL HIRING HINTS**

### **Most Common Reasons for Not**

### **Moving Forward in the SCHP Application Process**

- **Incomplete State Application:**

**Tip:** Please be very thorough and take your time filling out every single question on application. Pay very close attention to detail. If your state application is missing dates, phone numbers, full addresses for references, or if it has unexplained gaps/dates in employment periods it will not move forward in the process. **(Adding a resume does not take the place of a complete application. An incomplete state application with a detailed resume attached is not satisfactory) YES: You must list ALL Employment History.**

- **Spelling and Grammar**

**Tip:** An application riddled with misspellings and grammar errors may not move forward in the employment process. **(Proof read your application before submitting/Keep Copy!)**

- **Inability to Contact Prior Employers**

**Tip:** In order to obtain a position as a State Trooper, we must conduct a thorough background investigation which includes contacting **ALL** of your former and, at the appropriate time, yes, **your current employers**. If you answer “No” on your state application to the question(s) “May we contact this employer?” we cannot perform a background investigation, and your application won’t move forward in the process.

- **Work & Education History**

**Tip:** If you fail to disclose a past employer and one is discovered during your background investigation or polygraph, or if you have been terminated or forced to resign from any position in lieu of a termination at any time and you do not disclose this, it is considered a **falsification of your application**. **This will lead to your application not moving forward in the process.** **(Be 100% honest while filling out State and Supplemental Applications). List ALL of your education history starting with your High School/GED information (Dates, Name.....etc) and ALL Employment History.**

**(If you have been terminated from any employment, at any time, be honest and list it. A prior employment termination DOES NOT exclude you from employment with the SCHP, but not being honest about it does!)**

- **Receipt of Your Supplemental Application and Requirements**

**Tip:** This is a very time sensitive process. The website shows all of the requirements you will need to submit once you receive your Supplemental Application via e-mail. If the SCHP Employment Unit sends you a Supplemental Application and list of requirements and you do not return it with due diligence, this could lead to your application not moving forward in the process. You may submit your Supplemental Application without the college transcripts as we understand these can take weeks to obtain. Send supplement in and requirements, then send transcripts later once you receive them.

- **Drug Use and Criminal History**

**Tip:** Please fully familiarize yourself with our minimum requirements for employment. (Answer all drug questions and all criminal history questions honestly. Falsifications discovered on any of these questions will lead to the termination of your employment process.) **Be 100% honest while filling out both State and Supplemental Applications.**

- **Physical Fitness Test (PT) Failures**

**Tip:** On average, 40% (almost half) of the applicants who make it to PT testing phase **FAIL their PT test**. This is only due to lack of preparation. Physical fitness is paramount for State Troopers. If your desire is truly to be a State Trooper **start physically training NOW**. Due to the time sensitive nature of this process, you may only receive a week or sometimes less notice to report for your employment PT test. **Be physically ready!**

- **Check Your E-Mail's "Junk Box or Spam Folder"**

**Tip:** We are discovering that more and more of our e-mails to applicants that include applications, appointments, forms...etc are ending up in these "Junk/Spam" folders and applicants are missing important information from the SCHP. (Constantly check your e-mail and these folders also to ensure you don't miss anything.)

**Continued on Next Page**

- **Hiring Process Time Line and Rejection Criteria**

The SCHP Employment process generally takes between four (4) and six (6) months. Hiring cycles generally coincide with the next available patrol class scheduled. If you are not selected for a class, you may generally be able to apply during the next hiring cycle for the next class unless your rejection was based on one of the following factors:

1. **ANY Falsification of application discovered during process:** Applicants will be ineligible to re-apply for 2 years from date on rejection letter.
2. **Two (2) Physical Fitness (PT) test failures within a twelve (12) month period:** Applicants will be ineligible to re-apply for 1 year from date on rejection letter.
3. **Two (2) Written Examination test failures within a twelve (12) month period:** Applicants will be ineligible to re-apply for 1 year from date on rejection letter.
4. **Non-Selection by the Selection Review Interview Board:** Applicants who fail to get the minimum required votes to continue in the process during their interview will be ineligible to re-apply for 2 years from date on rejection letter.

The employment process to become a State Trooper is one of the most rigorous and challenging employment processes in law enforcement. It all begins with your online State Application, it is the root of the process and all of the remaining steps that follow will be based from it. Meticulous attention to detail, **accuracy, and honesty** will ensure you move forward in this process. If you have any questions prior to filling out your State Application online, please contact the SCHP Recruiter through e-mail at: [schprecruiter@scdps.gov](mailto:schprecruiter@scdps.gov)

## South Carolina State Trooper



# **OUT OF STATE APPLICANTS**

**As you take part in this hiring process, please understand the following:**

- **You must make several different trips to Columbia, SC to complete this hiring process. These trips are at the expense of the applicant.**
- **You cannot do multiple steps on one visit.**
- **All applicants must undergo a thorough state agency background investigation.**
- **You will need to establish South Carolina Residency and acquire a South Carolina Driver's License before your hire date.**
- **Out of State Law Enforcement Certifications are not recognized. You must complete the SC Criminal Justice/SCHP Basic Training program.**

HP

AUTOMATIC DISQUALIFIERS



14-010-State Trooper State Trooper

[Scoring Plan](#) > [Scoring Factors](#) > Scoring Factor Cases

\* Required

\* Case Title 

- |                      |  |   |
|----------------------|--|---|
| <b>&lt;ans1&gt;</b>  | Do you have a high school diploma and/or a GED?<br><input checked="" type="checkbox"/> Yes   | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans2&gt;</b>  | Will you be at least 21 years old by January 20, 2017?<br><input checked="" type="checkbox"/> Yes  | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans3&gt;</b>  | Do you have a valid driver's license?<br><input checked="" type="checkbox"/> Yes   | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans4&gt;</b>  | Is your driver's license currently suspended?<br><input checked="" type="checkbox"/> No  | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans5&gt;</b>  | Have you ever been convicted of Leaving the Scene with Personal Injury or Death within the last five (5) years?<br><input checked="" type="checkbox"/> No  | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans6&gt;</b>  | Have you been convicted of DUI and/or DWI within the last 5 years?<br><input checked="" type="checkbox"/> No   | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans7&gt;</b>  | Have you ever been convicted of a violent crime?<br><input checked="" type="checkbox"/> No   | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans8&gt;</b>  | Have you ever been convicted of domestic violence?<br><input checked="" type="checkbox"/> No   | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans9&gt;</b>  | Have you ever sold any illegal drugs or substances including prescription drugs?<br><input checked="" type="checkbox"/> No   | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans10&gt;</b> | Have you used and/or experimented with marijuana within the last two (2) years?<br><input checked="" type="checkbox"/> No  | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans11&gt;</b> | Have you used and/or experimented with steroids within the last 5 years?<br><input checked="" type="checkbox"/> No   | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans12&gt;</b> | Other than marijuana, illegal anabolic steroids, or prescription drugs not prescribed to you, have you used and/or experimented with any other illegal controlled substance(s) such as hallucinogens, depressants, stimulants, inhalants, or cocaine within the last 10 years?<br><input checked="" type="checkbox"/> No | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans13&gt;</b> | Are you willing to participate in the pre-employment physical fitness test?<br><input checked="" type="checkbox"/> Yes   | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans14&gt;</b> | Do you understand that we must conduct a thorough background investigation of all your former employers, therefore if you checked "NO" your application for "May we contact this employer" we cannot process your application? (Even if employer is no longer in business.)<br><input checked="" type="checkbox"/> Yes   | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans15&gt;</b> | Do you give consent to have SCDPS conduct criminal history checks, credit consumer report checks, and driver's license history checks in reference to the employment process?<br><input checked="" type="checkbox"/> Yes   | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans16&gt;</b> | Do you currently have ticketed moving violations totaling Six (6) or more points against your driver's license?<br><input checked="" type="checkbox"/> No  | <a href="#">Edit</a> <a href="#">Delete</a> |
| <b>&lt;ans17&gt;</b> | Have you ever been convicted of Failure to Stop for Blue Light (ran from police in a vehicle) within the last 10 years?<br><input checked="" type="checkbox"/> No  | <a href="#">Edit</a> <a href="#">Delete</a> |

Formula

<ans1>  
AND <ans2>  
AND <ans3>  
AND <ans4>  
AND <ans5>  
AND <ans6>

Questions

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