

South Carolina Department of Public Safety State Transport Police Manual of Operations



*Revised
2008*

South Carolina State Transport Police

Operational Guide

ADMINISTRATIVE SECTION

Foreword

The South Carolina State Transport Police 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 1993, the South Carolina State Transport Police 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 State Transport Police. Effective enforcement of traffic laws depends, to a large extent, on the training and intelligence of the individual STP 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 State Transport Police, 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 STP will grow in the ability and efficiency to render the best possible service to the state and its motorists.

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.

State Transport Police History

The State Transport Police (STP) was created in 1993 as a result of South Carolina state government restructuring. This division of the Department of Public Safety was formed by merging the members of the Highway Patrol's Size and Weight Division and the Public Service Commission's Safety Enforcement Division.

The combination of these two law enforcement divisions has truly made the State Transport police unique. STP has become a highly respected law enforcement agency in South Carolina and has become a model for other states in their commercial vehicle enforcement.

The primary functions of STP are size and weight regulation and driver/vehicle safety inspections and enforcement. Overweight and unsafe trucks and buses destroy the state's roads and put innocent lives in jeopardy.

State Transport Police Breast Badge

The State Transport Police badge has a multi-colored state seal and the state motto "ANIMIS OPIBUSQUE PARATI", which means "Prepared in Mind and Resources".

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).

Mission Statement

The South Carolina State Transport Police is a Division within the Department of Public Safety and was created as a result of State Government restructuring in July 1993. The South Carolina State Transport Police (STP) is committed to, and vigorously promotes all state and Department of Public Safety (DPS) program goals. The State Transport Police continuously seeks to fortify existing partnerships and develop new relationships with its sister state, federal, and local agencies. The purpose of the relationships is to more effectively affect highway safety throughout the nation and state.

State and federal governments have regulated the motor carrier and associated industries for over fifty (50) years. The South Carolina State Transport Police is responsible for establishing and enforcing safety, traffic, drug, and size/weight requirements for the operation of commercial motor carriers operating in furtherance of their businesses. Its authority extends to operations engaged in intrastate, interstate, or foreign commerce. STP also has jurisdiction enforcing laws as it relates to hazardous materials/waste shippers, container manufacturers, drum re-conditioners and hazardous materials (HM) container/package inspection and repair facilities.

South Carolina adopted the Federal Motor Carrier Safety Regulations (49 C.F.R.) under the State of South Carolina's Code of Law "Title 58" which prescribe the qualifications, disqualifications, and hours of service for commercial vehicle drivers. They also prescribe requirements for commercial driver licenses and the inspection, maintenance, and repair of commercial motor vehicles (CMV). Similarly, the state adopted Federal Hazardous Material Regulations (49 C.F. R.). These codes of laws prescribe the standards or requirements for the proper packaging, marking, labeling, and transportation of hazardous

wastes, substances, and materials. The legislated State Size and Weight Laws (S.C. 56 Code) prescribe state and federal size and weight limits and restrictions to be enforced affecting CMV.

Officers have authority to initiate enforcement actions and cases against those violating any of the laws and regulations outlined above. They also have the ability to enforce those laws not specifically mentioned but prescribed under state statute or DPS administrative policy.

The core **mission** of the State Transport Police is to protect the motoring public and the environment by preventing highway crashes, hazardous material/waste incidents, and the protection against the premature deterioration or destruction of our state's infrastructure as it involves commercial transportation. STP is dedicated to reducing highway crashes and hazardous materials/waste incidents in the state involving commercial vehicle operations (CVO), through the formulation and implementation of specific procedures and enforcement strategies that maximize allocated resources.

Our mission and the challenges it presents, will be dealt with through a variety of programs, including strategic program activities and data acquisition. Specific programs of STP include; but are not limited to, the following:

- Size and Weight Enforcement
- CVISN (Commercial Vehicle Information Systems Network)
- Commercial Drivers License (CDL) Enforcement
- Commercial Vehicle Inspection Program
 - Safety and Hazardous Material Inspections
- Enforcement of Oversize Permits
- Hazardous Materials (HM) Investigations
- Compliance Reviews and Investigations
 - HM Shipper and Carrier Reviews
 - Safety Security Visits (SSV's)
 - Security Contact Reviews
- Commercial Vehicle Traffic Enforcement
- Inspection Repair Audit Program
- Drug Interdiction Program
- Motor Coach and Passenger Carrier Inspections
- Inspection of Radioactive Shipments
- Radiation Detection
- Dyed Fuel Enforcement
- Judicial Outreach and Education
- PRISM (Performance and Registration Information Systems Management)
- Data Collection
- Public Information and Education

State Transport Police officers are highly trained technicians. As an STP officer, you will have the most advanced technology available in crime fighting. You will be continually learning new skills while working to make our highways safer, protecting, and serving the citizens of South Carolina

AFFIRMATIVE ACTION POLICY AND PLAN

The South Carolina Department of Public Safety (DPS) prohibits discrimination based on race, religion, color, national origin, handicap, sex or age; except where such is a bona fide occupational qualification. Federal and state laws mandate that the Department implement an Equal Employment Opportunity/Affirmative Action Program. However, equal employment opportunity is a management philosophy embraced by the Director of his Department. Effective business management practices of today dictate equitable treatment of every employee. To that end, the Department has developed an

Affirmative Action Plan as a management tool to be utilized in achieving the goal of equal employment opportunity for all. The plan is designed to provide information on the current makeup of the Department's work force, goals for each Equal Employment Opportunity (EEO) category, job group, and timetables for achieving those goals. Managers and supervisors must become familiar with the plan and share the information with employees under their supervision. Managers will be held accountable during their annual performance evaluations for their actions or inactions to achieve the goals of the plan. DPS Affirmative Action Policy and Plan embodies the commitment of the Department to that management philosophy and implements these practices as part of its business plan.

APPLICANT QUALIFICATIONS FOR STP OFFICERS

To be considered for employment as an officer of the South Carolina State Transport Police Division, you must meet the minimum qualifications. Minimum qualifications require that:

1. You must be a United States citizen.
2. You must be 21 years of age.
3. You must possess a State high school diploma or State GED certificate.
4. You must be able to perform all the essential job functions of the law enforcement division for which you are applying.
5. Vision Requirements:
 - a. Candidates who wear glasses or contacts should meet an uncorrected standard of 20/100 corrected to 20/20.
 - b. Candidates who wear ortho-k lenses should meet an uncorrected standard of 20/100 corrected to 20/20 and should be required to always wear lenses while on duty.
 - c. Candidates who have radial keratotomy must defer a minimum of six months after surgery.
 - d. Candidates must possess normal color distinguishing capability.
 - e. Candidates' field of vision must allow them to carry out normal duties of a law enforcement officer.
6. 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.
7. You must be willing to relocate at the time of employment.
8. Does not have a police record and their record as a vehicle operator is satisfactory.
9. Character and reputation will be established by investigation.
10. Candidates will be required to successfully complete the course of instruction.
11. Appointees will be assigned to stations as determined by the need for law enforcement.
12. Appointees may not necessarily be assigned to their home counties.
13. Full-length photograph must accompany application.
14. Each applicant must sign and comply with the following declaration:

It is the policy of the South Carolina State Transport Police 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 State Transport Police, 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 State Transport Police. 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 State Transport Police, 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 State Transport Police; 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 State Transport Police.

APPOINTMENT, PROBATION, PERMANENT STATUS AND ASSIGNMENT

It is the policy of the South Carolina State Transport Police (STP) to recruit, hire, train, and promote employees without discrimination because of race, religion, color, national origin, handicap, sex, or age; except where age, sex, or handicap is a bonafide occupational qualification. The Department of Public Safety's Affirmative Action Policy applies to all levels and phases of personnel administration such as recruitment or recruitment advertising, testing, hiring, and training.

In making application for employment as a member of STP, *officers* understand that if appointed they will accept assignment anywhere within the state as determined by the Deputy Director of STP. They also understand that they shall be subject to transfer from one station to another as may be determined by the Deputy Director. Before performing any official duties, all officers must take an Oath of Office.

The application is made with the full understanding that should you violate any of the Oath of Office, you shall be subject to appropriate disciplinary action by the State Transport Police.

Probation and Permanent Appointment

When an applicant meets the qualifications, accepts appointment, and reports for training; he/she will receive appointment in a trainee status pending satisfactory completion of the course of training. They will remain in this status for a period of one year from the date of hire. During this time, employees will enjoy the rights and privileges of an employee on probation.

Upon completion of the probation period and the earning of a satisfactory service rating, appointment to the status of permanent employee shall become effective when approved by the Director.

Assignment of Personnel

Assignment of duty stations are made by the Deputy Director of the State Transport Police and approved by the Director. Assignments are based on law enforcement needs within the division. A request for change in duty station must be made through the division chain of command using the division approved request form.

Change of assignments requiring transfers are made through the chain of command with prior approval from the Deputy Director. Any change in an officer's residence outside of his/her assigned district must receive prior approval via a written request through the proper chain of command with final approval being obtained from the Deputy Director or his/her designee. Any change of an officer's residence

location within an assigned county should immediately be relayed to your immediate supervisor and STP headquarters.

Unless an extreme circumstance exists and upon the Deputy Director's approval, STP officers shall maintain a permanent place of residence in the district of their assignment. No STP law enforcement officer may reside outside the State of South Carolina.

Re-employment of State Transport Police 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.

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 District Commander shall submit personnel request forms so stating the fact.

AWARDS POLICY

The Director of the Department of Public Safety is committed to recognizing outstanding job performance by DPS employees and allows every supervisor the opportunity to acknowledge the work related accomplishments of their employees. Because the recognition of superior performance by an employee exemplifies the commitment and professionalism of the Department in the performance of its mission, the DPS Awards Policy was established to advise all Department employees of the types of recognition which can be bestowed.

All awards except for the monthly supervisor's award shall be awarded annually.

CHANGE OF ADDRESS

All STP personnel may request permission to make a change of residential address within the county of duty station. After permission is granted from the immediate supervisor and the STP District or Unit Commander, it is the responsibility of the employee to contact the designated STP headquarters personnel liaison. The required appropriate personnel forms will then be completed and submitted to the Office of Human Resources. Below are the necessary forms to be completed.

1. Comptroller General Employee Withholding Form (P4)
2. Notice of Election Form
3. Retirement System Enrollment Form (2A)

CODE OF ETHICS

All law enforcement officers will abide by the following **Law Enforcement Code of Ethics:**

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 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 duty.

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

COOPERATION WITH OTHER LAW ENFORCEMENT AGENCIES

The principal function of STP is to patrol highways of the State for the purpose of enforcing the laws of the State relating to commercial motor vehicles and highway safety. STP officers should work with officers of other agencies in any matter pertaining to traffic law enforcement. They do not however work in a routine way with other agencies in non-traffic cases. STP will cooperate with other agencies in every way possible provided it does not interfere with its regular functions.

STP will furnish other police agencies upon request a copy of Form 63

Requests by other agencies for assistance of officers in matters related to law enforcement should be directed to the regional commander involved. When necessary, approval of the STP Deputy Director before granting the request will be sought. Request for assistance in matters other than traffic law enforcement such as disasters or civil disturbance should come through the Office of the Governor to the Office of the Director – Department of Public Safety.

DEATH OF STP EMPLOYEE

In the event of the death of a State Transport Police employee, the regional/unit commander will provide the family whatever necessary assistance is desired of the State Transport Police (i.e. assistance with funeral and other arrangements). A referral to the Department of Public Safety, Office of Human Resources, for insurance and other eligible benefits are expected as a minimum. If the family desires, STP officers may be buried in uniform. If STP personnel are requested to serve as pallbearers, District/Unit Commanders should make such arrangements.

HYGIENE

All State Transport Police personnel are to be familiar with DPS Policy Directive 200.10 concerning dress for work requirements.

PURPOSE

The Department of Public Safety is committed to projecting a positive image in all interactions with the public. Inherent to this positive image is maintaining appropriate standards of dress in the workplace.

GENERAL PROVISIONS

All employees of the Department of Public Safety are expected to dress in a neat, professional, businesslike manner during working hours, especially in situations requiring contact with the public. Employees must be groomed in a manner befitting the surroundings of their work assignments. Some assignments necessitate a more casual style of dress which, when confined to restricted areas, will be deemed appropriate. Such casual style of dress is permitted only with the advance approval of the immediate supervisor. Any questions concerning personal attire should be directed to the employee's immediate supervisor.

Uniformed Personnel: All uniformed personnel will be subject to the standards defined by their law enforcement division or office.

SUPERVISORY RESPONSIBILITIES

Supervisors will be responsible for the consistent adherence to dress standards by employees under their supervision. Factors such as the degree of public contact, the potential disruption within the workplace and maintaining an overall professional appearance must be considered in determining suitability of certain types of clothing for the working environment. Supervisors must apply dress standards consistently for all employees under their supervision. Failure of employees to comply with supervisory directives concerning appropriate dress and grooming may be grounds for disciplinary action.

BUSINESS CASUAL DRESS

It is the general policy of the Department to allow business casual dress at the Blythewood and Broad River Road Facilities. However, each Deputy Director or Department Head must approve business casual dress for their function. If approved, employees may wear business casual clothing unless assigned duties and responsibilities dictate continued wear of normal business or uniformed attire on that day. Business casual dress for men includes shirts with collars and/or buttons, slacks or "Dockers" style pants, and casual shoes.

Business casual dress for women includes dresses, blouses, skirts, slacks, and casual shoes. The appropriate length for skirts should be no shorter than 5" above the knee. Nice-looking athletic shoes are appropriate for both men and women.

Unacceptable clothing for employees includes spandex, tank tops, halter, spaghetti strap or strapless tops and dresses, midriff tops, "flip-flops", sweat or wind suits/pants, leggings, stretch pants, leotards, baseball caps of any kind, skorts and shorts (whether dressy or casual). Jeans, clothes identified as construction type or mechanic type, athletic tee shirts, both plain and those sporting team logos, brand names, or pictures are not appropriate in business attire.

Fridays are designated a "casual day." However, each Deputy Director or Department Head must approve "casual Fridays" for their function. Denim pants, skirts or dresses are acceptable attire. The denim clothing cannot be torn, faded, tattered or frayed and must be appropriate for an office environment. Shorts, halter tops, jogging suits, sweat shirts or sweat pants, t-shirts, and other similar informal wear are not appropriate types of clothing. Clothes identified as construction type or mechanic type, athletic tee shirts, both plain and those sporting team logos, brand names, or pictures are not appropriate in a business environment.

When attending meetings at other government agencies or private entities, employees should dress in accordance normal business attire.

Employees with assignments such as warehouse, mail room and building maintenance should discuss their dress needs with their supervisor and arrive at an acceptable dress code suitable to their duties.

All law enforcement personnel

An employee's appearance has a direct bearing on the image projected by STP. It is policy that all employees reporting for work and to duty be clean dressed, well-groomed, with polished brass, shined leather, and neat in overall appearance. All issued equipment must always be neat in appearance and in good condition. Good personal and physical hygiene habits are to be practiced daily by all STP personnel. In order to maintain consistency among law enforcement personnel, the following STP directive is in effect. The regional or unit enforcement commander may authorize an exception to these rules for certain duty assignments.

Female Officers

A female employee/officer must maintain a neat, natural, well-groomed appearance. Hair of the head must be clean and neatly groomed. Female officers must not let head hair hang over the top of the collar. Hair in front will be groomed so that it does not fall below the band of the properly worn uniform headgear. The hair may be worn slightly over the ears, but in no case will the bulk or the length of the hair interfere with the proper wearing of any authorized headgear. Ponytails and completely plaited hair are unacceptable. Buns and French braids will be permitted on top of the head in a neat and attractive manner, provided they do not interfere with the proper wearing of uniform headgear and do not hang over the collar. No ribbons or ornaments may be worn in the hair except for neat inconspicuous bobby pins or conservative barrettes. Wigs and hairpieces may be worn to cover natural baldness or physical disfiguration, but must conform to the previously stated haircut criteria.

Cosmetics if worn must be subdued and blended to match the natural skin color. False eyelashes are prohibited. Fingernails must be clean and trimmed. Nails must not extend beyond the tips of fingers. Fingernail polish if worn must be clear.

While on duty in uniform, female officers are not permitted to wear jewelry that distracts from the uniform. Flashy, dangling necklaces, bracelets and other such type jewelry are considered a distraction from the uniform and may not be worn. Small chain necklaces may be worn provided they are not visible to the outside of the uniform. Female officers may wear only small stud type earrings and a design that cannot be grasped by an assailant.

Tattoos, body art or brands are not to be visible while in uniform on or off duty. (Officers having such items before June 16, 2004 are exempt.)

Male Officers

A male employee/officer must maintain a neat, natural, well-groomed appearance. Hair of the head must be clean and neatly groomed.

The hair of the head must be neatly groomed. Hair of the head must be cut tapered and when combed not touch the ears, eyebrows, or the shirt collar (except for closely cut hair) and must not be "block cut" at the back of the neck. Hair of the head must not be styled so as to present a bulky or brushy appearance with or without headgear. The bulk and length of head hair must not interfere with the normal wearing of standard headgear or other assigned STP equipment.

Sideburns must be neatly trimmed at the base. The side of the face adjacent to the ears must be clean-shaven so that sideburns do not exist below a horizontal line extending out from the lowest portion of the ear opening at the beginning of the earlobe.

Beards, goatees, and mustaches are not permitted. Wigs and hairpieces may be worn to cover natural baldness or physical disfiguration. Wigs and hairpieces must conform to the previously state haircut regulations. Fingernails must be kept clean and trimmed.

While working and on duty, male personnel are not permitted to wear jewelry that distracts from a paramilitary organization, (i.e. earrings, flashy or dangling necklaces, bracelets and other type jewelry). Small chain necklaces may be worn provided they are not visible to the outside.

Tattoos, body art or brands are not to be visible while in uniform on or off duty. (Officers having such items before June 16, 2004 are exempt.)

OATH OF OFFICE

All law enforcement officers 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 S.C. Code of Law 8-3-10. The Oath of Office will be given by a member of the command staff with the rank of Lieutenant or above.

OSHA (OCCUPATIONAL SAFETY AND HEALTH ACT)

Under the South Carolina Occupational Safety and Health Act, the State is responsible for the enforcement of occupational safety and health standards in all places of work, both public and private within the State of South Carolina. It is a requirement of OSHA that an updated OSHA log be maintained at all times in every division building. The division will follow-up and comply with any special requirements or reports.

PROMOTION TRAINING

The State Transport Police provides skill development training to all personnel upon promotion through leadership/supervisory training classes generally conducted by the Criminal Justice Training Division. Additionally, the Office of Human Resources offers other supervisory management classes.

ROLL CALL TRAINING – FREQUENCY AND PROCEDURES

The workloads, special duties, training sessions, court appearances, and assignments to specific districts and units of the State Transport Police, make reporting daily to district offices for roll call impossible. It is therefore the responsibility of every STP law enforcement supervisor to have pre-shift contact or briefing accomplished by telephone, radio or other practical means with each duty officer or subordinate. Each supervisor will:

1. Brief subordinates with information regarding daily enforcement activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations.
2. Notify subordinates of changes in schedules and assignments.
3. Notify subordinates of new directives, policies and changes in directives and/or policies
4. Evaluate subordinates to determine readiness to assume duties.

SHIFT ROTATION

STP law enforcement personnel shall be assigned to the districts based upon determination of manpower requirements. STP enforcement shifts rotate every seven days. Each officer works a maximum of forty (40) hours per week with two rest days. Officers are assigned a rotation of three (3) shifts for a minimum of one week at a time. The rotation will be at the discretion of the district supervisor. The scheduling is based on; but not limited to, the following criteria when determining the assignment of officers to work in the counties and/or the assignment to work scale facilities:

1. Areas of high commercial motor vehicle traffic.
2. High complaint areas
3. Crash corridors
4. High peak traffic periods

Supervisors shall receive all annual and sick leave requests. Based on enforcement needs and previous leave history, the supervisor shall make fair and appropriate decisions relating to duty schedule and in approving days off.

SPECIALIZED IN-SERVICE TRAINING

The State Transport Police has a highly specialized enforcement function. STP is responsible for enforcing all Federal Highway Administration Motor Carrier Safety Rules and Regulations in addition to all other laws of South Carolina. The development and enhancement of all the skills required of STP officers are dictated by federal law and regulations. Certification is required to offer proof of demonstrations by each officer of his/her abilities and compliance in enforcing these laws and regulations. In addition, all STP officers must adhere to DPS and/or STP Directives and Policies.

STP officers receiving specialized In-service training are continuously being monitored by supervisory and headquarters staff through written reports and data that are gathered at district level and by staff at STP headquarters. This data supports STP enforcement officer compliance/non-compliance.

TELEPHONE REQUIREMENTS FOR UNIFORMED ENFORCEMENT PERSONNEL

Each officer must have a functioning telephone at his or her residence.

When outside requests are made for the telephone number of an officer's residence, the following procedure must be followed:

1. If the officer is on duty, the department employee receiving the request should give the information directly to the officer by radio or telephone.
2. When the officer is not on duty, persons requesting home telephone numbers or information should be referred to the district/unit supervisor on duty. The supervisor will properly disseminate the information and have the officer contact the person requesting the telephone number.
3. When the District/Unit office is closed, the information should be given by radio or telephone to the supervisor on duty. Under normal circumstances, an officer's personal phone number will not be given out to the public.

4. It is the responsibility of each officer to return telephone calls promptly and reasonably.
5. Each officer shall be responsible for providing their home telephone number to the radio stations, district/unit supervisors, regional commander, and STP headquarters. Other governmental agencies such as city and county police, sheriff departments' or other persons(s) shall be furnished these telephone numbers by the district/unit supervisor on a need to know basis. Private or unlisted telephone numbers will not be protected under this policy and STP personnel with unlisted or private telephone numbers shall comply with the rules listed herein.

CELL PHONE ASSIGNMENT AND USAGE PROCEDURE

The State Transport Police is constantly reviewing ways to improve communication between all areas in our division. To this end each officer will be assigned a Cell Phone. This will provide direct communication between officers, supervisors, headquarters, and some administrative areas. With this benefit comes additional individual responsibility. All personnel with an issued phone will follow the following procedures.

- **Each officer is required to have the phone in their possession and turned on during scheduled work hours and in any on-call situation. Supervisors are required to have their phones in their possession at all times.**
- During Monday-Friday 6am to 9pm each day, Cell Phone usage is restricted to the cell phone provider mobile-to-mobile system **(this includes incoming and outgoing calls)**. After 9pm Monday-Friday and all day Saturday and Sunday the phone may be used for personal calls.
- Officers may receive text messages from either web sites or email. **Phone to phone text messaging is prohibited.**

Improper usage or violation of the procedures listed will cause the following actions to happen:

- Loss of the cell phone
- Payment of any charges due to improper usage
- Disciplinary action

CONDUCT – ETHICS

Officers are public officials and should conduct themselves in a manner becoming their positions of authority and trust. Officers must be fair and impartial in the execution of their responsibilities. While carrying out their duties, officers 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. They shall exercise **patience** and discretion in performing their duties while dealing with the public in **all situations**. Officers **shall not** use **coarse, violent, profane, obscene, or disrespectful language or gestures**, and shall not express to the public any prejudice in any form.

Behavior of off-duty STP Personnel

Consuming intoxicating liquors or beverages to the extent that such consumption results in the intoxication or the impairment of an off-duty STP employee's faculties in public is prohibited. Further, obnoxious or offensive behavior discredits the agency and STP. Such behaviors by STP employees will not be tolerated. Disciplinary action will be initiated.

Compliance to Rules, Regulations

Officers shall not commit any act or fail to perform any act, which would constitute a violation of any of the rules, regulations, directives, orders, guidelines, or policies of STP or the Department of Public Safety. Ignorance of STP rules, regulations, directives, orders, or policies will not be tolerated. Officers shall be responsible for their own acts. They shall not unjustly attempt to shift to others the responsibility for executing or for failing to execute a lawful order or a STP duty. Violation of the foregoing Conduct and Code of Ethics will subject the violating officer to disciplinary proceedings under the guidelines of disciplinary action.

Confidentiality of Information

STP personnel shall treat the official business of STP as confidential. Information regarding official business shall be disseminated only to those persons for whom it is intended and only in accordance with established STP procedures. Employees may examine and/or copy official records or reports from STP files or from STP offices only in accordance with established State Personnel, Departmental and STP procedures. STP members shall not divulge the identity of persons giving confidential information except when properly authorized for the performance of STP duties by the appropriate supervising officer.

Conformance to Laws

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

Criticizing Fellow Employees

All officers will avoid discussing enforcement problems with persons outside their profession. They 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.

Devotion to Duty

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

Disciplinary Action

It is the duty of every Officer to conduct himself in a manner that is above reproach and to ensure that every State Transport Police member under his/her supervision do likewise. 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

Favoritism

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

Goals

All officers are employees of the South Carolina Department of Public Safety, and they should be in complete harmony with the policies and aims of the Department. Officers should be aware of the relationship required of all units to plan, construct, maintain, ensure orderly use of our highway, the safety of our citizens, and should realize that all employees of the Department are working toward the same goal in different capacities.

Improper Conduct

STP personnel shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably upon STP and in keeping with the high standards of professional law enforcement. Improper conduct shall include any conduct which tends to bring the STP into disrepute, or which tends to impair the operation and efficiency of the STP officer or an employee, which violates STP rules and regulations.

If an employee of the State Transport Police Division is arrested or served with an arrest warrant for a misdemeanor including a traffic offense or felony or is involved with an incident that requires a police investigation, the supervisor shall be notified immediately.

Insubordination

STP 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. 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.

If an officer receives an unlawful or conflicting order, the officer shall immediately report to a supervisor of the next high rank within the chain of command.

Neglect of Duty

STP 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.

Obstruction of Investigation

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

Personal Gain

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

Professionalism

Officers should always keep in mind that the Department, and their profession, demands and expects good conduct and clean moral habits. They 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. They should dignify their profession by encouraging qualified persons to apply for positions with STP. They should not encourage or use their position as a stepping stone to some other vocation. They should plan to make a worthwhile career of their work.

Truthfulness

STP 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.

USE OF SUBSTANCE

Use of Tobacco and Chewing Gum

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

STP personnel must not smoke, use tobacco products, or chew gum in any form while engaged with the public on STP business.

STP personnel must not chew tobacco products, use snuff, or any other form of smokeless tobacco while in any department vehicle, department office buildings, or other department facilities of any type. The rule shall apply while on or off duty, in or out of uniform while in these specific areas.

Department of Public Safety policy prohibits smoking in any department building or facility.

Use of Alcohol and Drugs

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

STP personnel shall not drink any alcoholic beverage while in uniform or on duty.

STP personnel shall not report to duty or be on duty with the smell of an alcoholic beverage about his or her breath.

STP personnel shall not report to duty under the influence of alcoholic beverages or narcotics (controlled or illegal substances) or any other intoxicants.

STP personnel shall not bring into or store alcoholic beverages or intoxicants in any STP facility or vehicle, except alcoholic beverages which are being held as evidence, and then only in conformance with STP procedures. (Policy 300.15)

STP personnel shall not use or possess habit-forming drugs, narcotics, or controlled substances unless prescribed by a physician for health. STP personnel may in the performance of duties, take into possession illegal habit-forming drugs, narcotics, or controlled substances as evidence. Agency policy for handling such evidence must be followed.

STP personnel shall at no time have on their persons any firearms after having consumed intoxicating beverages or other intoxicants in accordance with the Department of Public Safety policy.

While off duty, State Transport Police personnel shall refrain from; consuming intoxicating liquors or beverages to the extent that such consumption results in intoxication or impairment of their faculties while in a public facility, or obnoxious or offensive behavior that would tend to discredit the member of the State Transport Police.

COURT PROCEDURES

Appearance

In criminal cases related to law enforcement duties, officers are to be in uniform and STP cars shall be driven unless otherwise authorized by District/Unit supervisor. Officers shall be neat in their appearance and conduct themselves with dignity in the courtroom and surrounding areas. Officers 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 decisions.

Attendance

Officers 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 proper arrangements are made for a substituting officer or a future trial date, if necessary.

Court Attendance Outside State

All request for STP officers to appear as witnesses in another state must be referred through the chain of command to the Deputy Director of STP for approval or other action.

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 Lower Courts). In every situation where this occurs the STP officer named on the subpoena shall be responsible for promptly notifying the other courts involved of the conflict in schedules.

PROSECUTION OF CASES IN MAGISTRATE'S COURTS

Prosecution of Cases in Lower Courts

When officers of STP present misdemeanor traffic violations in magistrates' courts, whether as arresting officer or supervisory officer assisting 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 arresting officer did not constitute unlawful practice of law.

Tried in Absence Case

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

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 Summons and Arrest Report).

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 given by the arresting officer.

The space provided on the STP summons “tried in absence” should be checked, along with the decision of the trial judge (guilty or not guilty) as the case may be.

WARRANTS

Procedure for Serving Warrants

Normally only those warrants originated by STP will be handled by STP officers; however, in cooperation with other police agencies, it may be necessary at times to serve warrants originated by other police agencies. Warrants should be served in accordance with Department of Public Safety Arrest Policy. The following shall be the procedure for service of warrants:

1. Warrants originating from outside STP must be approved for service through the district unit supervisor or designee.
2. Supervisors will serve warrants within the county where the offense is committed, or he shall designate an officer to serve it.
3. Service of warrants within the same district, but outside the county where offense is committed shall be delegated to the appropriate county.
4. Warrants to be served outside originating district will be documented at the originating district’s headquarters and forwarded by the district/unit supervisor to the district supervisor where warrant is to be served.
5. 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 manner 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 is issued.
6. A complete record of all warrants assigned shall be maintained in the district/unit 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 officer 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.
7. Effective April 1, 2004 headquarters will maintain a file on all warrants. A copy of all warrants should be turned into headquarters on a weekly basis along with all other paperwork.

Legal Process Form

In order to ensure sufficiency of information, accuracy, timeliness, accessibility, and fiscal accountability in the delivery of legal process services, officers will complete the Legal Process Form when issuing warrants. The Legal Process Form shall be used in conjunction with DPS Arrest Policy #170 and information regarding each item of legal process shall be recorded including:

1. Date and time received
2. Type of legal process
3. Nature of document
4. Source of document
5. Name of plaintiff/complainant or defendant/respondent
6. Officer assigned for service
7. Date of assignment
8. Court document number
9. Date service is due

ACCIDENT INVESTIGATION

Collision Investigation

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

1. General Considerations
2. Private Property Collisions
3. Hazardous Materials
4. MAIT Criteria
5. State Transport Police Notification
6. Photographs
7. Enforcement Action
8. Property
9. Fatalities
10. Public Work or Utilities Notification

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

Military Personnel Notification

When the State Transport Police investigates a collision involving military personnel where serious injury or death has occurred, the investigating Officer 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.

Victim Notification

Officers 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, Officers are to do the following when dealing with victims of crime:

When the State Transport Police 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 officer 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.

State Transport Police Vehicle Collisions

All State Transport Police personnel are to be familiar with S.C. Law 56-5-765 which prohibits the Highway 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.

Investigation of Collisions

All STP officers shall investigate and report all accidents in accordance with state law and the Accident Investigation Policy of the Department of Public Safety. The purpose of this policy is to establish guidelines for the proper handling of traffic accidents and to ensure a high degree of public safety at the accident scene. Officers shall conduct accurate and thorough investigations and take appropriate

enforcement action. Additionally, if an officer is called to investigate a traffic accident and a substantial period of time has passed since the accident occurred, at the discretion of the officer, a white accident report (309/SR21) may be issued with “not investigated” indicated on the report. In accordance with DPS policy, STP officers seldom investigate accidents; however, STP officers will assist the highway patrol in working accidents in an emergency. STP officers will respond upon request to accidents involving commercial motor vehicles as part of post-accident inquiry. The STP officer shall complete the South Carolina State Transport Police Driver-Vehicle Examination Report (SCDPS Form 63). All officers of the State Transport Police will be issued a STP transmittal book with guidelines and procedures to be followed while conducting driver/vehicle inspections and completing Form 63.

Commercial Motor Vehicle Accident Notification

State Transport Police should be contacted for the following types of significant accidents or incidents involving a commercial motor vehicle:

1. Accidents resulting in fatality.
2. Motor coach accidents resulting in a fatality or multiple injuries.
3. Closing of interstate or major highway due to commercial motor vehicle accidents.
4. Accidents likely to attract regional or national media attention.
5. Incidents involving hazardous materials, explosion, or significant fire.
6. NTSB – National Transportation Board involvement with commercial motor vehicles.
7. Upon arrival on the scene of an accident or incident by any state, local, or federal agencies and it is determined that specialized assistance is needed by an STP officer.

Definition of Commercial Motor Vehicle

A commercial motor vehicle may be defined as:

1. Any vehicle with a gross weight rating of 10,001 lbs. or more.
2. Any vehicle required to be a placarded due to amount of hazardous material being transported.
3. Combination vehicles (tractors and trailers).
4. Any vehicle designed to carry 16 or more passengers including driver (i.e. school bus, private for hire bus carrier/day care, church bus).

The Communication Center in Columbia has an on-call emergency number for a supervisor who will notify the on-call officer of the situation during off duty hours. During on duty hours, contact STP headquarters office at (803) 896-5500 or the local district STP supervisor.

ARREST PROCEDURES

Officers 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, officers are to do the following:

1. Warrants originating from outside the State Transport Police must be approved for service through the District Commander or his designee.
2. Service of warrants within the same District where the offense was committed, supervisors will serve warrants, or designate a officer to serve them.

3. Warrants to be served outside the originating District will be documented at the originating District headquarters and forwarded by the District Commander to the District Commander where the warrant is to be served.
4. 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.
5. A complete record of all warrants assigned shall be maintained in the District 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 officer 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

STP officers shall make lawful arrests, whether with or without a warrant, that adhere to the requirements imposed by the U. S. Constitution, U. S. Supreme Court and other applicable courts and the Constitution. Unless extenuating circumstances exist, persons arrested and transported will have their hands cuffed behind their back. A complete search should be made of any person placed under arrest. Supervisory personnel are responsible for these procedures being carried out, and other arrest procedures must be in accordance with Department of Public Safety Arrest and Prisoner Transport Polices.

Alternatives to Arrest

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

BONDS

Under Section 23-6-150 of the Code of Laws of South Carolina, STP officers are empowered by law, in lieu of a recognizance or incarceration, to accept a cash bond not to exceed the amount prescribed by law from any person apprehended by the State Transport Police upon being charged with a violation of any traffic law or any other enforcement action authorized by law. The person being so charged will be issued an official STP Size and Weight and/or Uniform Traffic Ticket by the arresting officer. If the violator decides to post bond, he will be receipted for the sum of cash money deposited with the arresting officer.

Acceptance of Bond

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 Uniform Traffic Ticket and/or STP Size and Weight ticket in the space marked “Bail Deposited.” This shall be complied with – without exception.

When a courtesy summons is issued, the appropriate amount of bond requested will be written on the **TOP RIGHT, FRONT SIDE, OF THE VIOLATOR’S COPY ONLY.** This procedure will be followed when accepting a bail bond card. The name of the bail bond company shall be entered in the “Bail Deposited” block and no amount of money shall be entered there. In the event a courtesy summons is given, and no bond is accepted, the word “None” must be written in the space provided for “Bail Deposited.”

When a bond is posted with the arresting officer after the words “None” or “Jail” is placed in the “Bail Deposited” space, the amount of bond received along with the date, time, and the receiving officers initials shall be written on the **left border – front side of all copies of the summons.** This shall be accomplished by placing the violators copy on top so that the original receipt will be written on the violators copy only. This procedure will allow the other copies to bear the copy of the original receipt. In

the event the violator's copy is not available, the person that is attempting to post bond must be instructed that they will have to post the bond with the appropriate trial officer or court.

The nature of bonds accepted should be cash, properly endorsed traveler's check, or bail bond which have been approved by the Department of Public Safety. Personal checks are not accepted. No STP officer shall accept personal property of any description as a bond or as a pawn.

When a cash bond is accepted the officer shall turn the full amount of bond accepted over to the trial officer within 72 hours of receipt, and have the trial officer sign in the space provided. The date that the bond is turned over to the trial officer shall be shown in the space provided on the issued summons. Magistrates and municipal judges shall be in possession of the trial officer's copies of Uniform Traffic Tickets within seventy-two (72) hours from the date of an alleged traffic violation.

Bail Bond Certificates

The following is a list of bail bonds that have been approved for acceptance by members of STP. In every case, such bail bonds must be properly signed by the holder and will be in the same name as the person charged with the violation. Before accepting any bail bond card, the officer will check the instructions on the bail bond card for any **restrictions** that may apply.

Bail Bond Certificates do not apply or cover any size and weight violations written on the SC STP Size, Weight and Safety Ticket Form D8367.

When accepting a valid bail bond card in lieu of cash, the officer shall insert the abbreviated name of the bond company in the "Bail Deposited" block of the summons ticket without an entry of the amount of bond that is being requested. The amount of the bond requested should be noted as instructed in the previous section the same as you would do when issuing a courtesy summons.

Alabama Auto & Travel Club	NCOA Motor Club
Alabama Motor Club, Inc.	National Motor Club
Allstate Motor Club	National Surety Corporation
American Automobile Association (AAA) and Affiliates	Gulf Travel Club
American Motor League, Inc.	Canadian Driver's Club
American Motorist Association, Inc.	Ford Auto Club
American Motorist Automobile Club	Gulf Auto Club
Ameritour Auto Club, Inc. (AAC)	North Carolina State Motor Club, Inc.
Amoco Motor Club	Palmetto Automobile Association, Inc.
Arkansas Motor Club	Peoples Automobile Association, Inc.
Citizens Automobile Association	Royal Automobile Association, Inc.
Citizens Motorist Association	Safe Driver's Club, Inc.
Continental Automobile Association, Inc.	Safe Trip Automobile Association, Inc.
Countrywide Motor Club	Safeway Automobile Association
Covering Camp Motor Club	South Carolina Automobile Association
Federal Automobile Association, Ltd.	South Carolina Motor Club, Inc.
Fireman's Fund American Insurance Companies	Southeastern States Automobile Assn.
Florida State Automobile Association, Inc.	Tennessee State Automobile Association
Georgia Automobile Association, Inc.	Texas Automobile Association
Gold Star Motor Club, Inc.	Travel-Aid and Safety Association, Inc.
Independence Automobile Club	Travelers Automobile Association
Indiana Automobile Association, Inc.	Travelers Motor Club, Inc.
International Automobile and Travel Club	True Value Home and Auto Club
Kentucky Automobile Association, Inc.	United States Motor Club, Inc.
Louisiana Automobile Association, Inc.	United States Auto Club, Motoring Div.
Mississippi State Automobile Association, Inc.	United States Automobile Association

Montgomery Ward Auto Club
 Motor Club of American Companies
 Motor Club of America
 Motor Club of America Enterprise, Inc.

West Virginia Automobile Association, Inc.
 World Automobile Association, Inc.

Non-resident Violator’s Compact

In the event a summons is issued to a driver whose home state is a member of the non-resident violator’s compact (see listed states this section), 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 license, and a violation of a highway weight limitation. Failure by the driver to comply with the summons will result in suspension of their driver’s license.

MEMBER JURISDICTIONS

NON MEMBER JURISDICTIONS

Alabama
 Arizona
 Arkansas
 Colorado
 Connecticut
 Delaware
 District of Columbia
 Florida
 Georgia
 Idaho
 Illinois
 Indiana
 Iowa
 Kansas
 Kentucky
 Louisiana

Maine
 Maryland
 Massachusetts
 Minnesota
 Mississippi
 Missouri
 Nebraska
 Nevada
 New Hampshire
 New Jersey
 New Mexico
 New York
 North Carolina
 North Dakota
 Ohio
 Oklahoma

Pennsylvania
 Rhode Island
 South Carolina
 South Dakota
 Tennessee
 Texas
 Utah
 Vermont
 Virginia
 Washington
 West Virginia
 Wyoming

Alaska
California
Michigan
Montana
Oregon
Wisconsin
Hawaii

CODES, CITY, AND COUNTY

DISTRICT ONE

Aiken **02**
 Aiken 1
 North Augusta 2
 Wagener 3

Kershaw **28**
 Camden 1
 Bethune 2

Lee **31**
 Bishopville 1

Lexington **32**
 Lexington 1
 West Columbia 2
 Cayce 3
 Chapin 4

Richland 40

Columbia 1

Sumter 43

Sumter 1

DISTRICT TWO

Abbeville 01

Due West 1
Abbeville 2
Calhoun Falls 3
Lowndesville 4

Edgefield 19

Johnston 1
Edgefield 2

Greenwood 24

Hodges 1
Ninety Six 2
Bradley 3
Greenwood 4

Laurens 30

Clinton 1
Laurens 2
Gray Court 3
Waterloo 4
Princeton 5

McCormick 33

Mt. Carmel 1
McCormick 2
Parksville 3

Newberry 36

Whitmire 1
Little Mountain 2
Newberry 3
Chappells 4

Saluda 41

Ridge Springs 1
Saluda 2

DISTRICT THREE

Anderson 04

Anderson 1
Pendleton 2
Williamston 3
Belton 4
Iva 5

Greenville 23

Greenville 1
Greer 2
Simpsonville 3
Travelers Rest 4

Oconee 37

Seneca 1
Walhalla 2
Westminster 3

Pickens 39

Easley 1
Pickens 2
Liberty 3

Spartanburg 42

Spartanburg 1
Inman 2
Chesnee 3
Lyman 4
Woodruff 5

DISTRICT FOUR

Cherokee 11

Gaffney 1
Blacksburg 2

Chester 12

Chester 1
Great Falls 2

Chesterfield 13

Chesterfield 1
Cheraw 2
Pageland 3
McBee 4

Fairfield 20

Winnsboro 1
Ridgeway 2

Lancaster 29

Lancaster 1
Kershaw 2

Union 44

Union 1
Jonesville 2
Carlisle 3

York 46

York 1
Rock Hill 2
Clover 3
Fort Mill 4

DISTRICT FIVE

Darlington 16

Darlington 1
Hartsville 2
Lamar 3
Society 4

Dillon 17

Dillon 1
Lake View 2
Latta 3

Florence 21

Florence	1
Lake City	2
Pamplico	3
Olanta	4
Johnsonville	5
Timmonsville	6

Georgetown 22

Georgetown	1
Andrews	2
Murrells Inlet	3

Horry 26

Conway	1
Myrtle Beach	2
Loris	3
Aynor	4
N. Myrtle Beach	5

Marion 34

Marion	1
Mullins	2
Nichols	3

Marlboro 35

Bennettsville	1
Wallace	2
Clio	3
McColl	4

Williamsburg 45

Kingstree	1
Greeleyville	2
Hemingway	3

DISTRICT SIX

Berkeley 08

Moncks Corner	1
St. Stephens	2
Jamestown	3

Calhoun 09

St. Matthews	1
Cameron	2

Charleston 10

Charleston	1
Hollywood	2

Clarendon 14

Manning	1
Summerville	2
Turbeville	3

Dorchester 18

St. George	1
Summerville	2

Jasper 27

Ridgeland	1
Hardeeville	2

Orangeburg 38

Orangeburg	1
Neeses	2
Springfield	3
Wells	4
Santee	5

DISTRICT SEVEN

Allendale 03

Allendale	1
Fairfax	2
Ulmers	3

Bamberg 05

Bamberg	1
Denmark	2
Ehrhardt	3

Barnwell 06

Barnwell	1
Williston	2
Blackville	3

Beaufort 07

Beaufort	1
Gardens Corner	2
Bluffton	3
Hilton Head Is.	4

Colleton 15

Walterboro	1
Jacksonboro	2
Ruffin	3

Hampton 25

Hampton	1
Estill	2

Jasper 27

Ridgeland	1
Hardeeville	2

COMMERCIAL MOTOR VEHICLE ENFORCEMENT

The State Transport Police Division of the Department of Public Safety has exclusive authority in this State for enforcement of the commercial motor vehicle carrier laws, which include Federal Motor Carrier Safety Regulations, Hazardous Material Regulations, and Size and Weight Laws and Regulations.

Procedures for Stopping Commercial Motor Vehicles

All procedures and guidelines provided within the Department of Public Safety's Traffic Enforcement Policy apply to commercial motor vehicles. However, special or additional precautions may be necessary when stopping commercial vehicles in order to enhance the safety of the officer and motoring public. The following additional guidelines shall be followed:

1. The officer shall position the enforcement vehicle in such a manner that the driver can see its emergency lights while attempting to make the stop.
2. The driver should be allowed sufficient time and distance to make a safe stop. The officer should avoid stopping a commercial vehicle on steep upgrades or downgrades.
3. Generally, commercial vehicle stops are best conducted with the patrol vehicle positioned at the front of the truck. However, an officer should position the patrol vehicle at the safest position depending upon the circumstance of the stop.
4. When feasible, the officer shall request the driver to climb down out of the commercial vehicle and come to the officer in order to conduct the traffic stop.

Citing the Violator

STP officers will issue the SC STP Uniform Size, Weight and Safety Summons Tickets prescribed by the Department. Tickets must be issued for violations contained in Title 56, Chapter 5, Article 33, of the S. C. Code of Laws entitled “Size, Weight, and Load” and Title 58, Chapter 23, (58-23-1120) “Compliance by Motor Carriers.” Tickets for weight violations will list all applicable fines for axle weight violations, and gross weight violations. At the time that a SC STP Uniform Size, Weight and Safety Ticket is issued, the officer must inform the individual receiving the ticket that he has the option at that time, to elect to pay his fine directly to the Department or to receive a hearing in a Magistrates Court. Fines assessed by ticket for Size, Weight and Safety Violations must be paid to the State Transport Police within 28 days to avoid the addition of assessments to the original fine.

Vehicle Examination Report Form 63

A Vehicle Examination Report – Form 63 shall be issued during the following:

1. Inspection of a commercial motor vehicle based on a probable cause traffic stop and/or a traffic violation.
2. Inspection Check Points
3. Inspection at the motor carrier place of business
4. As a result a post accident inspection.

COMPLAINTS – FIELD REPORTING AND INCIDENT REPORTING

The division of the State Transport Police maintains a copy of all enforcement records in the district office and/or in STP headquarters. All records reflecting enforcement action compliance review or administrative follow up are forwarded to STP headquarters to a central receiving office.

Administrative follow up is expected to be completed within ten working days. When an officer has reason to believe a crime has been committed, an “Incident” and/or field report form will be completed. Once the officer has completed the report(s) it will be forwarded to STP headquarters. Officers shall also complete the “Incident” and/or field report form when one (but not limited to) of the following situations occur:

1. Crimes are reported by citizens
2. Complaints are brought by citizens
3. Incidents resulting in a STP officer being dispatched or assigned
4. Incidents involving arrests occur
5. Incidents involving weapons

The Department of Public Safety Incident and Department of Public Safety Supplemental Reports are used for such reporting **if** federally required reports are not being used. All reports submitted shall be reviewed and signed by the officer’s supervisor. A copy will be filed at district level and a copy forwarded to STP headquarters central receiving office.

COMPUTERIZED CRIMINAL HISTORY REQUIREMENTS

To establish a standard procedure for the South Carolina State Transport Police for inquiring CCH the following guidelines should be utilized:

Authority for Inquiring

Authority for criminal history inquiry must be approved by the Captain or in his absence a District Sergeant.

Procedure: Dissemination of Computerized Criminal History

1. May be disseminated to officers for the prosecution of cases.
2. May be used in the background investigation of all employees being considered for employment by the South Carolina State Transport Police.
3. Shall not be made over the telephone or by radio.
4. Shall not be given to any member of the general public. They should be direct to SLED headquarters or their local police or sheriff's department.

Request for Computerized Criminal History Form

1. A request form must be completed and signed by the requesting officer.
2. The Captain or in his absence a designated Sergeant that makes authorization must also sign the request form.
3. The completed form should be forwarded to the Patrol District Headquarters Telecommunication Center.
4. It shall then be delivered to the person authorizing the request.

CROSSING MEDIANS OR CONTROLLED ACCESS AND DIVIDED HIGHWAYS

In order to eliminate as far as reasonably possible the hazards brought about by carrying out enforcement duties required in regulating traffic on controlled access highways, the following policy will apply when crossing medians.

In all cases, the section of the SC Code of Laws regulating traffic (56-5-760) relating to the operation of authorized emergency vehicles must be complied with and when crossing becomes necessary, the blue light should be activated. If burning of headlights is necessary, the headlamps on the STP vehicle should be in the dimmed position when crossing the median to eliminate the possibility of projecting the glaring rays into the eyes of the on-coming drivers.

In crossing medians at other than engineered locations, STP officers should exercise every care to prevent unnecessary disruption of the median particularly if planted or wet. Crossing should be made if possible, at points which have been determined by experience and earlier survey to be the best from the viewpoint on minimizing damage to the median, avoiding damage to the STP vehicle and minimizing hazards to other traffic.

Officers should be alert for culverts, washouts, and other features of medians, which may expose them to injury and STP vehicle damage.

DIRECTING TRAFFIC

It is important in directing traffic that all officers are consistent in using uniform traffic directing gestures. Gestures should be made where the driver can see them from a distance. You must also know how to tell to stop, start, and turn by using gestures alone. During adverse road or weather conditions, it may be necessary for officers to direct traffic for the safety of motorists. Officers should assess the situation and decide whether gestures or temporary signal devices would be most appropriate for traffic control. (See Illustrations.)

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.

Working in Pairs or Teams

Two officers are sometimes needed at an intersection or control point. Such assignment is usually made when traffic volume is particularly heavy. The important thing when working with other officers is to have one officer in charge. This is usually decided by the senior officer making the assignment; but if it is not, or if an emergency arises which makes it impossible for such designation, make the decision yourselves. The second officer shall assist the lead officer in the intersection as needed.

If your fellow officer is chosen as leader, you serve merely as their assistant, helping to enforce their decisions as to flow movements in order to prevent confusion. Your job will be to follow the lead of your partner. In some instances, you may station yourself in mid-block to guard against double parking which is slowing traffic flow. Other intersections may require your full attention to regulation of pedestrian movements which would otherwise impede important turning movements and result in jams.

Sometimes the team or pair of officers are adjacent intersections, but not within sight of each other. For example, one may be on each side of railroad tracks which are frequently blocked by trains. In such cases, agree upon a plan of action with respect to prohibiting left turns, detouring traffic, etc. so that neither will simply pass their troubles on to the other.

Handling Emergency Vehicles

Keep in mind that emergency vehicles have priority and give them the right-of-way.

Signaling Equipment

1. Use the whistle whenever possible.
2. Use the traffic wand at night.
3. Use reflective vest at night.

Wearing of STP Reflective Vest

All uniform personnel directing traffic or working in a heavy traffic situation that can present a hazard to the officer should wear a reflective vest.

EMERGENCY SITUATIONS/SECURITY GUIDELINES

The following procedures are to provide guidelines to the State Transport Police in the event of a bomb threat, suspicious person or any other emergency that may occur. (Also refer to DPS Emergency Management Policy.)

Receiving a Bomb Threat

If a bomb threat is received, it may come from an individual initially making the threat or it may come from another person advising of the threat.

In either case the call will be treated with the utmost urgency. The person receiving the call will attempt to obtain as much accurate information as possible from the caller. The information will be useful during the investigation and later for court purposes. There are specific questions to be asked, observations to be made, and other procedures to be aware of such as:

1. Treat the caller with respect and be calm. Get as much information as possible. Do not react with anger or disbelief.
2. Do not ask the caller to identify him (her) self until all information has been obtained for fear of causing the caller to hang up.
3. The Highway Patrol Communications should be notified so that they can notify the appropriate agency.

Suspicious Person

Any person who acts in a way that causes another person to feel threatened or acts in a violent manner that may become violent should be watched and not confronted. A description of the person and any other information should be noted along with notifying other employees of the suspicious person's actions. If the suspicious person causes a concern for the safety of the personnel, then notification should be made to the law enforcement supervisor.

Other Emergencies

Any emergency that arises during the hours of operation will be brought to the attention of a law enforcement supervisor who will notify the appropriate agency responsible for that type of situation.

Notifications

A list of local telephone numbers for fire, ambulance, and Highway Patrol Communications should be at each telephone.

ESCORTS

It is required that assignments for STP escorts be approved through the regional commander or a designee. Regional commanders may provide escort for funerals within the district where it is requested and deemed necessary because of traffic or other circumstances. Funeral escorts between districts may be set up in relay by the Commanders involved. Escort of civilian vehicles in medical emergencies is prohibited.

EVIDENCE

Evidence Procedures

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

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

FATALITIES – NOTIFICATION PROCEDURE

If an STP officer is the primary investigating officer of a motor vehicle accident which involves a fatality, he/she shall notify a district/unit supervisor immediately. Upon notification, the telecommunications operator that receives the message will be responsible for assuring that this information is relayed to the on-call regional/unit commander as soon as possible. As soon as the investigating officer(s) completes the investigation, and the notification of the next of kin has been confirmed, they shall supply the local news media with all of the required information from the fatality log. This information shall be immediately relayed through radio communications to headquarters regarding media contact.

Fatalities/Notification of Kin

When it becomes necessary for an STP officer to deliver a death message to the next of kin of a deceased person, then following procedure are to be followed:

1. District/Unit supervisors or designee will determine the appropriate protocol for the message to be delivered.
2. The message shall be delivered in person. Under no circumstances shall the message be delivered by telephone.
3. Before delivering the message, every reasonable effort will be made to have a family member and/or a minister accompany and assist with the delivery of the message.
4. STP officers should always conduct themselves in a business like and professional manner, but yet in a compassionate manner.
5. Names of deceased persons will not be released to the news media or unauthorized persons until the notification of kin are completed.

USE OF FORCE

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

All STP officers shall comply with the Department of Public Safety Use of Force policy guidelines regarding the use of force by all DPS law enforcement officers, and the reporting and review procedures to be followed once the use of force has occurred. Officers shall use only the amount of force which is reasonable and necessary to accomplish lawful objectives, while protecting their lives and the lives of others.

Vehicles and Foot Pursuit

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

1. General Considerations
2. Primary Pursuit Officer
3. Secondary Pursuit Officers
4. Supervisory Officer
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)

All officers operating a law enforcement emergency vehicle shall successfully complete a course of instruction relating to emergency response and pursuit operations. Appropriate training on the Vehicle Pursuit Policy and Procedures will be included as part of the basic training curriculum. The Department of Public Safety has adopted a Vehicle and Foot Pursuit Policy to provide a common set of guidelines to be followed by all DPS law enforcement officers when engaged in pursuit activities. This will minimize any potential danger to DPS officers, the general public, and fleeing suspects involved in a vehicle pursuit in accordance with Sections 56-5-760, 56-5-4700, and 56-5-4970 of the S.C. Codes of Laws.

Forcible Vehicle Stops

The use of a vehicle to force another vehicle to stop constitutes deadly force and should be conducted in accordance with the "Vehicle and Foot Pursuit" DPS Policy Directive 300.02.

Use of Firearms

The decisions to use a firearm must be based on facts and totality of the circumstances known to the officer(s) involved. Because the discharge of a firearm may constitute deadly force, warning shots are prohibited. Officers may use authorized firearms in performing their duties:

1. In situations where the officer has reasonable belief that deadly force is justified, there is a high probability of striking the intended target and the discharge poses no substantial risk to the safety of other officers or innocent bystanders.
2. To kill an animal that is an immediate threat to any person or law enforcement canine.
3. To kill a sick or injured animal for humanitarian reasons (officers must secure prior permission from the owner when feasible.)
4. For authorized practice, training, qualification, or firearm competition.

Hostage/Barricaded Person

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

FUEL DYE INSPECTIONS

General Requirements

As outlined in the contractual agreement with the Internal Revenue Service (IRS) dated 5/1/96, the State Transport Police will have personnel designated as Diesel Compliance Officers (DCO). Diesel fuel inspections authorized under 26 USC Section 4083(c) will be performed by the DCO in order to assist the IRS in the determination of penalties under 26 USC Section 6714 and fuel tax liabilities under 26 USC Sections 4041 and 4082. All STP officers assigned to serve as DCO shall successfully complete the IRS/DCO course and pass the required physical examination. While conducting diesel fuel inspections, DCOs act as contractual employees of the IRS and will be supervised by a certified IRS Fuel Dye Manager.

HAZARDOUS MATERIAL ACCIDENTS

Upon approaching the scene of an accident involving hazardous material, the officer should take certain precautions and assume some additional responsibilities as the first responder. These actions should include the following:

1. Recognize the hazard by placard container labels.
2. Identify the hazard by using knowledgeable persons such as the driver and/or placards, container labels, shipping papers, etc. If necessary refer to the hazmat guide book.
3. Notify the proper agencies through telecommunications. These will include:
 - a. DHEC Emergency Response Team – (803) 253-6488
 - b. CHEMTREC – (800) 424-9300
 - c. South Carolina State Transport Police – (803) 896-5500CHEMTREC can provide immediate life saving information.
4. Secure the area. Request additional units through the telecommunications and notify supervisory personnel.
5. Control traffic at the scene. Prevent traffic from driving through spills or other material from the wreckage. Protect the public from coming in close contact with hazardous material.
6. Assist with any evacuation that may be necessary as determined by supervisory personnel.

YOUR safety is important. Protect yourself at all times by taking these steps:

1. Stay upwind and uphill if possible.
2. Request assistance for additional officers for traffic control and to keep people from the scene.
3. Do not walk into or touch any spilled material.
4. Avoid inhaling fumes, smoke and vapors even if no hazardous materials are involved.
5. Do not assume that gases or vapors are harmless because of the lack of smell.
6. Do not use open flames around flammable/combustibles. Avoid smoking or the use of flares.
7. Do not use radio equipment around explosive.

INSPECTION REPAIR AUDIT PROGRAM (IRAP)

A long range goal of the State Transport Police is to educate the motor carrier industry about the Federal Motor Safety Regulations thereby reducing the number of traffic accidents and fatalities caused by commercial vehicles on the public highways of this state. The Inspection Repair Audit Program (IRAP) will review and substantiate motor carrier and repair facilities claims/certifications that mechanical repairs and driver violations cited during roadside inspections have been corrected as required.

MAINTENANCE OF TRAFFIC SIGNALS

Officers will report traffic signal breakdowns or defects to the Department of Transportation as quickly as possible, stating what the problem appears to be. If hazardous conditions exist, officers will take appropriate actions necessary to direct traffic at signal location until repairs can be made.

PARADES

It is customary for many municipalities and organizations to stage parades, specials or sporting events in connection with local festivals or celebrations. Officers may assist in traffic control at such events when approved by Deputy Director which may entail use of temporary traffic control devices or manual operation of traffic control devices.

It is highly important that in every plan for a parade, consideration may be 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 South Carolina Department of Transportation prior to the event.

INTERAGENCY COOPERATION

Officers should be familiar with procedures set forth in DPS Policy Directive 300.17 concerning request for assistance from other law enforcement agencies.

MEDIA CONTACTS

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

FIELD TRAINING OFFICERS

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

PRISONER TRANSPORT

Officers 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

In order to ensure the safety of the public, DPS officers, and those in their custody, the Department of Public Safety has adopted a Prisoner Transport Policy. All STP officers shall comply with the Prisoner Transport Policy. Training in prisoner transport procedures shall be included as part of the Department's basic training curriculum for all DPS law enforcement officers. Similar training shall be provided as needed during in-service training sessions.

JUVENILE PROCEDURES

Officers 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, officers are given the following to assist in decision making:

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 DPS 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 DPS 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 DPS 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.

Other Considerations in Child Protection

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.

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.

State Officers, 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.

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.

Missing Persons/AMBER Alert System

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

RELAYS

Authorizations

STP relays will be restricted to emergencies only and shall be limited to blood, human body parts, and medicines and must be authorized by the regional commander or higher authority.

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.

Request 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.

Procedure

After having received from the proper authority, the approval of request for a “Code 2” relay (no delay, silent run), the officer shall proceed with this assignment observing all traffic laws without utilizing the use of the blue light or siren. Attention to enforcement duties may still be required by an officer under a “Code 2” relay (drunk driving, reckless driving, etc.) After having received from the proper authority, the approval of a “Code 3” relay (urgent use lights and siren), the officer 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.

Maintaining and Reviewing of Relay Logs

In every instance where relays are handled, the officer shall complete the Relay Log with the following information: origination, individual transported or description of the package being transported, requestor, and signature of the authorizing supervisor.

Regional commanders shall compile a relay log for their respective district for the entire month and forward this report to STP headquarters at the end of each month.

Regional commanders shall seek and maintain a cooperative relationship with hospital administrators, blood and eye banks regarding all matters of mutual concern.

REPORTS

All personnel that are submitting reports shall follow the chain of command and these reports will be submitted with the appropriate supervisory signature and/or initials.

Daily Reports

1. Officers will transfer Aspen generated Driver / Vehicle Examination Reports on a daily basis (handwritten inspections are to be turned in weekly).
2. Officers will use the STP Console to complete their daily summary report and public contact information (information to be recorded within 24 hours when network accessibility is available but no more than 72 hours).

Weekly Reports

Officers unless exempted shall prepare a weekly report and submit it to their respective district headquarters. The report shall include all inspections conducted, citations issued and other activities that are required for that period. Officers shall not be delinquent in submitting weekly reports at any time unless there are reasonable circumstances for doing so. Weekly reports will be filed at district offices once they have been reviewed by supervisors.

District supervisors are responsible for weekly reports being checked for correctness and neatness. The district supervisor shall then sign and date the report when checked. Weekly reports shall be filled out completely.

Monthly and Quarterly Reports

Monthly and quarterly reports will be generated from the databases as needed.

Special Activity Reports

Any activity from “Specials” is to be reported on the “Special Activity Report” form and shall be turned in to a district supervisor.

Miscellaneous Reports

Officers, unless exempted, shall prepare and submit any required reports to their supervisor as soon as possible unless directed by the District Commander or designee. Officers who are on Annual Leave or Rest Days shall prepare and submit all required reports to their district supervisor before their departure. Officers returning from Sick Leave or Worker's Compensation Leave shall prepare and submit all required reports to their district supervisor as soon as possible.

District Commanders are responsible for ensuring that all required reports are completed and disseminated to their respected areas.

ROAD DEFECTS, SIGNS, MARKINGS, AND DEAD ANIMALS

Officers will constantly observe all highways in regard to adequate and proper markings, sign, and road defects, also dead animals, etc. If deficiencies are detected or dead animals observed, notify the proper engineering and maintenance personnel, whereby necessary corrections or removals can be made.

In the event any problems are encountered regarding the necessary corrections or cooperation in this, your supervisor should be notified.

ROAD BLOCKS

Officers are to be familiar with procedures set forth in DPS Policy Directive 300.03 concerning road blocks.

DPS officers shall implement and operate roadblocks when necessary to promote public safety or apprehend suspects. All law enforcement personnel will receive appropriate training in roadblock policy and procedure. As stated in the Department's Roadblock Policy, roadblocks may be used for the following reasons: enforcement checkpoints, regulation and control of traffic due to traffic accidents, disasters, other emergency situations or special events, containment and apprehension of criminal suspects or fugitives, termination of vehicular pursuits, and the apprehension of fleeing suspects.

Roadblocks used to forcibly stop vehicles (i.e. apprehension of suspects or termination of vehicular pursuits) constitute deadly force and shall only be used when deadly force is justified.

SELECTIVE ENFORCEMENT

Concentrated enforcement efforts of the State Transport Police center around the analysis of traffic patterns indicating heavy motor carrier vehicle travel on the Interstate highways and other roadways in South Carolina. STP works with the South Carolina Department of Transportation to capture all available data concerning accidents, accident locations, and other such supporting data.

Implementation of selective enforcement involves "strike forces" which enforce commercial carrier laws through mobile teams working in high accident corridors, and in areas here data demonstrates deterioration of highways and bridges is evident due to excessive weight on motor carriers.

STP proposes to continue to evaluate its enforcement program by:

1. Reviewing statistical data gathered from officer issued documents, WIM systems, and ATR and IVHS/CVO equipment.

2. Monthly activity reports categorizing the types of violations including time, location, product, and any other information received.
3. Annual activity review.

SUMMONS (STP)

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

All STP officers will use the uniform traffic ticket as prescribed in SC Code of Laws 56-7-10. DPS officers are empowered by law to accept a cash bond up to, but not more than \$200, 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.

State Transport Police officers will also issue the SC State Transport Police Size, Weight and Safety Summons (Form D8367) prescribed by the Department. Tickets must be issued for violations contained in Title 56, Chapter 5, Article 33, of the SC Code of Laws, entitled "Size, Weight and Load", Article 35 "Equipment and Identification", Chapter 35 "Idling Restrictions for Commercial Diesel Vehicles", and Title 58, Chapter 23, (58-23-1120) "Compliance by Motor Carriers".

Altering and Returning Summons

The following procedures as set forth, will be compiled with – when requests are received reference altering speeding charges:

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 he 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 Division of Motor Vehicles upon written advisement may be in writing in the form of a court order from the magistrate/recorder with the consent of the officer. The Department of Public Safety records then should contain the trial judge's request and the arresting officer's verification. 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 officer should be able to verify that assertion. Such verification again should be made in writing by the court with the officer's consent and retained at the appropriate Department of Public Safety division.

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 Ishmell v. SCDHPT, 264 S.C. 340, 215, S. E. 2d. 201, 1975.)

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 Public Safety's surrendering custody of the official record.

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 Public Safety.

Errors on Summons and Warrants

Legibility and correctness is vital when writing a summons ticket. Officers shall exercise care to properly document all information correctly on summons tickets to avoid voiding tickets due to carelessness. Writing over errors or using liquid paper is not permitted. In the event an error or correction is necessary, a single line shall be drawn through the error and the correct information written above the error on all copies of the summons. Exceptions to this include information in the nature of offense block, violation section number, bail deposited back, BA level, or any part of the disposition section (for these exceptions, see Voiding Summons Tickets).

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, and the correction will be made on the back side of all copies along with the date and signature of the trial officer.

Inventory of STP Summons

STP supervisors shall audit the summons books of each STP officer monthly under their supervision to determine that they have in their possession the amount of bonds so received in accordance with the summons issued and no irregularities exist. In the event, after an audit has been conducted, it is determined a STP officer has not handled bond money in the proper manner or does not have in his possession the amount of bond money to properly correspond with the amount shown on the official summons issued, the auditing supervisor will immediately furnish the regional/unit commander a complete account of the audit. The possibility of disciplinary action exists in the mishandling of bond money.

Traffic Summons Maintenance

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

Issuing of Summons Books – SC Uniform Traffic Ticket (UTT) and SC STP Size, Weight and Safety Form (D8367)

Summons books shall be issued to officers from stocks maintained at STP headquarters. Summons books shall be issued only by the regional commander or a designee, and proper accounting assured by completing forms provided by the Department of Public Safety for this purpose. Officers will issue tickets in numerical order.

Issuing STP Summons

The Constitution requires that a person charged with a crime must be informed as to the nature of the charge. Arrest warrants or summon tickets must contain the basic elements including the nature of the crime, the place of the crime, the time of the crime, and in some cases the intent with which the alleged criminal act was committed. Each officer will use his own summons book when issuing such tickets to motorist. STP officers shall not issue tickets from another officer’s summons book.

Officers should never affix their name on a summons until they are in the process of issuing the summons to the violator. **Under no circumstance should the STP officer’s name be affixed to a STP summons in advance.**

It is necessary for every individual charge with a traffic law violation by an officer to be properly served with a completed summons or warrant.

At the time that a summons is issued, the officer must inform the individual receiving the ticket that he has the option at that time, to elect to pay his fine directly to the department or to receive a hearing in magistrate's court.

Fines assessed by ticket for size, weight and safety violations must be paid to the State Transport Police within twenty eight (28) days to avoid the addition of assessments to the original fine. Assessed fines not paid to the State Transport Police within twenty eight (28) days should adhere to the following guidelines:

1. Citations for fines to the court (after 28 days)
 - a. Adjudicated and signed off by magistrates
2. Citations for fines not paid to the State Transport Police nor court have two options:
 - a. Citation adjudicated NRVC and signed off by magistrate
 - b. Citation adjudicated found guilty and citation turned over to STP (when choosing this option the following fields on the citation must be completed as described)
 - i. Bail Deposited – NONE
 - ii. Disposition – GUILTY
 - iii. Disposition Date – MM/DD/YYYY
 - iv. Amount Collected – '\$.0'
 - v. Signature of Judge
 - vi. Date of Adjudication

A person charged with an offense and placed in jail should be served with an official summons at the time (before being placed in jail), allowing the subject to read the summons if they can. The officer shall explain the summons to the individual. All summons tickets shall be printed in a neat and legible manner.

Issuing In-State Motorist Uniform Traffic Tickets

When issuing a summons, the STP officer shall set the trial date as soon as possible but not less than ten (10) calendar days of the date that the summons was issued.

Non-Resident Violator Compact (NRVC) rules may be followed when issuing summons. Explanations and exceptions to the NRVC should be explained thoroughly if necessary.

Cash and bail bonds not to exceed **\$200** may be accepted according to law and DPS/STP policy.

Issuing Out-of-State Motorist Uniform Traffic Tickets

Frequently out-of-state motorists complain that trial dates shown on summons issued to them are unreasonable in that they would be either required to delay their trip several days or return to that point in order to appear for trial. Therefore, in such cases, an officer should when possible:

1. Set a trial date not less than 10 days from issuance of the summons.
2. After issuing a summons to a driver whose home state is a member of the NRVC (see listed states in this section), the driver may be permitted to continue without posting bond.
3. If necessary, thoroughly explain the NRVC and any exceptions.

If not a resident of a compact member state, explain the procedure in South Carolina regarding our authority to accept cash bond and those regulations do not permit us to accept personal checks.

If the violator so desires, carry him/her before the trial officer at the time the summons is issued.

If the trial date on the summons is in question, provide the violator the phone number and address of the court. The court may continue the case to a different date if there are justifiable circumstances. If this procedure is followed in every such case, most complaints from out-of-state motorist will be eliminated.

Issuing Size, Weight and Safety Tickets

When issuing a size, weight and safety summons, the STP officer shall set the trial date not less than sixty (60) calendar days of the date that the summons was issued.

At the time a size, weight and safety citation is issued, the officer must inform the individual receiving the citation that he/she has the option, at that time, to elect to pay his/her fine directly to the department within twenty eight (28) days or to receive a hearing in magistrates court. Explain to the individual elects to pay his/her fine directly to the department within twenty eight (28) days no assessments may be added to the original fine.

Non-Resident Violator Compact (NRVC) rules may be followed when issuing summons. Explanations and exceptions to the NRVC should be explained thoroughly if necessary.

Cash and bail bonds not to exceed **\$200** may be accepted according to law and DPS/STP policy.

If not a resident of a compact member state, explain the procedure in South Carolina regarding our authority to accept cash bond and those regulations do not permit us to accept personal checks.

Violators also have the option to pay size, weight and safety fines by credit card. If violator wants to pay by credit card from the roadside, officer may call information in to headquarters for credit card authorization approval. Information needed from driver to complete this transaction is; driver name, citation number, fine amount, carrier (or driver) city, carrier (or driver) state, credit card number, and expiration date.

If the trial date on the summons is in question, provide the violator the phone number and address of the court. The court may continue the case to a different date if there are justifiable circumstances. If this procedure is followed in every such case, most complaints from out-of-state motorist will be eliminated.

Outstanding STP Summons

Regional commanders are responsible for checking outstanding and untried cases and in accounting for the disposition of summons books issued in each district.

A file should be maintained for each enforcement officer in the district/unit of all summons tickets issued and completed.

Each district shall maintain a register of all outstanding tickets for each officer and delete from the register as the tickets are disposed. Outstanding tickets should be checked periodically to determine if they should be disposed of or voided and the information retained for future use.

In the event an officer is transferred to another district/unit, the officer will retain his outstanding magistrate's court tickets. Any general session court cases will remain with the local county supervisor for disposition.

STP district supervisors shall audit the summons tickets of each officer periodically to determine if any irregularities exist.

South Carolina Uniform Traffic Citation Transmittal Form

This form will be used to track all uniform traffic citations and must accompany all UTT tickets as they move from the officer to STP headquarters data processing unit. The citation numbers should be listed in order on the form. In case of an unbroken sequence of numbers the officer may use the first and last numbers skipping a line and drawing a line between the two numbers to indicate the sequence. Before signing the transmittal sheet, headquarters personnel should check the transmittal form against the accompanying tickets for accuracy. If any discrepancy is found the entire stack of tickets along with the transmittal sheet should be returned to the officer for correction. If correct, the headquarters personnel should sign the transmittal sheet to verify accuracy.

South Carolina Size, Weight and Safety Citation Transmittal Form

This form will be used to track all size, weight and safety citations and must accompany all S,W & S tickets as they move from the officer to STP headquarters data processing unit. The citation numbers should be listed in order on the form. In case of an unbroken sequence of numbers the officer may use the first and last numbers skipping a line and drawing a line between the two numbers to indicate the sequence. Before signing the transmittal sheet, headquarters personnel should check the transmittal form against the accompanying tickets for accuracy. If any discrepancy is found the entire stack of tickets along with the transmittal sheet should be returned to the officer for correction. If correct, the headquarters personnel should sign the transmittal sheet to verify accuracy. Yellow copy is maintained at STP headquarters for three (3) years then archived.

South Carolina Uniform Traffic Citation & Size, Weight and Safety Citation Pink (audit) Copies

Pink (audit) copies are to be turned in weekly at district offices to be forwarded to STP headquarters on a weekly basis.

Summons Serves as Warrant

South Carolina law provides that officers may accept a sum of money as bond in lieu of recognizance or incarceration, from a person who is apprehended and charged with a violation of the law. Based on this law and common law, the courts have ruled that when an officer serves the offending party with an official summons issued by the arresting officer, the summons duly served shall give the judicial officer jurisdiction to dispose of the matter. In essence, this ruling states that the summons fulfills the requirements of a warrant for the purpose of trial and disposition by a trial officer.

Voiding Summons Tickets

When circumstances require a summons to be voided, the reason for voiding shall be written on the back of the; Violators copy (blue copy), Enforcement Records copy (white copy), Audit copy (pink copy), and the Driver's Record copy (yellow copy) and signed by the Officer and District Commander. The Violators copy (blue copy), Enforcement Records copy (white copy), Audit copy (pink copy), and the Driver's Record copy (yellow copy) will be stamped "VOID" on all four copies of the ticket. The officer should void the summons on the administrative console and enter the reason for voiding. Complete a Uniform Administrative Report voiding the summons along with the reason for voiding. Attach all copies of the ticket along with the Uniform Administrative Report to the summons book transmittal and submit it to State Transport Police Headquarters. Reasonable care should be exercised when preparing summons tickets to avoid voiding tickets due to careless mistakes. Legibility and accuracy are vital when printing a summons ticket. THE USE OF LIQUID PAPER WILL NOT BE PERMITTED ON SUMMONS TICKETS.

Warning Tickets

1. May be issued when the officer is of the opinion that the violation is not of a sufficient nature that would warrant a summons ticket.
2. Officers 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.

TOWING VEHICLES

Inventory Procedure for Towed Vehicles

Officers 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, officers are to use the following procedures:

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 officer from a legal search.
7. When accusable, the officer should have another officer present during an inventory or search.
8. The officer 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.

Abandoned Vehicles

Officers 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, officers are to put the lien holder information on the towed vehicle report when the towing service comes from the Highway Patrol rotation.

Highway Assistance

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

TRAFFIC STOPS – APPROACHING AND STOPPING THE VIOLATORS VEHICLE(S)

Traffic Enforcement

Officers 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 order to improve officer safety, STP officers will call in traffic stops on all passenger type vehicles, commercial motor vehicles, and other types of enforcement actions.

The following will be communicated to the communication center:

Motor Vehicle Traffic Stops

1. Location
2. License plate number
3. Description of vehicle
4. Number of occupants and description

Other Types of Enforcement

1. Location
2. Type of incident
3. Number of people and description
4. Any other type information

The officer will contact the communication center within ten (10) minutes to advise if they will be there for a longer period of time before the telecommunications operator will contact the officer if they have not received a call from them within the ten (10) minute period. Each officer will contact the communication center to advise them when they are clear from the traffic stop. Failure of the officer to notify the communication center in the ten (10) minute time will result in another law enforcement officer who is close to the traffic stop to respond when notified by the communication center.

All contacts will be documented either by warning ticket, inspection report, Size, Weight and Safety ticket, or UTT ticket. Commercial Motor Vehicle checkpoints and Weigh Stations will be exempt.

Observation of Occupants

All traffic stops should be called into communication center or entered into the Mobile Data Terminal (MDT).

Observe the actions of all occupants of vehicles being pursued or stopped insofar as possible. If there is any action that indicates a problem, these procedures should be followed.

Notify the communication center and furnish necessary information; your location, make of vehicle, color, license number, description of occupants, etc. if possible. Attempt to notify another mobile unit if station is not available.

Call for assistance from another STP unit.

For STP vehicles equipped with Mets, enter the vehicle license number before exiting the vehicle.

If the STP vehicle is not equipped with a MDT when stopping a vehicle for any purpose, write down the license number on a memo pad – strike out when your contact has been completed.

Approaching Vehicles

Approach all stopped vehicles utilizing caution and alertness while observing all safety procedures including the use of the PA system when potential hazardous or suspicious circumstances are present.

Commander's Responsibility/Traffic Stops

The regional commanders or a designee, shall keep abreast, and cognizant of current trends and attitudes affecting threats and assaults upon officers in general, and particularly within the district.

The regional commander or a designee shall determine the need for two-man units in any particular instance having first evaluated the factor of safety of personnel under their command and the operational needs of the station area-of-responsibility.

Investigations of Persons or Vehicles

When investigating a pedestrian, disabled vehicle, or motorist, officers shall prior to contact, transmit to the communications center information which shall include but not be limited to:

1. Location and direction of travel.
2. Registration number, description of vehicle including color, and any such characteristics which may aid in its identification. (Examples: damage, decals, color designs, etc.)
3. Brief descriptions of occupants, number of persons, race, sex, and other distinguishing characteristics.

The foregoing information will be recorded and acknowledged by the communication operator and, when necessary be transmitted to adjacent officers.

Whenever necessary, officers may be assisted by officers from adjoining counties.

Caution must be exercised by the officer who is approaching a stopped vehicle. If assisting, the other officer should be in a position to lend support and remain alert to any suspicious movements on the part of the occupants.

An officer should request back-up when he feels a suspicious situation is at hand. The final transmission indicating that assistance is not needed shall be given when the traffic stop is complete. For example: the motorist and/or officer have left the scene.

Search and Seizure

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

Canine Handlers

The canine handlers are assigned the Strategic Traffic Alcohol and Radar (STAR) Team for the purpose of drug detection. The dog and handlers will complete a certified course before they will be assigned to perform any official duties. The handlers will care for the dog and keep the dog at their residence. The department will provide the necessary materials and resources for housing, feeding and for appropriate medical attention for the dog.

Scheduling for Officer Safety

It is the district/unit supervisor's responsibility to assure "back-up capability" is available to respond to a call by a fellow officer and to render assistance in an emergency situation. Since each station area has its own different situations, the individual supervisor must take this determination based on manpower availability. All work schedules are to be approved by the unit or district supervisor.

One-man units assigned to interstate weigh stations or county duty is a normal scheduling procedure as long as back-up capability is available. At no time will one officer be left to patrol a county alone, unless approved by the district/unit supervisor. In any instance where a choice must be made between a two-man unit and one-man unit coverage, the safety of personnel shall have precedence.

TRAFFIC STOP PROCEDURES FOR UNMARKED VEHICLES

As a result of the lower visibility of unmarked STP cars, it is imperative that those officers assigned unmarked vehicles do everything possible to identify themselves as officers if perspective violators display uncertainty during an attempted traffic stop. Therefore, the State Transport Police establishes the following procedures which the officer may employ in properly identify himself as a law enforcement officer.

Absent any extenuating circumstances according to DPS policy, it must first be understood that it is the policy of the State Transport Police that every officer assigned an unmarked vehicle must be in full uniform before initiating a traffic stop.

The foremost concern in conducting any traffic stop is the safety of the officer conducting the stop. Therefore, it must be left to the discretion and judgment of the individual officer to employ the procedures which he deems prudent in attempting to stop a violator with an unmarked STP vehicle. In other words, if a violator is clearly attempting to evade arrest, the officer would obviously not be expected to jeopardize his safety in a futile attempt to identify himself as a law enforcement officer.

In those situations where a violator displays uncertainty in stopping for an unmarked State Transport Police vehicle, an officer may employ any or all of the following procedures to properly identify himself as a STP officer:

1. Wearing the STP ball cap or campaign hat
2. Activating the dome light during hours of darkness
3. Using the siren or public address system
4. Calling a marked STP vehicle to assist in completing the stop
5. Pulling alongside the violator

Although a large amount of discretion will rest with the individual officer in employing proper procedures for conducting such stops, it is the policy of the State Transport Police that every reasonable effort must be made by the officer to identify himself as a law enforcement officer without jeopardizing his safety or the safety of the public.

VICTIM WITNESS SERVICE

Every uniform STP officer will comply with Article 15, Chapter 3, Title 16 relating to the Victim and Witness Bill of Rights. Officer's will furnish victims and/or witnesses with a copy of DPS approved forms starting with the Victim Rights form, Advocate Checklist, and if requested by witness, a copy of the traffic accident request form.

VIP SECURITY

As authorized by the Director, the Department of Public Safety may provide VIP security to persons deemed to need such protection. The VIP Security Policy establishes guidelines and procedures for DPS personnel responsible for providing VIP Security.

WRECKER REGULATIONS

Regulations

State Transport Police will use the Highway Patrol zones for towing and a wrecker rotation list shall be prepared for each zone.

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 District Commander.

AUDIO/VIDEO RECORDING EQUIPMENT

In-Car Video and Recording

Officers 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 officers:

1. A district supervisor is to view at least (2) hours a week from officers of their assigned district.
2. Each review is to be documented on the "Video Tape Monitoring Form" and forwarded to STP Headquarters.

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

Complaints

If a complaint is lodged against an STP officer with an in-car video, the supervisor will immediately secure all recordings of the STP officer. The tapes which have been secured may be made available to the STP officer for trial of cases in court, but none of the tapes may be erased until final disposition of the complaint.

The supervisor will review the tape which contains the recording of the case about which the complaint has been made. The tape will then be given to the District/Unit Commander who will review the tape and forward the findings regarding the case, and the officer through the chain of command to the Commander and the Deputy Director.

Custody and Control of Recorded Tapes

1. State Transport Police officers shall remove used recording tapes from the recorder and write identifying information on the adhesive label, which should include the following:
 - a. The name and badge number of the State Transport Police officer responsible for the recording.
 - b. The beginning date and time and ending date and time of the recording.
2. Tapes that have been used to record must be turned over to the appropriate supervisor who will retain each tape for thirty days after the case(s) are disposed of or until authorized to be released by the regional/unit Captain.
3. Recorded tapes can only be erased by regional/unit Captain or his designee only.
4. Recording tapes must not be compromised in any way before installation, during use or after installation.

5. No tape may be duplicated without express written authorization of the appropriate regional/unit Captain who will designate place of duplication.
6. No tape may be duplicated for personal use.

Demonstrations and Displays of Equipment

A supervisor shall arrange to have the audio/video equipment demonstrated to affected prosecutors, judges and others reasonably affected by its use.

All requests for exhibit, display, and demonstration of equipment to all interested parties shall be directed to the District/Unit Commander.

Inspection, Maintenance, and Repair

A supervisor must routinely inspect the cameras, evaluate the condition of each piece of video equipment, and ensure applicable use. When the equipment has a malfunction, the officer must notify the appropriate supervisor, record the date and time of that notification, and the details of the malfunction on the STP Malfunction Video Report. The supervisor must expeditiously arrange for the repair of the equipment.

Issuance and Storage of Blank Tapes

1. All blank tapes will be secured.
2. All blank tapes will be stored in a climate controlled area.
3. All blank tapes will be issued by a designated custodial supervisor. Each officer will initial the STP Video Chain of Custody Report.
4. State Transport Police officers shall carry only tapes that will be needed during the duration of a day's work times.

Reviewing Tapes

The following procedures are established to ensure that the tapes recorded by State Transport Police officers are reviewed on a regular basis by a supervisor.

1. Each month, the regional unit Captain shall randomly select and review at least two (2) hours of tapes that have been recorded by State Transport Police officers in his district.
2. The district supervisors must randomly select and review at least two hours of tapes a week from tapes recorded by the officers.
3. Each supervisor who is responsible for reviewing the tapes must evaluate an officer's:
 - a. Compliance with standard operating procedures, safety procedures, and other training.
 - b. Interactions with the public.
 - c. Professional behavior and demeanor.

Appropriate corrective, administrative, and/or training action must be taken to address any issues which arise as a result of this review. Those extraordinary issues detected that involve retraining needs, discipline or serious incidents of misconduct, or may develop into such concerns, must be immediately reported to the supervising regional/unit Captain. The Captain must immediately review the tape(s) and take appropriate action to address those issues. Also, the Captain must notify the Commander and Deputy Director.

All reviews of tapes will be documented by completing the "Video Tape Monitor Form" provided by STP headquarters with a copy being forwarded to District/Unit Commanders. The form will be retained for 30 days after disposition of the cases recorded on the tape.

Rules and General Usage

State Transport Police officers shall record the audio and video portions of all traffic stops, pursuits, and other events including; but not limited to, armed encounters, acts of physical violence, and felonious conduct. State Transport Police officers shall record the entire traffic stop. As used herein, the term “entire traffic stop” refers to the time when blue lights are turned on in pursuit of the parties and continues for as long as the officer has any interactions with the parties being stopped, including the time during which the parties are being transported to a jail or detention facility. The audio or video recording (including the audio recording from the wireless microphone carried by the officer) shall not be stopped, paused, or otherwise interfered with at any time during the stop.

1. STP officers at the time of the traffic stop shall give the following information into the wireless microphone:
 - a. Location of stop
 - b. Description of vehicle
 - c. Number of occupants in vehicle to include race and sex if known
 - d. Vehicle license number and State from which issued
2. STP officers shall inform those who ask that audio/video recording equipment are in use.
3. STP officers who are assisting another officer in a “back-up” capacity are required to record all actions in which they participate.
4. Officers are not permitted to use video recording devices for personal use.

BATON

Before being issued a baton, uniformed officers shall be trained and certified in the proper use of the baton. The baton shall be used according to training instructions. All officers shall receive additional training and be recertified in the use of the baton on an annual basis.

FIREARMS

Authorized Weapons

Refer to DPS Policy Directive 300.04 for more detailed information concerning weapon usage and care. 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.

Use of Firearms

It is the officer’s responsibility to maintain their issued weapon(s) and report any malfunctions. Officers will only be issued weapons for which they have been trained and qualified. While on duty, officers will carry and use only Department authorized firearms, ammunition, weapons and equipment for which they have been trained. Before the issuance of weapons, the officer 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.

Officers shall exercise due care in handling firearms. The decision to use a firearm must be based on facts and the totality of the circumstances known to the officer(s) involved. Because any discharge of a firearm may constitute deadly force, warning shots are prohibited.

Officers may use authorized firearms in performing their duties:

1. In situations where the officer has reasonable belief that deadly force is justified, there is a high probability of striking the intended target and the discharge poses no substantial risk to the safety of other officers or innocent bystanders.
2. To kill an animal that is an immediate threat to any person or law enforcement canine.
3. To kill a sick or injured animal for humanitarian reasons (officer must secure prior permission from the owner when feasible).
4. For authorized practice, training, qualification, or firearm competition.

Special Note: If an officer discharges a firearm in a duty related capacity, the officer will notify his/her supervisor immediately and shall submit a written Incident Report within 24 hours of the incident. (See DPS Directive 300.04 - Use of Force Policy.)

Glock

The official Department issued handgun is the Glock, Model 37 or 38, chambered to fire .45 caliber ammunition. Only ammunition issued by DPS supply may be used.

Handgun Maintenance

Handguns should be cleaned immediately after each firing session. The following instructions should be followed (see illustrations): **Prior to field stripping, make sure pistol is unloaded.**

Magazine Removal: Point the pistol in a safe direction (point weapon directly into weapon clearing box.) Finger OFF of trigger and OUT of the trigger guard. PRESS in on the magazine catch. Remove the magazine.

Safety Caution: Prior to further disassembly with your finger off of the trigger guard, point the pistol in a safe direction, lock the slide open by pushing up on 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 (with your little finger) inspect the chamber of the pistol to be sure that the chamber is empty. Also, check the magazine well to be that a cartridge has not become lodged between the ejector and the walls of the magazine well. Once you are sure that the pistol is unloaded continue with disassembly.

Once you have verified that the pistol is unloaded – pull back slide to release slide stop lever and close action.

POINT the pistol in a **safe direction** (directly into weapons clearing box) then pull the trigger. You will hear the firing pin spring forward.

Note: The trigger must be in the rearmost position for slide removal.

Slide Removal: 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 1/10th 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.

Barrel Removal

Safety Caution: The recoil spring is under tension. During removal use care to control the recoil spring and/or recoil spring tube.

Reassembly Note: When installing the recoil spring tube and recoil spring, be sure that the back end of the recoil spring tube rests in the half moon cut in the bottom of the front barrel lug. Grasp the barrel at the chamber. While raising the chamber end, move the barrel slightly forward. Then lift the barrel from the side.

Preventive Maintenance (Cleaning the Field Stripped Firearm): 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.

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.

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.

The slide rail cuts should be cleaned thoroughly by using a clean patch on the end of a toothbrush type cleaning tool. With a clean patch wrapped over the brush portion of the toothbrush, thoroughly clean the slide rail cuts of all debris and solvents.

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.

After the parts in the frame have been cleaned, they should be wiped dry with a clean soft cloth. All solvents should be wiped from the parts so that they are clean and dry.

Lubricating the Field Stripped Firearm: 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, 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 distribute equally in the slide rails by moving the slide. Most important is the drop of oil where connector and trigger bar meet. (Refer to illustration.)

This will assure proper lubrication of your Glock pistol without over lubricating. Glock pistols are designed to operate properly with only small amounts of lubrication.

Do not over-lubricate your Glock pistol, as large quantities of oil or grease will collect unburned powder and other residue, which could interfere with proper functioning of your Glock pistol.

Dry Firing: Do not pull back lug of firing pin and let snap forward when slide is removed from frame, as damage to the firing pin and firing pin safety could result.

WARNING: Do not put oil inside firing pin channel or magazine tube. Firing pin channel, magazine tube, and breech face should be wiped dry before reassembly. Leaving solvent or lubricant in these areas could cause contamination of primers and failure to fire.

Supervisors must inspect handguns once each month. The officers will be required to field strip their weapon for inspection. The supervisor must inspect the bore, slide, and receiver to insure the weapon is clean and properly lubricated. Night sights should be inspected and if defective, notify the Department

Armorer as soon as possible for replacement. Ammunition should be inspected to insure it is clean and it is issued ammunition. (Officers are recommended to unload their magazines periodically to let the spring rest.)

General Shotgun

Approved shotguns are H&K Benelli, M-1S90, and the Remington 870. Approved ammunition for use in these shotguns is 00 and #1 buckshot. The shotgun assigned to officers will be placed in the shotgun case in the shotgun holder or other designated location in the STP vehicle. Officers 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 DPS supply may be used.

Care of Shotgun

Care and maintenance of the shotgun is absolutely essential to ensure proper operation of 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 find it necessary to inspect and clean the weapon more frequently to prevent rust and possible malfunctions. Shotguns are not to be disassembled in the field for any reason. If a malfunction should occur, return the weapon to the supply room for repair or replacement.

Shotgun – 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 and 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.

Shotgun – If the weapon has not been fired

1. Remove all ammunition from the weapon.
2. Place slotted tip to cleaning rod, oil patch lightly and run back and forth through the barrel several times.
3. Wipe the bolt face and inside the receiver clean. Wipe down the entire weapon with a slightly oily cloth.

Return of Weapons to Patrol Supply

In order to insure the safety of officers and Patrol Supply personnel the following instructions shall be applied when returning weapons due to separation of employment from the State Transport Police or upon retirement:

1. All weapons being returned to Patrol Supply must be unloaded.
2. Handguns should have the magazine removed and the slide locked back.
3. Shotguns should have the action open and the safety on.

LINE INSPECTIONS

Line Inspections

All State Transport Police personnel shall be familiar with DPS Policy Directive 300.10. All District or unit supervisors if necessary, are to conduct a line inspection of equipment assigned to Officers under their supervision on a monthly basis. The inspection will be done on a standard line inspection checklist provided by STP. The line check list will require inspection of the police vehicle, weapons, shotguns, handcuffs, and other equipment for proper care. (The Glock 37 sidearm must be field stripped for inspection.) The district 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 officers are to be checked on a daily basis for neatness and care.)

OLEORESIN CAPSICUM

Use of Oleoresin Capsicum

Officers who are issued Oleoresin Capsicum must first be trained and certified in its proper use, and will receive additional training on an annual basis.

Officers shall visually inspect the Oleoresin Capsicum canister on a weekly basis to ensure proper functioning.

Officer shall test fire their Oleoresin Capsicum every three months to ensure pressurization and spray pattern are functioning properly.

Empty or defective canisters shall be returned to Supply and replaced immediately.

After using Oleoresin Capsicum on a subject, decontamination procedures shall be administered and documented on approved DPS form as soon as safety allows. If required, appropriate medical attention will be provided for the suspect or anyone involved.

PHOTOGRAPHY

Cameras, film, and photographic equipment owned by the Department are available in every district for use by officers taking official photographs. Officers should keep in mind that photographs are not a substitute for a thorough investigation. Pictures should be taken when any state equipment or vehicle is involved in an accident, a fatality, or any highway defect that is observed at an accident. All pictures are property of the Department of Public Safety.

COMPUTERS

All State Transport Police personnel shall be familiar with DPS Policy directive 500.04 regarding Appropriate Use of Computing Resources.

RADAR

Only STP officers certified in the use of radar will be allowed to operate a radar unit. Recertification shall be required in order to keep the certification valid. Failure to successfully complete the original Radar course or the recertification course shall be considered when the officer is rated on the Department of Public Safety Employee Performance Management System. All STP traffic radar operators will be recertified every three years in accordance with Department of Public Safety training policies. All STP traffic radar operators will also be recertified in the same direction moving mode every three years and will be recorded on the STP Same Direction Moving Radar Proficiency Test Report. The radar operator's daily log and test records shall be kept on file at each district headquarters and will only be used by STP for proper record keeping and court. The Deputy Director will determine if the Radar certification shall be a requirement for each job description. An officer may possess a Radar after he/she has received Radar training but not before he/she passes a proficiency test. The officer shall not write a summons to anyone utilizing the Radar prior to certification. Radar recertification will be done on a bi-annual basis. All police traffic used for enforcement by STP officers must conform to the National Highway Traffic Safety Administration Standards on radar equipment. Dual antenna radar incorporating same direction moving mode may be used if the radar unit has been certified.

Radar – General Operating Procedures

1. When a STP vehicle is equipped with a traffic radar, the radar shall be activated at all times while the STP officer is on routine patrol. The officer shall remain alert for all commercial vehicle violations when on patrol. When on break of any kind or out of the vehicle for any extended period of time, the radar must be turned off to prevent damage. When cases are made and/or a Form 63 is completed, the officer shall complete the Radar Operations Daily Log form.
2. Radar units are expensive and delicate and care should be exercised in handling these units in order to protect them from unnecessary damage. Radar should not be used in rain, snow, heavy fog, or dust storms.
3. All operational procedures set forth by the South Carolina Law Enforcement Training Council in training programs for the South Carolina Criminal Justice Academy shall be utilized in proper traffic radar operation in stationary or moving modes.
4. All traffic radars shall be tested with tuning forks before each shift of duty. The internal test shall be accomplished beginning each tour of duty. All units are to be checked by a STP car speedometer, which has been calibrated each day with every radar target in order to get a comparison between 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 will be documented on the Radar Operators Daily Log form. All tuning forks certificate and maintenance records should be kept with radar units at all times. **If radar fails any of the test sequences – internal, tuning forks or run through – that unit must be taken out of service and checked by an authorized technician.** All readings must be clear and unquestionable before a charge is preferred against a motorist.
5. All radars must be operated in STP 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 those STP officers utilize good judgment and commonsense in selecting the proper place to park STP vehicles while operating radar placing emphasis on officer safety. **A STP vehicle equipped with radar that is completely hidden from view of the traveling public often creates an undesirable image for our organization from responsible people who support good sound traffic law enforcement.** This does not apply in cases of racing or other serious similar type violations being committed on our highways or when all other efforts have failed to control traffic and prevent accidents by the parking of STP vehicles indicated above.

PORTABLE SCALES

Portable scales are to be carried upright in the scale rack of the officer's STP vehicle. The portable scales are to be cleaned with warm soapy water only. Never use caustic cleaning agents because they will break down the scale's rubber seals. During roadside weight enforcement, officers should be alert to the position of the commercial vehicle in relation to the scale to prevent careless damage. Never prop scales against each other or against the STP vehicle.

RADIATION DETECTION PAGER

All officers are to have in their possession during commercial vehicle inspections a radiation detection pager to survey the vehicle with.

RADIO EQUIPMENT USE AND CARE

Radio Equipment Procedures

The Department of Public Safety Communications Centers is licensed by the Federal Communications Commission (FCC) and is required to abide by the rules of the Commission. All stations are specifically licensed to carry "police emergency service" and matters of "urgent police nature." Officers will carefully weigh any contemplated use of the radio system and ascertain that the nature of their communication satisfies one of the following tests:

1. The message is of urgent nature
2. The message pertains to official police business

The Federal Communications Commission monitors all licensed stations to determine that illegal traffic is not being transmitted. Whenever an illegal message is detected, it is recorded and the operator notified. Violations can lead to disciplinary action against the violator and could mean loss of an operator's license.

Permissible Communications

The FCC regulations prescribe the only communications that may be handled on the Department's radio systems and must be strictly complied with. Communication stations used for police radio service are authorized to transmit communications essential to official highway activities of the licensee. These instructions however, do not in any way change or amend the guidelines set forth in the Emergency Preparedness Plan.

Standard Radio 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/4125 10-41
Richland/4125 10-38
Richland/4125 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: Officer: Greenwood/4ADAM10 10-38 Newberry County
TCO: 4ADAM10/Greenwood Go ahead
Officer: SC72 near Adams Rd. – Red Freightliner with silver van trailer – tractor tag
SC P734346 – Occupants and/or other info you want to give.

Note: If conducting an inspection advise the station.

*This call in order is based upon TCO and Officer comments concerning officer safety issues and the logistics of the information available to the 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. Due to STP Officers assigned to a district, working multiple counties, it is not unusual for a officer 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, 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 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.

General Procedures

1. Officers are issued a hand held 800 radio that they shall carry at all times while on duty.
2. The talk a round channel is STP 8
3. If making a call to STP headquarters, please allow sufficient time for the receptionist to respond.
4. You should use the channel that corresponds with the district you are assigned to work in.
5. Radio to radio communication should be used as much as possible instead of using telephone lines.
6. All officers shall always sign-on utilizing ten-codes 10-41, 10-8, or shall sign off using 10-42, or 10-7 with their assigned patrol telecommunications station.

Radio – Transmitting/Receiving Instructions and Procedures

Telecommunications operators and officers are required to follow the rules and regulations pertaining to the operation of the radio along with the Federal Communications Commission regulations to use complete radio identification numbers in communicating with other units. For instance, if a station or an officer is to call 4125, it is necessary to use all four digits and not abbreviate by using only the digits “125.” Good police radio communication system depends on all telecommunication operators. Clear reception of message is greatly improved if a few simple rules are observed:

1. Always use call numbers
2. Use the ten codes
3. Use the phonetic alphabet
4. Speak across the microphone
5. Keep it short and to the point
6. Speak in a clear and normal tone
7. Always acknowledge all messages
8. Listen before you transmit
9. The radio is for business only
10. In an emergency situation, stay calm
11. Be courteous
12. Mobile units always rate priority over a fixed station

The following transmission should be handled by mail, except when impractical to do so in order to free the network from as much unnecessary traffic as possible:

1. Request for Photostats
2. Vehicles abandoned for a long period of time
3. Safety responsibility information
4. Point system correspondence
5. Request for bond money

The use of unauthorized call numbers in requesting information for outsiders is strictly forbidden.

All transmissions which are contrary to FCC rules and regulations are prohibited.

Telecommunications operators and officers are prohibited by Federal Law for delivering or disclosing the context of or the existence of any message 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.

If an officer becomes involved in an emergency situation which requires immediate action, the controlling station giving the “10-33” should 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 officer. In areas where the 800 MHZ has coverage, the officer shall press the emergency button.

Requesting a telecommunications operator to make personal phone calls is prohibited except in an emergency. In the event an officer should make such a request, the telecommunications operator must be advised of the officer's emergency situation prior to making the call.

Conversations between mobile units that are not of an emergency nature should be handled on another designated channel other than the assigned base channel.

Request for vehicle identification numbers, route numbers, telephone numbers, and other similar information that the officer has readily accessible or is attainable through other means should not be made through the telecommunication operators. After all, the life of a fellow officer may be at stake.

Officers shall sign on and off with the assigned telecommunication station any time they are away from their vehicles and shall give the station the exact location and/or telephone number. Officers that 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.

Telecommunication operators will mark the officer off of their schedule as having completed their shift and being accounted for. In the event the telecommunication center has no contact with or does not have any accountability from the officer within thirty (30) minutes past the designated time for their shift to end, the telecommunication operator is to contact the district/unit supervisor.

Radio Location 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	52	53
York	4	51	50
Fairfield/Chester	4	52	53
Lancaster/Chesterfield	4	51	50
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

Care of Radio Equipment

Radio equipment must be kept completely dry. Beverages are not to be placed on top of radio consoles where spillage can occur and result in damage to the equipment. Damp clothing such as raincoats should not be placed near the equipment.

Leaks around the trunk or dashboard should be repaired immediately. Trunks need to be kept dry to protect transmitting equipment. Inspect the seals around trunk lids and do not store or transport anything of liquid nature in the trunk that could spill or leak. Abrasive or acid materials must not be transported in the trunk of the STP vehicle. Equipment must be placed in the trunk, in a secure manner to prevent damage to radio equipment in cases of sudden stops or sharp turns.

Care should be taken when driving through areas where low hanging tree limbs; garage doors, etc. present a hazard to the antenna. Precaution will be taken to remove STP antennas when being washed in an automatic car wash.

If the radio equipment is wired in any manner where it is not controlled by the ignition switch, the transmitter and receiver switches should be in the “off” position whenever the STP vehicle is not in use.

Radio Equipment and Blasting Operation

The wires of an electric blasting cap can act as 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.

The most effective precautions are not to transmit within 500 feet.

Operation of Radio System under SC Emergency Preparedness Plan

The Deputy Director of the SCHP or designee after receiving official notice of an emergency or disaster will proceed immediately to alert all personnel of the Highway Patrol.

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.

All receiving stations will then re-broadcast the alert message to all substations and mobile units in their respective coverage area, requesting acknowledge of its receipt.

The headquarters radio station will telephone direct to any District Commander whose radio stations are not in operation at the time of the alert. The District Commander will, in such cases, telephone his District Lieutenants and instruct them to alert all subordinate personnel.

The alert message will consist of three tone signals approximately three seconds in duration followed by the spoken words, "Emergency Preparedness Division Operation Plan is now in effect, authority: Deputy Director of South Carolina Highway Patrol. I repeat, the Emergency Preparedness Division Operation Plan is now in effect, authority: Deputy Director of South Carolina Highway Patrol."

This exact sequence and wording will be used ONLY in the event of an actual alert. Any necessary test 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. STP personnel will be instructed by the Deputy Director of STP or his/her designee as to the alert message.

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.

Communications Monitoring System

All communication stations are equipped with recorder that records all radio and telephone messages received and transmitted.

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.

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.

Radio Log Book

Federal Communications Commission Regulations require that each base station keep records in an orderly manner. Each telecommunication center is furnished a log book for the express purpose of recording the signatures of each operator at the beginning and end of their shift. The date and time shall accompany each signature. Each operator shall comply with this requirement every shift that they are on duty. These record logs shall be kept on file in the respective communications centers for a period of no less than one year.

SAFETY EQUIPMENT

Use of Body Armor

Officers are to be familiar with procedures set forth in DPS Policy Directive 300.01.

To ensure officer safety, all DPS officers are encourage to wear their issued body armor at all times while on duty, and are required to wear their body armor under certain circumstances as specified in Department policy.

While on duty, officers shall have their body armor readily available for immediate use. Readily available means officers will keep their body armor in close proximity so that it can be put on at a moment's notice.

Under normal circumstances, wearing the body armor is optional, but officers are encouraged to wear their armor at all times when engaged in enforcement duties. Wearing the body armor during firearms training is also encouraged.

All officers are required to wear their body armor in the following circumstances:

1. Crowd control situations.
2. Drug enforcement activities
3. When ordered to do so by a supervisor
4. Any high risk assignment
5. When an officer has received information that a situation may be potentially dangerous

Carrier Pouch for Disposable Gloves

All commissioned STP personnel will be provided with no less than two (2) pair of disposable gloves that meet the standards set forth by Federal and State Occupational Safety and Health Administration. In order to comply with the requirements for providing our personnel with protection under the Blood borne Pathogen Standard, the gloves are to be carried on the person as part of the uniform equipment. As a means of convenience and protection for the gloves, a storage pouch will be supplied to the officer. This storage pouch should contain no less than one (1) clean and serviceable pair of gloves at all times. It is suggested that at least one (1) approved towelette be stored in the pouch as well. This piece of equipment is to be worn on the back of the belt within easy reach of the hand and placed on the opposite side from the handcuff case. All officers that have duties of a nature that place them at risk of having personal contact with blood and body fluids are to wear this pouch containing the protective equipment described above. STP personnel who are involved in specialized duties may use discretion with compliance of this policy if the display of this pouch would tend to place their identity in jeopardy or endanger their safety. In every case, the pouch and/or gloves should be carried where they are readily available.

Safety Goggles/Glasses, Safety Hard Hat, and Chock Blocks

For your safety, while conducting commercial vehicle inspections, STP officers are highly encouraged to use the safety goggles/glasses, safety hard hat, and chock blocks.

Safety Steel Toe Shoes

Safety steel toe shoes must be worn when performing an inspection. This is a requirement and is not optional.

SUPPLY COORDINATOR

Each district has an officer designated as the supply coordinator. The district supply coordinator works through the chain of command to ensure all officers are supplied with uniforms and other equipment necessary in the performance of their duties. All officers needing items of uniform apparel or other equipment must first have the approval of the supply coordinator before uniforms or other items will be issued by the supply room.

UNIFORM AND EQUIPMENT

Seasonal Uniform Policy

The optional and mandatory period for the wearing of seasonal uniforms for STP members shall be governed by the following schedule, unless otherwise instructed by HQ:

1. The optional period for wearing winter or summer uniforms will begin on April 1st and continue through April 30th. Beginning May 1st the summer uniform will be mandatory.
2. The optional period for wearing summer or winter uniforms will begin on October 1st and continue through October 31st. Beginning November 1st the winter uniform will be mandatory.
3. To promote uniformity in appearance for special events or during extreme temperature changes, the State Transport Police Deputy Directory or his/her designee will determine the uniform to be worn.

Uniform Classes

The following are the classes of uniforms authorized for wear by South Carolina State Transport Police Officers. All uniforms are to be worn with the issued items and apparel listed. No variations will be permitted.

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)

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

Class A (Winter Dress)

- a. Long sleeved shirt with appropriate insignia*
- b. Neck tie
- 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. Dress 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)

*Insignia for the Class A (Dress) Uniform shall include: metal badge, metal name plate, cloth or metal rank devices, service stars (on winter uniform), and any special award or insignia that may apply (i.e., Physical Fitness Award, ACE Award, Governor's Twenty Award, Officer of the Year Award, K-9 insignia). These items shall be displayed in compliance with Appendix One of this section.

**Any outer garment must display the Officer's badge.

***The campaign hat must be worn by the Officer in the performance of his/her duties. This would include enforcement, accident investigation, traffic direction, or during special assignments. The hat need not be worn while the Officer is in his/her STP vehicle or while inside a building.

Class B (Summer BDU)

- a. Short sleeved BDU shirt with appropriate insignia* (short sleeved golf shirt may be substituted by instructors)
- b. BDU trouser
- c. White crew neck t-shirt
- d. Black socks
- e. Low quarter shoes or 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)

Class B (Winter BDU)

- a. Long sleeved BDU shirt with appropriate insignia* (long sleeved golf shirt may be substituted by instructors)
- b. BDU trousers
- c. White crew neck t-shirt
- d. Black socks
- e. Low quarter shoes or Rocky boots
- f. Body armor (in compliance with DPS Policy Directive 300.01)
- g. Ball cap
- h. Work jacket and/or Bomber jacket**
- i. 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
- j. Ankle holster with Smith and Wesson backup weapon (when issued)

*Appropriate insignia for the Class B (BDU) Uniform shall include: cloth badge, cloth name tag, and color rank devices.

**Any outer garment must display the Officer's badge.

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.

Special Assignments

When no particular style uniform is specified or directed for special assignments, STP personnel will wear the regular seasonal uniform. Wearing of special uniforms, etc. is at the discretion of the district/unit supervisor.

Badges

All STP personnel are provided with two (2) breast badges, one (1) hat badge. Breast badges must be worn on the outermost dress uniform garment at all times. Badges are issued with a slight oval curvature. The campaign hat badge shall not be worn on your work cap while performing inspections. Bending or warping the badge in any way to increase the oval curvature will not be tolerated. Absolutely no abrasive type polishing compound is to be used on the breast or hat badges. If cleaning is necessary, badges should be washed with soap and water and dried with a soft cloth. Exception to this would be the cloth badges provided for BDU uniform.

Chevrons

Chevrons are to be worn on all dress shirts. Chevrons are to be sewn centered with the shoulder emblem with the top tip of the chevron ¼” below the emblem. Chevrons must be applied level and sewn with the proper color thread. Chevrons are to be worn in accordance with the illustration. Chevrons are not to be worn on the black duty jacket. (Refer to illustrations.)

Collar Insignia

All STP personnel are provided with two (2) sets of collar rank insignias. Rank insignias are to be worn on the epaulets of the sweater and duty jacket. The rank insignias are to be worn in accordance with the illustration and directions shown in the illustration drawing. On B.D.U. uniforms, the collar insignia will be worn on the front collar of the shirt uniform. (Refer to illustrations.)

Wearing of Equipment

All uniformed personnel are to wear only equipment and insignias issued by the patrol supply room. These include but are not limited to: ACE, Officer of the Year, and Physical Fitness. These insignias are to be worn centered ¼ inch above the nameplate.

Handcuffs and Case

Handcuffs are to be worn on the back of the belt within easy reach of the strong hand. Handcuffs are to be carried in the issued case and used in accordance with proper handcuffing techniques.

Wearing of Headgear

STP baseball/work caps will be worn with all other uniforms while engaged in the performance of duty. Campaign hat shall be worn at all times while wearing the dress uniform while in the performance of duty. However inside the STP vehicle, the officer may exercise discretion in wearing or removing the hat.

Nameplates and Service Attachment

All personnel are issued nameplates that must be worn on the outermost garment at all times while in uniform. Service attachments are to be worn in conjunction with the nameplate. The service attachment shows the year of initial employment or reinstatement. Nameplates are to be worn on the right breast in the embroidered eyelets provided. If eyelets are not provided, the nameplate is to be worn with the bottom of the service attachment centered with the pocket and one-half inch above the pocket flap. No abrasive type polishing compound is to be used on the nameplates. Nameplates should be washed with soap and water and dried with a soft cloth.

Wearing of Service Stars

There are established rules and regulations setting forth requirements whereby commissioned officers would become eligible and qualified to wear service stars denoting the length of South Carolina State Government Law Enforcement service. The stars displayed on the long sleeve shirt and the dress jacket represents five (5) years of actual state law enforcement service completed. No other service time may be accredited in computing service time.

No officer shall wear or display upon a STP uniform stars representing law enforcement service time, unless increments of five(5) years service have been completed for each star displayed.

Wearing of Undershirts

STP officers are required to wear white undershirts at all times while in uniform. Sleeveless open neck type undershirts may be worn with the winter uniform if desired. However, when wearing the summer uniform or BDUs, a crew neck type undershirt that fits snug and high around the neck is to be worn. A white crew neck type undershirt will be worn with the summer uniform and with the BDUs. These undershirts are to be clean and neat (not stained or frayed) to project a good image for the State Transport Police and maintain uniformity in the dress code.

General Uniforms

All officers are issued a sufficient quantity of uniforms to maintain a clean, neat, professional appearance at all times. It is the officer's responsibility to ensure that their uniforms are always clean and pressed. Shoes and other leather goods must be shined. Badges and nameplates are to be wiped with a clean, soft cloth. Considerable cost is involved in equipping officers with uniforms and other items necessary for the efficient performance of their duties. Each officer is required to take excellent care of equipment in their custody and to safeguard it against damage or theft. District/unit supervisors are to ensure that personnel under their supervision are in compliance with this.

STP uniforms are the property of the South Carolina Department of Public Safety. All officers are to maintain security of the uniforms in their possession. Worn or unserviceable uniform items are to be turned in to the district/unit office for proper disposition. **Officers are not to dispose of uniform apparel in any other manner.**

STP uniforms must not be left in the STP 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 STP 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.

Security of Uniforms and Equipment

It is the responsibility of all personnel to maintain proper security of all uniforms and equipment in their possession. Due to the high incidence of law enforcement vehicle break-ins, all officers are to remove items from the vehicle when the vehicle is unattended for an extended period of time. All STP equipment will be moved to a secure location. Vehicles will be locked when left unattended.

Uniform Stock Program

The patrol supply room requires uniform requests be made by each officer on a seasonal basis. It is the individual officer's responsibility to examine their uniforms to determine their needs. Uniform request sheets are available in district headquarters. The request must be completed by the requestor and forwarded through the district supply coordinator to STP HQ. The following guidelines are to be followed when replacing items on a seasonal basis:

1. Only unserviceable items of uniform apparel will be replaced.
2. Unserviceable uniforms must be turned in to STP HQ when new items are received. Uniforms returned to STP HQ must be tagged with the officer'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 shirts, jackets, and trousers received up to a maximum of \$5.00 per alteration. A paid receipt must be attached to the claim and forwarded to the district office.
5. Trouser length must be finished a minimum of $\frac{3}{4}$ of an inch below the shoe top. Socks are not to show.
6. Jacket sleeves are to be finished within $\frac{3}{4}$ of an inch above the base of the thumb.

GENERAL VEHICLE USE AND CARE

The primary use of a vehicle are patrolling the highways of the state, enforcing the South Carolina traffic laws, and such other assigned activities and duties necessary for efficient operation of the State Transport Police. STP vehicles cannot be used as transportation to and from any National Guard or military reserve functions without expressed permission from the supervisor. The following uses of a STP vehicle will be permitted within reason:

1. In the immediate vicinity of an officer's station, during times not actually engaged in some assigned activity of the State Transport Police, an officer may use their assigned vehicle for legitimate personal business.
2. The State Transport Police vehicle may be used once each month to visit relatives of an officer's family outside of their assigned district upon approval of the district/unit supervisor. Additional trips of a personal nature outside the officer's assigned district will be allowed in cases of necessity or emergency upon approval from the district/unit supervisor. A record is to be kept by each district/unit headquarters on the use of STP vehicles when used for personal reasons to travel to some locality away from the individual's assigned territory. This log should be kept on specially prepared forms for this purpose and kept on file in district/unit offices for future references.
3. Other uses of STP vehicles will require approval from the officer district/unit supervisor.
4. The officer shall be in full uniform at all times when operating a marked vehicle, except when attending church services, or other religious activities during times not actually assigned to duty, or upon approval of the district/unit supervisor.
5. Non supervisory officers must be in complete uniform when operating an unmarked STP car unless permission is given by the district/unit supervisor.

Reporting Accidents Involving STP Vehicles

In motor vehicle accidents or damage of any amount involving state vehicles in their possession, STP personnel shall promptly contact their immediate supervisor and report the accident or damage. Officers involved and immediate supervisor shall comply with DPS Policy Directive 200.15 - Traffic Accidents Involving Agency Vehicles.

Altering Patrol Vehicles

No alterations, changes, additions, deletions, or the display of any items not officially issued are allowed to any vehicle unless approved by the Deputy Director.

State Gasoline Credit Card

The state gasoline card should never be used for any personal reason in any unauthorized vehicle. The state gasoline credit card should only be used at authorized gas pumps. In the event of an emergency and Fleet Management is not accessible, the card may be used for gas, oil or fluid, fan belts and emergency repairs (defined as repairs that cannot be anticipated and requiring immediate attention such as bulb – the repair of not purchase). When repairs have been made, Fleet Management must be notified on the first normal business day after repairs have been made.

Maintenance of Vehicles

The individual officer is responsible for the proper maintenance of the vehicle assigned them by daily inspection. This would also include the cleaning of the vehicle inside and out. The vehicle is to be properly used, maintained and repaired as needed or required. Requests for repairs, oil changes, etc. will be handled through State Fleet Management at (800) 277-3686.

The following schedule is required:

Weekly: Tire pressure check for 35 psi. Wash and clean.

Every 4,000 miles (Crown Victorias - 5,000 miles): Oil, filter change, tire rotation, lubrication of doors, hinges, linkage on transmission. Check tire tread depth for 3/32 inch.

Every 20,000 miles: Fuel filter change, air cleaner element change, transmission band check, adjustment and changing fluid/filter, and lubrication of chassis.

As needed: Brakes adjusted, engine tune-up (including emission system), tires (worn 3/32") and fluid level – changing fluid/filter, lubrication of chassis.

Bi-annual: Cooling system flushed and coolant replaced.

Caution is advised against idling units with air conditioners operating for periods longer than fifteen (15) minutes.

Warranty cards and owner's manuals must be kept in the glove compartment at all times.

Due to hazardous nature of STP duty, tires should be replaced when the center groove of the tread shows approximately 3/32" of tread remaining, since using tires beyond this point, would not be advisable from the standpoint of safety. No plugged or repaired tires shall be installed or used on STP vehicles under any circumstances. It will be required that tires be installed on STP cars only on specific authorization from district/unit supervisor or regional commander. Maintenance files will be maintained in the district offices.

Before patrol vehicles are entered into any automatic car wash facility, the operator of the vehicle will remove all antennas from the vehicle. Factory installed commercial radio antennas need not be removed

from the vehicle. Caution should be exercised to protect the blue light and siren assembly on the roof of the patrol vehicles since some car wash facilities may not be designated for this type of vehicles.

Returning Assigned Vehicles

Assigned vehicles will be cleaned and all necessary repairs will be made prior to being turned in for re-issue. If an assigned vehicle is turned in for auction it shall have all repairs listed and not repaired on a sheet of paper to be turned over with the vehicle. Supervisors will inspect all vehicles before they are turned in.

Use of Safety Belts

Seat belts will be properly worn by all occupants whether operating or riding. It shall be each agency driver's responsibility to insure compliance with the Department's Seat Belt policy.

Storing STP Vehicles During Illness

When an officer assigned a STP vehicle is on sick leave for more than ten (10) consecutive days, such vehicles may be stored by the district supervisor at the nearest STP facility. The supervisor must make necessary arrangements for its security and care. The regional/unit commander may authorize an exception to this rule. An officer will not be permitted to operate the STP vehicle at any time while on sick leave until each has in possession a doctor's release permitting a return to work and the assumption of all normal routine duties.

Unauthorized Persons Not to be Transported in STP Vehicles

Unless necessary in carrying out the duties of an officer in line with instruction, orders or regulations, persons not affiliated with the Department or persons who are not members of the officer's immediate family shall not be transported in a STP vehicle without first obtaining permission from the District/Unit Commander. However, an officer may transport disabled motorist, accident victims or other persons that are connected with any enforcement action. Persons given assistance are to be transported to the most accessible place of refuge for assistance.

The Department of Public Safety Prisoner Transport policy must be followed in all cases. In every event where persons of the opposite sex or juveniles are being transported, the officer shall give the radio station their exact location, the number and sex of persons, and their destination. In addition, the beginning and ending mileage shall be given to the radio operator.

Use of Spare Vehicles

Spare vehicles are to be logged out and in with the beginning and ending mileage. Before a spare vehicle is turned back in, it will have a full tank of gasoline, and returned to the designated location. Any repairs needed to the vehicle will be noted and the proper procedure for vehicle repairs will be followed. Supervisors should be made aware of the status of spare vehicles when they are left at a repair shop. It shall be the responsibility of the individual officer that has possession of the spare vehicle to follow these procedures. The use of unmarked STP vehicles shall be handled in the same manner as set forth in this section.

Using Other Vehicles or Equipment

The use of vehicles or equipment other than those that are issued by the Department shall be prohibited except when authorized by the Deputy Director.

UNMARKED VEHICLES

The South Carolina State Transport Police is dedicated to ensuring the safety of South Carolina's motoring public through the enforcement of the state's traffic laws. In order to effectively achieve this goal, the State Transport Police employs a diverse range of enforcement methods which include the use of unmarked STP vehicles. The State Transport Police seeks to utilize these vehicles to maximize enforcement efficiency while maintaining public confidence.

Issuance Criteria

As a result of the highly specialized nature of unmarked cars in the course of traffic enforcement, the South Carolina State Transport Police shall issue these vehicles to areas of the state and divisions of STP which demonstrate an exceptional need for specialized means of enforcement. In addition, careful consideration shall be given to the qualifications of each officer prior to his being issued an unmarked vehicle.

The proportion of unmarked vehicles in relation to the remainder of fleet shall be based on the changing enforcement needs of the State Transport Police and the determination of such ratios shall be left to the discretion of the Deputy Director.

Officers of the State Transport Police holding the rank of Sergeant and above shall be issued unmarked vehicles.

Those officers who are issued an unmarked vehicle for enforcement purposes shall meet the following criteria:

1. The officers must have achieved the rank of Lance Corporal (or at the discretion of the Deputy Director).
2. The officers must have a driving record which reflects sound judgment in the daily operation of a patrol vehicle.
3. Preference shall be given to those officers who are assigned to specialized enforcement duties (i.e. Narcotics Enforcement, DUI Enforcement, etc.)

Use of Unmarked Vehicles

To ensure the most efficient application of stealthy vehicles, unmarked cars must be assigned to highly specific enforcement tasks. The State Transport Police strives to utilize these vehicles in those areas of traffic enforcement which necessitate covert techniques.

Unmarked vehicles which have been assigned to commissioned officers and district/unit supervisors shall not necessarily be used for the sole purpose of enforcement activities, but may be used in the course of these officer's administrative duties.

Unmarked cars shall be concentrated in the following areas of traffic enforcement:

1. Narcotics interdiction
2. DUI detection
3. Apprehension of uninsured motorist as well as DUS drivers
4. Apprehension and recovery of stolen vehicles
5. CMV covert activities
6. Vehicles used in selective speed enforcement operations where marked vehicle would serve as a warning to violators (i.e. drag racing enforcement, etc.)

Non Pursuit Vehicles

The pursuit rated vehicles are the Ford Crown Victoria, Dodge Charger, Chevrolet Tahoe, Impala, and Honda / BMW make motorcycles.

Any vehicles not pursuit rated by the manufacturer are not to be used in any type of pursuit.

LEGISLATIVE AND DIPLOMATIC IMMUNITY

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

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

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 officer 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 Officer 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 officer judges the individual to be intoxicated, the officer should not (even in the case of diplomatic agents) permit the individual to continue to drive. The Officer's primary concern should be safety of the community and of the intoxicated individual. Depending on the circumstances, the following options are available: The Officer may, with individual's permission, take the individual to the officer's district office or other location where he or she may recover sufficiently to drive. The Officer may summon, or allow the individual to summon, a friend or relative to drive; or the officer may call a taxi for the individual. If appropriate, the officer may choose to provide the individual with transportation.

In any event, the officer 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 Officer becomes involved with any actions with a diplomat, consular, members of their family or personal staff, he should immediately notify the District Commander or Lieutenant. Questions about the immunity status may be checked by the Captain or Lieutenant by calling:

**The Command Center
Department of State
Washington, D. C.
(202) 647-1512.**

SALUTING PROCEDURES

General Rules Regarding Salutes and Orders

Salute on the first note of the National Anthem and hold the salute until the music ends.

Face the colors when saluting. If the national colors are not present, face the direction from which the music comes.

Salute the national colors when they are approximately twelve paces away and end the salute when they have passed twelve paces beyond where the officer is standing.

Salute while attending the funeral of a deceased police officer, at the point of command or when there is no command and the casket passes by the station where the officer(s) are positioned while out-of-doors.

Salute out-of-doors when the hat is on and the national colors pass, the National Anthem is played or during the Pledge of Allegiance to the United States Flag.

Salute indoors by an officer who has the hat on when the national colors pass or when the National Anthem is played.

Do *not* smoke while saluting.

Do *not* salute with one hand while the other is in pocket.

Stand while giving the salute.

Hold the salute during a flag raising or lowering ceremony until the point of command or operation is completed.

Do *not* salute with any object in your right hand.

Salute Properly

The protocol of executing a proper salute is important because it reflects upon the organization. A properly executed salute indicates pride in yourself, and in your organization. It shows that you have

confidence in your ability as an officer. A sloppy salute indicates disrespect and the fact that an officer doesn't understand the meaning of a salute.

How to Execute the Hand Salute

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. The fingers are lined tightly together and thumb lies snugly along the side of the hand. The hand and wrist are straight so that they form a straight line from the fingertips to the elbow. The upper arm (elbow to shoulder) should be horizontal. In rendering the salute, turn your head to the correct position in one motion without any preparatory movement. Hold the salute until the music ceases, the casket passes beyond, or the command **ORDER ARMS** is given then bring your hand directly down to its natural position. Do not slap your leg in returning the hand to your side. Any deviation in this salute is improper.

Description of Orders

Assume the position of attention on the command **FALL IN** or the command **SQUAD ATTENTION**.

To assume this position, bring the heels together sharply on line, with the toes pointing out equally forming an angle of 45 degrees. Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square.

Keep the head erect and faced squarely to the front with the chin drawn in so that alignment of the head and neck is vertical.

Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the forefingers touching the trouser.

Remain silent and do not move unless otherwise directed.

When given the command DRESS RIGHT DRESS, the officer will turn the head smartly to the right at approximately a 90 degree angle, and simultaneously extend the left arm fully to the left in a horizontal manner with the left hand flat with the fingers together and touching the right shoulder of the officer their left. The only exception for this would be the officer on the extreme right end of the line will continue to face forward with the left arm extended. The officer on the extreme left end of the line will dress right without extending the left arm.

On the command CLOSE INTERVAL DRESS RIGHT DRESS, the officer will follow the same procedure, except for the position of the left arm. On this command the officer will bring the left arm up to the left side at approximately a 45 degree angle with the left hand placed flat against the waist with the left elbow touching the right side of the officer on their left.

The command READY FRONT, will be given to assume the original position of attention from either of the commands DRESS RIGHT DRESS or CLOSE INTERVAL DRESS RIGHT DRESS.

On the command PRESENT ARMS, execute the hand salute in the manner described in "How to Execute Hand Salute." Hold this salute until the command ORDER ARMS is given, or other appropriate time.

Assume the position of PARADE REST on the command.

PARADE REST is commanded only from the position of ATTENTION. The command for this movement is PARADE REST. On the command of REST, move the left foot about 10 inches to the left of the right foot. Keep the legs straight without locking the knees. Simultaneously, place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward. Keep the head and eyes at the position of attention. Remain silent and do not move unless otherwise directed. STAND AT EASE, AT EASE and REST may be executed from this position. (See Illustrations.)

ATTENDING FUNERALS

Field Operations Commander's Responsibilities

It shall be the responsibility of the STP Deputy Director or his/her designee to take charge of all police officers attending a STP officer's funeral services. The Deputy Director will arrange the groups of these officers by agencies; State Transport Police, Highway Patrol, all sheriffs' deputies, and all police departments in some orderly fashion. The Deputy Director or his/her designee will coordinate this with the particular church and/or funeral home in charge of the arrangements. In any event, STP personnel will stand as a group under the command of the Deputy Director or his/her designee. He will also be responsible for notifying all members of the type uniform, when to attend, where the formation will be, and handle any special request of the family. The Deputy Director may delegate certain responsibilities to a designee.

Formation

Formation for officers will be according to rank. Line(s) will begin with the highest ranking to the lowest ranking officer. The ability to dress right on the ranking officer should be sought. The number of lines will be determined by the Deputy Director or his/her designee. Out of state officers of the State Police that are in uniform will stand according to their rank in the same formation with STP officers. STP retirees and members that are in civilian dress are also to be included in this formation at a designated place by the Deputy Director or his/her designee.

Outside Passing Casket/Officer

When a deceased officer's casket passes by, STP officers will remain covered, stand at attention and salute on command. The command will be PRESENT ARMS. Officers are to hold the salute until the casket passé by the last law enforcement officer and the command ORDER ARMS is given. STP and all law enforcement officers will remain at attention until ordered to do otherwise by the Commander of his/her designee.

Outside Passing Casket/Other

When a casket of someone other than a police officer passes by, STP officers will come to attention, remain covered until the casket passes by, and then stay at attention until the command ORDER ARMS or the casket has passed the last law enforcement officer.

Entering or Exiting a Building

When entering a building or church, the hat will be taken off and held by the right hand over the left breast. The hat will be placed on your lap while seated. When exiting outside the building, the hat will be placed back on the head.

In-doors Saluting/Passing Casket

There will be no saluting in-doors when not covered. When inside a building or church you will face the isle at attention with head dress held by the right hand over left breast as the family and/or casket passes by, then face the front, and wait for further instructions.

During Taps and Ceremonial Firing Outside

All STP officers will be in a formation or line(s) and will be given command to **“PRESENT ARMS”** while at attention and remain at attention until **ORDER ARMS** is given.

Outside/Prayer

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

Commands

All commands will be given by the Deputy Director or his/her designee.

Funeral Band

The wearing of the black funeral band horizontally around the middle of the breast badge will be ordered by the Deputy Director to be worn by STP officers statewide immediately upon official notification of a Department of Public Safety’s officer’s death. The funeral band is to be worn continuously from the time of notification, until the end of the day (12 midnight) that the funeral services are held.

This policy shall apply to the death of all DPS officers regardless of circumstances, except when death occurs from self inflicted injuries. Upon order of the STP Commander, funeral bands may be worn by STP personnel to honor other South Carolina police officers who have lost their lives in the line of duty.

Honor Guard

The honor guard is available for active and retired STP officers who die in the line of duty or from natural causes. Request for the honor guard will be made to the Deputy Director. The honor guard is available upon request to other police agencies that lose officers in the line of duty.

RESPECT TO “COLORS,” THE NATIONAL ANTHEM OR ALMA MATER

Colors

When a STP officer is merely viewing a parade or other such event and the “Colors” pass or the National Anthem is played, face the Colors (first) or music (second), come to attention, remain covered and salute until the Colors have passed or the music has ceased playing.

Alma Mater

When the “Alma Mater” is played, the STP officer will take the position and stand at attention until the music has ceased.

Pledge Allegiance

While indoors and pledging allegiance to the United States Flag, officers will remove the hat and place it over the left breast with the right hand. Uniformed members functioning as the Honor Guard and only members of this group will salute during this procedure. Those officers not wearing or not holding the hat will place the right hand over left breast. If out-of-doors remained covered, face the Colors, assume the position of attention and salute during the reciting of this Pledge.

Performing Duties that are Specific Exceptions

In the event officers are engaged in performing specific or required duties, they will continue with such duties in a dignified manner.