



# South Carolina Department of Public Safety

## Highway Patrol Division Manual of Operations



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# South Carolina Highway Patrol Manual of Operations

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# South Carolina Highway Patrol Operational Guide

## *ADMINISTRATIVE SECTION*

### **I. Foreword**

The South Carolina Highway Patrol is dedicated to effective law enforcement, improving safety on our highways, enhancing and supporting a good public relations program, and serving the public of South Carolina. From its origin by legislation in 1930, the South Carolina Highway Patrol has upheld the high standards of conduct and service necessary to merit respect from the public it serves.

The future holds challenges for each member of the Patrol. Effective enforcement of traffic laws depends, to a large extent, on the training and intelligence of the individual Patrol officer. An exceedingly high degree of uniformity of thought must prevail if our laws are to be enforced fairly, impartially, and in accordance with the intent of the legislation. In an effort to achieve these objectives, the Highway Patrol, a division of the Department of Public Safety, has prepared the Manual of Operations to supplement the Department of Public Safety Policy Directives.

Proper use of this Manual will ensure that each member of the Patrol will grow in the ability and efficiency to render the best possible service to the state and its motorists.

#### **A. Violation of This Manual**

Violations of this Manual, administrative code, and all policies, rules, regulations, directives, and procedures of the Department, if proven, can be used solely as the basis for disciplinary action set forth in DPS Policy 400.08 against a member by the South Carolina Department of Public Safety.

Our Operations Manual and written personnel rules, regulations, and policies of the Department contain various provisions relating to your employment. The Operations Manual and personnel rules, regulations, and policies are **NOT** a contract of employment. The provisions of the Operations Manual and of our personnel rules, regulations, and policies are subject to change at any time by the Department. It should be noted that if for some reason the Operations Manual conflicts with DPS Policy Directives, DPS Policy Directives will supersede the Operations Manual.

#### **B. Patrol History**

Laws usually come as the result of a public need and law enforcement as the result of acceptance of those laws. Good laws always have this basis. By 1930, the need for driver control had become manifest in South Carolina. Lack of such control had caused an untold number of collisions, injuries, and deaths. There was a growing feeling among thoughtful persons that something must be done to protect the motorist from himself and from other motorists who used the highway with him. It was in this atmosphere that the Driver

Licensing Law of 1930 became a law. This law requires persons who operate motor vehicles to have a driver's license. It also created the Highway Patrol to enforce the laws governing travel on the roads.

The new South Carolina Highway Patrol consisted of 69 men, including a Patrol captain, an assistant to the captain, 11 license inspectors, seven lieutenants, and 49 Patrolmen. These Patrolmen were charged with Patrolling the 5991.7 miles of highway that was in South Carolina at that time. These men were given no training, issued a gun, a badge, a uniform, and a motorcycle. With a few verbal instructions, they began enforcing the new laws.

At its inception, the Patrol was a part of the Motor Vehicle Division. As it grew in size and in responsibility, it was determined that the Patrol could function more efficiently as a separate division of the Department. Therefore, in 1953, the change was instituted, making the Chief Highway Commissioner directly responsible for the Highway Patrol.

The first uniforms were designed for comfort and convenience in Patrolling on motorcycles. Heavy leather gloves, called gauntlets, and black leather jackets were worn for protection against the elements. Trousers were tailored with a black stripe down the outside seam. They fit closely from the knee to the ankle, like jodhpurs. For a short while, leather puttees were used, but these were replaced by black leather knee length boots. Both trousers and shirts were made of gray material with a bow tie of black leather snapped on the shirt collar. A visor cap topped the uniform. With variations, this uniform was worn until 1949, when dark green trousers and poplin shirts replaced the old uniform. The green uniform was later replaced by tan colored uniforms that were in use until 1979 when the present uniform was adopted. A law was enacted making it unlawful for any other agency to wear uniforms like those worn by the South Carolina Highway Patrol.

As time elapsed, it became an accepted fact that driving was indeed a privilege to be enjoyed only so long as it was not abused. Safety became more and more important as the number of vehicles grew, the amount of travel increased, and the miles of highway multiplied. Traffic law enforcement, however, had very practical limitations. The public needed to be educated to think seriously about the safety on the highways. In 1932, the Patrol initiated its first safety campaign that consisted of a series of safety lectures from materials obtained from the National Safety Council. It was also in this year that drivers, for the first time, had their drivers' licenses revoked for traffic law violations. A total of 1,261 persons lost their newly acquired drivers' licenses and Patrolmen imposed an impressive \$96,633.25 in fines.

In 1932, new Patrolmen received training for the very first time. The first Patrol training school was held at Camp Jackson, which had been abandoned at the close of World War I. Here, the recruits underwent three months of training in all phases of Patrol work. As the need arose for additional Patrolmen, training programs were held to qualify applicants for the work. Today, no person is commissioned as a Patrol Officer until he has been thoroughly trained and has demonstrated his ability to perform the job.

In 1934, the Patrol was showing signs of growth. A traffic engineer was appointed and an identification officer was employed. The latter was a fingerprint expert and was assigned to duty in the Patrol Headquarters at night. He was available to all peace officers and to the general public for furnishing records, necessary information pertaining to violations, and

apprehension of law violators. The Patrol now consisted of 79 members, 60 of whom were Patrolmen.

During the first seven years of its existence, the expansion of the Patrol may be categorized as phenomenal. By 1937, the year the Highway Safety Act was made into law, the Patrol consisted of 90 members, 79 of whom were Patrolmen. While on duty, the Patrol traveled a total of 2,995,986 miles and made 14,491 cases resulting in fines amounting to \$236,445.75. In addition to cases brought before trial officers, 53,841 motorists were stopped and warned because of minor traffic violations, 71 stolen vehicles were recovered, and 32 persons were arrested in connection with thefts.

Motorcycles were gradually replaced by automobiles as the Patrol grew. Although the license inspectors had automobiles as early as 1928, the big changeover came in 1937.

The Patrol continued to grow and expand its duties at a rapid rate until 1941 when the United States became involved in World War II. The war effort claimed many of the Patrolmen and gas rationing brought almost all highway travel to a halt. Activity of the Patrol was curtailed to a virtual standstill as major emphasis during the next four years was placed on national defense.

At the close of World War II, the unprecedented growth in vehicle registrations and highway travel brought new demands for increased efficiency in traffic law enforcement. In 1947, Patrol cars were equipped with two-way radios and later with car-to-car communication capabilities. The state constabulary was created and the fingerprint expert was transferred to that agency. The traffic engineering responsibilities were later removed from the Patrol and made an integral part of the engineering division. These changes enabled the Patrol to concentrate all of its energy and time to the enforcement of traffic laws. At this time, the Patrol training school was streamlined by reducing the training period from three months to an intensive course of eight weeks. Greater emphasis was placed on the field-training portion of the school that follows the classroom study. Today, the training period for the Patrol is 18 weeks, with eight weeks of field training upon graduation.

The 1970's started off with a groundbreaking ceremony for the South Carolina Criminal Justice Academy that was completed and opened in 1972. Since that time, the Patrol has trained all of its recruits at that location.

September 1977 brought yet another change to the Highway Patrol when women were hired for the first time. Seven women along with 52 men underwent a 12-week Patrol training course at the Criminal Justice Academy in Columbia. The seven women completed the course and were assigned to Patrol duty. Also in 1977, the new Central Office building was completed in Columbia and the Patrol moved into a new Headquarters facility.

In 1978, the Legislature passed a law allowing the Highway Patrol to adopt a uniform to be worn exclusively by the Patrol. Uniforms presently worn by the Patrol are gray with navy stripes. The shoulder patch worn in 1978 had silver letters on a navy background. In 1990, the Patrol shoulder patch was changed. It presently has a midnight navy blue background with silver gray lettering and border. The state seal is enhanced with multiple colors. The color of the Patrol cars was changed by that same Legislation to metallic silver with blue stripes.

In 1984, the South Carolina Highway Patrol changed its officers' title from South Carolina Patrolman to South Carolina State Trooper.

In 1986, a specialized unit was formed to regulate the South Carolina Motor Vehicles Dealers. The unit was called the Headquarters Investigative Unit (H.I.U.) but was dissolved in 1996 due to a change in state law.

In 1988, the Highway Patrol purchased five unmarked high performance Mustangs to Patrol the highways. In 1988, a Governor's R.A.I.D. (Retaliation Against Illegal Drugs) Team was created with the Patrol participating along with three other State Law Enforcement agencies. This team included undercover personnel and a Drug Detecting Canine Unit. In 1993, the R.A.I.D. team was placed under the South Carolina State Law Enforcement Division due to governmental restructuring.

In the early 1990's, the Patrol began utilizing the 800 MHz radio, video cameras, Mobile Data Terminals (M.D.T.), the Glock .40 caliber pistol, new semi-automatic shotguns, and semi-marked Patrol cars. On May 1, 1991, a unit named Aggressive Criminal Enforcement (A.C.E.) was formed to interdict the transportation of illegal drugs. A drug-detecting K-9 named "Pinch" was purchased. The A.C.E. Team now has a total of seven drug-detecting K-9s.

In 1993, as a result of governmental restructuring, the Department of Public Safety was formed. The Highway Patrol was separated from the Department of Highway Safety and Public Transportation and became an integral part of the Department of Public Safety. In accordance with the restructuring law, the Size and Weight unit became a separate division of the Department of Public Safety and was named the State Transport Police. Patrol Headquarters was moved from the downtown Columbia office to the South Carolina Criminal Justice Academy grounds.

In 1994, a small number of motorcycles were added to the South Carolina Highway Patrol fleet.

In 1995, the Department of Public Safety and the South Carolina Highway Patrol began to establish a specialized unit to conduct in-depth investigations of designated traffic collisions involving major injuries or fatalities. This unit of highly trained investigators, who are State Troopers, is called the Multi-Disciplinary Accident Investigation Team (M.A.I.T.)

The South Carolina Highway Patrol has accomplished much since 1930. Progress was not always made without sacrifice. As of this printing, in the 82 years of the Highway Patrol, 50 troopers have given their lives in the line of duty.

The motto of the South Carolina Highway Patrol is "Courtesy, Efficiency, and Service". It is the Patrol's pledge to the traveling motorists and the people of South Carolina that it will continue to be the great organization of the future as it has been the great organization of the past.

### **1. South Carolina Highway Patrol Breast Badge**

The original badge and shoulder patch were designed in 1930 by Carl Metz, one of the early employees of the South Carolina Highway Department. He also designed the emblem displayed on the side of Patrol cars today. For a period of about five years (1940-1945), a badge was used which contained an outline map of the state in the center. This was

replaced by the original badge that bears the face of the state seal and the motto "ANIMIS OPIBUSQUE PARATI", which means "Prepared in Mind and Resources". In 1989, a new badge was designed for Lieutenants, Captains, Majors, the Lieutenant Colonel, and the Colonel. The crest was changed to a multi-colored seal. In 2003, the Patrol reverted back to the original badge.

## 2. South Carolina Highway Patrol Emblem

The South Carolina Highway Patrol emblem is of the keystone design. The background is midnight navy blue with silver gray lettering and border. The emblem incorporates in its design the South Carolina State Seal which is enhanced with multi-colors. Emblems are worn on both sleeves of all Patrol garments.

## 3. The Patrol Wing

The Patrol wing is used on the front doors of all marked Patrol vehicles. The wing incorporates in its design, the obverse side of the South Carolina State Seal. The wings are gold and were designed by Carl Metz, one of the early employees of the South Carolina Highway Department.

## 4. The State Seal

The following facts concerning the Seal were taken from the official bulletin of the State Historical Commission of "The Seal of the State of South Carolina".

On March 26, 1776, the Provincial Congress of South Carolina set up an independent government, electing John Rutledge as President. On April 2, 1776, the President and Privy Council were authorized by Resolution of the General Assembly "to design and cause to be made a Great Seal of South Carolina".

After the Declaration of Independence, a design for the arms of an official great seal, prepared by William Henry Drayton, a member of the Privy Council, was accepted, together with the design for the reverse, said to have been designed by Arthur Middleton. Both designs were turned over to an engraver in Charles Town and engraved as a great seal, which was used by President Rutledge for the first time on May 22, 1777.

The seal was made in the form of a circle, four inches in diameter, and four-tenths of an inch thick. Both the arms and reverse symbolize the battle fought on June 28, 1776, between the unnamed and unfinished fort at Sullivan's Island (now Fort Moultrie) and the British fleet. A description of the Seal follows:

**Arms:** A Palmetto tree growing on the seashore erect (Symbolic of the Fort on Sullivan's Island, built of Palmetto logs); at its base, a torn up oak tree, its branches lopped off, prostrate, typifying the British Fleet, constructed of oak timbers and defeated by the Fort; BOTH PROPER. Just below the branches of the Palmetto, two shields, pendant; one of them on the dexter side is inscribed MARCH 26, the date of ratification of the Constitution of South Carolina--the other on the sinister side of JULY 4, the date of the Declaration of Independence: Twelve spears PROPER, are bound crosswise to the stem of the Palmetto, their points raised, representing the 12 states first acceding to the union; the band uniting them together bearing the inscription QUIS SEPARABIT (who shall separate). Under the prostrate oak is inscribed MELIOREM LAPSA LOCAVIT (having fallen it has set up a better); below which appears in large figures, 1776 (the year the Constitution of South Carolina was passed, the year of the battle of Sullivan's Island and of the Declaration of

Independence, and the year in which the Seal was ordered made). At the summit of the Exerque are the words SOUTH CAROLINA; at the bottom of the same appears ANIMIS OPIBUSQUE PARATI (prepared in mind and resources).

**Reverse:** A woman walking on the seashore, over swords and daggers (typifying hope overcoming dangers which the sun, about to rise, was preparing to disclose); she holds in her dexter hand, a laurel branch (symbolic of the honors gained at Sullivan's Island) and in her sinister hand, the folds of her robe. She looks toward the sun just rising above the sea indicating that the battle was fought on a fine day and also bespeaking a good fortune. On the upper part is the azure sky. At the summit of the Exerque are the words DUM SPIRO SPERO (While I breathe, I hope.) and within the field below the figure is inscribed the word SPES (hope).

## II. Conduct

The Highway Patrol is a highly specialized segment of the South Carolina Department of Public Safety that requires professional training, dignity, and conduct. All employees must conduct themselves in a manner that will bring their profession the highest standards of conduct and performance. Therefore all employee of the Highway Patrol must comply with the following:

### A. Core Values

**Selfless Service:** Place the needs of others and your subordinates ahead of your own.

**Integrity:** Be honest, forthright, and truthful. In any and all situations do the right thing because it is the right thing.

**Responsibility:** Be accountable for your duties. You are expected to complete all duties and assignments to the highest standard.

### B. Department Code of Ethics

WHEREAS, the Department of Public Safety is a law enforcement agency:  
and,

WHEREAS, the citizens of South Carolina have the right to expect ethical conduct from those whose duty it is to enforce the laws of the state and country; and,

WHEREAS, this duty falls upon all the employees of the Department of Public Safety;

THEREFORE the employees subscribe to the following Code of Ethics.

As a public employee, I believe public service is an honorable profession dedicated to bettering the lives of those I serve and requiring at all times that the public interest be placed above any personal concern.

As a public employee I believe that I should demonstrate the highest standards of personal integrity, truthfulness, honesty, courtesy and fortitude in all my public activities in order to inspire public confidence and trust in public institutions. I will confront and challenge any unethical behavior by my fellow employees and report such behavior to the appropriate supervisor.

The public's opinion about the courtesy, honesty, truthfulness, and personal integrity of public officials and public employees is the premier value sought by citizens. Any individual or collective compromise with respect to these character traits can damage the ability of an agency to perform its tasks or accomplish its mission. .

Therefore, I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions nor will I tolerate such behavior by my fellow employees. I will enforce the law courteously and appropriately without fear, favor, malice or ill will.

As a public employee I recognize that all the employees of this agency must join with the men and women who carry a badge in the mission of this department – to protect and save lives.

As a public employee, I will oppose any discrimination because of race, color, religion, sex, national origin, political affiliation, physical handicaps, age, or marital status, in all aspects of personnel policy. I pledge to serve the public with respect, concern, courtesy, and responsiveness, recognizing that service to the public is beyond service to oneself.

### **C. Law Enforcement Code of Ethics**

Law enforcement is a profession that requires ethical conduct in how it carries out its responsibilities. In 1957 the International Association of Chiefs of Police developed a code of ethics for all law enforcement officers. These code of ethics was revised and adopted in 1991 and is used internationally by law enforcement organization. Personnel of the Highway Patrol are to adhere to this code of ethics.

#### **Primary Responsibilities of a Police Officer**

A police officer acts as an official representative of government who is required and trusted to work within the law. The officer's powers and duties are conferred by statute. The fundamental duties of a police officer include serving the community; safeguarding lives and property; protecting the



innocent; keeping the peace; and ensuring the rights of all to liberty, equality and justice.

#### Performance of the Duties of a Police Officer

A police officer shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity.

Officers will never allow personal feelings, animosities or friendships to influence official conduct, Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

#### Discretion

A police officer will use responsibly the discretion vested in the position and exercise it within the law. The principle of reasonableness will guide the officer's determinations and the officer will consider 211 surrounding circumstances in determining whether any legal action shall be taken.

Consistent and wise use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice rather than arrest which may be correct in appropriate circumstances-can be a more effective means of achieving a desired end.

#### Use of Force

A police officer will never employ unnecessary force or violence and will use only such force in the discharge of duty as is reasonable in all circumstances.

Force should be used only with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every police officer will refrain from applying the unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhuman treatment of any person.

## Confidentiality

Whatever a police officer sees, hears or learns of, which is of a confidential nature, will be kept secret unless the performance of duty or legal provision requires otherwise.

Members of the public have a right to security and privacy, and information obtained about them must not be improperly divulged.

## Integrity

A police officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers.

His public demands that the integrity of police officers be above reproach. Police officers must, therefore, avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law. Police officers must not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

## Cooperation with Other Officers and Agencies

Police officers will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

An officer or agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a police officer assist colleagues fully and completely with respect and consideration at all times.

## Personal/Professional Capabilities

Police officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

Through study and experience, a police officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

## Private Life

Police officers will behave in a manner that does not bring discredit to their agencies or themselves.

A police officer's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.

**As a Law Enforcement Officer**, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality, and justice.

**I will** keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity, will be kept ever secret unless revelation is necessary in the performance of my duties.

**I will** never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employ unnecessary force or violence and never accepting gratuities.

**I recognize** the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

**I will** confront and challenge any unethical behavior by my fellow employees and report such behavior to the appropriate supervisor. I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions nor will I tolerate such behavior by my fellow employees.

**D. Oath of Office**

1. All Troopers, before performing any official duties, must take an oath of office to preserve, protect and defend the Constitution of this State and the United States in accordance with SC Code of Law §8-3-10.

“First, I do solemnly swear that I am duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have been appointed, and that I will, to the best of my abilities, discharge the duties thereof, and preserve and protect and defend the Constitution of this State and of the United States.”

“I swear that I am under no promise, in honor or law, to share the profits of the office to which I have been elected or appointed, and that I will not directly or indirectly, sell or dispose of said office or the profits thereof, but will resign, or continue to discharge the duties thereof during the point fixed by law, if I so long live.”

“So help me God.”

2. A member of the command staff with the rank of Lieutenant or above will give the oath of office.

**E. Goals**

1. All troopers are employees of the South Carolina Department of Public Safety and should be in complete harmony with the policies and aims of the whole Department.
2. Troopers should be aware of the relationship required of all units to plan, construct, maintain, and ensure orderly use of our highways, the safety of our citizens and should realize that all employees of the Department are working toward the same goals in different capacities.

**F. Code of Conduct**

1. Troopers are public officials and should conduct themselves in a manner becoming their position of authority and trust.
2. Troopers must be fair and impartial in the execution of their responsibilities.
3. While carrying out their duties, Troopers must be firm and positive in their contact with the public, but they are to be courteous and polite to offenders and non-offenders alike.

4. Troopers shall exercise patience and discretion in performing their duties while dealing with the public in all situations.
5. Troopers will not use coarse, violent, profane, obscene, or disrespectful language or gestures and shall not express to the public any prejudice in any form.

**G. Conformance to Laws**

1. Patrol personnel shall not knowingly or willfully violate any laws of the United States, the State of South Carolina, or any other state.
2. If the facts revealed by an investigation indicate that there is substantial evidence that a member has committed acts which constitute a violation of criminal law, other than minor traffic infractions, then the member may be deemed to have violated this section, **even if the member is not prosecuted or is found not guilty in court, and shall be subject to the appropriate disciplinary action.**

**H. Personal Gain**

Troopers will not permit their position as state law enforcement officers to be used for personal gain, selfish propaganda, or partisan politics. Troopers will not exploit their work, uniform, or themselves by personally inspired press notices or by any other means.

**I. Favoritism**

In order to prevent the possible appearance or accusation of favoritism, Troopers will not, in any manner, influence or attempt to influence any person in the selection of professional services. This will include, but is not limited to the selection of wreckers, repair shops, ambulances, hospitals, physicians, attorneys, investigators, and claims adjusters.

**J. Criticizing Fellow Employees**

1. All Troopers will avoid discussing enforcement problems with persons outside the Highway Patrol Division. Employees of the Department of Public Safety will conduct themselves in accordance with applicable laws, regulations, department policies and generally acceptable work behaviors.
2. Troopers will not criticize fellow employees, superiors, or Department policies under any circumstances. If complaints or criticisms are justifiable and warranted, they will take the matter up through the proper channels or with the appropriate official in the Department.

**K. Professionalism**

1. All Troopers should always keep in mind that the Department and their profession demands and expects good conduct and clean moral habits.
2. Troopers should strive to improve their efficiency through alertness and continued study, by carrying out orders of their superiors, and by upholding the Department they represent.
3. They should dignify their profession by encouraging qualified persons to apply for positions with the Highway Patrol.

**L. Devotion to Duty**

Troopers, while on duty, should devote all their time, talent and abilities to assuring safer travel on the highways and to making South Carolina a better place to live.

**M. Compliance to Rules and Regulations**

1. Troopers shall not commit any act or fail to perform any act that would constitute a violation of any of the rules, regulations, directives, orders, or policies of the Patrol or Department, whether or not they are stated in this Manual.
2. Ignorance of Patrol rules, regulations, directives, orders, or policies shall not justify any such violation.
3. Troopers shall be responsible for their own acts and shall not unjustly attempt to shift to others the responsibility for executing or failing to execute a lawful order or a Patrol duty.
4. Violation of the forgoing Code of Conduct and Ethics will subject the violating Trooper to disciplinary proceedings under the guidelines of disciplinary action.

**N. Behavior**

1. Disciplinary Action
  - a. It is the duty of every Trooper to conduct himself in a manner that is above reproach and to ensure that every Highway Patrol member under his/her supervision do likewise.
  - b. Appropriate disciplinary action set forth in DPS Policy 400.09 will be taken in regard to illegal or immoral acts and failure to abide by rules and regulations of the Department.

## 2. Insubordination

- a. Patrol personnel shall obey any lawful order of a superior officer or supervisor. This will include orders given verbally by telephone, radio, or in writing from a superior officer or supervisor, or relayed by an employee of lesser rank.
- b. Any obscene gesture, disrespectful, rebellious, insolent or abusive language or conduct directed toward a superior officer or the authority of the position shall be considered insubordination.

## 3. Improper Conduct

- a. Patrol personnel shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorable upon the Highway Patrol and in keeping with the high standards of professional law enforcement.
- b. Improper conduct shall include any conduct which tends to bring the Patrol in disrepute, or which tends to impair the operation and efficiency of the Patrol or of a member, which violates Patrol rules and regulations.
- c. If a member of the Highway Patrol is arrested or served with an arrest warrant for a misdemeanor, including a traffic offense, felony or is involved with an incident that requires a police investigation, the supervisor shall be notified immediately.

## 4. Neglect of Duty

Patrol personnel shall not be inattentive to nor neglect their duty and shall not engage in any activity that would impair their ability to perform their duty.

## 5. Obstruction of Investigation

Patrol personnel shall not intentionally delay or obstruct the proper investigation of a criminal or administrative nature.

## 6. Truthfulness

Patrol personnel shall be truthful and complete in all written and oral communications, reports, and testimony. They will not knowingly report any inaccurate, false, improper, or misleading information.

## 7. Confidentiality of Information

- a. Patrol personnel shall treat the official business of the Patrol as confidential.
- b. Information regarding official business shall be disseminated only to those persons for whom it is intended and only in accordance with established Patrol procedures.
- c. Employees may remove and/or copy official records or reports from Patrol files or from Patrol installations only in accordance with established state personnel, Department and Patrol procedures.
- d. Patrol members shall not divulge the identity of persons giving confidential information except when properly authorized for the performance of Patrol duties.

## **O. Use of Substances**

### 1. Use of Tobacco and Chewing Gum

#### a. Tobacco

In addition to DPS Policy 200.03, each employee will conform to the following:

Patrol personnel shall not smoke or use tobacco products while engaged with the public on Patrol business.

#### b. Chewing Gum

Chewing gum is not permitted while engaged with the public on Patrol business.

### 2. Use of Alcohol and Drugs

In addition to DPS Policy 200.04, each employee will conform to the following:

#### a. Alcohol

1. Patrol personnel shall not drink any alcoholic beverage while in uniform or on duty.
2. Patrol personnel shall not report to duty or be on duty with the smell of an alcoholic beverage about their person or breathe.



3. Patrol personnel shall not report to duty under the influence of alcoholic beverages or any other intoxicants.
4. Patrol personnel shall not bring into or store alcoholic beverages or intoxicants in any Patrol facility or vehicle, except alcoholic beverages which are being held as evidence, and then only in conformance with Patrol procedures. (Policy 300.15)

b. Drugs

1. Patrol personnel shall not report to duty under the influence of narcotics (controlled or illegal substances) or any other intoxicants.
2. Patrol personnel shall not use or possess habit forming drugs, narcotics, or controlled substances unless prescribed by a physician or in compliance with Patrol procedures in handling evidence.

c. Off-duty Use of Alcohol

While off duty, Patrol personnel shall refrain from:

1. Consuming intoxicating liquors or beverages to the extent that such consumption results in intoxication or impairment of their faculties while in a public facility.
2. Obnoxious or offensive behavior that would tend to discredit the member of the Patrol.
3. Render the member unfit to report for his/her next regular tour of duty.
4. Patrol personnel shall, at no time have in their possession, any firearms after having consumed intoxicating beverages or other intoxicants.
5. Patrol personnel are prohibited from operating any DPS owned or leased vehicle after consuming an alcoholic beverage or other intoxicants.

### **III. Employment, Assignments, Special Units**

#### **A. Employment**

##### **1. Qualifications for Patrol Applicants**

- a. Must be a citizen of the United States.
- b. Possess either a state high school diploma or a South Carolina State High School Certificate.
- c. Must be able to perform all of the essential functions of the job.
- d. Have 20/20 vision without glasses or no more than 20/100 in either eye, corrected to 20/20. Must be able to distinguish colors.
- e. Can operate a motor vehicle proficiently and possess a valid South Carolina driver's license with no record during the previous five (5) years for suspension of driver's license as a result of driving under the influence of alcoholic beverages or dangerous drugs, or leaving the scene of an accident.
- f. Does not have a police record and their record as a vehicle operator is satisfactory.
- g. Must be at least twenty-one (21) years of age. (You must be 21 to lawfully carry a pistol).
- h. Character and reputation will be established by investigation.
- i. Candidates will be required to successfully complete the course of instruction.
- j. Appointees will be assigned to stations as determined by the need for law enforcement.
- k. Appointees may not necessarily be assigned to their home counties.
- l. Full-length photograph must accompany application.
- m. Each applicant must sign and comply with the following declaration:

***It is the policy of the South Carolina Highway Patrol to recruit, hire, train, and promote employees without discrimination because of their race, religion, color, national origin, handicap, sex, or age; except where age, sex, or handicap are bonafide occupational qualifications. Furthermore, it is the policy to take affirmative action to remove any disparate effects of past discrimination. This policy applies to all levels and phases of personnel administration such as recruitment advertising, testing, hiring, and training.***

***In making application for employment as a member of the South Carolina Highway Patrol, I do so with the full understanding that, if appointed, I will accept assignment anywhere within the state as determined by the***

*Commander of the South Carolina Highway Patrol. I also understand that I shall be subject to transfer from one station to another as may be determined by the Commander.*

*Further, I do solemnly affirm and declare that should I be appointed to the Highway Patrol, I will do my best to do my duty at all times and to uphold and defend the Constitution of the United States of America and of the State of South Carolina. I pledge to maintain the tradition, dignity, and respect of the Highway Patrol; to keep myself clean, physically fit, and to carry out all commands and instructions by my superiors.*

*My application is made with the full understanding that should I violate any of the above, I shall be subject to appropriate disciplinary action by the Highway Patrol.*

## **2. Probation and Permanent Appointments**

- a. Where applicants meet the qualifications, accept appointments, and report for training, they will receive an appointment in a trainee status pending satisfactory completion of the course of training.
- b. Trainees will remain in probationary status for a period of one year from the date of hire.
- c. During this time, employees will enjoy rights and privileges of an employee on probation.
- d. Upon completion of the probationary period and the earning of a satisfactory service rating, appointment to the status of a permanent employee shall become effective when approved by the Director.

## **3. Assignment of Personnel**

- a. The Patrol commander makes assignments to a duty post/region based on law enforcement needs for a particular troop within the state.
- b. All requests for change in duty troop/unit assignments are made through the troop/unit commander. The request is then submitted to the Patrol commander for approval.
- c. When a trooper is assigned from one troop/unit to another, a complete audit of the trooper's equipment, summons tickets, personnel records, and video tapes are to be completed by the troop/unit commander. The Troop Commander is to ensure

that lists of all items remaining with the trooper are forwarded to the new troop/unit commander.

- d. The troop/unit commander may make changes of assignments requiring transfers within the troop/region. Patrol Headquarters is to be informed of any assignment changes.
- e. Changes of residence location **within an assigned post/region** shall not be made without notification to an immediate superior and with prior approval of the troop/unit commander. Patrol Headquarters is to be informed of any residence changes.
- f. While it is highly recommended that troopers reside in the post where they are assigned, troopers may be allowed to live in an area not to exceed thirty (30) statute miles, within the boundaries of South Carolina, from the physical location of their post headquarters office. Locations of residence will be in accordance with the following ranks:
  - 1. Lieutenant Colonel – within 30 miles of Patrol Headquarters.
  - 2. Majors – within 30 miles of Patrol Headquarters.
  - 3. Captain, Lieutenant, Adm. Sergeant, CRO troopers – within troop or within 30 statute miles of troop headquarters.
  - 4. First Sergeant and below – within assigned post/unit or within 30 statute miles of post/unit headquarters.
  - 5. MAIT Units must reside in their assigned region.
  - 6. ACE Units must reside in their assigned region.
  - 7. A-CERT lieutenant, sergeant, corporal must reside in their assigned region.
  - 8. CRO corporal must reside in their assigned region.
- g. Troopers who change troop/unit/region assignments are to establish residence within boundaries set forth in sections f-i within six (6) months.
- h. No law enforcement personnel may reside outside of the State of South Carolina. No trooper can continue to be employed by the State of South Carolina who is not a resident of the State of South Carolina.
- i. When law enforcement personnel change residence, or the U. S. Postal Service changes the mailing address, the following

forms are to be completed and turned into the area troop headquarters:

1. Comptroller General Employee Withholding **Form (P4)**
2. Election and Retirement System Enrollment **Form (2A)**
3. Personnel Information Sheet

**4. Re-employment of Patrol Personnel**

The Department of Public Safety does not discourage employees who can better themselves through changes in employment. However, due to the constant backlog of qualified applicants and difficult process of re-employment, an employee should give careful thought to his employment benefits before resigning due to other job offers.

**5. Quit Without Notice**

Any absence of three consecutive days, during which the employee's supervisor is not notified, shall be grounds for termination of services under the classification of "Quit Without Notice". In cases where employees have quit without notice, the Troop/Unit Commander shall submit personnel request forms so stating the fact.

**6. Separation by Death**

When an employment of Patrol personnel is terminated by death, procedures listed on the Patrol's Intranet Site are to be followed.

**B. Highway Patrol Units**

**1. Field Troops**

Field Troops are responsible for providing traffic enforcement and other required services statewide. There are seven troops that cover specific areas of the state.

**2. Training Staff**

The training staff is responsible for providing quality basic, in-service and specialized training for troopers. There is also a need to ensure that every trooper receive up to date training in the trends and techniques of law enforcement. The purpose of the training staff is to research and formulate a training curriculum and lesson plans for basic, in- service and specialized training. In addition to these duties, the training staff

must ensure that every Trooper maintains their law enforcement certification with the South Carolina Criminal Justice Academy.

### **3. Honor Guard**

The Honor Guard is to ensure that any officer on active duty or retired who dies under honorable conditions is buried with full honors when requested by the family or agency. The Honor Guard will also carry and present the National and State Colors at civic and professional ceremonies when directed. The Honor Guard is comprised of uniform officers from the Department of Public Safety.

### **4. Aggressive Criminal Enforcement**

The South Carolina Highway Patrol's Aggressive Criminal Enforcement Team (ACE) as set forth in DPS Policy Directive 300.28 is comprised of four divisions, the Interdiction Unit, the Canine Unit, the Motorcycle Unit and the Department of Transportation Safety Improvement Team. The Interdiction Unit and the Canine Unit are trained in aggressive criminal enforcement methods and the Motorcycle Unit is trained in aggressive traffic enforcement. The Motorcycle Unit is capable of responding to all areas of the state in order to conduct enforcement assignments that include aggressive driving, road rage, and selective enforcement based on prior crash data. The Safety Improvement Team strictly enforces traffic laws around highway construction zone areas. The K-9 Section is responsible for the utilization of the Highway Patrol's K-9s. The purpose is to detect illegal drug trafficking on the state's roadways. This Unit is available to assist the Highway Patrol and other law enforcement agencies 24 hours a day.

### **5. School Bus Safety Coordinators**

The Department of Public Safety and State Department of Education initiated this unit under a mutual written agreement. Under the terms of the agreement at least two troopers are assigned to the State Department of Education full time to promote school bus safety. These troopers must possess the necessary training and communication skills to effectively promote school bus safety with all law enforcement agencies, all grade levels of students, school administrators, parents, bus drivers and the general public.

### **6. Emergency Traffic Management**

The South Carolina Highway Patrol's Emergency Traffic Management Unit is responsible as set forth in DPS Policy 300.14, for the development, implementation and evaluation of the Department of Public Safety's response to natural as well as man-made disasters. This is to include the evacuation of citizens who would be in harms way by coordinating with local and state agencies for the evacuation and re-entry of the public. In addition to preparing for disasters, the Emergency Traffic Management Unit is responsible for developing and implementing a Terrorism Response/Preparedness Plan. This includes working with local, state and federal agencies in case of a terrorist attack as well as training all DPS officers in matters that deal with a terrorist attack. The Emergency Traffic Management Unit is also responsible for the coordination and security of nuclear shipments traveling through the state as well as preparing for vehicular traffic for large planned events.

## **7. Support Services**

This Division of Patrol Headquarters supports many aspects of the Highway Patrol's missions. It includes Patrol Supply, Information Technology, Communications Logistics, Strategic Planning and Business Administration.

### **a. Patrol Supply**

#### **1. Research and Development**

The Research and Development (R&D) section of Patrol Supply is responsible for the testing, evaluation, procurement, stocking, and issuing of all law enforcement equipment for the Department of Public Safety.

#### **2. Law Enforcement Fleet Services**

The Law Enforcement Fleet Services section of Patrol Supply is responsible for the procurement, registration, equipping, issuance, and maintenance of all law enforcement vehicles of the Department of Public Safety. Additionally, this section coordinates, administers, installs, and maintains In-Car Video Systems for all local, county, and state traffic law enforcement vehicles with fees assessed through DUI legislation.

b. Office of Information Resources

This office is responsible for coordinating the information technology needs of the Highway Patrol. It maintains a state-wide frame relay network designed to support the 24/7 operational needs of the Department's law enforcement and administrative divisions. This includes the design development, and implementation of comprehensive, division wide information technology operation that addresses the current and future needs of the Highway Patrol.

c. Communications Logistics

This section is responsible for all DPS law enforcement communications equipment. This includes maintaining, programming and equipping of all DPS law enforcement officers and Highway Patrol Communications Centers.

d. Business Administration

This section assures the effective management and financial integrity of the Highway Patrol's programs, activities, and resources. This includes the planning of equipment purchases, maintaining accounts, and payroll responsibilities. The office also monitors ongoing budget operations by developing, implementing and evaluating policies and procedures to provide useful financial information to the Highway Patrol Command Staff.

**8. Executive Services**

a. Strategic Planning & Research

Utilized by the SCHP senior command staff for research projects, development and implementation of plans, procedural evaluation and modification, and long term planning goals.

b. Grants Administration

In support of its role as a resource section, Grants Administration oversees the Highway Patrol's Grants procurement. Through arduous and aggressive research this section seeks quality grants that yield diverse financial and educational training resources to supplement the Highway Patrol in meeting its strategic objectives



c. Policy & Legislation

Policy & Legislation works hand-in-hand with both the Legislative and Executive arms of state government for briefings, assessment reports and legislative initiatives. This section assists the Highway Patrol in its endeavor to tie its visions and goals to resource needs by continuous long term planning, research and policy formulation.

d.. Office of Promotional Policy Administration

This office manages the promotional process set forth in DPS Policy Directive 400.03 for members of the Highway Patrol who are eligible for promotion. This process utilizes many facets to ensure that the best candidate is selected for promotion in a fair, consistent, and credible process. This office also manages manpower reporting data and classification activity.

e. Accreditation & Inspection

The mission of the Office of Accreditation and Inspection is to support and assist the agency to ensure continued compliance with established standards and guidelines. It is the goal to identify and find practical solutions for any difficulties experienced during the year. Our efforts must be continual and unflawed to make sure that our goals are accomplished.

The South Carolina Highway Patrol Office of Accreditation requires an in depth review of Staff Inspections, Oversight of Policy and Oversight of Forms. Every aspect of the Patrol as an organization to include management, operations and administration is evaluated to ensure compliance with all of the accreditation standards. Throughout the process of reaccreditations, the Office of Accreditation will continue to review all operations towards findings new and innovative ways to work for the betterment of this agency.

f. Records Management

This office works directly with the Agency's Records Management Officer to maintain a records management system for the proper retention and disposition of official department records.

g. Recruitment and Employment

The Recruitment\Polygraph\Employment sections are charged with the task of continually re-filling positions with new, educated

personnel who will carry forward the ideals and duties of the Highway Patrol. This office implements a number of processes to fulfill this mission which includes recruiting, application screening, entry level testing, polygraph examination, physical fitness testing, medical examinations, psychological examinations, and Criminal Justice Academy Orientation.

#### **9. Peer Support Team**

The Peer Support Team is troopers stationed in various areas of the state who work with the South Carolina Law Enforcement Assistance Program to respond to assist Patrol personnel and their families who have faced a traumatic event. These troopers will also respond to other agencies when called upon.

#### **10. Field Training Officers**

Field Training Officers (FTO) is troopers selected by their Troop Commanders that have been trained and authorized to supervise, train, and evaluate probationary troopers. These troopers are to carry out procedures set forth in DPS Policy Directive 300.13 for the Field Training Program.

#### **11. Uninsured Motorist Enforcement Unit**

The Insurance Enforcement Unit is responsible for taking the proper action against subjects whose driver's license and vehicle license plates have been suspended. This unit also assists in traffic control during catastrophic events.

At the present time this unit consists of manly retired troopers supported by full time troopers.

#### **12. Community Relations**

The purpose of the Community Relations Officers (CRO) is to provide timely accurate information to news media regarding activities and investigations. CROs also work in concert with enforcement activities by providing public information, safety presentations and other programs to reduce collisions in the state.

#### **13. Civil Emergency Response Team**

The purpose of the Civil Emergency Response Team (CERT) is to respond to civil disturbances and other situations to maintain crowd

control. Within CERT, there is an A-CERT Unit responsible for providing tactical support and security to CERT members.

#### **14. Multi-Disciplinary Accident Investigation Team**

The purpose of the Multi-Disciplinary Accident Investigation Team (MAIT) is to assist troopers and other law enforcement agencies in investigating complex motor vehicle collisions. MAIT also works with the training staff in teaching methods of accident investigation to DPS officers as well as other law enforcement agencies. MAIT is stationed in geographic areas of the state.

#### **C. Specialized Units**

Specialized units are to assist the Highway Patrol in its mission by providing certain specific services. Per CALEA Standard 16.2.1, should a Specialized Assignment be designated by the Highway Patrol Commander, a listing of the division's specialized assignments and the statement of purpose will be provided. In addition, the Specialized Unit's Commander will provide an annual review report of the unit's program to the Highway Patrol Commander. This report will include an evaluation of the initial problem or condition that required the implementation of the specialized assignment.

##### **Selection of Personnel for Specialized Assignments**

- a. Positions will be announced to members of the Division.
- b. Applicants will submit information outlining at least their minimum qualifications.
- c. The unit supervisor and the Colonel of the Highway Patrol will select the best applicant for the vacant position.

#### **D. General Requirements**

##### **1. Training**

Besides having to complete Highway Patrol basic training, troopers must maintain their law enforcement certification as well as be proficient in the use of equipment required for their duties. Each trooper is to attend annual in-service training sessions through the Patrol Training Staff. Troopers in specialized areas are to be trained to perform their duties in those areas. Supervisors are to continually evaluate troopers under their command for any needed training and report this to the Patrol Training Staff. Troopers with probation status are to successfully complete the Patrol's Field Training Program before given a permanent status.

## **2. Telephone Requirements/Request**

Each trooper is required to have a cell or land line phone and the current number is to be provided to his/her supervisor and the area communications center.

The following actions are to be taken when telephone request are made:

- a. The department employee receiving the request is to give the information directly to the Trooper on duty.
- b. When the Trooper is off duty, the request is to be referred to the Post or Troop duty supervisor who will be responsible for giving the information to the Trooper.
- c. It is the responsibility for each Trooper to return telephone calls promptly and reasonably.

## **3. Grooming**

All Patrol personnel are to be familiar with DPS Policy Directive 200.10 concerning dress for work requirements. In addition, all law enforcement personnel are to conform to the following:

### **A. Male Troopers**

1. The top of the head will be neatly groomed. Hair will present a tapered appearance, not to fall over the ears or eyebrows and is not to touch the collar except for closely cut hair on the neck. Block cuts on the back are not allowed.
2. Hair will not be styled as to present a bulky or brushy appearance with or without headgear and is not to interfere with the wearing of the issued headgear.
3. Sideburns are to be neatly trimmed and will have a clean horizontal line not extending below the lowest portion of the ear opening at the base of the earlobe.
4. Beards, goatees, and moustaches are not permitted.
5. Wigs and hairpieces are permitted only if they conform to previously mentioned criteria.
6. Jewelry is permitted only when it does not distract from the appearance of the uniform. Chains are not to be visible.

7. Troopers must conform to SCDPS Policy 200.10 as it relates to tattoos, body art or branding.

B. Female Troopers

1. Hair will be neatly groomed and will not hang over the collar. Hair in the front will be groomed so that it does not fall below the band of headgear. Hair may be worn slightly over the ears as long as it does not interfere with the headgear. Ponytails and plaited hair is not permitted.
2. Buns and French braids are permitted on the top of the head in an attractive manner provided that they do not interfere with issued headgear and do not hang over the uniform collar.
3. Wigs and hairpieces are permitted provided that they meet previously stated criteria.
4. Jewelry is permitted only when it does not distract from the appearance of the uniform. Chains are not to be visible. Only small stud type earrings designed not to be grasped are permitted.
5. Troopers must conform to SCDPS Policy 200.10 as it relates to tattoos, body art or branding.

# ***OPERATIONS SECTION***

## **I. Enforcement**

### **A. Traffic Enforcement/Patrolling Techniques**

In an effort to reduce collisions, injuries and fatalities, every method, practice and technique must be utilized. In order to accomplish this goal, all problem areas within the local supervisor's respective area must be identified. Once the components have been identified, the post supervisor will adjust the work schedule to develop the appropriate course of action.

The problem areas can be saturated with troopers patrolling in marked, semi-marked and unmarked vehicles. Troopers will be thoroughly briefed on the problem areas. In the event that a particular highway has a large volume of violations or an unusually high collision rate, then line patrol can be utilized. These troopers on line patrol should be assigned several miles of a particular highway with an overlap between each assignment. This will allow for a more effective enforcement effort.

Under certain circumstances such as a high collision area, a dangerous intersection or a congested stretch of highway, it may be necessary to assign troopers to key stationary observation positions to monitor the traffic flow for traffic law violations. In cases such as racing and drug enforcement, then a trooper may conceal their vehicle from public view.

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.14, DPS Policy Directive 300.21, DPS Directive 3/23/06 and SC Code of Law 56-5-760 when dealing with traffic enforcement which covers the following:

1. Stopping the Violator
2. Stopping Commercial Vehicles
3. High Risk Stops
4. Approaching the Violator
5. Citing the Violator

In addition to DPS Policy Directive 300.14, DPS Policy Directive 300.21 and SC Code of Law 56-5-760, troopers are to follow the following procedures when confronted with:

6. Stopping Public Officials (any elected representative or appointed official)

Members of the legislature and other public officials are not immune from criminal action and that enforcement of any law should be equitable, impartial and provided in a manner that promotes a safe and secure environment for the

motoring public. Troopers who come in contact with any public official during the course of their duties are to report this to their immediate supervisor.

## 7. Stopping a Diplomat (Diplomatic Immunity)

Stopping a diplomatic or consular officer and issuing a traffic citation does not constitute arrest or detention and is permissible. Accordingly, a trooper should never hesitate to follow normal procedures to intervene in a traffic violation which he or she has observed – even if immunity ultimately bars any further action at the scene, the Trooper should always stop persons committing moving violations, issue a citation if appropriate, and report the incident to his/her immediate supervisor. Sobriety tests may be offered in accordance with procedures but may not be required or compelled. If the trooper judges the individual to be intoxicated, the trooper should not (even in the case of diplomatic agents) permit the individual to continue to drive. The Trooper's primary concern should be safety of the community and of the intoxicated individual. Depending on the circumstances, the following options are available: The Trooper may, with individual's permission, take the individual to the trooper's post office or other location where he or she may recover sufficiently to drive. The Trooper may summon, or allow the individual to summon, a friend or relative to drive; or the trooper may call a taxi for the individual. If appropriate, the trooper may choose to provide the individual with transportation.

In any event, the trooper involved with the incident should fully document the facts of the incident and the identity of the individual, and a written report of the incident should be promptly forwarded to the Department of State (in serious cases, report by telephone is also urged). It is Department of State policy to suspend the operator's license of foreign mission personnel not considered to be responsible drivers, and this policy may only be effectively enforced if all driving-related infractions (DUI, reckless driving, etc) are fully reported to the Department of State.

The property of a person enjoying full immunity, including his or her vehicle, may not be searched or seized. Such vehicles may not be impounded or "booted" but may be towed the distance necessary to remove them from obstructing traffic or endangering public safety. If the vehicle is suspected of being stolen or used in the commission of a crime, occupants of the vehicle may be required to present vehicle documentation to permit police verification of the vehicles status through standard access to "NLETS". Should the vehicle prove to have been stolen or to have been used by unauthorized persons in the commission of a crime, the protection to which the vehicle would normally be entitled must be considered temporarily suspended, and normal search of the vehicle and, if appropriate, its detention, are permissible.

- a. Offenses involving family members of a consular officer – Family members of a consular officer cannot claim immunity.

However, consideration should be given to the special nature of this type of case. A violation should be handled, when possible, through the seeking of a complaint. The individual should be released once positive identification is made and relationship with the consular official is verified. If the relative is a juvenile, as in all juvenile cases, the subject should be released to the parent consular officer.

- b. Incidents involving diplomats, consular, etc. – In the event a Trooper becomes involved with any actions with a diplomat, consular, members of their family or personal staff, he should immediately notify the Troop/Unit Commander or Lieutenant. Questions about the immunity status may be checked by the Captain or Lieutenant by calling:

**Office of the Assistant Legal Advisor for Consular Affairs  
L/CA, Room 5527A  
U.S. Department of State  
Washington, D. C. 20520  
(202) 647-1512.**

- c. **It is required that the Department notifies the government of any foreign national that has been arrested or detained. Troopers are to be familiar with procedures set forth in DPS Policy 300.42.**

## 8. Use of Unmarked Vehicles

### A. Purpose

The Highway Patrol strives to utilize unmarked vehicles in those areas of traffic enforcement that necessitate covert techniques. Those vehicles therefore shall be concentrated in the following areas of traffic enforcement:

1. Narcotics Interdiction
2. D.U.I. Detection
3. Uninsured and D.U.S. Detection
4. Recovery of Stolen Vehicles
5. Selective Speed and Aggressive Driving Enforcement

### B. Procedure

In situations where a violator displays uncertainty in stopping for an unmarked vehicle, the trooper is to employ any of the following procedures to



identify himself/herself as a trooper. Note that these procedures are to be done with the trooper as well as the public's safety in mind.

1. Wearing the campaign hat
2. Activating the dome light in darkness
3. Use of siren and public address system
4. Call for a marked vehicle
5. Pull alongside of the violator

## 9. Nighttime Seatbelt Enforcement

Given that seatbelt noncompliance is one of the major contributing factors in fatal and injury collisions, specialized enforcement techniques during nighttime periods may be used to address this issue. These techniques consist of having a stationary officer observing seatbelt noncompliance and informing other officers accordingly for enforcement action to be taken. To ensure the maximum safety of enforcement officers and the motoring public, the following procedures are to be used when engaging in nighttime seatbelt enforcement efforts:

1. Stationary locations are to be selected that have a high volume of oncoming traffic that is moving slowly or stopped.
2. Selected locations must allow for a safe environment for all participating officers. Such locations would include areas with no traffic obstructions and ample ambient lighting to allow for a clear, unobstructed view of potential seatbelt violators.
3. Enforcement must consist of observation officers, contact officers, and one or more supervisors.
4. Observation officers are to be seasoned officers able to spot unbuckled motorists during nighttime periods.
5. Observation officers are to radio ahead to the contact officers and provide the vehicle color, vehicle type, and location of the unbuckled person(s). The observation officer is to keep a visual on the vehicle until the contact officer pulls behind it.
6. Contact officers are to be stationed in a holding area within visual range of the observation officer.
7. Contact officers are to make the traffic stop of the vehicle containing the violator(s) and take appropriate enforcement action.

## **B. Arrest Procedures**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.11 concerning the following:

1. Arrest with a Warrant

2. Arrest without a Warrant
3. Serving Warrants
4. Miranda Warnings

In addition to the procedures set forth in DPS Policy Directive 300.11, troopers are to do the following:

- a. Warrants originating from outside the Patrol must be approved for service through the Troop Commander or his designee.
- b. Warrants will be housed at the local Telecommunication Center. This will allow 24-hour access to all warrants.
- c. Warrants issued must be entered into NCIC within 72-hours. It is the trooper's responsibility to ensure the warrant is provided to the local Telecommunication Center within 48-hours.
- d. Service of warrants within county or troop where the offense was committed, supervisors will serve warrants, or designates a trooper to serve them.
- e. Warrants to be served outside the originating Troop will be documented at the originating Telecommunication Center. and forwarded to the Troop/Post where the warrant is to be served.
- f. All warrants should be checked for accuracy and completeness and countersigned where proper, before service is attempted. When any person is arrested in any criminal matter pursuant to an arrest warrant, the person so arrested shall be furnished with a copy of such warrant and the affidavit upon which the warrant was issued.
- g. A complete record of all warrants assigned shall be maintained in the post Patrol office by the supervisor in charge. This shall include the name, address, and offense of the defendant along with the name of the magistrate or court official that issued the warrant. The name of the trooper that signed the affidavit and the county where the warrant originated shall be included. A proper notation shall be made when the warrant has been served or otherwise properly disposed.

5. Alternatives to Arrest

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.21 concerning alternatives to arresting violators.

**C. Prisoner Transport**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.07 concerning the following:

1. Restraining Prisoners
2. Seating During Transport
3. Prisoners of the Opposite Sex
4. Transport of Juveniles

**D. Juvenile Procedures**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.19 concerning the following:

1. Detention of Juveniles
2. Child Protection

In addition to DPS Policy Directive 300.19, troopers are given the following to assist in decision making:

3. Scenarios for Child Protection

a. Situation A: A minor child, under the age of seventeen, has become separated due to the arrest of a parent, parents, or guardian or the child has become lost accidentally and as a result, his/her welfare is threatened due to the loss of adult protection and supervision.

1. Arrange for separate transportation, if adult prisoner is involved.
2. Make inquiry with prisoner about the possibility of another responsible adult assuming temporary custody of the child.
3. Contact the person referred to in Step 2 and have him/her meet you at a prearranged location.
4. Verify by credible identification the person referred to in Step 2.
- 5. Complete a SCHK Incident Report and Child Custody Transfer Report. Attach reports and submit to your supervisor.**

b. Situation B: The same circumstances arise as described in Situation A, but no qualified adult can be contacted.

1. Contact the local Department of Social Services (DSS) representative and meet at the predetermined location in your area.
2. Complete SCHP Incident Report and Child Custody transfer Report. Attach reports and submit to your supervisor.

c. Situation C: A minor child is taken into custody as a result of the parent, parents, or guardian having been involved in an accident and their injuries prevent them from giving consent for temporary custody.

1. Contact the local Department of Social Services (DSS) representative and meet at the predetermined location in you area.
2. Complete the SCHP Incident Report and Child Custody Transfer Report. Attach reports and submit to your supervisor.

d. Situation D: The parent that was arrested makes arrangements through the bond hearing or other legal process to be released from jail prior to the expiration of the twenty-four hour period. A parent or guardian is located within the twenty-four hour period even with the person arrested remaining incarcerated.

1. Contact the agency that has temporary custody of the child and meet at a predetermined location in your area.
2. Complete a supplement Child Custody Transfer Report and attach to the original. Submit the reports to your supervisor.

#### 4. Other Considerations in Child Protection

a. In any case where the child remains in the custody of DSS at the expiration of the twenty-four hour period, and where there is no alternative placement determined by the arresting officer, protective custody must be taken.

b. Arrangements must be made with the agency that has temporary custody (DSS) to meet with you and complete a supplement Child Custody Transfer Report. If there is any evidence of suspected abuse or neglect, you are to contact the enforcement agency that investigates these types of cases. A representative of this agency should meet with you and the DSS representative and you should provide for them any reports you have made that are related to this incident.

c. State Troopers, we should be concerned about the safety of children whose lives are endangered by parents or guardians as a result of traffic law violations, abuse, neglect and lost or separated victims.

d. In all cases where more than one transfer of the minor child or children occurs, a supplemental Child Custody Transfer Report is to be completed and attached to the original before the reports are submitted.

#### **E. Search and Seizure**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.16 concerning search and seizure.

#### **F. Use of Force**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.04 concerning the use of force.

#### **G. Hostage/Barricaded Person**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.22 concerning a hostage or barricaded person.

#### **H. Vehicle and Foot Pursuit**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.02 concerning the following:

1. General Considerations
2. Primary Pursuit Trooper
3. Secondary Pursuit Troopers
4. Supervisory Trooper
5. Terminating a Pursuit
6. Forcible Stops
7. Foot Pursuits
8. Stationary Roadblocks (procedures are in DPS Policy Directive 300.03)
9. Rolling Roadblocks (procedures are in DPS Policy Directive 300.03)

#### **I. In-Car Video and Recording**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.06 concerning the following:

1. General Use
2. Security and Control
3. Storage and Retention
4. Working Copies

5. Review
6. Inspection, Maintenance and Repair
7. Complaints
8. Used for Training
9. Freedom of Information Request

In addition to Policy Directive 300.06, the following procedures are set forth for random review of video tapes randomly selected that are used by troopers:

1. Each Troop Commander is to view at least (4) hours of tape a month.
2. Each Troop Lieutenant is to view at least (2) hours a week from troopers of their assigned post.
3. Each First Sergeant and Sergeant is to view at least (2) hours a week from troopers of their assigned post.
4. Each review is to be documented on the "Video Tape Monitoring Form" and forwarded to Patrol Headquarters.

In addition to the random review, each critical incident involving a trooper will immediately be reviewed by a higher ranking supervisor to ensure compliance with policy. Any derogatory incident that would place the Highway Patrol in disrepute or any incident of noncompliance with policy and procedure will be immediately forwarded to Patrol Headquarters.

## **J. RADAR Operations**

1. **General** – Only troopers certified in the use of RADAR will be allowed to operate a RADAR unit. Re-certification shall be required in order to keep the certification valid. A failure to successfully complete the original RADAR course or the re-certification course shall be considered when the trooper is rated on the Department of Public Safety Employee Performance Management System. The Troop/Unit Commander will determine if the RADAR certification shall be a requirement for each job description. A trooper may possess a RADAR after he has received RADAR training, but the trooper shall not write a summons to anyone utilizing the RADAR prior to passing a proficiency test and receiving certification. RADAR re-certification will be done every three years.
2. **RADAR Operating Procedures** – In order for RADAR operation to be most effective, certain rules and policies must be established. The following guidelines are to be adhered to by Patrol personnel in performing this enforcement technique:
  - a. RADAR units are expensive and delicate and care should be exercised in handling these units in order to protect them from unnecessary damage.

- b. All operational procedures set forth by the South Carolina Law Enforcement Training Council in training programs to the South Carolina Criminal Justice Academy shall be utilized to proper traffic RADAR operation in stationary or moving modes.
- c. All traffic RADAR's shall be tested with tuning forks before each tour of duty. The internal test shall be accomplished at the beginning of each tour of duty. All units are to be checked by a Patrol car speedometer, which has been calibrated each day with every RADAR target in order to get a comparison between the RADAR reading and the speedometer reading. A drive-through test should be performed at some point during each 24 hour period. A record of such test and the speeding charges that are written by the trooper will be documented on the RADAR Log Form. This form will be retained for ninety days unless the case is appealed then it must be kept until adjudicated.
- d. If a RADAR fails any of the tests sequences – internal, tuning forks or run through – that unit must be taken out of service and checked by an authorized technician.
- e. RADAR should not be used in rain, snow, heavy fog or dust storms.
- f. All readings must be clear and unquestionable before a charge is preferred against a motorist.
- g. All RADAR's must be operated in Patrol units situated parallel and within 10-15 feet of the main traveled portion of the roadway when in stationary mode. Clear readings are best obtained when the antenna is properly aimed on one roadway either to the front or rear. It is very important that in all cases that Highway Patrol Troopers utilize good judgment and common sense in selecting the proper place to park Patrol cars while operating RADAR placing emphasis on officer safety.

## **II. Other Operating Procedures**

### **A. Traffic Direction Procedures**

1. **General** – It is important in directing traffic that all troopers are consistent in using uniform traffic directing gestures (See Appendix pages 103 - 110). Gestures should be made in a fashion that the driver can see from a distance. You must also know how to direct drivers to stop, start, and turn by using gestures alone. During adverse road or weather conditions it may be necessary for troopers to direct traffic for the safety of motorists. Troopers should assess the situation and decide whether gesture or temporary signal devices would be most appropriate for traffic control.

**2. Standing** – Stand straight with your weight equally on each foot and in full uniform. Do not drink, eat, chew gum, smoke or use any tobacco products while engaged in any traffic movement.

**3. Working in Pairs and Teams**

- a. This may become necessary as a result of irregular intersections, weather conditions, or traffic volume.
- b. Designate one person as the trooper in charge or team leader.
- c. If troopers are at adjacent intersections but not within sight of each other, agree on a plan of action so neither will pass his/her trouble to the other.

**4. Handling Emergency Vehicles** – Keep in mind that emergency vehicles have priority, and give them the right-of-way.

**5. Signaling Equipment**

- a. Use the whistle whenever possible.
- b. Use the traffic wand at night.
- c. Use reflective vest at night.

**6. Wearing of Patrol Reflective Vest** – All uniform personnel must wear their issued reflective vest at all times while directing traffic.

**7. Summary of Traffic Direction Procedures**

- a. Use uniform signals and gestures.
- b. Break traffic at natural gaps whenever possible.
- c. Break the line behind slow moving vehicles.
- d. Keep stragglers and “daydreamers” alert and rolling.
- e. Don’t get excited.
- f. Don’t leave your position until properly relieved.

**B. Special Events**

The Highway Patrol is often called upon to assist other agencies and organizations in special events. Each member of the Highway Patrol is to be familiar with procedures set forth in DPS Policy 300.22 and DPS Policy 300.44. In addition each member is to comply with the following instructions.



## 1. Patrol Escorts

- a. It is required that authority for assigning Patrol escorts be cleared through the Troop Commander or his designee.
- b. Troop Commanders may provide escorts for funerals within the Troop where it is requested and deemed necessary because of traffic or other circumstances. Funeral escorts between Troops may be orchestrated by the Commanders involved.
- c. Escort of civilian vehicles in medical emergencies is prohibited.

## 2. Patrol Relays

- a. Authorization – Patrol relays will be restricted to emergencies only and shall be limited to blood, human body parts, and medicines and must be authorized by a Troop Lieutenant or higher authority.
- b. An emergency shall be defined as a serious or extreme condition involving the need for blood, human parts, or medicines at an authorized medical facility. This shall be restricted to situations where time will not permit any other means of transportation.
- c. Requests for emergency relays are limited to persons such as the attending physician, surgeon, nursing supervisor or the supervisor in charge of the blood bank, eye bank, or other medical facility.
- d. Procedures – After having received, from the proper authority, the approval of request for a “Code 2” relay (no delay, silent run), the trooper shall proceed with this assignment observing all traffic laws without utilizing the blue light or siren. Attention to enforcement duties may be required by a trooper under a “Code 2” Relay (i.e. drunk driving, reckless driving, etc.)
- e. After having received, from the proper authority, the approval of request for a “Code 3” relay (urgent, use of light and siren), the trooper shall proceed at a speed which is consistent with existing conditions. During the entire time of

the “Code 3” relay, the headlights, blue lights, and siren shall be used. In no instance shall unnecessary risk be taken.

- f. Troop Commanders shall seek and maintain a cooperative relationship with hospital administrators, blood and eye banks regarding all matters of mutual concern.

### **3. Parades**

It is customary for many municipalities and organizations to stage parades, special or sporting events in connection with local festivals or celebrations. Troopers may assist in traffic control, which may entail the use of temporary traffic control devices or manual operation of traffic control devices, at such events when approved by a post supervisor.

It is highly important that in every plan for a parade, consideration is given to conducting the motorcade in such a manner as to avoid blocking traffic on primary systems for long periods of time. Appropriately marked detours moving traffic around congested areas should be in place. Any parade, march, or any other assembly of persons or vehicles that occupy space on the highway right-of-way shall have in their possession, a valid permit issued by the S.C. Department of Transportation prior to the event.

## **C. Court Procedures**

### **1. Appearance**

In criminal and civil cases related to law enforcement duties, troopers are to be in uniform and Patrol cars shall be driven unless otherwise authorized by the Troop Commander. Troopers shall be neat in their appearance and conduct themselves with dignity in the courtroom and surrounding areas. Troopers shall avoid any action that would indicate a special interest in securing a conviction and shall not give outward appearance of satisfaction or dissatisfaction with the decisions.

### **2. Attendance**

Troopers are required to be present for court at the time designated regardless of manner of disposition of the case. If there is a valid reason for not attending court at the designated time, the officer must ensure that the trial judge and his supervisor are informed accordingly, and that proper arrangements are made for a future trial date, if necessary.

### **3. Attendance outside Assigned Troop**

Troopers shall notify their post supervisor when they are to attend court outside of their assigned post or troop.

### **4. Attendance as a Witness in Another State**

All requests for Troopers to appear as witnesses in another state must be referred to the Colonel of the Highway Patrol for approval or other action.

### **5. Subpoena**

When subpoenas are served by more than one court for the same time, the one issued by the court of the higher authority shall take precedence over the others (i.e. Federal Court, Circuit Court, and then lower courts). In every situation where this occurs the Trooper named on the subpoena shall be responsible for promptly notifying the other courts involved of the conflict in schedules.

### **6. Prosecution of Cases in Lower Courts**

When Troopers of the Highway Patrol present misdemeanor traffic violations in magistrates' courts, whether as the arresting officer or the supervisory officer assisting the arresting officer, they do so in their official capacities as law enforcement officers and employees of the State. They do not hold themselves out to the public as attorneys. Prosecution of misdemeanor traffic violations in magistrates' courts by the arresting officer or supervisory officer assisting the arresting officer does not constitute unlawful practice of law. (Code 1976, Section 40-5-310; Supreme Court Rules concerning the South Carolina State Bar, rule 4.)

### **7. Tried in Absence Cases**

The procedure to be followed in order to try a case in the absence of an individual is as follows:

- a. The name of the defendant should be called distinctly three times at the trial judge's office (or the location for trial as shown on the Summons).
- b. If the defendant does not answer and is not present on the date and time shown on the summons, the arresting officer should be sworn in by the trial judge and brief testimony should be given by the arresting officer.
- c. The space provided on the Patrol Summons "tried in absence" should be checked, along with the decision of the trial judge (guilty or not guilty) as the case may be.

## **D. Administrative Hearings**

Each trooper is required to attend scheduled administrative hearings held by the South Carolina Department of Motor Vehicles Hearings.

Troopers are to follow the following procedures should an Administrative Hearing continuance be needed:

1. Contact the Division of Motor Vehicle Hearings to obtain pertinent information of all parties.
2. Request for continuances are to be put on Department letterhead to include the name of the respondent, original hearing date, docket number, trooper's name, reason for continuance and a supervisor's signature.
3. Copies of request for continuance are to be mailed to each party, a copy faxed to DMV at 803-734-3200 and a copy faxed to DMV Office of General Counsel at 803-896-9901. A copy is to be forwarded to the Patrol's Administrative Operations Major.

All appeals of Administrative Hearing decisions are to be referred to the Department Office of General Counsel.

## **E. Reporting Road Defects and Maintaining Traffic Signals**

### **1. Reporting Road Defects, Signs, Marking and Dead Animals**

Troopers will constantly observe all highways in regards to adequate and proper markings, signs, and road defects, as well as for the presence of dead animals, etc. If deficiencies are detected or animal carcasses are observed, the trooper is to notify the proper engineering and maintenance personnel through the area tele-communication center, whereby necessary corrections or removals can be made. In the event any problems are encountered regarding the necessary corrections of or cooperation in these matters, the post supervisor is to be notified.

### **2. Maintenance of Traffic Signals**

Troopers will report traffic signal breakdowns or defects to the Department of Transportation through the area tele-communication center, as quickly as possible. If hazardous conditions exist, Troopers will take appropriate actions necessary to direct traffic at the signal location until repairs can be made.

## **F. Abandoned Vehicles**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.14 concerning abandoned vehicles.

In addition to DPS Policy Directive 300.14, troopers are to put the lien holder information on the towed vehicle report when the towing service comes from the Highway Patrol rotation.

## **G. Highway Assistance**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.14 concerning assisting disabled motorists.

In addition to DPS Policy 300.14, troopers are to advise the Communication Center of the location, vehicle tag, vehicle description and number of occupants.

## **H. Crossing Medians or Controlled Access and Divided Highways**

In order to minimize the hazards inherent to enforcement activities that are conducted on controlled access and/or divided highways, the following procedures will be followed in the crossing of medians:

1. Laws pertaining to the operation of emergency vehicles (South Carolina Code 56-5-760) shall be observed.
2. Emergency lighting (blue lights) shall be activated.
3. Headlights, if in operation, shall be dimmed.
4. Cross at points that are most advantageous in terms of the median surface (i.e. dry, flat, etc.) and represent minimal hazard to the trooper as well as the public.
5. Cross in areas that allow for minimal disruption to the median.
6. Be alert for culverts, washouts and other features of medians that may pose particular hazards to the Patrol car and the trooper.

## **I. Media Contacts**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 200.31 concerning media inquiries.

## **J. Towing of Vehicles**

### Towing Procedures

Troopers in the course of their duties will need to tow vehicles under the following circumstances:

1. Arrest of the driver
2. Motor vehicle collision
3. Disabled, abandoned or stolen

When one of these incidents occurs, troopers are to secure the vehicle(s) and notify the owner and/or operator using the following procedures:

### Towing the Vehicle(s)

1. When possible ascertain from the driver a wrecker service before the use of the Patrol's rotation.
2. All valuable items are to be taken into custody and given to the driver or responsible party. This is to be done by the use of the Chain of Custody Form. All other items are to be left with the wrecker operator.
3. Telecommunication Center is to be given a general description of the vehicle and for what circumstance.
4. If from the Patrol's rotation, a DPS Towed Vehicle Report is to be filled out giving the general information in addition to the lien holder of the vehicle information.
5. When from the Patrol's rotation, the wrecker service must be given a minimum of 45 minutes to arrive on scene before another rotation is requested.
6. When dealing with an arrest or abandoned vehicle, an inventory of the vehicle is to be documented on the DPS Towed Vehicle Report. The scope of the inventory is to be limited to areas where a person would ordinarily store items and where keys are available to open areas of the vehicle. This does not hinder a trooper from a legal search.
7. When accusable, the trooper should have another trooper present during an inventory or search.
8. The trooper requesting the tow of a vehicle is responsible for informing the owner of the vehicles location as soon as possible, not to exceed 3 days.

### Owner/Operator Notification

#### A. Trooper at Collision Scene/Vicinity

1. Attempt to locate the driver and/or passenger(s).

2. Contact local hospitals and provide the name of the vehicle's registered owner(s).
3. Notify all local law enforcement jurisdictions of the situation to include the name of the registered owner(s).
4. Attempt to locate the vehicle's registered owner and/or family members at the residence identified from the vehicle license.
5. If the registered owner resides in a county other than where the collision occurred, the Sheriff's Department of that county shall be notified.
6. Complete DPS-LE-045 Abandoned Vehicle Checklist and email to the Troop Captain or designee.

B. Abandoned Vehicles not Involved in a Collision

1. Trooper will asked TCC to run NCIC and DMV registration check.
2. Tag or tow according to established policy and procedures.
3. Complete DPS-LE-045 Abandoned Vehicle Checklist and email to the Troop Captain or designee.

C. Troop Commander or Designee

1. Will continually attempt to locate and notify the vehicle's registered owner and/or family member.
2. Conduct a periodic NCIC check of the vehicle to ensure vehicle has not been reported missing or stolen.
3. Send a letter via First Class Mail to last registered owner.
  - If no response and the owner and/or family members have not been contacted within 10 days, the Troop shall resend the letter via Registered or Certified Mail.
4. Will notify the Communications Commander when driver, owner, or family has been contacted to close the case and maintain Troop file for Towed Abandoned Vehicles.

D. Telecommunication Center Personnel

1. If the TCC receives an inquiry regarding the towing of any abandoned vehicle, the TCO will call each center or otherwise electronically verify whether the vehicle has been entered as an abandoned vehicle in the CAD.
2. TCC will generate Towing Vehicle Alert to be emailed periodically to the Troop Commander or designee.
3. The Communications unit will be the statewide "keeper of record" regarding abandoned vehicles and may periodically contact troop personnel regarding the status of outstanding abandoned vehicles.

## **Class C Wrecker Inspections**

Regulation 38-600, South Carolina Code of Regulations requires that the Highway Patrol to establish a method of delivery of quality wrecker services to the motoring public. In order to comply with these regulations in relation to Class C wrecker services, the Highway Patrol will follow the following inspection procedures for Class C wreckers services to be on the Highway Patrol's Wrecker Rotation lists.

1. All Level I inspections are to be conducted by the State Transport Police (STP). This will ensure that all Class C wreckers are in compliance with state and federal trucking laws and regulations.
2. All Level I inspections are to be conducted at the Post location sufficiently large enough to conduct Class C wrecker inspection for the Troop. This will allow for all Class C wreckers to be inspected at one time and to minimize the STP officer's time.
3. Coordinating Level I inspections will be the responsibility of the Post wrecker inspector. The Post wrecker inspector will notify STP at least a month ahead of the time of scheduled inspection.
4. Post wrecker inspectors are to be present during all Level I inspections to assure proper documentations and to assist with wrecker service inquires.
5. Other required inspections of the wrecker's services will be conducted at a later date by the Post wrecker inspector.

## **Wrecker Responsibilities**

In order for a wrecker service to be on the Patrol's rotation list, the service must comply with S.C. Code Regs. 38-600, which are as follows:

1. No officer of DPS is to hold any financial interest in any wrecker service and is banned from making any recommendations of a wrecker service in the performance of his/her duties.
2. Wreckers are to have all necessary equipment set forth in S.C. Regs. 38-600.
3. Wreckers must have permanent signs of their business set forth in S.C. Regs. 38-600.
4. Wrecker services must carry the following liability insurance on wreckers and the premises: Class A, \$300,000; Class B \$500,000; and Class C \$750,000. For property, Class A \$75,000; Class B \$150,000; Class C \$250,000. For garage keepers, Class A \$100,000; Class B \$200,000; and for Class C \$200,000.
5. Wrecker services must have a towing list for the Patrol's rotations.
6. Wrecker services are responsible for general cleanup from the towing area.
7. Wreckers are to provide a secure area for storage set forth in S.C. Regs. 68-600.



8. Wrecker services may secure assistance from another service with only one bill submitted to the owner or operator.

NOTE: Any complaint of a wrecker service is to be recorded on a DPS Administrative Report and submitted to the Troop Commander.

SCHP Wrecker Regulations can be found on the SCHP website.

## **K. Shift Work**

The Highway Patrol is responsible for providing safety to the public 24-hours a day. In order to accomplish this, it is necessary for enforcement troopers to work 12-hour shifts around the State. Post commanders shall be responsible for scheduling troopers under their command in accordance with the following:

1. All Post areas are to provide 24-hour coverage with emphasis given to areas where there is an interstate system.
2. Consideration should be given to utilize the maximum number of troopers during peak traffic flow hours.
3. There is to be a comparable level of experienced troopers for each shift.
4. The shift rotations are to be fair and equitable to the troopers and in accordance to enforcement needs. This does not limit the post commander to assigning troopers to certain shifts due to extenuating circumstances.
5. Zone areas are assigned at the discretion of the post supervisor, with emphasis given to the interstate system. Post supervisors may utilize selective enforcement to address problems in the post area.
6. Frequency of zone rotations will be at the discretion of the post supervisor with enforcement needs, impartially and fairness in mind. A trooper should be allowed to Patrol the same zone due to special projects or follow-up investigations.
7. Troopers patrolling between midnight and 0600 hours are to be contacted every 30 minutes by the communication center.
8. Days off will be determined using the 12-hour shift rotation template. Generally, troopers will work 2-3 consecutive 12-hour shifts with 2-3 consecutive days off.
9. Post commanders are to put schedules on form SCHP-A-003C and submit to the Troop Commander.

## **L. Shift Briefing**

It is important that Highway Patrol personnel be kept up to date of current events or incidents in their particular assigned area as well as procedural and training method changes. It shall be the supervisors responsibility to assure that personnel under their command be informed of events or incidents within their area of responsibility. This information should also be relayed to the on coming supervisor. More serious information is to be broadcasted through the Telecommunication

Centers. This information should be broadcasted as frequently as needed but at least at the beginning of each shift. Other information such as memorandums can be provided by email. When practical, personnel should check their email daily. Patrol Training Staff are responsible for keeping personnel informed of updated training issues. In between formal in-service training, Patrol Training Staff may use several informational methods to include but not limited to memorandums, email, Highway Patrol's intranet and special classes. Supervisors are to assure that personnel comply with any training instructions given.

#### **M. Solicitation/Acceptance of Donations**

S.C. Code of Laws Section 23-6-30 (8) authorizes the Department to accept and disburse donations or gifts. The acceptance of donations must be in accordance with South Carolina Procurement law, procedures and polices and approved by the DPS Administrator of Resource Management. To avoid the appearance of impropriety or allegations of favoritism, uniformed personnel or other personnel will not accept or solicit donations. Freely-offered donations will be referred to the DPS Administrator of Resource Management for proper handling.

#### **N. Intern Program**

It is the policy of the division to provide challenging and practical field experience to collegiate students while ensuring that the department and the division receive a valuable service in return.

The purpose of the Highway Patrol Division Intern Program is to provide qualified collegiate students an internship program whose primary goal is to administer a positive, "hands of" learning environment, while enhancing the Department of Public Safety's ability to provide quality service to the citizens of South Carolina.

Any intern program must be approved by the Patrol Commander. The Patrol Commander will be responsible for apprizing the director concerning the establishment of an intern program.

Interns recruited, trained or accepted by the Highway Patrol shall, to the extent of their voluntary service, be exempt from all provisions of law relating to state employment; hours of work, rate of compensation, leave time, and employee benefits. Interns shall comply with applicable work rules and policies. Failure to comply with established work rules and/or policies could result in the termination of the intern's services.

Internships shall be administered during an academic semester or a time not to exceed 120 days.

The division, through the Employment and Recruiting section of the Executive Services Unit, will accept interns without discrimination because of race, religion,

color, political affiliation, physical disability, national origin, gender, or age. If necessary, the Employment and Recruiting section will be responsible for developing recruiting strategies for the successful implementation of intern programs within the division. Every effort should be made to ensure the interns recruited are representative of the diverse citizenry served by the Department of Public Safety.

The following procedures will be followed in accepting interns for the Highway Patrol Division:

1. All requests for internship will be forward to the Employment and Recruiting section. Selection of interns will be based upon educational background, work experiences, capability to perform the job tasks, and overall suitability for the job task.
2. The Employment and Recruiting section will ensure that the following eligibility requirements are met:
  - Currently enrolled full time at a college or university
  - Must be in their junior or senior year
  - Have a cumulative GPA of 2.0 or higher
  - No criminal history
  - Must work a minimum of 12 hours/week
3. Fulfillment of eligibility requirements will be determined through the prospective intern's submission of the following documents:
  - Current résumé
  - An unofficial transcript
  - Letter of intent
  - Letter of recommendation from current employer or professor
  - Interview
4. Once all eligibility requirements are met and approved, the Executive Services Unit Commander will forward internship request to the Deputy Director for review and final approval.
5. Upon the completion of the Deputy Director's review, the Employment and Recruiting section will forward a letter of approval or non-approval of internship to the prospective intern.
6. If internship is approved, the prospective intern will be provided with contact information of the Troop Commander assigned. It will be the responsibility of the prospective intern and the Troop Commander or his designee to establish protocol for a successful internship. Troop Commanders will ensure that interns receive adequate instruction for assigned tasks. Supervisors are expected to

monitor the performance of interns, provide constructive feedback to the intern, and to take remedial action, if necessary.

7. In order to assure that both the division and the intern are meeting expectations, there will be evaluations conducted on a bi-weekly period. These evaluations will be written and submitted to the Troop Commander by both the intern and the supervisor. The contents required for the evaluation will be determined by the Troop Commander. Once this evaluation is reviewed, the Troop Commander reserves the right to dismiss the intern if the intern is not appropriately performing the tasks assigned in a timely manner. At the conclusion of the internship program an evaluation shall be developed and submitted to the Employment and Recruiting section. The Employment and Recruiting section will maintain internship program evaluations for assessment and review for program improvement. The intern evaluation will include the following:

- Overview
- Strengths
- Concerns
- Recommendations
- Conclusion

#### **O. Missing Persons/AMBER Alert System**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.33 concerning missing persons and the AMBER Alert System

#### **P. Mentally Ill Subjects**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.22 when dealing with mentally ill subjects.

### **III. Operational Reports**

**Employees are to be familiar with DPS Policies 100.10 “Privacy Protection” and 500.06 “Release of Information” when dealing with reports.**

#### **A. Miscellaneous Reports**

1. Troopers, unless exempted, shall prepare and submit any required reports to their post supervisor as soon as possible unless directed by the Troop Commander or designee.

2. Troopers who are on Annual Leave or Rest Days shall prepare and submit all required reports to their post supervisor before their departure.
3. Troopers returning from Sick Leave or Worker's Compensation Leave shall prepare and submit all required reports to their post supervisor as soon as possible.
4. Troop Commanders are responsible for ensuring that all required reports are completed and disseminated to their respected areas.

#### **B. Collision Reports (TR-310)**

1. Whenever any member of the Patrol investigates a collision, a report shall be prepared by the investigating Trooper in writing on forms (TR-310) furnished by the Department..
2. The TR-310 shall be submitted within twenty-four (24) hours and submitted to the troop headquarters.
3. Whenever a member of the Patrol investigates a fatal collision, a SCHP Advanced Collision Investigation Packet along with the TR-310 is to be completed and submitted to the troop headquarters.
4. In the event all information cannot be secured within a twenty-four (24) hour period for making a full and complete report, the report shall be prepared as completely as possible and submitted. In the narrative portion of the TR-310, "**Supplemental to follow**" will be inserted.
5. When the missing information becomes available, it shall be shown on an additional TR-310 and the appropriate block must be checked on the top of the report.
6. When completing an amended report, always complete the location segment of the TR-310 along with the name and the driver's license numbers of all drivers involved, the investigator's name, and the amended information.
7. It shall be the responsibility of the post supervisor to ensure that all TR-310s are amended to reflect the conclusion of all motor vehicle collision investigations.
8. Collision Reports---Copies  
Collision reports made and submitted by Troopers or other officials of the Department of Public Safety acting in an official capacity are available to the public. Copies of accident reports may be given to victims of traffic collisions and, as appropriate, reviewing of accident reports at Patrol offices by citizens connected to the accident is permissible. Copies are \$6.00 per copy and may be obtained by writing the South Carolina Department of Motor Vehicles:

**Financial Responsibility**

**Attn: FR50**

**PO Box 1498**

**Columbia, SC 29216**

**C. Activity Reporting**

1. Troopers, unless exempted, shall enter their daily activity into the Patrol's Activity Collection System (ACS). Troopers are to enter all activity requested by ACS within 96 hours of the activity produced, or otherwise instructed by the Troop Commander or designee.
2. Each Post Supervisor shall make sure that all activity reports are submitted within the time frame given.

**D. Warning Tickets**

1. May be issued when the trooper is of the opinion that the violation is not of a sufficient nature that would warrant a summons ticket.
2. Troopers shall exercise their discretion and good judgment in using this tool.
3. A warning ticket may not be issued in cases where its use is prohibited by the Department or Division and shall not be issued in cases involving:
  - a. driving under the influence,
  - b. reckless driving,
  - c. hit and run,
  - d. reckless homicide,
  - e. driving under suspension,
  - f. child restraint violation, and
  - g. seat belt violation.

**E. Uniform Summons Tickets**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.14 concerning the issuing of uniform summons tickets.

**1. Uniform Summons Tickets; General Use**

In addition to DPS Policy Directive 300.14, troopers are to do the following:

- a. Troopers will use the uniform summons ticket as prescribed in 56-7-10. Troopers 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.

- b. 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".
- c. 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.
- d. When a courtesy summons is given and no bond is accepted, the word "none" shall be written in the "Bail Deposited" block.
- e. If the violator is arrested and transported to a detention facility and no bonds accepted, the word "jail" shall be written in the "Bail Deposited" block.
- f. The nature of bonds accepted should be cash, properly endorsed traveler's checks, or bail bonds. Personal checks are not accepted. No trooper shall accept personal property of any description as a bond or pawn.
- g. **When a cash bond is accepted, the Trooper shall turn the full amount of bond received over to the trial judge within 72 hours of receipt, excluding weekends and holidays. The trial officer's copies of the Uniform Summons Ticket shall be received by the magistrate or municipal judge within 72 hours from the time of the alleged traffic violation.**
- h. 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 which 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.
- i. When an out-of-state motorist is not a resident of a compact member state, the trooper shall explain the procedure of accepting cash bond and court proceedings and may request bond be deposited.
- j. The trooper should ascertain the trial date that would be convenient to an out-of-state motorist and if possible, the trooper shall set the date of trial accordingly.

- k. Legibility and correctness is vital when writing a summons ticket. Troopers 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.

## **2. Issuing of Uniform Summons Tickets**

- a. Members of the South Carolina Highway Patrol are directed to issue official summons on the Uniform Summons Ticket while carrying out their duties.
- b. Each Trooper will use his own summons book and warning book when issuing such forms to motorists.
- c. **Troopers shall not write in another Trooper's summons book.**
- d. **Under no circumstances will the Trooper place his name on a Patrol summons in advance of issuing a summons to the violator.**
- e. Summons tickets are to be printed in a neat and legible manner.
- f. Summons books are to be issued to Troopers from stocks maintained at their Troop Headquarters.
- g. Summons books shall only be issued by their Troop Commander or designee.
- h. Completing forms provided by the Department of Public Safety for this purpose will ensure proper accounting measures.
- i. Troopers will issue summons in numerical order.

## **3. Errors on Summons and Warrants**

- a. The Constitution requires that a person charged with a crime must be informed as to the nature of the charge.



- b. Arrest warrants or summons tickets must contain the basic elements of the crime, the location of the crime, the time of the crime, and in some cases, the intent with which the alleged criminal act was committed.
- c. A mere clerical error on the part of a Trooper as to the violation section code or the time of trial does not invalidate the summons, especially since the Trooper has verbally informed the correct date and time of trial. In these cases, the summons in question may be amended before the trial by the Trooper to show the correct date, statute, etc. Even in the most serious cases in General Sessions Court, the law permits amendment of the indictment before trial.
- d. Any mistake in the bail deposited block will require a mandatory voiding of the summons.
- e. In the event an error or correction is to be made on the summons ticket, a *single line* is to be drawn through the error and the correct information will be written in above the error on all copies.

**\*\***

**However, there are certain places where this procedure can never be used:**

- 1. Nature of Offense Block**
- 2. Violation Section**
- 3. Bail Deposited Section**
- 4. BA Level**
- 5. Any part of the disposition portion on yellow, pink, and white**
- 6. Copies of the summons ticket.**

**When this occurs, the summons must be voided and a new one issued.**

#### **4. Returning and Altering Summons**

The following procedures shall be followed when requests are received to alter speeding charges:

- a. Initially, in all such cases, the arresting officer should be contacted to determine whether the requested reduction in charge was made in compliance with a proper plea negotiation between the prosecution and defense prior to trial. (The trial court has no authority to participate in such matters and therefore cannot properly bind the State where the court improperly engages therein.) If a proper plea negotiation was entered into before trial and the ticket was not altered at that time to correctly reflect the lesser degree of speeding, then the requested change can be made by the Department of Motor Vehicles upon written advisement for its files of the full facts of the subject plea negotiation. Such advisement may be made in writing in the form of a court order from the magistrate/recorder with the consent of the Trooper. The

Department of Motor Vehicles Records then should contain the trial judge's request and the arresting Trooper's verification.

- b. In other instances, the trial judge, upon a proper evidentiary showing, may have found the defendant guilty of a lesser degree of speeding as provided by law and thereafter failed to note that fact on the face of the uniform traffic ticket. In such a case, the arresting Trooper should be able to verify that assertion. Such verification should be made in writing by the court with the Trooper's consent and retained by the Department of Motor Vehicles.
- c. In those situations which do not involve a proper plea negotiation or trial disposition as outlined above, the records copy certified by the trial judge as correct must prevail unless and until a lawful order to the contrary is received. (See *Ishmeil v. SCDHPT*, 264 S.C. 340, 215 S.E. 2d 201, 1975).
- d. Only in those cases in which a new trial has properly been granted should the records copy of the subject conviction be returned to the court. Mere correction of the charge may be accomplished in accordance with the procedures outlined above without the Department of Motor Vehicles surrendering custody of the official record.
- e. If the original charge or disposition is changed or altered after the summons is returned, the back of the summons will reflect the change or alteration along with the magistrate's signature and date on all copies. The same procedure will be followed when the case is disposed of by the court prior to being sent in to the Department of Motor Vehicles.
- f. When a sentence of the court is to be changed on a summons ticket, the word "OVER" shall be written on the top right hand corner of all copies along with the date and signature of the trial officer.

## **5. Voiding Summons Tickets**

- a. When a summons ticket has to be voided, the reason for voiding shall be typed on the back of the Enforcement Records copy (white copy) and signed by the Trooper and Troop Commander.
- b. The Audit copy (pink copy) and the Driver's Record copy (yellow copy) will be stamped "VOID" on all three copies of the ticket will be submitted to the Troop headquarters.
- c. The trooper should enter the voided summons on the administrative console and indicate the summons was voided when entering dispositions.

- d. Reasonable care should be exercised when preparing summons tickets to avoid voiding tickets due to careless mistakes.
- e. Legibility and accuracy are vital when printing a summons ticket. THE USE OF LIQUID PAPER WILL NOT BE PERMITTED ON SUMMONS TICKETS.

## **6. Outstanding Patrol Summons**

- a. Troop/Unit Commanders are responsible for checking outstanding and untried cases.
- b. Troop/Unit Commanders are responsible for accounting for the disposition of summons books issued in each Troop.
- c. A file should be maintained for each enforcement Trooper in the Troop of all summons tickets issued and completed.
- d. Each Troop shall maintain a register of all outstanding tickets for each Trooper and delete from the register as the tickets are disposed.
- e. Outstanding tickets should be checked periodically to determine if they should be disposed of or nolle prossed and the information retained for future use.
- f. In the event a Trooper is transferred to another Troop, the Trooper will retain his/her outstanding magistrate's court tickets. Any General Sessions court cases will remain with the post supervisor for disposition.
- g. Patrol supervisors shall audit the summons ticket of each Trooper periodically to determine if any irregularities exist. This is to be done at a minimum once a month.

## **7. South Carolina Uniform Traffic Citation Transmittal Form**

- a. The South Carolina Uniform Traffic Citation Transmittal Form can be found on the Trooper's administrative console. The format has been approved by Department of Motor Vehicles.
- b. Troopers are to complete a Transmittal Form after their summons tickets have been adjudicated in court. After completing the Transmittal Form, Troopers must print the Troop Headquarters copy and the DMV copy. These are to be turned in to the Troop Headquarters with the disposed tickets.

- c. If any discrepancy is found on the transmittal or summons tickets, the entire stack of tickets and transmittal sheet should be returned to the Trooper for corrections. The Trooper is to make these corrections as soon as possible and resubmit the report.

## **8. Non-Resident Violator's Compact (NRVC)**

In the event a summons is issued to a 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 are an offense which would result in the suspension of a person's driver's license, no valid driver's license, and a violation of a highway weight limitation. Failure by the driver to comply with summons will result in suspension of their driver's license.

## **9. Traffic Summons Maintenance**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.29 concerning the issuance and retention of traffic summons books.

## **F. Division Forms**

All Division forms will be reviewed by the Administrative Officer in Patrol Headquarters and approved by the Deputy Director prior to being implemented or modified. Every effort should be made to seek to reduce and consolidate paperwork for Division personnel.

# ***INVESTIGATION SECTION***

## **I. Collision Investigation**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.12 and Policy 300.39 concerning the following:

- a. General Considerations
- b. Private Property Collisions
- c. Hazardous Materials
- d. MAIT Criteria
- e. State Transport Police Notification
- f. Photographs
- g. Enforcement Action
- h. Property
- i. Fatalities
- j. Public Work or Utilities Notification

In addition to DPS Policy Directive 300.12, when MAIT has been requested, the investigating trooper is to fill out only the minimal information that can be verified on the TR-310 Report. The investigating trooper will then amend the TR-310 report using the information provided by MAIT.

### **k. Military Personnel Notification**

When the Patrol investigates a collision involving military personnel where serious injury or death has occurred, the investigating Trooper will ensure that the Columbia Tele-Communications Center is notified immediately and provide the following information:

1. Military personnel's name
2. Serial number
3. Base location
4. The name and location of the medical facility.

### **l. Victim Notification**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.24 concerning victims of crime.

In addition to DPS Policy Directive 300.24, Troopers are to do the following when dealing with victims of crime:

When the Patrol investigates a collision where a person is seriously injured or killed as a result of a Felony DUI, Reckless Homicide, Reckless Driving or Leaving the

Scene, the investigating trooper is to fill out a DPS Victim Advocate Checklist for the victim(s) or family member. A copy is then to be submitted with the TR-310.

m. Patrol Vehicle Collisions

All Patrol personnel are to be familiar with S.C. Law 56-5-765 which prohibits the Patrol from investigating collisions involving DPS employees. All employees are to comply with DPS Policy Directive 200.15. This is to include pursuits resulting in the collision of the violator.

## **II. Evidence Procedures**

Troopers are to be familiar with procedures set forth in DPS Policy Directive 300.15 concerning evidence which includes:

- a. Troopers Responsibilities
- b. Blood and Evidence
- c. Weapons
- d. Alcohol
- e. Controlled Substances

## **III. Case Numbering System**

**The CAD Number assigned to calls for service or incidents encountered by Troopers will serve as the case number for all division incidents to include MAIT, Central Evidence Facility and Evidence Custodians. In addition to the CAD Number MAIT may also utilize their internal numbering system.**

## ***EQUIPMENT SECTION***

- I. Uniforms** – All troopers are issued a sufficient quantity of uniforms to maintain a clean, neat, professional appearance at all times. The uniform must be clean and pressed. Shoes and other leather equipment must be shined; badges and nameplates are to be wiped with a clean soft cloth. Considerable cost is involved in equipping a Trooper in uniforms and other items necessary for the efficient performance of his/her duties. Each Trooper is required to properly maintain the equipment in his/her custody and to safeguard it against damage or theft. Post supervisors are to ensure that personnel under their supervision are in compliance.

Patrol uniforms are the property of the S.C. Department of Public Safety and are registered with the Secretary of State for the exclusive use of the Highway Patrol. It is unlawful for any person or agency to wear a similar uniform. All Troopers are to maintain security of the uniforms in their possession. Worn or unserviceable uniform items are to be returned to the Troop office for proper disposal. Troopers are not to dispose of uniform apparel in any other manner.

Patrol uniforms must not be left in the Patrol vehicle for an extended period of time. Sunlight fades and deteriorates items of uniform apparel. If it is necessary to leave items in the vehicle, they must be covered with a dark hanging clothing bag to reduce the sun's effects.

Serviceable items of uniform apparel returned to the supply room for exchange or replacement must be dry cleaned. Uniforms not cleaned will be refused.

Personnel separating from the Patrol will be furnished with an equipment list of all uniform items and identification in their possession belonging to the Department. Items of uniform apparel are to be returned clean and in good condition.

- A. Uniform Classes** – The following are the classes of uniforms authorized for wear by South Carolina Highway Patrol Troopers. Unless directed by a supervisor, authorized uniforms are to be worn while on duty. All uniforms are to be worn with the issued items and apparel listed. No variations will be permitted.

### **1. Class A (Summer Dress)**

- a. Short sleeved shirt with appropriate insignia\*
- b. Duty trousers
- c. White crew neck t-shirt
- d. Black socks
- e. Low quarter shoes or Rocky boots if severe weather dictates
- f. Body armor (in compliance with DPS Policy Directive 300.01)
- g. Campaign hat\*\*\*
- h. Duty belt with the following items:

- 1) Holster with fully loaded Glock sidearm
  - 2) Handcuff case and handcuffs
  - 3) Straight baton carrier and expandable straight baton
  - 4) Magazine pouch (double or single) with fully loaded magazine(s)
  - 5) Protective glove pouch with protective gloves
  - 6) OC Spray holder with OC Spray (when issued)
- i. Ankle holster with Smith and Wesson backup weapon (when issued)
  - j. Authorized variations for motorcycle officers:
    - 1) Motorcycle riding trousers
    - 2) Helmet or ball cap
    - 3) Gloves
    - 4) Motorcycle boots

Note: with the exception of Patrol issued rain gear, outer garments are not to be worn over Class A Summer Dress. This is to include Patrol issued golf shirts and BDU pants.

## **2. Class A (Winter Dress)**

- a. Long sleeved shirt with appropriate insignia\*
- b. Neck tie (A mock turtle neck maybe substituted for K-9 and motorcycle troopers)
- c. Duty trousers
- d. White crew neck t-shirt
- e. Black socks
- f. Low quarter shoes or Rocky boots for severe weather or circumstances
- g. Body armor (in compliance with DPS Policy Directive 300.01)
- h. Campaign hat\*\*\*
- i. Sweater; duty jacket, Bomber jacket\*\*
- j. Duty belt with the following items:
  - 1) Holster with fully loaded Glock sidearm
  - 2) Handcuff case with handcuffs
  - 3) Straight baton holder with expandable straight baton
  - 4) Magazine pouch (single or double) with fully loaded magazine(s)
  - 5) Protective glove pouch with protective gloves
  - 6) OC spray holder with OC spray (when issued)
- k. Ankle holster with Smith and Wesson backup weapon (when issued)
- l. Authorized variations for motorcycle officers:
  - 1) Motorcycle riding breeches
  - 2) Helmet or ball cap
  - 3) Gloves



#### 4) Motorcycle boots

\*Insignia for the Class A (Dress) Uniform shall include: issued metal badge, metal name plate, cloth or metal rank devices, service stars (on winter uniform), and any approved special award or insignia (i.e., Physical Fitness Award, ACE Award, Governor's Twenty Award, Trooper of the Year Award, K-9 insignia, and/or motorcycle insignia). These items shall be displayed in compliance with Appendix pages 111 - 114.

**\*\*Any outer garment must display the Trooper's badge.**

\*\*\*The campaign hat must be worn by the Trooper in the performance of his/her duties. This would include enforcement, accident investigation, traffic direction, at the training academy when a patrol class is in session or during special assignments. The hat need not be worn while the Trooper is in his/her Patrol vehicle or while inside a building.

### 3. Class B (Summer Utility)

- a. Short sleeved utility shirt with appropriate insignia\* (short sleeved golf shirt may be substituted by instructors assigned to range duty)
- b. Utility trouser (BDU pants)
- c. White crew neck t-shirt (black or blue t-shirt will be worn when engaged in CERT activities)
- d. Black socks
- e. Rocky boots
- f. Body armor (in compliance with DPS Policy Directive 300.01)
- g. Ball cap
- h. Ballistic duty belt with the following ballistic gear:
  - 1) Holster with fully loaded Glock sidearm
  - 2) Handcuff case with handcuffs
  - 3) Straight baton carrier with expandable straight baton
  - 4) Magazine pouch (single or double) with fully loaded magazine(s)
  - 5) Protective glove pouch with protective gloves
  - 6) OC spray holder with OC spray
- i. Ankle holster with Smith and Wesson backup weapon (when issued)

### 4. Class B (Winter Utility)

- a. Long sleeved utility shirt with appropriate insignia\* (long sleeved golf shirt may be substituted by instructors assigned to range duty)
- b. Utility trousers (BDU pants)
- c. White crew neck t-shirt (Blue or black t-shirt will be worn when engaged in CERT activities)

- d. Black socks
- e. Rocky boots
- f. Body armor (in compliance with DPS Policy Directive 300.01)
- g. Bomber jacket\*\*
- h. Ballistic duty belt with the following ballistic duty gear:
  - 1) Holster with fully loaded Glock side arm
  - 2) Handcuff case with handcuffs
  - 3) Straight baton carrier with expandable straight baton
  - 4) Magazine pouch (single or double) with fully loaded magazine(s)
  - 5) Protective glove pouch with protective gloves
  - 6) OC spray holder with OC spray
- i. Ankle holster with Smith and Wesson backup weapon (when issued)

\*Appropriate insignia for the Class B (Utility) Uniform shall include: cloth badge, cloth name tag, and color rank devices. These items shall be displayed in compliance with Appendix Two of this section.

\*\*Any outer garment must display the Trooper's badge.

## 5. Sunglasses

Sunglasses may be worn in the performance of his/her duties. Sunglasses with mirrored lenses or have a bright color which distracts from the appearance of the uniform are prohibited. Sunglasses are not to be hung on any part of the uniform or connected to a hanging strap.

**B. Seasonal/Special Uniform Policy** –The optional and mandatory period for the wearing of seasonal uniforms for Patrol members shall be governed by the following schedule:

1. The optional period for wearing winter or summer uniforms will begin March 1<sup>st</sup> and continue through April 30<sup>th</sup>. Beginning May 1<sup>st</sup>, the summer uniform will be mandatory.
2. The optional period for wearing summer or winter uniforms will begin October 1<sup>st</sup> and continue through November 30<sup>st</sup>. Beginning December 1<sup>st</sup>, the winter uniform will be mandatory.

To promote uniformity in appearance for special events, or during extreme temperature changes, the Patrol Commander will determine the uniform to be worn.

When no particular style uniform is specified or directed for special assignments, Patrol personnel will wear the regular seasonal uniform. Mixing of uniforms i.e. short sleeve with jacket is not permitted. Wearing of special

uniforms (Utility's, etc.), will be directed at the discretion of the Troop/Unit Commander.

- C. Stock Uniform Program** –The Patrol Supply Room requires uniform requests be made by each Trooper on an as need basis or when required by the Troop Commander. It is the individual Trooper's responsibility to examine his/her uniforms to determine his/her needs. The Troop/Unit Supply Coordinator shall requisition additional uniform items through Patrol Supply.

**The following guidelines are to be followed to replace items on an as need basis:**

1. Only unserviceable items of uniform apparel will be replaced.
2. Unserviceable uniforms must be turned in to the Troop Headquarters when new items are received. Uniforms returned to the Troop Headquarters must be tagged with the Trooper's name.
3. Uniform exchanges cannot be made to compensate for minor weight loss or gain.
4. Alteration charges will be allowed for the initial fitting of new uniform trousers received up to a maximum of \$10.00 per garment. A paid receipt must be attached to the claim and forwarded to the Troop Headquarters.
5. Alterations must be made to conform to regulation uniform standards.
6. Trouser length must be finished a minimum of  $\frac{3}{4}$  of an inch below the shoe. (Socks are not to show.)

- II. Authorized Weapons** (Refer to DPS Policy Directive 300.04 for more detailed information concerning weapon usage and care) – Troopers will be issued weapons for which they have been trained and qualified. While on duty, Troopers will carry and use only Department authorized firearms, ammunition weapons and equipment for which they have been trained. Before issuance of weapons, Troopers must demonstrate proficiency in the use of authorized weapons and must be issued and trained on related policies. All issuance and instruction of weapons and related policies shall be documented. (For the purpose of this Manual, the aforementioned policy shall exclude the carrying of a knife with a folding blade that can be easily concealed from public view, i.e. a pocket knife.)

**A. Firearms**

1. **Shotgun** – The shotgun assigned to Patrol Troopers will be placed in the shotgun case in the shotgun holder or other designated location in the Patrol

vehicle. Troopers should be certain the shotgun magazine is loaded with four rounds (Remington) or six rounds (Benelli) with the chamber empty. No round should ever be chambered until the weapon is to be used. Only ammunition issued by Patrol Supply may be used.

a. Care and Maintenance – Care and maintenance of the shotgun is absolutely essential to ensure proper operation of the weapon. Normal care will involve periodic inspection and cleaning. Areas that have unusual climatic conditions such as salt in the air or high concentrations of dust or sand will require additional inspection and cleaning of the weapon. Shotguns are not to be disassembled in the field for any reason. If a malfunction should occur, return the weapon to the Patrol Armorer for repair or replacement.

b. Shotgun cleaning procedures (if the weapon has been fired):

1. Remove all ammunition from the weapon.
2. Attach 12 gauge cleaning brush to rod and dip in solvent. With the barrel pointed downward, run the brush back and forth several times to loosen powder and residue. (Barrel is pointed downward during this process to prevent solvent and residue from draining into the action.)
3. Attach slotted tip to cleaning rod oil, run patch back and forth through the barrel several times to remove all solvent and residue. Oil a clean patch lightly and repeat this procedure.
4. Wipe the bolt face and inside the receiver clean. Wipe down the entire weapon with a slightly oily cloth.
5. Never disassemble the shotgun for cleaning.

c. Shotgun cleaning procedures (if the weapon has not been fired):

6. Remove all ammunition from the weapon.
7. Place slotted tip to cleaning rod, oil patch lightly and run back and forth through the barrel several times.
8. Wipe the bolt face and inside the receiver clean. Wipe down the entire weapon with a slightly oiled cloth.
4. Never disassemble the shotgun for cleaning.

## 2. Glock 37 (.45 G.A.P.) Sidearm Maintenance

- a. Care and Maintenance – the sidearm should be cleaned immediately after each firing session.
- b. Field Stripping
  1. Point the pistol in a safe direction (i.e., into the weapons clearing box).
  2. Press in the magazine catch. Remove the magazine.
  3. Prior to further disassembly, with your finger off the trigger guard, point the pistol in a safe direction, lock the slide open by pushing up the slide stop lever while pulling the slide to the rear with the non-shooting hand. Once the slide is locked to the rear, both visually and physically inspect the chamber of the pistol to ensure the chamber is empty. Also, check the magazine well to ensure a cartridge has not become lodged between the ejector and the walls of the magazine well. After ensuring the pistol is unloaded continue with disassembly.
  4. Pull back slide to release slide stop lever and close action.
  5. Point the pistol in a safe direction (directly into the weapon clearing box) and pull the trigger. You will hear the firing pin spring forward. (The trigger must be in the rearmost position for slide removal.)
  6. Hold the pistol in either hand so that four fingers grasp the top of the slide. With these four fingers, pull and hold the slide back approximately 1/10 inch. Simultaneously, pull down and hold both sides of the slide lock using the thumb and index finger of your free hand. Push the slide forward until it is fully separated from the receiver.
  7. Push the recoil spring tube slightly forward while lifting it away from the barrel. Remove the recoil spring tube and recoil spring. (The recoil spring is under tension. During removal, use care to control the recoil spring and /or recoil spring tube.)\*
  8. Grasp the barrel at the chamber. While raising the chamber end, move the barrel slightly forward. Then lift the barrel from the slide.

c. Cleaning the field stripped sidearm

1. The Glock pistol requires periodic cleaning to insure proper function. Once field stripped, the barrel and chamber are easily cleaned from the chamber end. The inside of the slide and receiver should be wiped clean. Standard firearm solvents can be used on the pistol.
2. As with any semi-automatic pistol, Glock pistols should not be cleaned by merely locking the slide to the rear and inserting the cleaning rod from the muzzle end. This can cause excessive amounts of solvents to build-up in both the frame and slide, and possibly contribute to malfunctions of the pistol. The pistol should be field stripped every time it is cleaned.
3. The inside of both the chamber and barrel should be wiped completely dry once they have been thoroughly cleaned. The breech face and the area under the extractor claw should both be absolutely dry and free of any debris after cleaning.
4. The slide rail cuts should be cleaned thoroughly by using a clean patch on the end of a toothbrush type cleaning tool.
5. With a clean patch wrapped over the brush portion of the toothbrush, thoroughly clean the slide rail cuts of all debris and solvents.
6. All other areas of the slide and frame should be checked for cleanliness. Most parts in the frame may be wiped with a clean, soft cloth that has been slightly dampened with a quality firearm solvent.
7. After the parts in the frame have been cleaned, they should be wiped dry with a clean, soft cloth. All solvent should be wiped from the parts so that they are clean and dry.

d. Lubricating the field stripped sidearm

1. To properly lubricate your Glock pistol after it has been thoroughly cleaned and dried, use a clean patch that has been slightly dampened with quality gun oil. Wipe the barrel, the barrel hood, the inside of the slide where the barrel hood rubs against the slide, and the ring that the barrel slides through the slide. You can take one drop of oil on your finger and rub each slide rail or put one drop of oil in each slide rail cut. Once the slide is moved on the receiver after reassembly, the oil drop will be distributed equally on the slide rails by moving the slide.

2. Glock pistols are designed to operate properly with only small amounts of lubrication (See Appendix pg. 115). Do not over-lubricate your Glock pistol. Large quantities of oil or grease will collect unburned powder and other residue, which could interfere with the proper functioning of your Glock.

e. Warnings

1. Do not pull back the lug of the firing pin and allow it to snap forward when the slide is removed from the frame. Damage to the firing pin and firing pin safety could result.
2. Do not put oil inside the firing pin channel or magazine tube. The firing pin channel, magazine tube, and the breech face should be wiped dry before reassembly. Leaving solvent or lubricant in these areas could cause contamination of primers and failure to fire.

\*During reassembly, the recoil spring tube and recoil spring must be installed with the back end of the recoil spring tube rests in the half moon cut in the bottom of the front barrel lug.

### 3. Smith and Wesson M642 Revolver – Maintenance

- a. Point muzzle in a safe direction
- b. Unload weapon
- c. Use proper size cleaning patches
- d. Wet patch with bore cleaner
- e. Push wet patch through bore (always push completely through bore)
- f. Push wet patch through chambers of cylinder
- g. Clean underneath extractor
- h. Push proper size bore brush through barrel several times, then through chambers of cylinder
- i. Push clean dry patch through bore and chambers of cylinder
- j. Wipe exterior of revolver with lightly oiled cloth, particularly in the trigger area

### III. Patrol Vehicles

Patrol personnel are to be familiar with procedures set forth in DPS Policy Directive 200.32 relating to use of department vehicles.

In addition to DPS Policy Directive 200.32, Patrol personnel are to comply with the following:

## **A. Patrol Vehicle Use**

### **1. Vehicle Use**

The primary use of an assigned Patrol car is the fulfillment of the Trooper's prescribed duties. Exceptions to this rule will be:

- a. Driving within this state to and from National Guard or Military Reserve duty that is within fifty miles of the trooper's duty station. A supervisor must approve such use and the trooper must be in his assigned military uniform or Patrol uniform.
- b. Driving in the immediate vicinity of the Trooper's duty station in conducting legitimate personal business.
- c. Driving outside the Trooper's duty station to visit family. Such use is permitted once a month and must be approved by the Troop/Unit Commander. (Each Troop/Unit Headquarters must maintain a record of such use.)
- d. All other uses of an assigned Patrol car must meet with the approval of the Troop/Unit Commander.
- e. Unless when carrying out duties set forth by instruction, orders, or regulations, persons not affiliated with DPS, or persons not a member of the Trooper's immediate family are prohibited from being transported in a Patrol vehicle unless permission is granted by the Troop Commander . Troopers may transport disabled motorist, collision victims or other in connection with Patrol business upon informing the duty supervisor. Troopers are to give the communications center the sex, location from and location going to. With persons of the opposite sex and juveniles, the person's sex and the mileage of the Patrol vehicle are to be given.

\*The Trooper shall be in full Highway Patrol uniform or Patrol assigned golf shirt and BDU pants at all times when operating a marked or semi-marked vehicle, except when attending church services, or other religious activities during times not actually assigned to duty, or upon approval of the Troop/Unit Commander. Non supervisory personnel must be in complete uniform when operating an unmarked Patrol car unless permission is by the Troop/Unit Commander.

### **2. Vehicle Care**

- a. Maintenance (General) – The individual Trooper is responsible for the proper maintenance of his/her assigned cruiser. The Trooper should conduct daily inspections and insure that the Patrol car is properly



maintained and repaired as needed or required. Requests for repairs, oil changes, etc. will be handled through State Fleet Management at **1-800-277-3686**.

b. General Care

- 1) Caution is advised against idling units with air conditioners operating for periods longer than fifteen (15) minutes.
- 2) Warranty cards and owners' manuals must be kept in the glove compartment at all times.
- 3) Tire pressure is to be checked weekly. No plugged or repaired tires shall be installed or used on Patrol vehicles under any circumstances.
- 4) Vehicles are to be cleaned weekly. Before a Patrol vehicle is entered into any automatic car wash facility, the operator of the vehicle will remove all detachable antennas from the vehicle. Caution should be exercised to protect the blue light and siren assembly on the roof of the Patrol car.
- 5) No alterations, changes, additions, or deletions are allowed to any Patrol car unless approved by the Patrol Commander.
- 6) Damage of any amount to a State vehicle shall be promptly reported to the immediate supervisor as required by DPS Policy Directive 200.15.
- 7) Patrol vehicles are to be secured when not being utilized. At the end of shift and/or when parked for a long period of time, all items are to be placed in the trunk or other place out of plain view.

**3. Patrol Vehicle Assignment/Equipment**

In order to improve officer safety and better utilize Patrol vehicles and emergency equipment, the following guidelines will be used when Patrol vehicles are issued:

- a. Captains and Lieutenants are to be issued an unmarked vehicle equipped with the following:

Front Blue Lights  
Rear Blue Lights  
Headlight and Taillight Kit  
800 Radio with Remote Mount

- b. First Sergeants and Sergeants are to be issued an unmarked vehicle equipped with the following:

- Front Blue Lights
- Rear Blue Lights
- Blue Lights Mounted in the Left and Right Rear Side Windows
- Headlight and Taillight Flasher Kits
- In-Car DUI Camera
- Shotgun Rack in Truck
- 800 Radio with Slide Mount

- c. Corporals are to be issued a semi-marked vehicle equipped with the following:

- Front Blue Lights
- Rear Blue Lights
- Blue Lights Mounted in the Left and Right Rear Side Windows
- Headlight and Taillight Flasher Kits
- In-Car DUI Camera
- Shotgun Rack in the Front
- 800 Radio with Slide Mount

- d. Lance Corporals and below are to be issued fully marked vehicles equipped with the following:

- Bar Blue Lights
- Headlight Flasher Kit
- In-Car DUI Camera
- Shotgun in the Front
- 800 Radio with Slide Mount

- e. Unmarked Special Enforcement Vehicles may be issued on the ratio of one (1) per (24) Troopers in each Post or at the discretion of the Deputy Director. If there are more than (24) Troopers in a Post then the ratio will be adjusted accordingly. Officers of the Highway Patrol, holding the rank of Lieutenant, Captain, Major, Lieutenant Colonel and Colonel, shall be issued unmarked vehicles. These vehicles may be given to First Sergeants, Sergeants and other Troopers at the discretion of the Colonel. These vehicles will be equipped with the following:

- Front Blue Lights
- Rear Blue Lights
- Blue Lights Mounted in the Left and Right Rear Side Windows
- Headlight and Taillight Flasher Kit
- In-Car DUI Camera
- Shotgun Rack in the Front

800 Radio with Slide Mount

- f. Unmarked Specialized Vehicles will be assigned at the discretion of the Deputy Director. These vehicles will be equipped with the following:

Front Blue Lights

Rear Blue Lights

Headlight and Taillight Flasher Kit

800 Radio with Remote Mount

#### **4. Vehicle Push Bar Use**

Push bars mounted on the front of Highway Patrol enforcement vehicles will be used for the purpose of removing disabled vehicles, due to a mechanical problem or a vehicle collision, from the traveled portion of the roadway ONLY when a potential hazard to the motoring public exists. Push bars must be used in accordance with procedures stated below.

Procedures for use of push bars:

1. Troopers assigned a Patrol vehicle equipped with push bars must receive training regarding its use prior to issuance.
2. All emergency equipment MUST be utilized when using vehicle push bars. (i.e. blue lights and in-car camera).
3. When applicable, permission is to be gained from the operator of the disabled vehicle before the use of push bars. If the operator is unavailable, another trooper may operate the disabled vehicle.
4. The trooper must fully explain what the operator is to do and where to go before beginning these procedures. No sharp turns are to be made. The Patrol vehicle must separate from the operator before braking. The operator's vehicle is to be in neutral.
5. Proceed slowly to keep in contact and control of the operator's vehicle.
6. Push bars are to be used ONLY if the operator's bumper matches the vertical edge of the push bar. No attempt is to be made where the operator's bumper rides up on the push bars curve. Assist only vehicles which are equal to or of lesser size of the Patrol vehicle. (i.e. no moving trucks)

7. Disabled motorist may be assisted with push bars when there is no other safety procedure available and ONLY if these procedures can be done without risk to the operator or the motoring public.
8. Push bars may be used to move disabled vehicles due to vehicle collisions where there would not be any further damage to the disabled vehicle, Patrol vehicle or roadway surface. All four wheels on the disabled vehicle MUST be able to roll before using the push bar.

NOTE: Troopers are to adhere to DPS Policy 300.04 relating to Use of Force and DPS Policy 300.02 relating to Vehicle Pursuits. Failure to comply with this procedure is subject to DPS Policy 400.08 for Disciplinary Action.

## 5. Spare Vehicle Use

Spare vehicles are provided for each field troop. Spare vehicles are to be logged out providing the beginning and ending mileage. Each returned spare vehicle shall have a full fuel tank and cleaned. The supervisor is to be informed of any needed vehicle maintenance.

## B. Special Purpose Vehicles

1. **Breath Alcohol Testing (BAT) Mobile Unit** – The BAT mobile is a customized vehicle equipped with a DataMaster Breath Testing Instrument, video recording devices, officer workstations and other equipment necessary to process DUI suspects.
2. **Motorcycles** – The motorcycles are used for traffic enforcement and public relation assignments. Each operator must be fully trained by a certified motorcycle instructor before conducting any official assignments of the motorcycle. Only specially assigned troopers will operate motorcycles. The motorcyclist will be responsible for the proper maintenance and condition of the motorcycle as prescribed by policy.

## C. Line Inspections

All Highway Patrol personnel shall be familiar with DPS Policy Directive 300.10. All county supervisors, or Troop supervisors if necessary, are to conduct a line inspection of equipment assigned to Troopers under their supervision on a monthly basis. The inspection will be done on a standard line inspection checklist provided by the Patrol. The line check list will require inspection of the Patrol vehicle, weapons, shotguns, handcuffs, and other equipment for proper care. (The Glock 37 sidearm must be field stripped for inspection.) The troop/post supervisor must note any discrepancies. The monthly equipment reports are to be filed in the post headquarters office. (It

should be understood that uniforms worn by the troopers are to be checked on a daily basis for neatness and care.)

#### IV. Radio Equipment Use and Care

##### A. Radio Use

##### 1. Standard Radio Procedures

General procedures

When calling a TCC, first call the TCC followed by your call number and the nature of your call (10 codes). Then wait for the TCO to advise you to go ahead with your transmission. This will alert the TCO that you have radio traffic and to give them the ability to open the proper CAD screen prior to you transmitting further data.

- Example:      Richland/2125            10-41  
                         Richland/2125            10-38  
                         Richland/2125            10-27

Traffic Stops

Following the above procedure, first call the TCC center and advise them that you are making a traffic stop (10-38) , **which county you are in**, and wait for response. When requested, give the information in the following order.

- Location
- Vehicle Description
- Tag State/Number
- Any other Information

Example:      Trooper:            Greenwood/2ADAM10            10-38  
                         Newberry County  
                         TCO:                    2ADAM10/Greenwood            Go ahead  
                         Trooper:            SC72 near Adams Rd. – Chevy Suburban Red – SC  
                                                    123ABC – Occupants and/or other info you want to  
                                                    give.

**\*This call in order is based upon TCO and Trooper comments concerning officer safety issues and the logistics of the information available to the Trooper/officer as the traffic stop unfolds. The county name is also required on traffic stops or any other officer initiated call in which the TCO may not know which county the officer may be in. Since the advent of the Troop/Post concept, it is not unusual for a**

**trooper to stop a car on the same roadway in different counties during a shift.**

When calling in multiple vehicles on the same traffic stop, advise the TCO the number of vehicles you are stopping then follow the above procedure for the first car. Wait for the TCO to tell you to go ahead with the other vehicles' information. This will allow the TCO the ability to open the additional vehicles screen within the traffic stop screen.

**Collision Investigations (Call Disposition)**

As mentioned above, CAD has the ability to provide accurate statistical data rapidly if the needed information is entered. To enhance this ability, a disposition screen has been incorporated into the call/incident screen. The disposition screen consists mainly of a drop down menu for the TCO to record the disposition from a pre-established list. This will allow for statistic data based upon the entered disposition code. To implement this feature, Troopers/Officers will have to provide the TCO with a disposition or disposition code at the end of a traffic collision investigation. The disposition code list will be an evolving document based upon input from TCOs, field Trooper/Officers, and management. The current disposition codes for collisions are shown below.

- 01 Collision: Collision Report Filed
- 02 Collision: White Collision Form Issued
- 03 Collision: Dispatched: Unable to Locate
- 04 Collision: Handle by Other Agency
- 05 Collision: Not a Collision: Incident Report Filed
- 06 Collision: Not a Collision: No Report Filed

When notifying a TCO that you are 10-24 (clear) from a collision (10-50), also give them the corresponding disposition code and the number of units involved and the number of injuries/fatalities.

The TCO will then give you a CAD generated incident number which will be placed in internal agency code at the bottom right of the TR-310 Report. This number will then automatically be transferred into the Activity Console as a collision number and any data associated with the CAD record that can be used in the Activity Console will be transferred to the proper field as described earlier. You will not need to record the complete CAD number, just the numerical digits at the end. The data transfer process will be evolving and may be implemented in stages.

## **2. A Few Simple Rules**

Good police radio communication systems depend on all tele-communication operators. Clear reception of messages is greatly improved if a few simple rules are followed:

- a. Always use complete call numbers
- b. Use the ten codes
- c. Use the phonetic alphabet
- d. Speak across the microphone
- e. Speak in a clear and normal tone
- f. Always acknowledge all messages
- g. Listen before you transmit
- h. The radio is for business only
- i. In an emergency situation, keep calm
- j. Be courteous
- k. Mobile units always rate priority over a fixed station.

## **3. Prohibitions**

- a. The use of unauthorized call numbers in requesting information for outsiders is strictly forbidden.
- b. All transmissions that are contrary to FCC rules and regulations are prohibited.
- c. Federal law prohibits tele-communication operators and Troopers from delivering or disclosing the content of or the existence of any messages received to anyone other than the addressee or to another unit to be relayed to that addressee. Disclosure of any message to news medias (newspapers, radio, TV) is a violation of Section 605 of the Communication Act of 1934.
- d. If a Trooper becomes involved in an emergency situation which requires immediate action, the controlling station giving the "10-33" notice will have full control of the air. Other stations should not take the time to clear traffic, but simply remain silent until aid is furnished to the desperate Trooper. In areas where the 800 MHZ has coverage, the Trooper shall press the emergency button.
- e. Requesting a tele-communications operator to make a personal telephone call is prohibited except in an emergency. In the event a Trooper should make such a request, the tele-communications operator must be advised of the Trooper's emergency situation prior to making the call.

- f. Conversations between mobile units that are not of an emergency nature should be handled on another channel designated as the “talk around channel”.
- g. Requests for vehicle identification numbers, route numbers, telephone numbers, and other similar information that the Trooper has readily accessible or is attainable through other means should not be made through the tele-communications operators.

**4. Communications Accountability**

- a. Troopers shall sign on and off with the assigned Patrol tele communication station any time they are away from their vehicles and shall give the station the exact location and/or telephone number.
- b. Troopers who are assigned to enforcement duties and who are required to sign on at the beginning of their tour of duty shall be required to sign off by radio at the end of their shift with their assigned base station. Tele-communication operators will mark the Trooper off of their schedule as having completed their shift and being accounted for.
- c. In the event the tele-communication center has no contact with or does not have any accountability for the Trooper within ten (10) minutes past the designated time for their shift to end, the tele-communication operator is to contact the post supervisor.
- d. Troopers are to utilize their remote radios in the performance of their normal duties outside of their patrol vehicles, to keep in contact with the tele-communication center and other troopers.

**5. Radio Locations and Capabilities**

**800 MHZ Radio**

	Troop/Zone	Base Channel	Talk Around Channel
Kershaw/Lee	1	03	02
Sumter/Clarendon	1	01	02
Lexington	1	04	05
Richland	1	06	05
Newberry/Laurens	2	17	18
Abbeville/Greenwood	2	19	18



Edgefield/Saluda/McCormick	2	20	21
Anderson	3	33	34
Pickens/Oconee	3	35	34
Greenville	3	36	37
Spartanburg	3	38	37
Cherokee/Union	4	49	50
York	4	51	50
Fairfield/Chester	4	52	53
Lancaster/Chesterfield	4	54	53
Darlington/ Marlboro	5	65	66
Florence/Marion/Dillon	5	67	66
Williamsburg/Georgetown	5	68	69
Horry	5	70	69
Charleston/Berkeley	6	81	82
Dorchester/Colleton	6	83	82
Beaufort/Jasper	6	84	85
Bamberg/Allendale/Hampton /Barnwell	7	97	98
Calhoun/Orangeburg	7	99	98
Aiken	7	100	101

## B. Care of Radio Equipment

1. Radio equipment must be kept completely dry.
2. Beverages are not to be placed on top of radio consoles where spillage could occur and result in damage to the equipment.
3. Damp clothing such as raincoats should not be placed near the equipment.
4. Leaks around the trunk or dashboard should be repaired immediately.
  - a. Trunks need to be kept dry to protect transmitting equipment.
  - b. Inspect the seals around trunk lids and do not store or transport anything of a liquid nature in the trunk which could spill or leak.
  - c. Abrasive or acid materials must not be transported in the trunk of the Patrol car.
5. Equipment must be placed in the trunk in a secure manner so as to prevent damage to radio equipment in cases of sudden stops or turns.
6. Care should be taken when driving through areas where low hanging tree limbs, garage doors, etc. present a hazard to the antenna.

7. Precaution will be taken to remove Patrol antennas when being washed in an automatic car wash.
8. If the radio equipment is wired in any way where it is not controlled by the ignition switch, the transmitter and receiver switches should be in the “OFF” position whenever the Patrol vehicle is not in use.
9. Radio communications equipment alterations are prohibited unless approved by the Patrol’s Communications and Logistics Office.

**C. Radio Equipment and Blasting Operation**

1. **General:** The wires of an electric blasting cap can act as an antenna and pick up radio frequency energy. If the length and position of the wires are just right and the radio transmitter is close enough to the bridge wire, the cap can be heated sufficiently by the radio frequency current so that the cap will explode.
2. **Precautions:** The table below indicates minimum distance from radio transmitters that blasting caps may be stored or blasting operations carried out safely.

**Minimum Transmitter Distance**

0-30 watts	100 ft.
30-100 watts	200 ft.
100-250 watts	500 ft.
250-1,000 watts	1,000 ft.
1,000-5,000 watts	2,000 ft.
5,000-50,000 watts	5,000 ft.
Above 50,000 watts	10,000 ft.

3. When the radio transmitter is under control of the blasting operation, keep the radio transmitter turned off.

**Operation of Radio System Under the S.C. Emergency Management Division Plan**

4. The Deputy Director of the Highway Patrol or his designee, after receiving official notice of an emergency or disaster, will proceed immediately to alert all personnel of the Division.
5. He will direct the Headquarters Radio Station to broadcast the alert message to all **Department** radio stations and to obtain confirmation from all stations that the message has been received.

6. All receiving stations will then rebroadcast the alert message to all substations and mobile units in their respective coverage areas, requesting acknowledgment of its receipt.
7. The Headquarters Radio Station will telephone directly to any Troop Commander whose radio stations are not in operation at the time of the alert. The Troop Commander will, in such cases, telephone his Troop Lieutenants and instruct them to alert all subordinate personnel.
8. The alert message will consist of three tone signals approximately three seconds in duration followed by the spoken words:

**The Emergency Management Division Operation Plan is now in effect, authority: Deputy Director of the South Carolina Highway Patrol; I repeat, the Emergency Management Division Operation Plan is now in effect, authority: Deputy Director of the South Carolina Highway Patrol.**

This exact sequence and wording will be used ONLY in the event of an actual alert. Any necessary tests will be worded differently. All stations receiving the alert shall immediately broadcast it to their respective coverage areas and then begin the limited operation permitted under an alert.

#### **D. Transmitter Identification Plate**

FCC representatives make periodic inspections of the Department's radio and radar equipment, including the metal identification plate affixed to the transmitter case. Custodians of this equipment are cautioned to exercise care in preventing this plate from being damaged or removed. Removal of this plate may result in citation by the FCC for violation of Section 10.150 of FCC regulations.

#### **E. Communications Monitoring System**

1. All Highway Patrol Stations are equipped with recorders that record all radio and telephone messages received and transmitted.
2. All personnel must be aware that all transmissions being made over the communications network are recorded and kept on file for a minimum of thirty (30) days.

## **F. Reviewing Radio Tapes**

No one will be permitted to review the tapes in the Telecommunications Center unless authorized by a Lieutenant or above and a Communications Manager. Tapes may be reviewed for any allegations of complaints or for investigation purposes.

## **V. Reporting Defective/ Lost Equipment**

Any equipment discovered lost or stolen is to be immediately reported to the duty supervisor. An Affidavit (SCHP-A-017) is to be completed giving the circumstances.

Any equipment discovered to be defective which would hinder the trooper from performing his/her duties is to be reported immediately to the duty supervisor and a Uniform Administrative Report is to be completed. It will be the supervisor's responsibility to see that the equipment is repaired or replaced.

## **VI. Securing Sensitive Equipment**

Sensitive equipment such as weapons, laptops, portable radios, badges/credentials should be taken care of when unattended. All issued equipment shall be properly secured at all times and in patrol, fleet and personal vehicles. The following guidelines are to be followed for unattended vehicles.

1. Vehicles are to be locked when not under direct control.
2. Vehicles should be locked as soon as possible after attending to an emergency situation.
3. Vehicles are not to be left unattended while fueling.
4. Computers are to be locked in the locking device while in use and the key removed.
5. All sensitive equipment (weapons, laptops, portable radios, badges/credentials) when not in use are to be secured in the trunk of the vehicle. Sensitive equipment is to be placed in an issued locked container for vehicles without trunks. The exception to this is when the vehicle is stored in a secured garage.
6. Equipment is to be removed from vehicles unattended for an extended period of time for maintenance or repair.

Personnel are responsible for securing all issued equipment. Any equipment damaged or stolen as a result of non-compliance with these procedures may result in disciplinary action and reimbursement requirement.

# ***DRILL/CEREMONY SECTION***

## **I. Attending Funerals**

### **A. Major's Responsibilities**

1. It shall be the responsibility of a Major or his designee to take charge of all police officers and Troopers attending a Trooper's funeral services.
2. The Major will arrange the groups of these officers and Troopers by agencies in an orderly fashion: The Highway Patrol and other State Police, all sheriffs' deputies, and then all police departments.
3. The Major will coordinate with the particular church and/or funeral home in charge of the arrangements.
4. In any event, Patrol personnel will stand as a group under the command of the Major or designee.
5. The Major will be responsible for notifying Patrol personnel of the type of uniform, when to attend, where the formation will be, and handle any special requests of the family.
6. The Major may delegate certain responsibilities to the Troop/Unit Commander in the area where the funeral services are held.

### **B. Formation**

1. The formation of Troopers will be according to rank.
2. Line(s) will begin with the highest-ranking Trooper to the lowest ranking Trooper.
3. The ability to dress right on the ranking Trooper should be sought.
4. The Field Operations Major or his designee will determine the number of lines.
5. State Police or Highway Patrol officers from other states who are in uniform will stand according to their rank in the same formation with our Troopers.
6. Patrol retirees and members who are in civilian dress are to be included in this formation at a designated place.

**C. Outside Passing Casket/Trooper**

1. When a deceased Trooper's casket passes by, Troopers are to remain covered, stand at attention and salute on command.
2. The command to salute will be "Present Arms" and the salute is to be held until the casket passes and the command "Order Arms" is given.
3. Troopers will remain at attention until ordered to do otherwise.

**D. Outside Passing Casket/Other Person**

When the casket of someone OTHER THAN A TROOPER OR POLICE OFFICER passes by, Troopers will come to attention, remain covered until the casket passes by, and then stay at attention until ordered to do otherwise.

**E. Entering or Exiting a Building**

1. When entering a building or a church, the hat will be taken off and held in the right hand over the left breast.
2. After sitting, the hat will be placed on the lap.
3. When exiting the building or church, the hat will be placed back on the head.

**F. Indoors Saluting/Passing the Casket**

1. There will be NO saluting indoors when not covered.
2. When inside a building or church, the Trooper will face the aisle at attention with the hat held by the right hand over the left breast as the family and/or casket passes by.
3. After the family and/or casket pass by, the Trooper will face to the front and wait for further instructions.

**G. During Taps and Ceremonial Firing Outside**

1. All Troopers will be in a formation or line(s).
2. All Troopers will be at attention.
3. The command "Present Arms" will be given and Troopers will remain saluting until the command to "Order Arms" is given.
4. The Field Operations Major or his designee will give all commands.

## **H. Outside Prayer**

Troopers shall stand at attention while remaining covered with heads bowed.

## **I. Funeral Bands**

1. The black funeral band will be worn by Troopers statewide immediately upon the official notification of a Department of Public Safety's Trooper's death.
2. The band shall be worn horizontally around the middle of the breast badge.
3. The band is to be worn continuously from the time of notification until the end of the day (2400 hrs.) that the funeral services are held.
4. This policy shall apply to the deaths of all Troopers regardless of circumstances except when death occurs from self-inflicted injuries.
5. Upon approval of the Patrol Commander, funeral bands may be worn by Patrol personnel to honor other South Carolina police agency officers who have lost their lives in the line of duty.

## **J. Honor Guard**

1. The Honor Guard is available for active and retired Troopers who have died in the line of duty or natural causes.
2. Requests for the Honor Guard will be made to the Patrol Commander.
3. The Honor Guard is available upon request to other police agencies that have lost officers in the line of duty.

## **II. Respect to the "Colors", National Anthem, or Alma Mater**

### **A. Colors**

When a Trooper is merely viewing a parade or other event and the "Colors" pass or the National Anthem is being played, the Trooper should face the "Colors" or music, come to attention, remain covered, and salute until the "Colors" have passed or the music has ceased playing.

### **B. Alma Mater**

When the Alma Mater is played, the Trooper will stand still for respect until the music has ceased.

### **C. The Pledge of Allegiance**

#### 1. Indoors

- a. While indoors and pledging the allegiance to the United States flag, Troopers will remove the hat and place it over the left breast with the right hand.
- b. Uniformed members functioning as the Patrol Honor Guard and only members of this group will salute during this procedure.
- c. If you are not holding your hat, place the right hand over the left breast.

#### 2. Outdoors

If outside, remain covered, face the Colors, assume the position of attention and salute during the reciting of the Pledge of Allegiance.

### **D. Performance of Duties**

In the event Troopers are engaged in performing their duties, they will continue with their duties in a dignified manner.

## **III. Saluting and Description of Orders**

### **A. Salute Properly**

#### 1. Reasons

- a. The way a salute is executed is important because it reflects upon the organization.
- b. It indicates pride in yourself and the organization.
- c. It shows you have confidence in yourself as a Trooper.
- d. A sloppy salute may indicate disrespect or the fact that one does not understand the meaning of a salute.

#### 2. How to Execute the Hand Salute (See Appendix pg. 117)

- a. The proper salute is rendered by raising the right hand smartly until the tip of the forefinger touches the headgear just above and slightly to the right of the right eye.



- b. The fingers should be lined tightly together and the thumb should be snugly positioned along the side of the hand.
- c. The hand and wrist should be aligned so that they form a straight line from the fingertips to the elbow.
- d. The upper arm (elbow to shoulder) should be horizontal and at a 90 degree angle from the body.
- e. When rendering the salute, turn your head to the correct position in one motion, without any preparatory movement.
- f. Hold the salute until the music ceases, the casket passes by, or the command "Order Arms" is given. Bring your hand directly down to its natural position.
- g. Do not slap your leg when returning your hand to your side.
- h. Any deviation from the above is an improper salute.

**B. Description of Orders**

- 1. Assume the position of **Attention** on the command "Fall In" or the command "Squad Attention". (See Appendix pg. 116)
  - a. To assume the position of attention, bring the heels together sharply on line.
  - b. The toes should be pointed outward equally, forming a 45-degree angle.
  - c. Rest the weight of the body evenly on the heels and balls of both feet.
  - d. Keep the legs straight. **DO NOT LOCK THE KNEES.**
  - e. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square.
  - f. The head should be erect and faced squarely to the front with the chin drawn in so that the alignment of the head and neck is vertical.
  - g. Let the arms hang straight without stiffness.

- h. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers.
- i. Keep the thumbs straight along the seams of the trouser leg with the first joint of the forefingers touching the trousers.
- j. REMAIN SILENT AND DO NOT MOVE UNLESS OTHERWISE DIRECTED.

2. **“Dress Right Dress” Command**

- a. When the command to “Dress Right Dress” is given, the Trooper should smartly turn his head to the right at approximately a 90-degree angle.
- b. The left arm should simultaneously be fully extended to the left and horizontal to the ground.
- c. The palm and fingers of the left hand should be flat with the fingers together and touching the right shoulder of the Trooper on the left.
- d. The only exception would apply to the Trooper on the extreme right end of the line (there would be no one on his right to look to). This Trooper will continue to look straight ahead with the left arm extended.
- e. The Trooper on the extreme left end of the line will dress right without extending the left arm (there would be no one on the left to dress on).

3. **“Close Interval Dress Right Dress”**

- a. Upon the command of “Close Interval Dress Right Dress”, the Trooper will follow the same procedure as above except for the position of the left arm.
- b. On this command, the Trooper will bring the left arm up to the left side at approximately a 45-degree angle.
- c. The palm of the left hand should be placed flat against the waist with the left elbow touching the right side of the Trooper to the left.

4. **“Ready Front”**

This is the command that will be given to assume the original position of attention from either of the commands “Dress Right Dress” or “Close Interval Dress Right Dress”.

5. **“Present Arms”**

- a. Execute the hand salute.
- b. Hold the hand salute until the command “Order Arms” is given or at another appropriate time.

6. **“Order Arms”**

This is the command given to conclude the hand salute.

7. **“Parade Rest”**

- a. The command “Parade Rest” can only be given to Troopers who are already at attention.
- b. On the word “Rest”, move the left foot about 10 inches to the left of the right foot. (See Appendix pg. 117)
- c. Keep the legs straight. DO NOT LOCK THE KNEES.
- d. Simultaneously, place the hands in the small of the back and centered on the belt.
- e. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is facing outward.
- f. Keep the eyes and head straight ahead.
- g. Remain silent and do not move unless otherwise directed.

8. **“Stand at Ease”, “At Ease”, and “Stand at Rest”**

- a. All of the above commands mean the same thing.
- b. These commands put the Trooper in a relaxed form of the Parade Rest position.
- c. The Trooper may move his left foot, arms, head, and talk quietly from this position.

d. The right foot must stay in place to maintain the formation.

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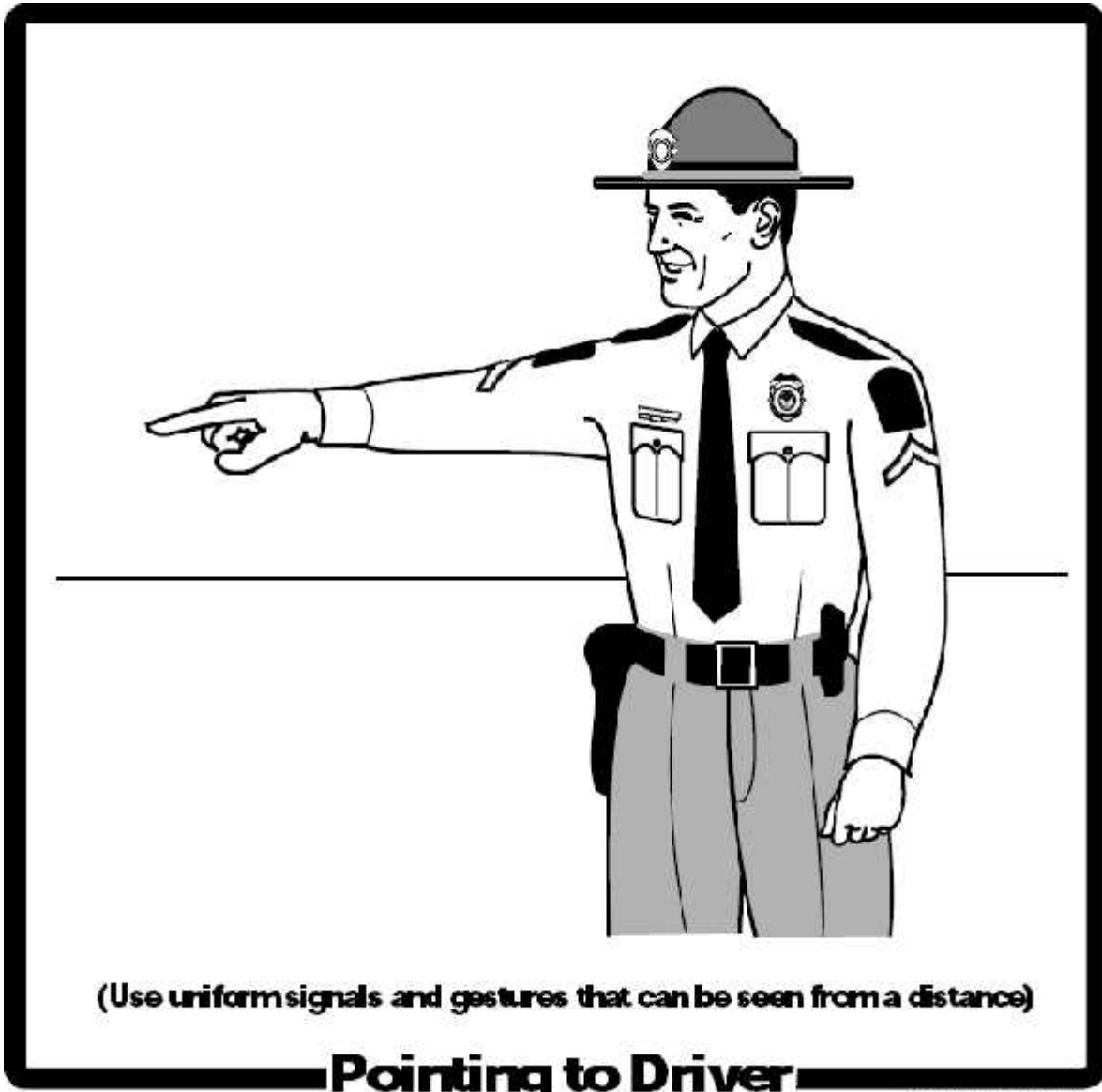
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Appendix – Traffic Direction





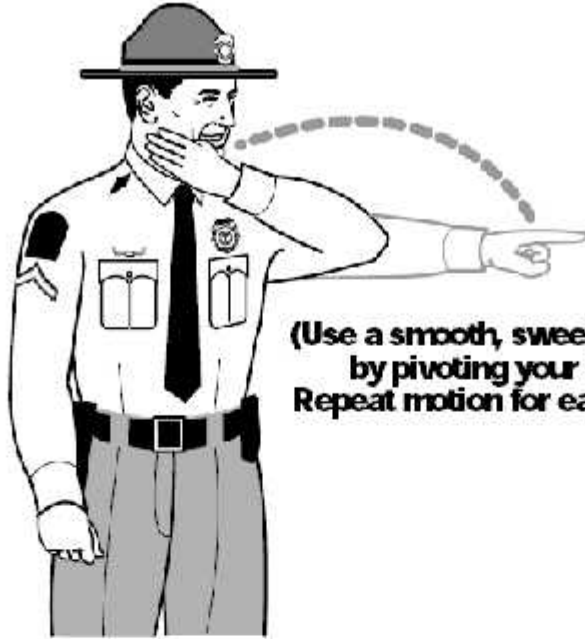
**(Use uniform signals and gestures that can be seen from a distance)**

## **Signal to Stop**

2/97(HUMAN12)97-801



2/97 (HPMAN14) 97-601



(Use a smooth, sweeping motion  
by pivoting your elbow -  
Repeat motion for each vehicle)

## Signal to Move Forward

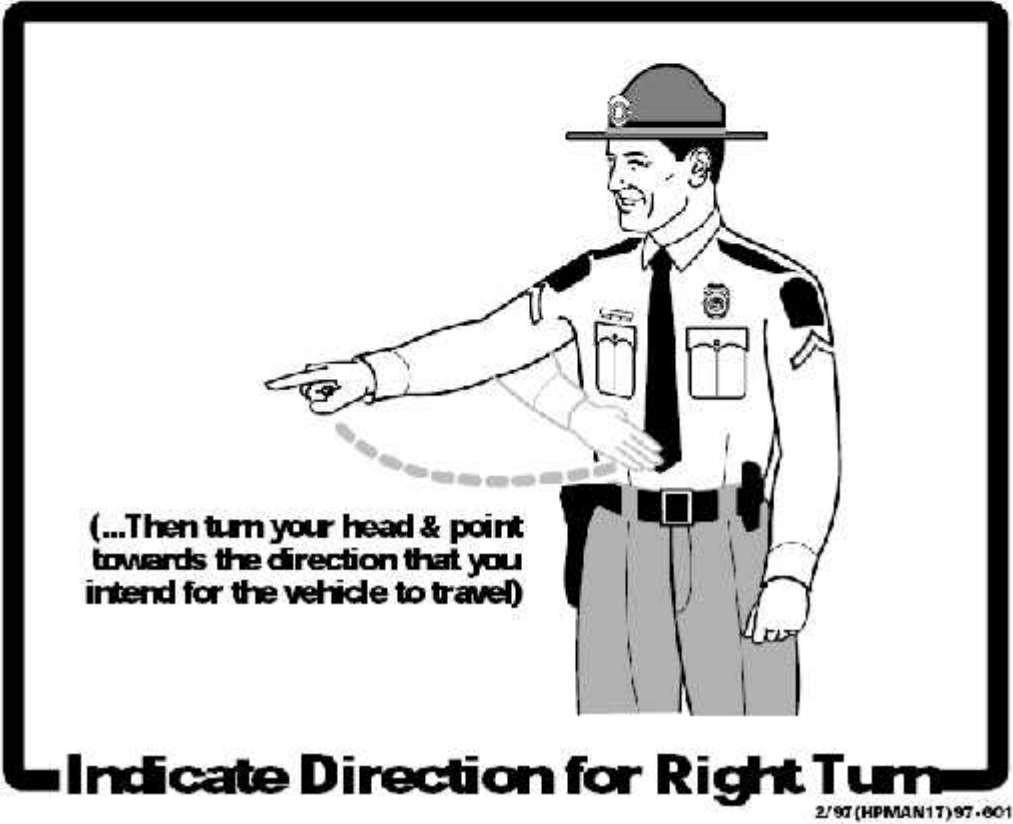
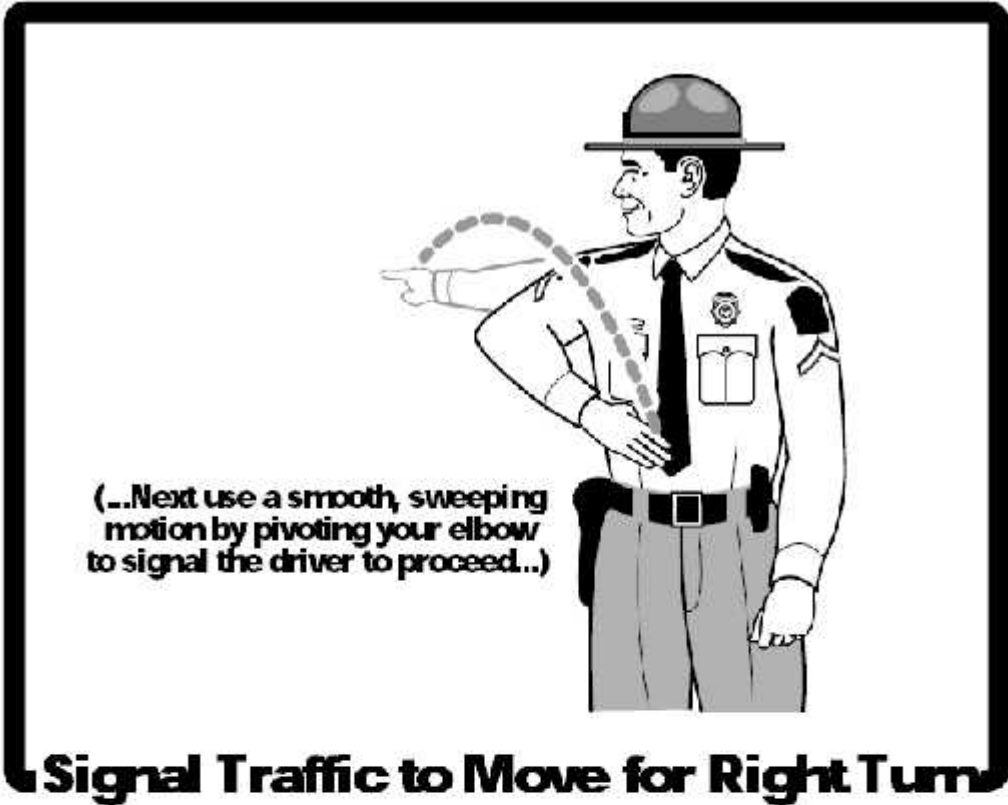


### To Direct A Right Turn

(Start by making eye contact  
with the driver that you are  
pointing at..)

## Point to Traffic on Your Right

2/97 (HPMAN 13) 97-1621



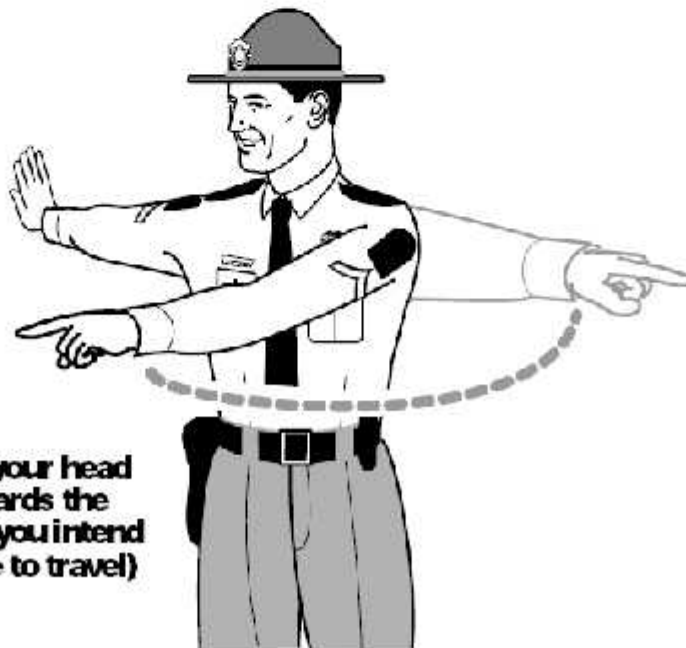
2/97 (HPMAN17)97.001



**To Direct A Left Turn**

(Make eye contact with the driver that you are pointing at..)

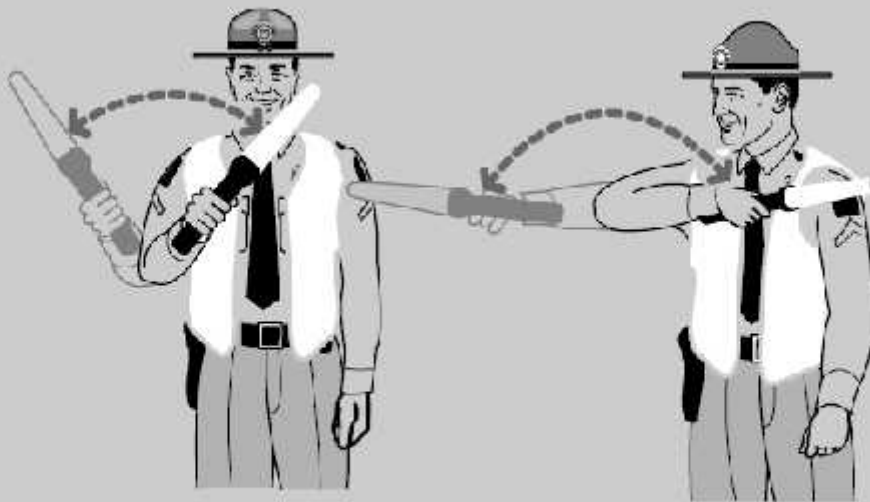
**Pointing to Traffic for Left Turn**



(...Then turn your head & point towards the direction that you intend for the vehicle to travel)

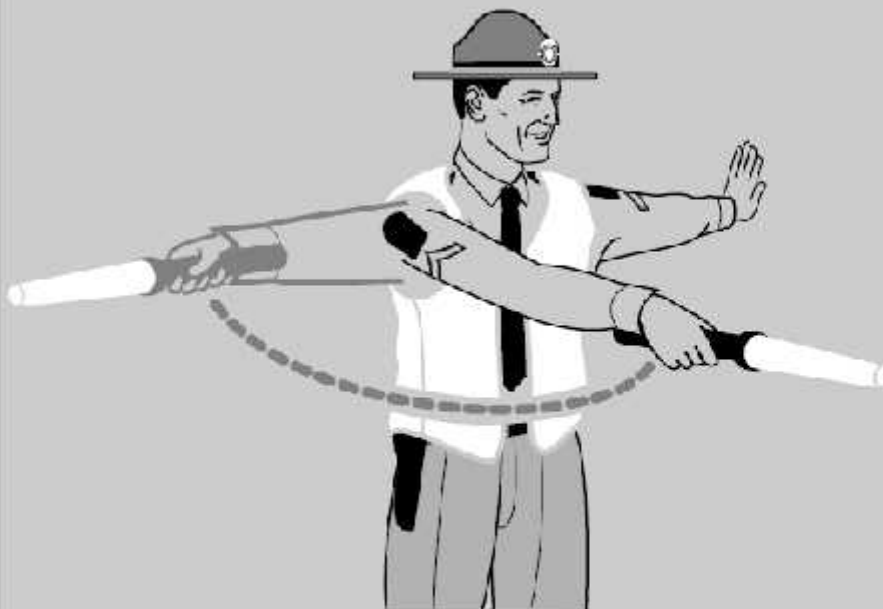
**Indicate Direction for Left Turn**

2/97(BIPMAN16)97-601



(Repeat motions back and forth to increase driver awareness of your commands)

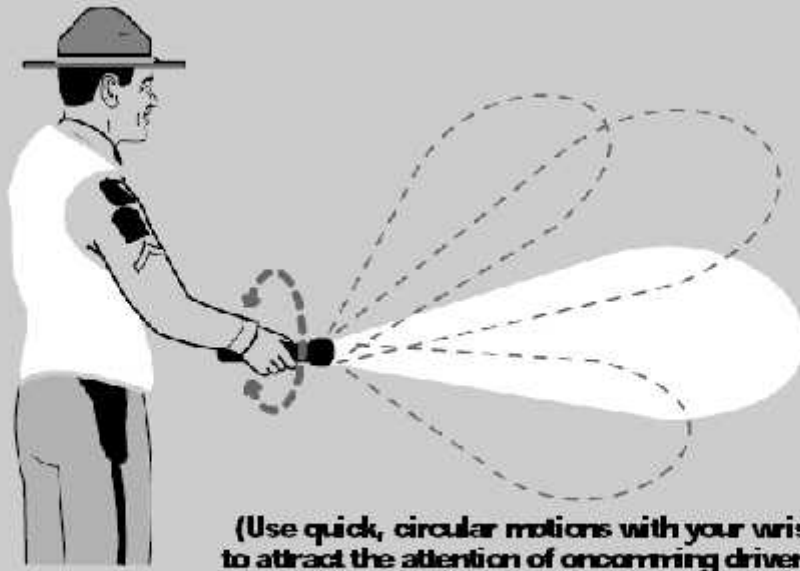
**Stop Signal** ————— **Go Signal**



**Indicate Direction of Turn**  
**Signaling at Night**

2/97 (HPTMAN) 8) 97 -601





(Use quick, circular motions with your wrist to attract the attention of oncoming drivers)

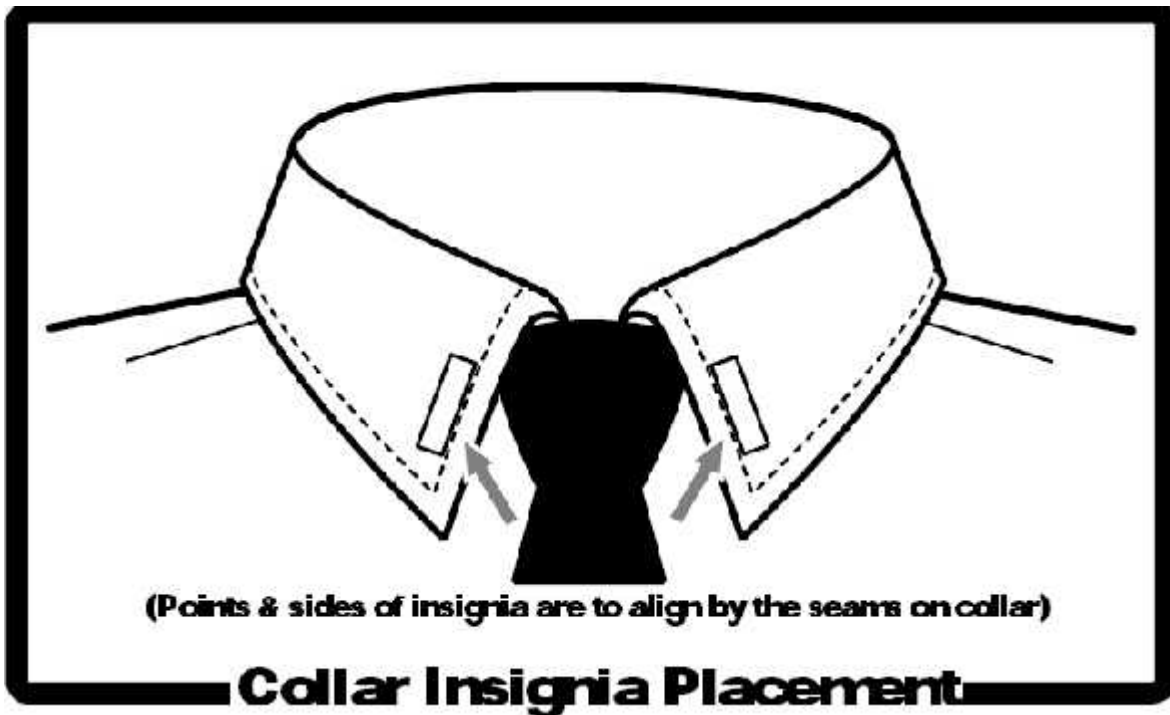
## Stopping Traffic With A Flashlight



## Make Yourself Visible With Your Headlights Signaling at Night

2/97 (HDMAR 1997-601)

## Appendix – Uniform Insignia

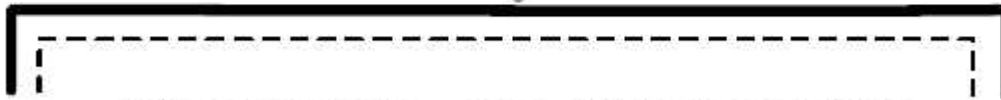




**1/4" between nameplate & insignia**  
(or 1/4" between physical fitness achievement medal & insignia)

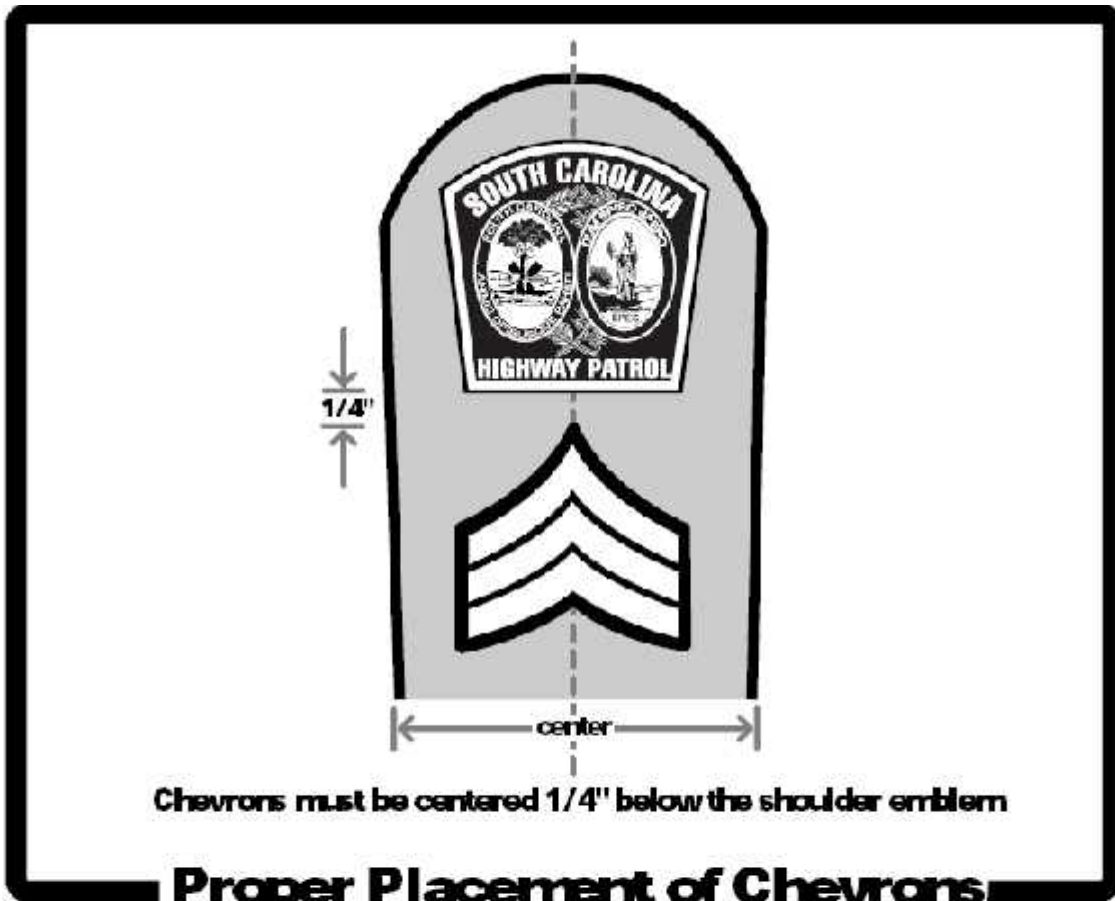


**1/2" between pocket & nameplate**  
(if no embroidered eyelets are provided)

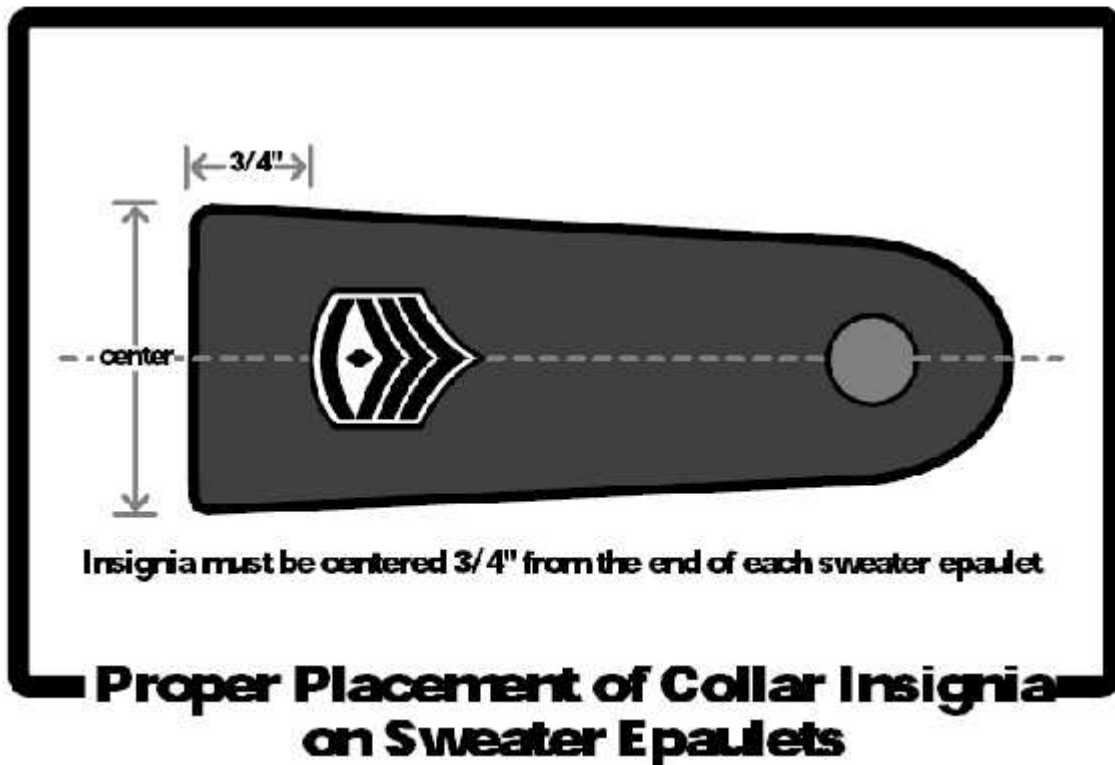


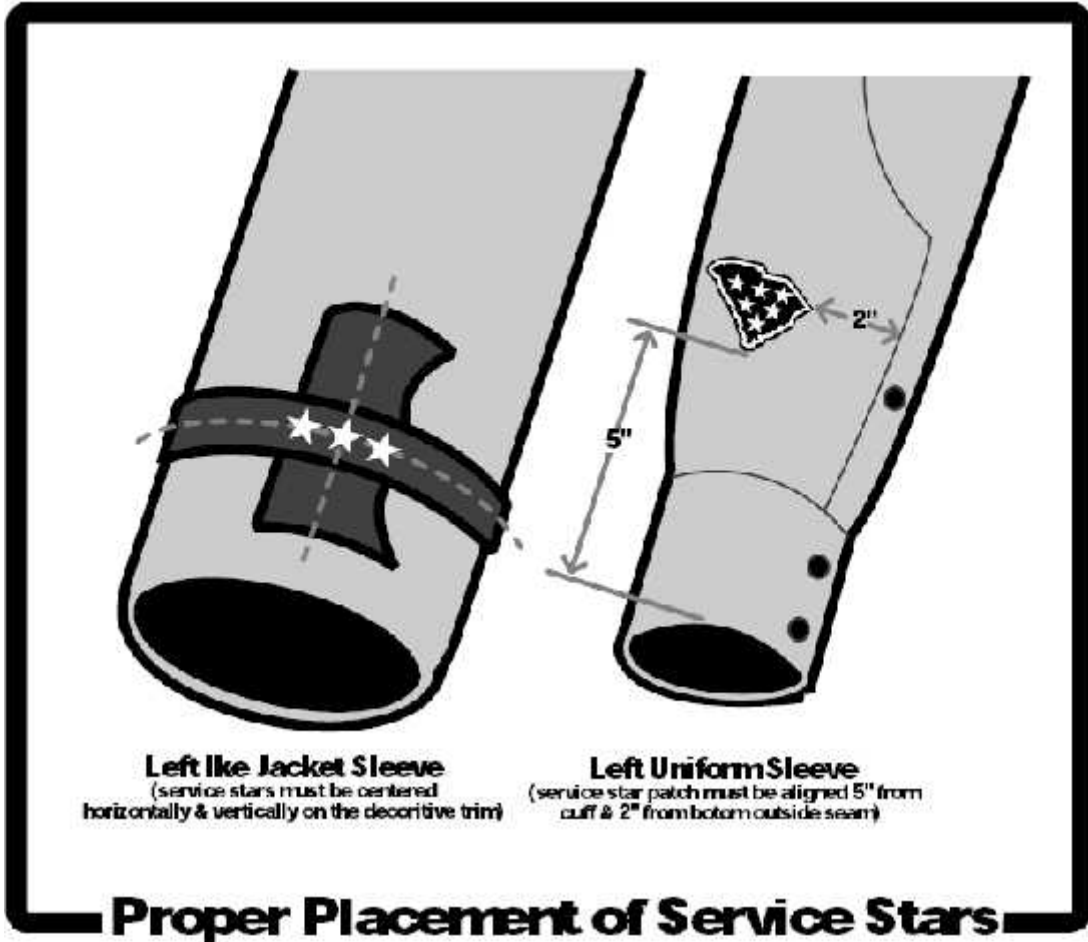
## **Nameplate and Attachments**

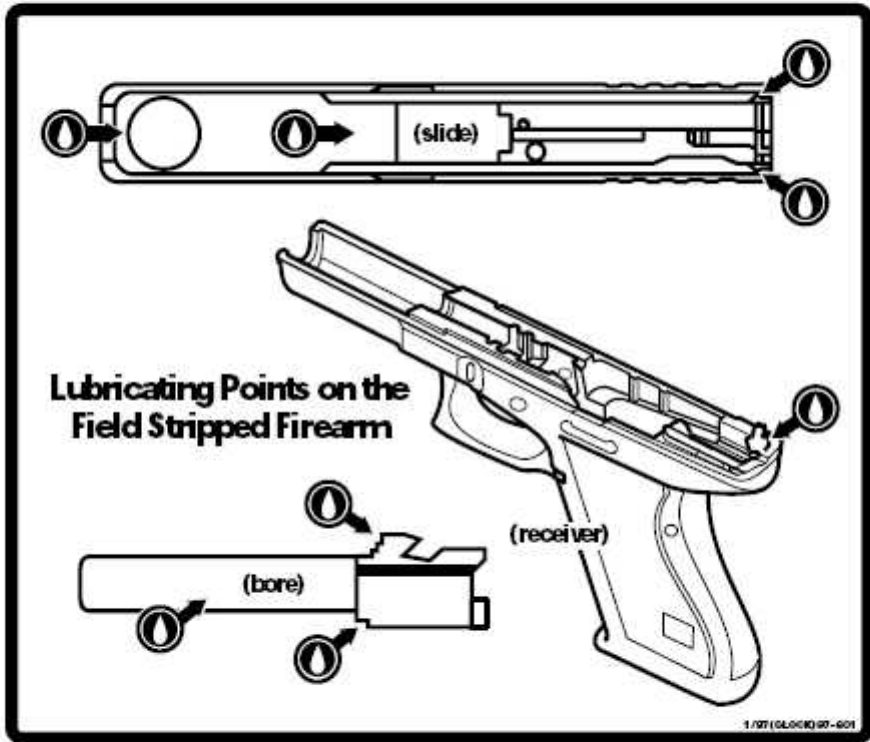
2/97(HPTMAN)97-601



2/97 (HPMAM 10) 07-001

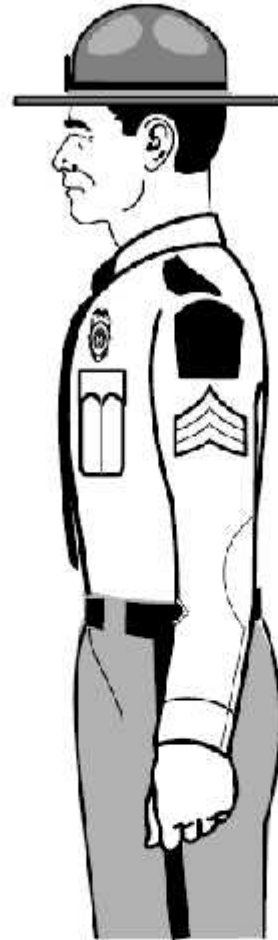








**front**



**side**



**foot position**



**hand position**

## **Position of Attention**

2/97 (HPM/NL2/97-601)



10"



**Parade Rest**

**Present Arms**