

South Carolina Department of Public Safety



Staff Inspection Report

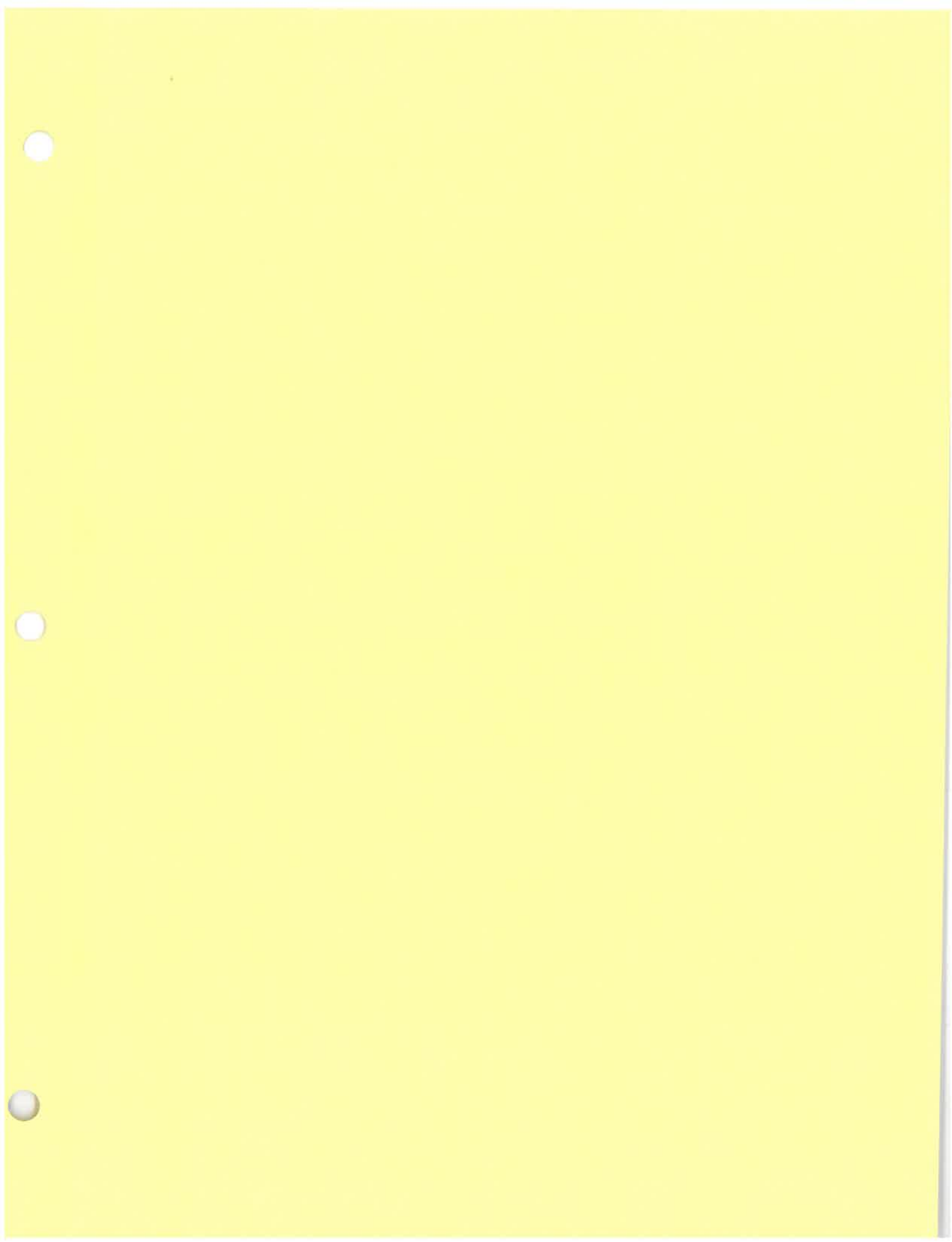
South Carolina State Transport Police

Regions 4-6

2013-2015

*Major J. D. Moore
Office of Strategic Services, Accreditation, Policy and Inspections
10311 Wilson Boulevard
Blythewood, South Carolina 29016*





South Carolina Department of Public Safety



Staff Inspection Report

South Carolina State Transport Police

Region Four

October 27-28, 2015

*Major J. D. Moore
Office of Strategic Services, Accreditation, Policy and Inspections
10311 Wilson Boulevard
Blythewood, South Carolina 29016*



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South Carolina State Transport Police – Region Four
October 27-28, 2015

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South Carolina State Transport Police – Region Four
October 27-28, 2015

Executive Summary

The Staff Inspection of State Transport Police Region Four (York) revealed minimum issues that were either non-compliant, were duplicated in effort, or required a recommended process revision. The inspection overall demonstrated that the items notated in the Section, Scope, were in compliance and within department policy and procedures.

Scope

Staff Inspections exist to review the administrative and operational efficiency of the inspected component. The process may be accomplished through reviews of relative reports and other documentation, observation of various operations, and interviews with appropriate personnel. Staff Inspections include, but are not limited to, the following areas:

- a. Facilities and Equipment
- b. Policies and Procedures
- c. Files and Records
- d. Personnel and Management

Selected command level division personnel serve as Inspectors-in-Place (IIP) and conduct the assessment of division operations and activities. The inspection identifies inconsistencies and problematic areas as well as exceptional findings. Specifically, IIP's are responsible for identifying and determining if:

- Established operating standards are understood and applied.
- Deviations from operating standards are identified and analyzed.
- Results are consistent with established goals and objectives and whether the operations or programs are performed as planned.
- Procedures are cost efficient.
- Procedures are duplicated.
- Procedures are consistent statewide.

Listed below are examples of areas reviewed and inspected by the Inspectors-in-Place.

- Collision Records/Cash Receipts
- Employee Training Records
- Evidence/Property Room Administration
- Secondary Employment Policy Compliance
- Agency Property/Inventory Control
- Purchasing and Procurement Compliance
- Telecommunication Centers

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In addition, the Scope of the inspection involves interviewing a minimum of 25% of the respective region. Interview questions are characterized under the following topics:

- Quality of Management/Supervisory Leadership
- Morale
- Job Satisfaction
- Overall Communication
- Operational Effectiveness

Information obtained from the interviews are captured and calculated in the enclosed report.

Objectives

Staff Inspections exist to ensure the reliability and integrity of information; compliance with policies, procedures, plans, laws and regulations; safeguarding of assets; economical and efficient use of resources; and accomplishment of established objectives and goals for operations or programs.

The primary objectives of staff inspections consist of the below:

1. Be conducted in a complete, thorough and impartial manner.
2. Provide a mechanism for evaluating the quality of law enforcement operations to ensure control and continuity is being maintained.
3. Assist all levels of management in the effective discharge of their responsibilities.
4. Identify weaknesses and recommend corrective measures to provide operational and administrative guidance.
5. Ensure compliance with statutes, regulations, policy, procedures, programs and accreditation standards.
6. Ensure uniformity to recognize procedures deserving of consideration for possible agency-wide implementation.
7. Identify employees for recognition for noteworthy accomplishments; identify employees that are not contributing to the agency's mission.

Sampling Methodology

Staff Inspections are to be administered at minimum, every three (3) years. The inspection will include the current calendar year and up to the previous two (2) calendar years. Inspected documents will include a minimum of ten (10) percent from each identified item located under the Section entitled, Scope; as well as, items listed in the Staff Inspection Checklist, DPS LE-030.

In addition, a minimum of 25% of each inspected area will be interviewed utilizing a series of identified questions. Information obtained from the interviews are captured and calculated in the enclosed report.

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Further, a Line Inspection is conducted on one (1) non-supervisory trooper and documented on the Line Inspection Checklist, DPS LE-029. The Line Inspection is witnessed by the IIP.

Authority

Staff Inspection's authority is derived from South Carolina Code of Laws 23-6-20 and Department of Public Safety Policy 300.12, Line and Staff Inspections. In addition, authority is derived from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

Overview

Region Four Headquarters is located in York, South Carolina. The majority of Region Four is located in the upstate and sand hills area of the state. Region Four currently maintains seven (7) sworn officers (Sergeant - Officer).

Introduction

The Staff Inspection was initiated with an Entrance Conference on Wednesday, August 19, 2015. Attendees included the Inspector-in-Charge (IC), Major J. D. Moore of the Office of Strategic Services, Accreditation, Policy and Inspections (OSAPI); Captains J.D. Price and R.G. Shell; Lieutenants T.A. Walker and R.N. Cloud; and Sergeant J.C. Brooks.

Lieutenant D.M. Dill was introduced as the IIP.

The Entrance Conference provided the platform to ensure each attendee was apprised of the purpose of the inspection. Further, details about the activities as outlined in the Section entitled, Scope, was also reviewed.

The Exit Conference was conducted on Thursday, November 12, 2015. The IIP provided a brief overview of his findings to the attendees. The attendees included the aforementioned personnel; to include, Captain S.A. Stankus (OSAPI); excluding Captain R.G. Shell and Lieutenant T.A. Walker.

It was conveyed during the conference that the Region Four staff was very accommodating while providing the IC and the IIP with exceptional courtesy and respect.

Attendees received all recommendations by the IIP in a very professional manner. Further, attendees were positive with their questions and remarks. The overall environment demonstrated an understanding of the inspection process, reception to the inspector's findings and the willingness to ensure the division maintains consistent operations while adhering to policies and procedures. In particular, the byproduct of staff inspections, uniformity, was conveyed by Region Four staff members as vital for the future of the State Transport Police division.

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State Transport Police - Region Four

An inspection of the Region Four Office was conducted from October 27-28, 2015. Present during the inspection was Region Supervisor, Sergeant J.C. Brooks. The sergeant provided documentation of the requested items and answered questions pertaining to policies and procedures.

A: DOCUMENTS AND PROCEDURES

1. Collision Reports

Compliance – Sergeant J.C. Brooks was interviewed concerning the collision investigation procedures and file maintenance. The region supervisors are familiar with collision investigation procedures and policies. Sergeant Brooks displayed knowledge of the Reportbeam Program and the ability to search and retrieve collision reports which are filed electronically.

Region Four also maintains records of Significant Crash Reports (SCR) involving commercial motor vehicles (CMV). These reports are maintained electronically on the STP's network I-Drive. SCRs are completed when officers respond to collision scenes to conduct inspections on CMVs or CMV drivers involved in serious collisions. Sgt. Brooks also maintains a physical record of the SCRs and accompanying paperwork which are filed by year. The files are maintained in a filing cabinet in the storage room.

2. Cash Receipts

Not Applicable.

3. Employee Training Records

Not in Compliance - The region training files were well-maintained and organized. The files were located in the storage room in a secure file cabinet. Each officer in the region had an individual file containing their training records and certificates.

A review of the Field Training Officer (FTO) reports revealed the region had three officers that participated in the FTO program for this inspection time period (2013, 2014, and 2015). Officer J.C. Hughes completed the FTO program in Region Three before transferring to Region Four. Officer Hughes' personnel file and accompanying FTO paperwork was not forwarded to Region Four at the time of his transfer. Officer T.L. Woodberry participated in the FTO program in Region Four during this inspection time period. No documentation was maintained in the region office. Officer K.M. McCulley only had one (1) "End of Phase Report" and one (1) "Probationary Officer Self-Evaluation Form" maintained in the region office.

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RECOMMENDATION(S):

Complete packets of the FTO reports shall be maintained at the region level for a period of three (3) years.

4. Evidence/Property/Storage/Documentation

Compliance – An inspection of the Region Four evidence was conducted with the primary evidence custodian, Sergeant J.C. Brooks. The inspection revealed that the Evidence / Property Storage Room is of sufficient size and is adequately secured. At the time of the inspection, there was no evidence stored in the evidence room. Region Four does not have an evidence refrigerator for blood or urine evidence; however, they do have a working agreement with the Troop Four / Post B (York) Highway Patrol Office to use their evidence refrigerator in the event evidence requiring refrigeration is seized.

5. Evidence Destruction / Documentation

Compliance - The evidence documentation and destruction process was discussed with the Sergeant J.C. Brooks. Evidence documentation files were organized and current.

6. Evidence Inspections (Quarterly, Annual, Unannounced, Custodial Change)

Compliance - A review of the required inspection forms included:

2013: (4) Quarterly Inspections; (1) Unannounced Inspection; (1) Annual Inspection; and (1) Evidence Custodian Change;

2014: (4) Quarterly Inspections, (1) Unannounced Inspection; and (1) Annual Inspection;

2015: (4) Quarterly Inspections. (1) Unannounced Inspection; and (1) Annual Inspection.

The region properly retained and presented all required evidence inspections and documentation.

7. Secondary Employment Policy Compliance

Not in Compliance - Copies of officer's request(s) to engage in secondary employment are not routinely maintained in the region. Secondary employment request(s) are submitted to STP Headquarters yearly and are maintained at the headquarters level.

RECOMMENDATION(S):

Secondary employment requests shall be maintained at the region level for a three (3) year retention period.

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8. Agency Property Accountability and Inventory Control

Compliance – Inventory control documents for 2014 and 2015 are maintained in the region office for each officer.

9. Purchasing and Procurement Compliance (P-Card)

Compliance - The region sergeant is issued a Procurement Card (P-Card) utilized to purchase essential items for daily operations. Such items include, but are not limited to power inverters for patrol vehicles, creepers, and miscellaneous office supplies. Receipts for items purchased are signed by the card holder and returned to STP Headquarters for review and retention. The region sergeant maintains a file for receipts of purchases made with the P-Card.

10. Telecommunications Centers

Not Applicable.

11. Traffic Summons Book / Bond Money

Compliance - The region sergeant is familiar with summons book audits and bond money policies and procedures. Summons book audits are conducted on a monthly basis in the region in conjunction with line inspections.

12. Ticket Tracking

Compliance - The following method is used by the region personnel to request and receive ticket books. Summons books are requested through the field lieutenant. Region supervisors will then report to headquarters to pick up the summons books. Region supervisors will issue summons books to officers, upon request. The summons book(s) will be issued with a receipt and a transmittal tracking sheet attached. The officers will sign and return the summons book receipt which is maintained in a region file designated to the summons book series received into the region by the supervisors. Once all citations have been disposed in a summons book, officers will submit a completed transmittal tracking sheet attached to the original summons book receipt.

Once adjudicated and returned, the officer completes the applicable information on the summons tracking sheet and submits the citation and tracking sheets to the region supervisors. Supervisors review the information for accuracy and forward the documents to the ticket processing unit at STP Headquarters.

During summons book audits, the region supervisors utilize the STP Console and summons book transmittals to ensure citations are being accounted for and disposed of properly.

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13. Body Armor Replacement Date

Compliance – Sergeant Brooks advised that the expiration date on issued body armor is checked and documented on the line inspection on a monthly basis. The region commander, when performing administrative duties, maintains body armor in the tactical cover, in the patrol vehicle – readily available. Additionally, STP Officers may remove their body armor, when worn using the outer cover, while actively engaged in (a) Level 1 commercial vehicle inspections and (b) Size and weight enforcement using portable scales. Due to these exceptions, many of the officers utilize the outer cover for wearing the body armor.

14. Child Protective Custody Procedures

Compliance - There were no incidents in the region, within the past three years, involving Child Protective Custody Procedures. Sergeant Brooks is familiar with the juvenile operations policy and the procedures dealing with taking children into Child Protective Custody and the appropriate enforcement of the Child Endangerment law.

15. Juvenile Procedures

Compliance. There were no incidents, within the past three years, involving juveniles. Sergeant Brooks is familiar with juvenile operations and the procedures dealing with juvenile offenders. Although there was no incident that required the retention of a juvenile's information during this inspection period, a juvenile file is maintained in the region. Although there were no occurrences at the time of this inspection, the established file to retain documentation of future incidents was not maintained separate from other files.

RECOMMENDATION(S):

Juvenile files should be maintained separate from other files in accordance with South Carolina Department of Public Safety Policy 300.19 (Juvenile Operations) and South Carolina Code of Laws, Sections 63-19-2010 through 63-19-2030.

16. Juvenile Custody Release Forms

Not Applicable.

17. Line Inspections

Compliance - Three months of line inspections were reviewed for each year of the inspection period (2013, 2014, and 2015). The files were well-maintained and organized according to date. The line inspections are conducted on a monthly basis in a uniformed manner. Items not in compliance were noted and corrective action was properly documented. Monthly line inspections, conducted on all uniformed personnel, are stored

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in the region office. The majority of the line inspections were complete and accurate; however, there were some incidents of items not being checked or not being documented as checked on the line inspection. Specific examples of these issues were communicated with the region supervisors.

Sergeant J.C. Brooks performed a line inspection on Officer S.P. Holmes. The line inspection was conducted in compliance with policy, to include physically checking all issued equipment [weapons checks, serial number verifications, all required equipment, sensitive items (badges), and summons books (bond money)].

RECOMMENDATION(S):

The region commander should review all line inspections, on a monthly basis, to ensure completeness and compliance.

18. Safety Checkpoint Documentation (Statistical Data)

Not Applicable - STP does not conduct safety checkpoints due to the focus on CMV enforcement.

19. EPMS (Probationary, Annual)

Compliance - EPMS reviews are stored with the personnel files located within the storage room. All reviews inspected were signed by the employee, the supervisor conducting the review, and the reviewing supervisor.

EPMS records were inspected for two officers (J.B. Johnson and D.L. Adkins) for each year of the inspection period (2013, 2014, and 2015). A probationary EPMS was reviewed for Officer Tarek Woodberry dated December 9, 2013. Officer Woodberry was assigned to this position on May 17, 2013. Each EPMS had been properly reviewed, and signed in concurrence before being presented to and signed by the employee. The majority of EPMS reviews of the non-supervisory officers for 2015 were not maintained at the region level.

RECOMMENDATION(S):

EPMS reviews shall be maintained at the region level for a three (3) year retention period.

20. Disciplinary Action Records

Compliance - The region supervisor maintains a copy of counseling sessions in the officer's individual personnel file. One (1) counseling session was maintained for the reviewed period.

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21. Victim / Witness Files – Secure

Not Applicable.

22. Use of Force Reports (Supervisory Review)

Compliance - Region Four did not have any use of force (UOF) incidents during the review period (2013, 2014, and 2015). The region commander is familiar with the UOF policy, procedures and reporting requirements.

23. Pursuit Reports (Supervisory Review)

Compliance - Region Four did not have an occurrence requiring the completion of a pursuit report during the review period (2013, 2014, and 2015). The region supervisors are familiar with the pursuit policy and the required reporting procedures.

24. Prisoner Transport

Compliance – Sergeant Brooks was questioned about the prisoner transport procedures in the region. Sergeant Brooks is familiar with and knowledgeable about the prisoner transport policy and procedures to include (a) transporting a person of the opposite sex or juveniles and (b) providing beginning and ending odometer readings when transporting the previously mentioned subjects.

25. Legal Process Form

Not Applicable.

26. Subpoena Maintenance

Compliance - Sergeant Brooks was questioned concerning subpoena maintenance and the procedures established when receiving subpoenas for the officers. The subpoenas are placed in the officers' boxes and they are notified by email. The officers are responsible for ensuring compliance with the subpoenas.

RECOMMENDATION(S):

The region commander should establish a subpoena tracking system to ensure officers comply with subpoenas through the completion of the case.

27. Radar Logs

Compliance - Radar logs are not maintained in the region office. The officers maintain a copy of the radar log on their assigned computers. Radar logs are inspected during monthly line inspections.

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28. Radar Proficiency Certification / Recertification

Compliance - Sergeant Brooks presented copies of the officers' certificates for radar certification; however, did not provide copies of the road proficiency test. The radar certification expiration date is verified each month in conjunction with the officers' line inspections. Additionally, the expiration dates for each officer's certification is maintained in the training file on STP's (I) Drive (overseen by Lieutenant K.B. Melvin).

29. Records Retention

Compliance - Region Four maintains records in conjunction with the current General Record Retention Schedule. The region maintained files much longer than the retention schedule requires.

RECOMMENDATION(S):

While this is not a compliance issue, measures should be put in place to purge files in an effort to maintain an orderly filing system and allow for sufficient space for required files.

30. Wrecker Inspections

Not Applicable - Region Four Officers conduct inspections on heavy duty wreckers, annually, in collaboration with the Highway Patrol, ensuring equipment and driver compliance with the governing wrecker regulations. Copies of the CMV inspections are provided to the Highway Patrol for maintenance in their wrecker rotation files. Region Four maintains a file with a hard copy of these CMV inspections. Additionally, these CMV inspections are maintained electronically through the STP's Safetynet Program.

31. Region Hand Scale Calibration Date

Compliance - Region Four maintained copies of the hand scale calibration certificates from the Department of Agriculture for each pair of hand scales assigned to the officers. The region presented copies of the 2013 and 2014 hand scale calibration documentation; however, the 2015 documentation was missing from the file.

RECOMMENDATION(S):

Ensure copies of hand scale calibrations are received and maintain in the region.

32. Miscellaneous Forms / Procedures

Compliance – The region commander provided a copy of a first report of injury that was maintained in the region office. A Policy / Procedure Acknowledgement Sheet - signed by all officers in the region – was also maintained and presented for review.

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B: FACILITIES

1. General Appearance and Upkeep

Compliance: The office was well-maintained, clean and organized.

2. Timely Reporting of needed Maintenance

Compliance: The office was well-maintained with no evidence of needed maintenance. The region commander is responsible for reporting need maintenance of the facilities through the chain of command to the State Transport Police Program Manager for corrective action to be arranged.

3. OSHA / Fire Codes

Compliance: Personnel are in compliance with applicable OSHA Laws and Fire Codes. The OSHA employee rights poster is displayed in the officers work area accessible to all officers in the region.

4. Building Evacuation Route – Posted

Not in Compliance: The building evacuation route was not posted at the region office or at the Rock Hill Weight Station Facility located on Interstate 77 in York County.

RECOMMENDATION(S):

Develop and post a building evacuation route at the Rock Hill Weight Station Facility and the region office.

5. Fire Extinguisher Inspection Tags

Compliance: The fire extinguisher inspection tags were current at both the region office and at the Rock Hill Weight Station Facility.

6. Defibrillator

Not Applicable: The Region Four office is not equipped with a defibrillator.

7. First Aid Kit

Not in Compliance: There was not a first aid kit at the region Office, but one was maintained at the Rock Hill Weight Station Facility.

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RECOMMENDATION(S):

Maintain a First Aid Kit in the region office in an assessable location for all employees.

8. Weight Station Scale Calibration

Not in Compliance: Certification files for the fixed scale facilities (Rock Hill Weight Station on I-77) were not maintained at the region office.

RECOMMENDATION(S):

Establish a filing system for fixed weight station calibrations and maintain these files for a three (3) year retention period.

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General Information: Region Four consists of six (6) counties: Cherokee, Union, York, Chester, Fairfield and Lancaster. Region Four is operating with seven (7) sworn officers, two (2) of the seven are supervisory personnel. Interviews were conducted with four (4) of the seven officers [Supervisory personnel (1); Non-supervisory personnel (3)] for a total sampling of fifty-seven percent (57%) of the personnel assigned to the region.

All personnel are properly educated on the mission of the Region – fatality reduction. Subordinates are regularly recognized at the region and headquarters level. Subordinates are recognized from the headquarters level through the “Game Changers Recognition Program”. Subordinates receive praise from region supervision in the form of emails or verbal communication. Substandard performance is addressed individually with the subordinate that is not performing - this may include ride-a-longs. The region commander summarized performance by stating that all of the subordinates within the region are performing at a satisfactory level.

Morale: The overall morale within Region Four is described as good. The personnel assigned to the region present a positive atmosphere. The majority of the non-supervisory officers interviewed described the quality of the supervision in the region as good. The personnel describe the supervisors as approachable and knowledgeable. The officers interviewed describe a harmonious working environment with all co-workers assigned to the region.

Communication: Communication within Region Four is described as good. Assigned personnel consistently describe the main method of communication as electronic mail (e-mail), phone calls, and meetings. The personnel stated more important information is communicated multiple ways, usually with email and one on one conversation to ensure the information is received and understood. Some of the assigned personnel indicate they are well-informed of the most current crash information while others indicate a desire to have more in-depth information relating to causation factors of collisions within the region.

Job Satisfaction: The personnel assigned to the region are satisfied with their job - describing their job satisfaction as good. All personnel describe a personal satisfaction with the job and believe their efforts contribute to the success of the region. Personnel appreciate the monthly recognition from the headquarters level through the “Game Changers Recognition Program.” The region commander posts the “Game Changers” list for the most recent month; as well as, for each month of the current year, in the officers’ work area.

Operational Effectiveness: Operational effectiveness had an overall good rating in Region Four. Personnel consistently indicate they have access to supplies and information they need to be successful in the mission of the STP. The only negative observations concerning operational effectiveness dealt with the lack of manpower which can lead to scheduling difficulties when unexpected special assignments occur.

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Summary / Conclusion: The supervisory personnel assigned to the region communicate a desire to excel. During the Staff Inspection process, the majority of the non-compliance issues were related to record retention and a lack of education concerning specific retention requirements at the region level. The Region Four Office presents an environment that would easily permit the assigned personnel to comply with all defined staff inspection requirements. The personnel assigned to the region (supervisory and non-supervisory) possess a positive, proactive attitude. Interviews during the staff inspection indicate the personnel in the region have an overall good outlook for all areas discussed in the interview process. The majority of assigned personnel communicate a personal and professional satisfaction with their job.

Region Four
STAFF INSPECTION
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QUALITY OF MANAGEMENT/SUPERVISION/LEADERSHIP = 3.0

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)				
GOOD (3)	3 = 9	1 = 3		
FAIR (2)				
POOR (1)				
TOTAL	3 = 9 3.0	1 = 3 3.0		4 = 12 3.0

MORALE = 3.3

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	1 = 4			
GOOD (3)	2 = 6	1 = 3		
FAIR (2)				
POOR (1)				
TOTAL	3 = 10 3.3	1 = 3 3.0		4 = 13 3.25

JOB SATISFACTION = 3.3

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	1 = 4			
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FAIR (2)				
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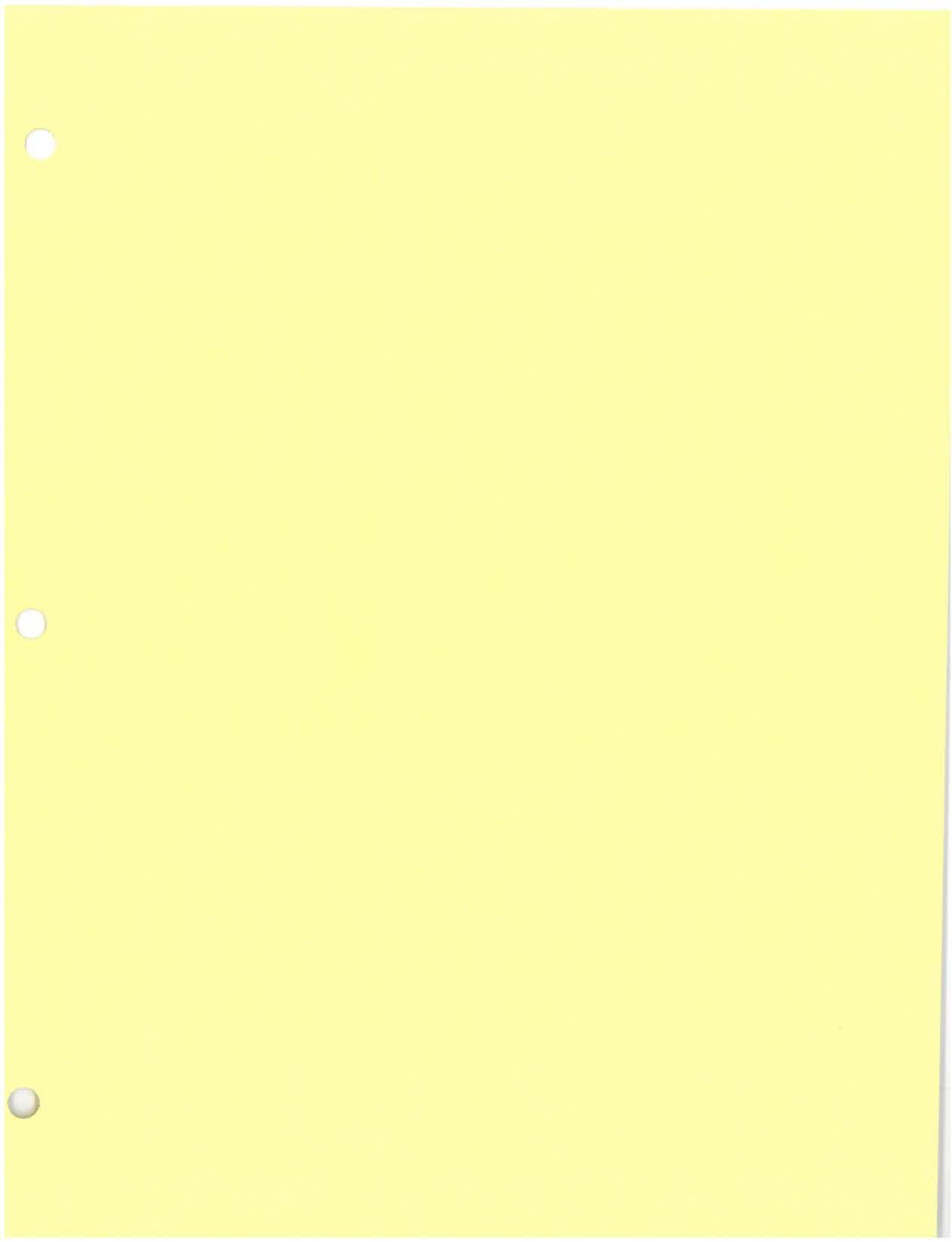
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OVERALL COMMUNICATION = 3.5

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	2 = 8			
GOOD (3)	1 = 3	1=3		
FAIR (2)				
POOR (1)				
TOTAL	3 = 11 3.7	1 = 3 3.0		4 = 14 3.5

OPERATIONAL EFFECTIVENESS = 3.5

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	2 = 8			
GOOD (3)	1 = 3	1=3		
FAIR (2)				
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TOTAL	3 = 11 3.7	1 = 3		4 = 14 3.5



South Carolina Department of Public Safety



Staff Inspection Report

South Carolina State Transport Police

Region Five

October 14 & 24, 2015

*Major J. D. Moore
Office of Strategic Services, Accreditation, Policy and Inspections
10311 Wilson Boulevard
Blythewood, South Carolina 29016*



Staff Inspection Report
South Carolina State Transport Police – Region Five
October 14 & 24, 2015

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Staff Inspection Report
South Carolina State Transport Police – Region Five
October 14 & 24, 2015

Executive Summary

The Staff Inspection of State Transport Police Region Five (Florence) revealed minimum issues that were either non-compliant, were duplicated in effort, or required a recommended process revision. The inspection overall demonstrated that the items notated in the Section, Scope, were in compliance and within department policy and procedures.

Scope

Staff Inspections exist to review the administrative and operational efficiency of the inspected component. The process may be accomplished through reviews of relative reports and other documentation, observation of various operations, and interviews with appropriate personnel. Staff Inspections include, but are not limited to, the following areas:

- a. Facilities and Equipment
- b. Policies and Procedures
- c. Files and Records
- d. Personnel and Management

Selected command level division personnel serve as Inspectors-in-Place (IIP) and conduct the assessment of division operations and activities. The inspection identifies inconsistencies and problematic areas as well as exceptional findings. Specifically, IIP's are responsible for identifying and determining if:

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- Deviations from operating standards are identified and analyzed.
- Results are consistent with established goals and objectives and whether the operations or programs are performed as planned.
- Procedures are cost efficient.
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Listed below are examples of areas reviewed and inspected by the Inspectors-in-Place.

- Collision Records/Cash Receipts
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- Telecommunication Centers

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- Quality of Management/Supervisory Leadership
- Morale
- Job Satisfaction
- Overall Communication
- Operational Effectiveness

Information obtained from the interviews are captured and calculated in the enclosed report.

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Staff Inspections exist to ensure the reliability and integrity of information; compliance with policies, procedures, plans, laws and regulations; safeguarding of assets; economical and efficient use of resources; and accomplishment of established objectives and goals for operations or programs.

The primary objectives of staff inspections consist of the below:

1. Be conducted in a complete, thorough and impartial manner.
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7. Identify employees for recognition for noteworthy accomplishments; identify employees that are not contributing to the agency's mission.

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In addition, a minimum of 25% of each inspected area will be interviewed utilizing a series of identified questions. Information obtained from the interviews are captured and calculated in the enclosed report.

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Further, a Line Inspection is conducted on one (1) non-supervisory trooper and documented on the Line Inspection Checklist, DPS LE-029. The Line Inspection is witnessed by the IIP.

Authority

Staff Inspection's authority is derived from South Carolina Code of Laws 23-6-20 and Department of Public Safety Policy 300.12, Line and Staff Inspections. In addition, authority is derived from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

Overview

Region Five Headquarters is located in Florence, South Carolina. The majority of Region Five is located in the Pee Dee area of the state. Region Five currently maintains twelve (13) sworn officers (Sergeant - Officer).

Introduction

The Staff Inspection was initiated with an Entrance Conference on Wednesday, August 19, 2015. Attendees included the Inspector-in-Charge (IC), Major J. D. Moore of the Office of Strategic Services, Accreditation, Policy and Inspections (OSAPI); Captains J.D. Price and R.G. Shell; Lieutenants T.A. Walker and R.N. Cloud; and Sergeant M.F. Forster.

Lieutenant D.M. Dill was introduced as the IIP.

The Entrance Conference provided the platform to ensure each attendee was apprised of the purpose of the inspection. Further, details about the activities as outlined in the Section entitled, Scope, was also reviewed.

The Exit Conference was conducted on Monday, November 30, 2015. The IIP provided a brief overview of his findings to the attendees that included the aforementioned personnel (excluding Captain R.G. Shell and Lieutenant T.A. Walker).

It was conveyed during the conference that the Region Five staff was very accommodating while providing the IC and the IIP with exceptional courtesy and respect.

Attendees received all recommendations by the IIP in a very professional manner. Further, attendees were positive with their questions and remarks. The overall environment demonstrated an understanding of the inspection process, reception to the inspector's findings and the willingness to ensure the division maintains consistent operations while adhering to policies and procedures. In particular, the byproduct of staff inspections, uniformity, was conveyed by Region Five staff members as vital for the future of the State Transport Police division.

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State Transport Police - Region Five

An inspection of the Region Five Office was conducted on October 14 & 24, 2015. Present during the inspection was Region Supervisor, Sergeant M.F. Forster. The sergeant provided documentation of the requested items and answered questions pertaining to policies and procedures.

A: DOCUMENTS AND PROCEDURES

1. Collision Reports

Compliance. Sergeant M.F. Forster was interviewed concerning the collision investigation procedures and file maintenance. The region supervisors are familiar with collision investigation procedures and policies. Sergeant Forster displayed knowledge of the Reportbeam Program and the ability to search and retrieve collision reports which are filed electronically.

Region Five maintains records of Significant Crash Reports (SCR) involving commercial motor vehicles (CMV). These reports are maintained electronically on the State Transport Police's (STP) network I-Drive. SCRs are completed when officers respond to collision scenes to conduct inspections on CMVs or CMV drivers involved in serious collisions. Sgt. Forster maintains a physical file in the region office for SCRs. The TR-310 reports are attached to each significant crash report in this file.

2. Cash Receipts

Not Applicable.

3. Employee Training Records

Compliance. The region training files were well-maintained and organized. The files were located in the sergeant's office in a secure file cabinet. Each officer in the region had an individual file containing training records and certificates. A review of the Field Training Officer (FTO) reports maintained in the region revealed:

Trainee C. Alexander (2014): documentation was properly retained; however, the immediate supervisor's signature on an "End of Phase Counseling Session", dated 8/8/2014, and on a "Probationary Officer's Self Evaluation Form" dated 8/15/2014, was missing.

Trainee B.E. Conner (2014): documentation was properly retained; however, a supervisor's signature on an "End of Phase Counseling Session" dated 2/14/2014, was missing.

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RECOMMENDATION(S):

All training reports should be properly signed by the trainee, FTO, and supervisor.

4. Evidence/Property/Storage/Documentation

Not in Compliance. An inspection of the Region Five evidence was conducted with the primary evidence custodian, Sergeant M. F. Forster. The inspection revealed the Evidence / Property Storage Room is not of sufficient size nor is it adequately secured. The office space for the region office is limited to one office for the sergeant and one office for the corporal. These two offices contain all the region files, equipment and supplies to include a copy machine. The evidence is maintained in the sergeant's office in a small safe that is maintained under a table. The safe is not bolted to the floor and is small enough to be moved with little effort. The region does not have an evidence refrigerator for blood or urine evidence, but they do have a working agreement with the Troop Five / Post B (Florence) Highway Patrol Office to utilize their evidence refrigerator in the event evidence requiring refrigeration is seized.

Sgt. Forster presented the evidentiary items requested during inspection. All evidence randomly inspected was present, properly labeled, and secured. Sgt. Forster maintains the evidence storage log inside the safe for security.

RECOMMENDATION(S):

Provide an additional secure area for proper evidence storage.

5. Evidence Destruction / Documentation

Compliance. The evidence documentation and destruction process was discussed with Sgt. Forster. Evidence documentation files were organized and current. Copies of chains of custody forms and closed case reports were maintained in the region. Video disposal documentation was also maintained in the region.

6. Evidence Inspections (Quarterly, Annual, Unannounced, Custodial Change)

Not in Compliance. A review of the required inspection forms included:

2013: (4) Quarterly Inspections, (0) Unannounced Inspection; (0) Annual Inspection;

2014: (4) Quarterly Inspections, (1) Unannounced Inspection; and (1) Annual Inspection;

2015: (3) Quarterly Inspections. (1) Unannounced Inspection.

The Unannounced and Annual Evidence Inspections for 2013 were not accounted for during the staff inspection.

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RECOMMENDATION(S):

Unannounced and Annual Evidence Inspections should be completed and documented in compliance with the South Carolina Department of Public Safety Evidence Policy (300.15).

7. Secondary Employment Policy Compliance

Compliance. Copies of officer's request(s) to engage in secondary employment are maintained in the region office. Secondary employment requests are submitted to STP Headquarters annually and also maintained at the headquarters level.

8. Agency Property Accountability and Inventory Control

Compliance. Inventory control documents for 2014 and 2015 are maintained in the region office for each officer. Region Five also maintained and presented the inventory control documents for 2013.

9. Purchasing and Procurement Compliance (P-Card)

Compliance. The region sergeant is issued a Procurement Card (P-Card) to purchase essential items for daily operations. Such items include power inverters for patrol vehicles and miscellaneous office supplies. Receipts for items purchased are signed by the card holder and returned to STP Headquarters for review and retention. The region sergeant maintains a three ring binder with receipts of purchases, credit card statements, and notes concerning purchases made with the P-Card.

10. Telecommunications Centers

Not Applicable.

11. Traffic Summons Book / Bond Money

Compliance. The region sergeant is familiar with summons book audits and bond money policies and procedures. Summons book audits are conducted on a monthly basis in the region in conjunction with the line inspection.

12. Ticket Tracking

Compliance. The following method is used by the region personnel to request and receive ticket books. Summons books are requested through the field lieutenant. Region supervisors will then report to headquarters to pick up the summons books. Region supervisors will issue summons books to officers, upon request. The summons book(s) will be issued with a receipt and a transmittal tracking sheet attached. The officers will sign and return the summons book receipt which is maintained in a region file designated

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to the summons book series received into the region by the supervisors. Once all citations have been disposed in a summons book, officers will submit a completed transmittal tracking sheet attached to the original summons book receipt.

Once adjudicated and returned, the officer completes the applicable information on the summons tracking sheet and submits the citation and tracking sheets to the region supervisors. Supervisors review the information for accuracy and forward the documents to the ticket processing unit at STP Headquarters.

During summons book audits, the region supervisors utilize the STP Console and summons book transmittals to ensure citations are being accounted for and disposed of properly.

13. Body Armor Replacement Date

Compliance. Sergeant Forster advised that the expiration date on the vest is checked and documented on the line inspection on a monthly basis. The region commander, when performing administrative duties, maintains body armor in the tactical cover, in the patrol vehicle – readily available. STP officers may remove their body armor, when worn using the outside cover, while actively engaged in (a) Level 1 commercial vehicle inspections and (b) size and weight enforcement using portable scales. Due to these exceptions, many of the officers utilize the outer cover for wear of issued body armor.

14. Child Protective Custody Procedures

Compliance. There were no incidents, within the past three years, involving child protective custody procedures in the region. Region supervisors are familiar with the juvenile operations policy and juvenile procedures when child endangerment charges are appropriate.

15. Juvenile Procedures

Compliance. There were no incidents within the past three years involving juveniles. Sergeant Forster is familiar with Policy 300.19 (Juvenile Operations) and the procedures dealing with juvenile offenders. Although there was no incident that required the retention of a juvenile's information during this inspection period, a juvenile file maintained in the region was not maintained separate from other files.

RECOMMENDATION(S):

South Carolina Department of Public Safety Policy 300.19 (Juvenile Operations) and South Carolina Code of Laws, Sections 63-19-2010 through 63-19-2030, specifies that juvenile files shall be maintained separate from all other files.

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16. Juvenile Custody Release Forms

Not Applicable.

17. Line Inspections

Compliance. Three months of line inspections were reviewed for each year of the inspection period (2013, 2014, and 2015). The files were well-maintained and organized according to date. The line inspections are conducted on a monthly basis in a uniformed manner. Items not in compliance were noted and corrective information was properly documented. Monthly line inspections, conducted on all uniformed personnel, are stored in the region office. The line inspections were complete and accurate.

Corporal S.B. Norton performed a line inspection on Officer T.R. Flowers. The line inspection was conducted in compliance with policy, to include physically checking all issued equipment [weapons checks, serial number verifications, all required equipment, sensitive items (badges), and summons books (bond money)]. A copy of the line inspection is attached.

18. Safety Checkpoint Documentation (Statistical Data)

Not Applicable. STP does not conduct safety checkpoints due to the focus on CMV enforcement.

19. EPMS (Probationary, Annual)

Compliance. EPMS reviews are stored with the personnel files located within the sergeants office. All reviews inspected were signed by the employee, the supervisor conducting the review, and the reviewing supervisor.

EPMS records were inspected for two officers (S.B. Horton and C.T. Norton) for the inspection period (2013, 2014, and 2015). A probationary EPMS was reviewed for Officer C.S. Alexander, dated February 10, 2015. Officer C.S. Alexander was assigned to this position on June 2, 2014. An EPMS for Officer S.B. Horton dated March of 2015 was reviewed during the inspection. The EPMS was signed and dated by the employee on March 3, 2015, and it was signed, indicating reviewed by the region commander, on March 4, 2015.

RECOMMENDATION(S):

EPMS reviews should be reviewed by the next higher level manager (the reviewer) prior to the review being discussed with the employee in accordance with the South Carolina Department of Public Safety "Employee Performance Management System" policy (400.06).

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20. Disciplinary Action Records

Compliance. The region commander maintains a copy of counseling sessions in the officer's individual personnel file. Two (2) counseling sessions were maintained for the reviewed period.

21. Victim / Witness Files – Secure

Not Applicable.

22. Use of Force Reports (Supervisory Review)

Compliance. Region Five had one (1) use of force (UOF) incident (10/17/2013) for the time period reviewed. The documentation was complete and accurate with required signatures and concurrences through the region's area of responsibility. The region commander is familiar with the UOF policy, procedures, and reporting requirements.

23. Pursuit Reports (Supervisory Review)

Compliance. Region Five had two (2) occurrences: (1) in 2013 and (1) in 2014, during the inspection period requiring a pursuit report. The written reports were reviewed by the region commander or sergeant for completeness and adherence to SCDPS policy. The reports were then forwarded to the field enforcement lieutenant for review, before being submitted to the captain at STP Headquarters.

24. Prisoner Transport

Compliance. Sergeant Forster is familiar and knowledgeable with the prisoner transport policy (300.07 Prisoner Transport) and procedures to include (a) procedures for transporting a person of the opposite sex or juveniles and (b) providing beginning and ending odometer readings when transporting the previously mentioned subjects.

25. Legal Process Form

Not Applicable.

26. Subpoena Maintenance

Compliance. Sergeant M.F. Forster was questioned concerning subpoena maintenance and the procedures utilized when receiving subpoenas for the officers. The subpoenas are placed in the officers' boxes and they are notified by email or telephone. The officers are responsible for ensuring compliance with the subpoenas. Region Five retains copies of subpoenas in a secured filing cabinet in the sergeant's office.

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RECOMMENDATION(S):

The region commander should establish a subpoena tracking system to ensure officers comply with subpoenas through the completion of the case.

27. Radar Logs

Compliance. Some officers submit radar logs that are maintained in the region office. The majority of the officers maintain a copy of the radar log on their computers. The radar logs are inspected during monthly line inspections.

28. Radar Proficiency Certification / Recertification

Compliance. Sergeant M.F. Forster presented copies of the officers' certificates for radar certification. The radar certification expiration date is checked each month in conjunction with the officers' line inspections. Additionally, the expiration date for each officer's certification is maintained in a training file located on STP's (I) Drive (overseen by Lieutenant K.B. Melvin).

29. Records Retention

Compliance. Region Five maintains records in conjunction with the current General Record Retention Schedule. The region maintained files much longer than the retention schedule requires.

RECOMMENDATION(S):

While this is not a compliance issue, measures should be put in place to purge files in an effort to maintain an orderly filing system and allow for sufficient space for required files.

30. Wrecker Inspections

Not Applicable. Region Five officers conduct inspections on heavy duty wreckers in collaboration with the Highway Patrol each year for the wrecker rotation list. Copies of the inspections are provided to the patrol for maintenance in their wrecker rotation files. The region does not maintain a file with a hard copy of these inspections, but they are maintained electronically through the STP's Safetynet Program.

31. Region Hand Scale Calibration Date

Compliance. Region Five maintained copies of the hand scale calibration certificates from the Department of Agriculture for each pair of hand scales assigned to the officers. The region presented copies of the hand scale calibration documentation for each year of

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this inspection period (2013 & 2014). The 2015 hand scale calibration documentation was not maintained in the region.

RECOMMENDATION(S):

Ensure copies of hand scale calibrations are received and maintain in the region.

32. Miscellaneous Forms / Procedures

Compliance. Region Five provided a copy of a first report of injury that is maintained in the region. Signature / Acknowledgment Forms are maintained in a secure file cabinet in the corporal's office.

B: FACILITIES

1. General Appearance and Upkeep

Compliance. The office was clean and organized.

2. Timely Reporting of needed Maintenance

Compliance. The office was well-maintained with no evidence of needed maintenance. The region commander is responsible for reporting needed maintenance of the facilities through the chain of command to the STP Program Manager for corrective action to be arranged.

3. OSHA / Fire Codes

Compliance. Personnel are in compliance with applicable OSHA Laws and Fire Codes. The OSHA employee rights poster is displayed in the corporal's office which is accessible to all officers in the region.

4. Building Evacuation Route – Posted

Compliance. The building evacuation route was posted in the region office.

5. Fire Extinguisher Inspection Tags

Compliance. The fire extinguisher inspection tags were up to date at the region office.

6. Defibrillator

Not Applicable. The Region Five office is not equipped with a defibrillator.

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7. First Aid Kit

Compliance. There was a first aid kit in the region office.

8. Weight Station Scale Calibration

Not Applicable. Region Five does not have a fixed weight station facility.

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General Information - Region Five consists of ten (10) counties: Chesterfield, Clarendon, Darlington, Dillon, Florence, Georgetown, Horry, Marion, Marlboro and Williamsburg. Region Five is operating with thirteen (13) sworn officers. Three (3) of the 13 sworn officers are supervisory personnel. Interviews were conducted on seven (7) of the 13 employees assigned to the region. The personnel interviewed [Supervisory personnel: (2); Non-supervisory personnel: (5)] for a total sampling of fifty-four percent (54%) of the personnel assigned to the region.

All personnel are properly educated on the mission of the region – fatality reduction. Subordinates are regularly recognized at the region and headquarters level. Subordinates are recognized from the headquarters level through the “Game Changers Recognition Program” and praise from region supervision in the form of emails or verbal communication. Substandard performance is addressed individually with the subordinate that is not performing - this may include ride-a-longs. The region commander summarized performance by stating that all of the subordinates within the region are performing at a satisfactory level.

Morale - The overall morale within Region Five is described as good. The personnel assigned to the region present a positive atmosphere. The majority of the non-supervisory officers interviewed described the quality of the supervision in the region as excellent. The personnel describe the supervisors as positive, approachable, and knowledgeable. The officers interviewed describe a harmonious working environment with all co-workers within the region.

Communication - Communication within the region is described as good. Assigned personnel consistently describe the main method of communication as electronic mail (e-mail) and phone calls. The personnel advised more important information is communicated multiple ways, usually by email and one on one conversation to ensure the information is received and understood. The region commander conducts monthly meetings and posts fatality reduction information in the region office. Communication between the region supervision and the region personnel varies in description from good to excellent.

Job Satisfaction - The personnel assigned to Region Five are very satisfied with their job. The majority of the non-supervisory personnel interviewed rated their job satisfaction as excellent. All personnel describe a personal satisfaction with the job and believe their efforts contribute to the success of the region. Personnel appreciate the praise received from supervisors through emails or verbal communication for exceptional job performance. Region supervisors post an exceptional CMV inspection on a weekly basis as a form of recognition. Personnel also appreciate the monthly recognition from the headquarters level through the “Game Changers Recognition Program.” The overall level of job satisfaction rates between good and excellent.

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Operational Effectiveness - Operational effectiveness was the lowest rated category within Region Five, however, still rated good overall. Personnel generally feel they have the equipment needed to perform their job assignment, but did express concerns about the sergeant's ability to acquire some needed supplies in a timely manner using the P-Card. Creepers are one item routinely obtained with the P-Card. Personnel expressed the need to buy higher quality, more durable creepers. All officers feel they have the required equipment, manpower, and information needed to effectively accomplish the mission of the STP.

Summary / Conclusion - The Region Five office presents a number of challenges for assigned personnel to comply with all defined staff inspection requirements. The region office has very limited space for filing and evidence. The region office shares office space with the Florence Highway Patrol. The office space is limited to two (2) small offices: one (1) for the sergeant and one (1) for the corporals. Non-supervisory personnel share a common work space with the Florence Highway Patrol personnel. The two supervisor offices contain all the files, a copy machine and all evidence storage. This lack of space makes it very difficult to comply with CALEA evidence standards. Additionally, an additional corporal has been promoted in the region which will render this office space even more inadequate.

The supervisory personnel assigned to Region Five communicate a desire to excel. During the Staff Inspection process, the majority of the non-compliance issues were related to Record Retention and a lack of education concerning specific retention requirements at the region level. The personnel assigned to Region Five (supervisory and non-supervisory) possess a positive, proactive attitude. Interviews during the staff inspection indicate the personnel in Region Five have an overall good outlook for all areas discussed in the interview process. All assigned personnel communicate a personal and professional satisfaction with their job.

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QUALITY OF MANAGEMENT/SUPERVISION/LEADERSHIP = 3.6

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	4 = 16			4 = 16
GOOD (3)	1 = 3	2 = 6		3 = 9
FAIR (2)				
POOR (1)				
TOTAL	5 = 19 3.8	2 = 6 3.0		7 = 25 3.6

MORALE = 3.4

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	2 = 8	1 = 4		3 = 12
GOOD (3)	3 = 9	1 = 3		4 = 12
FAIR (2)				
POOR (1)				
TOTAL	5 = 17 3.4	2 = 7 3.5		7 = 24 3.4

JOB SATISFACTION = 3.4

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	3 = 12			3 = 12
GOOD (3)	2 = 6	2 = 6		4 = 12
FAIR (2)				
POOR (1)				
TOTAL	5 = 18 3.6	2 = 6 3.0		7 = 24 3.4

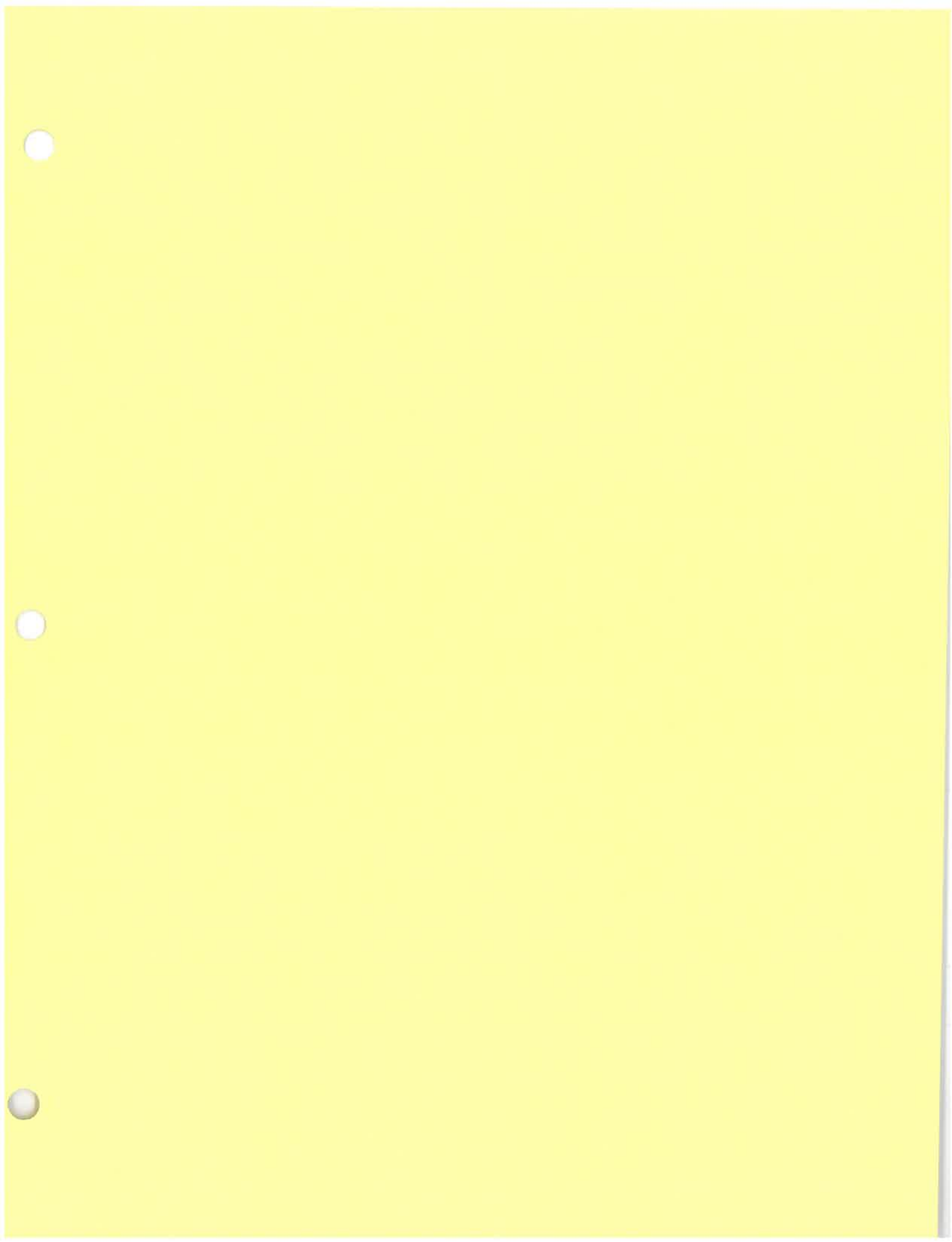
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OVERALL COMMUNICATION = 3.4

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	3 = 12			3 = 12
GOOD (3)	2 = 6	2 = 6		4 = 12
FAIR (2)				
POOR (1)				
TOTAL	5 = 18 3.6	2 = 6 3.0		7 = 24 3.4

OPERATIONAL EFFECTIVENESS = 3.3

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	2 = 8			2 = 8
GOOD (3)	3 = 9	2 = 6		5 = 15
FAIR (2)				
POOR (1)				
TOTAL	5 = 17 3.4	2 = 6 3.0		7 = 23 3.3



South Carolina Department of Public Safety



Staff Inspection Report

South Carolina State Transport Police

Region Six

October 7-8, 2015

*Major J. D. Moore
Office of Strategic Services, Accreditation, Policy and Inspections
10311 Wilson Boulevard
Blythewood, South Carolina 29016*



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Attachment 1: DPS LE-030: Staff Inspection Checklists
Attachment 2: Organizational Analysis Charts



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Executive Summary

The Staff Inspection of State Transport Police Region Six (Dorchester) revealed minimum issues that were either non-compliant, were duplicated in effort, or required a recommended process revision. The inspection overall demonstrated that the items notated in the Section, Scope, were in compliance and within department policy and procedures.

Scope

Staff Inspections exist to review the administrative and operational efficiency of the inspected component. The process may be accomplished through reviews of relative reports and other documentation, observation of various operations, and interviews with appropriate personnel. Staff Inspections include, but are not limited to, the following areas:

- a. Facilities and Equipment
- b. Policies and Procedures
- c. Files and Records
- d. Personnel and Management

Selected command level division personnel serve as Inspectors-in-Place (IIP) and conduct the assessment of division operations and activities. The inspection identifies inconsistencies and problematic areas as well as exceptional findings. Specifically, IIP's are responsible for identifying and determining if:

- Established operating standards are understood and applied.
- Deviations from operating standards are identified and analyzed.
- Results are consistent with established goals and objectives and whether the operations or programs are performed as planned.
- Procedures are cost efficient.
- Procedures are duplicated.
- Procedures are consistent statewide.

Listed below are examples of areas reviewed and inspected by the Inspectors-in-Place.

- Collision Records/Cash Receipts
- Employee Training Records
- Evidence/Property Room Administration
- Secondary Employment Policy Compliance
- Agency Property/Inventory Control
- Purchasing and Procurement Compliance
- Telecommunication Centers

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In addition, the Scope of the inspection involves interviewing a minimum of 25% of the respective region. Interview questions are characterized under the following topics:

- Quality of Management/Supervisory Leadership
- Morale
- Job Satisfaction
- Overall Communication
- Operational Effectiveness

Information obtained from the interviews are captured and calculated in the enclosed report.

Objectives

Staff Inspections exist to ensure the reliability and integrity of information; compliance with policies, procedures, plans, laws and regulations; safeguarding of assets; economical and efficient use of resources; and accomplishment of established objectives and goals for operations or programs.

The primary objectives of staff inspections consist of the below:

1. Be conducted in a complete, thorough and impartial manner.
2. Provide a mechanism for evaluating the quality of law enforcement operations to ensure control and continuity is being maintained.
3. Assist all levels of management in the effective discharge of their responsibilities.
4. Identify weaknesses and recommend corrective measures to provide operational and administrative guidance.
5. Ensure compliance with statutes, regulations, policy, procedures, programs and accreditation standards.
6. Ensure uniformity to recognize procedures deserving of consideration for possible agency-wide implementation.
7. Identify employees for recognition for noteworthy accomplishments; identify employees that are not contributing to the agency's mission.

Sampling Methodology

Staff Inspections are to be administered at minimum, every three (3) years. The inspection will include the current calendar year and up to the previous two (2) calendar years. Inspected documents will include a minimum of ten (10) percent from each identified item located under the Section entitled, Scope; as well as, items listed in the Staff Inspection Checklist, DPS LE-030.

In addition, a minimum of 25% of each inspected area will be interviewed utilizing a series of identified questions. Information obtained from the interviews are captured and calculated in the enclosed report.

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Further, a Line Inspection is conducted on one (1) non-supervisory trooper and documented on the Line Inspection Checklist, DPS LE-029. The Line Inspection is witnessed by the IIP.

Authority

Staff Inspection's authority is derived from South Carolina Code of Laws 23-6-20 and Department of Public Safety Policy 300.12, Line and Staff Inspections. In addition, authority is derived from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

Overview

Region Six Headquarters is located in Harleyville, South Carolina (Dorchester County). The majority of Region Six is located in the Low Country area of the state. Region Six currently maintains thirteen (13) sworn officers (Sergeant - Officer) and two (2) non-sworn personnel.

Introduction

The Staff Inspection was initiated with an Entrance Conference on Wednesday, August 19, 2015. Attendees included the Inspector-in-Charge (IC), Major J. D. Moore of the Office of Strategic Services, Accreditation, Policy and Inspections (OSAPI); Captains J.D. Price and R.G. Shell; Lieutenants T.A. Walker and R.N. Cloud; and Sergeant C.D. Kyzer.

Lieutenant D.M. Dill was introduced as the IIP.

The Entrance Conference provided the platform to ensure each attendee was apprised of the purpose of the inspection. Further, details about the activities as outlined in the Section entitled, Scope, was also reviewed.

The Exit Conference was conducted on Friday, October 12, 2015. The IIP provided a brief overview of his findings to the attendees. The attendees included the aforementioned personnel (excluding Captain R.G. Shell and Lieutenant T.A. Walker).

It was conveyed during the conference that the Region Six staff was very accommodating while providing the IC and the IIP with exceptional courtesy and respect.

Attendees received all recommendations by the IIP in a very professional manner. Further, attendees were positive with their questions and remarks. The overall environment demonstrated an understanding of the inspection process, reception to the inspector's findings and the willingness to ensure the division maintains consistent operations while adhering to policies and procedures. In particular, the byproduct of staff

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inspections, uniformity, was conveyed by Region Six staff members as vital for the future of the State Transport Police division.

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State Transport Police - Region Six

An inspection of the Region Six Office was conducted on October 7-8, 2015. Present during the inspection was Region Supervisor, Sergeant C.D. Kyzer. The sergeant provided documentation of the requested items and answered questions pertaining to policies and procedures.

A: DOCUMENTS AND PROCEDURES

1. Collision Reports

Compliance. Sergeant C.D. Kyzer was interviewed concerning the collision investigation procedures and file maintenance. The region supervisors are familiar with collision investigation procedures and policies. Sergeant Kyzer displayed knowledge of the Reportbeam Program and the ability to search and retrieve collision reports which are filed electronically.

Region Six maintains records of Significant Crash Reports (SCR) involving commercial motor vehicles (CMV). These reports are maintained electronically on the State Transport Police's (STP) network I-Drive. SCRs are completed when officers respond to collision scenes to conduct inspections on CMVs or CMV drivers involved in serious collisions. Sgt. Kyzer maintains a physical file in the region office for SCRs. The TR-310 reports are attached to each significant crash report in this file.

2. Cash Receipts.

Not Applicable.

3. Employee Training Records

Not in Compliance. The region training files were well-maintained and organized. The files were located in the sergeant's office in a secure file cabinet. Each officer in the region had an individual file containing training records and certificates. A review of the Field Training Officer (FTO) reports maintained in the region revealed:

Trainee R.E. Ousley (2014): documentation was not properly retained in region level. Two (2) "End of Phase Reports" and one (1) "Probationary Office Self-Evaluation Form" were maintained in the region. All other field training documents were submitted to the training lieutenant at STP Headquarters for maintenance. The documents maintained in the region were properly completed with the required signatures.

Trainee B.R. McGee (2014): documentation was not properly retained at the region level. All field training documents were submitted to the training lieutenant at STP Headquarters for maintenance.

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RECOMMENDATION(S):

Complete packets of the FTO reports should be maintained at the region level for a period of three (3) years.

4. Evidence/Property/Storage/Documentation

Compliance. An inspection of the Region Six evidence was conducted with the primary evidence custodian, Sergeant C.D. Kyzer. The inspection revealed the Evidence / Property Storage Area is of sufficient size and is adequately secured. The evidence area consists of a filing cabinet equipped with locks for each drawer that is bolted to the floor inside the sergeant's office. Region Six does not have an evidence refrigerator for blood or urine evidence; however, the region office has a working agreement with the Troop 6 / Post B (Dorchester) Highway Patrol Office to utilize their evidence refrigerator in the event evidence requiring refrigeration is seized. There was no evidence maintained in the region at the time of the staff inspection.

5. Evidence Destruction / Documentation

Compliance. The evidence documentation and destruction process was discussed with the Sgt. Kyzer. Evidence documentation files were organized and current. Copies of chains of custody forms and closed case reports were maintained in the region office. Video disposal documentation was properly maintained in the region office.

6. Evidence Inspections (Quarterly, Annual, Unannounced, Custodial Change)

Not in Compliance. A review of the required inspection forms included:

2013: (4) Quarterly Inspections, (1) Unannounced Inspection; and (1) Annual Inspection;

2014: (4) Quarterly Inspections, (1) Unannounced Inspection; and (1) Annual Inspection;

2015: (3) Quarterly Inspections and (1) Unannounced Inspection.

Multiple evidence inspections were found to be completed on the same date and documented on the same Evidence / Property Inspection form. Those inspections included:

(11/20/2014): Both a quarterly and an annual evidence inspection were documented on the same form.

(04/19/2014): Both a quarterly and an unannounced evidence inspection were documented on the same form.

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(12/09/2013): Both an annual and an unannounced evidence inspection were documented on the same form.

RECOMMENDATION(S):

Policy 300.15; XXII; G states, an annual audit of property in the division's custody shall be conducted by a supervisor, as designated by the deputy director, not routinely or directly connected with the property and evidence function. The audit will consist of a comparison between the property, property records and the authorized storage area log to establish the complete paper trail, location of the items or final disposition of the items. Results of the audit, including any deficiencies, must be documented in a written report and submitted to the troop or unit commander and the Central Evidence Facility.

Policy 300.15; VI (D) states, an inventory shall be conducted when an evidence technician leaves or is transferred from the position. The inventory will be conducted jointly by the evidence technician who is leaving and a designee of the troop or unit commander.

1. An annual audit of the region evidence locker must be completed during each calendar year. A copy of the audit must be retained for a period of three (3) years.
2. Beginning in 2011, the annual evidence and unannounced evidence inspections were considered separate inspections and cannot be completed on the same date. Both the annual evidence and the unannounced evidence inspections must be separate from each other – conducted on different calendar dates.
3. An inventory audit (Change of Custodian) must be conducted when an evidence technician leaves or is transferred from the position. A copy of the Change of Custodian audit must be retained for a period of three (3) years.

Each evidence inspection shall be completed and documented as a separate inspection, by the proper authority, in accordance with the SCDPS Policy (300.15).

7. Secondary Employment Policy Compliance

Not in Compliance. Sgt. Kyzer did present a copy of a secondary employment request for Weight Specialist Shuler; however, copies of officers' request(s) to engage in secondary employment are not routinely maintained in the region office. Secondary employment requests are submitted to STP Headquarters annually and maintained at the headquarters level.

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RECOMMENDATION(S):

Secondary employment requests should be maintained at the region level for a three year retention period.

8. Agency Property Accountability and Inventory Control

Compliance. Inventory control documents for 2014 and 2015 are maintained in the region office for each officer.

9. Purchasing and Procurement Compliance (P-Card)

Compliance. The region sergeant is issued a Procurement Card (P-Card) to purchase essential items for daily operations. Such items include, but are not limited to power inverters for patrol vehicles and miscellaneous office supplies. Receipts for items purchased are signed by the card holder and returned to STP Headquarters for review and retention. The region sergeant maintains a folder with receipts of purchases, credit card statements, and notes concerning purchases made with the P-Card.

10. Telecommunications Centers.

Not Applicable.

11. Traffic Summons Book / Bond Money

Compliance. The region sergeant is familiar with summons book audits and bond money policies and procedures. Summons book audits are conducted on a monthly basis in the region in conjunction with the line inspection.

12. Ticket Tracking

Compliance. The following method is used by the region personnel to request and receive ticket books. Summons books are requested through the field lieutenant. Region supervisors will then report to headquarters to pick up the summons books. Region supervisors will issue summons books to officers, upon request. The summons book(s) will be issued with a receipt and a transmittal tracking sheet attached. The officers will sign and return the summons book receipt which is maintained in a region file designated to the summons book series received into the region by the supervisors. Once all citations have been disposed in a summons book, officers will submit a completed transmittal tracking sheet attached to the original summons book receipt.

Once adjudicated and returned, the officer completes the applicable information on the summons tracking sheet and submits the citation and tracking sheets to the region supervisors. Supervisors review the information for accuracy and forward the documents to the ticket processing unit at STP Headquarters.

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During summons book audits, the region supervisors utilize the STP Console and summons book transmittals to ensure citations are being accounted for and disposed of properly.

13. Body Armor Replacement Date

Compliance. Sergeant Kyzer advised that the expiration date on the vest is checked and documented on the line inspection on a monthly basis. The region commander, when performing administrative duties, maintains body armor in the tactical cover, in the patrol vehicle – readily available. STP officers may remove their body armor, when worn using the outside cover, while actively engaged in (a) Level 1 commercial vehicle inspections and (b) size and weight enforcement using portable scales. Due to these exceptions, many of the officers utilize the outer cover for wear of issued body armor.

14. Child Protective Custody Procedures

Compliance. There were no incidents, within the past three years, involving Child Protective Custody Procedures in the region. Region supervisors are familiar with the juvenile operations policy and the juvenile procedures when Child Endangerment Charges are appropriate.

15. Juvenile Procedures

Compliance. There were no incidents within the past three years involving juveniles. Sergeant Kyzer is familiar with Policy 300.19 (Juvenile Operations) and the procedures dealing with juvenile offenders. Although there was no incident that required the retention of a juvenile's information during this inspection period, the juvenile file; established to retain any future documentation was not maintained separate from other files.

RECOMMENDATION(S):

South Carolina Department of Public Safety Policy 300.19 (Juvenile Operations) and South Carolina Code of Laws, Sections 63-19-2010 through 63-19-2030, specifies that juvenile files shall be maintained separate from all other files.

16. Juvenile Custody Release Forms

Not Applicable.

17. Line Inspections

Compliance. Three months of line inspections were reviewed for each year of the inspection period (2013, 2014, and 2015). The files were well-maintained and organized according to date in three ring binders. The line inspections are conducted on a monthly

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basis in a uniformed manner. Items not in compliance were noted and corrective action was properly documented. Monthly line inspections, conducted on all uniformed personnel, are stored in the region office. The majority of the line inspections were complete and accurate; however, incidents of items not being checked or not being documented as checked on the line inspection were observed. Specific examples of these issues were communicated with the region supervisors.

Corporal T.C. Green performed a line inspection on Officer J.E. Cooper. The line inspection was conducted in compliance with policy, to include physically checking all issued equipment [weapons checks, serial number verifications, all required equipment, sensitive items (badges), and summons books (bond money)].

RECOMMENDATION(S):

The region commander should review all line inspections, on a monthly basis, to ensure completeness and compliance.

18. Safety Checkpoint Documentation (Statistical Data)

Not Applicable. STP does not conduct safety checkpoints due to the focus on CMV enforcement.

19. EPMS (Probationary, Annual)

Compliance. EPMS reviews are stored with the personnel files located within the storage room. All reviews inspected were signed by the employee, the supervisor conducting the review, and the reviewing supervisor.

EPMS records were inspected for two employees (Civilian Weight Specialist Johnny Shuler and Officer C.T. James) for each year of the inspection period (2013, 2014, and 2015). A probationary EPMS was reviewed for Officer Ryan Ousley, dated July 2, 2014. Officer Ousley was assigned to this position on November 18, 2013. Two (2) of the EPMS reviews were observed to be signed by the employee before the EPMS had been reviewed by the sergeant. Two (2) additional instances were documented where required signatures were missing. The findings are as follows:

L/Cpl. C.T. James' 2014 EPMS was not signed by the employee.

L/Cpl. C.T. James' 2015 EPMS was signed by the employee on February 12, 2015; however, the EPMS was not reviewed until February 23, 2015.

Weight Specialist J.W. Shuler's 2014 EPMS was signed by the employee, but was missing the signature of the rating and reviewing officer.

Weight Specialist J.W. Shuler's 2015 EPMS was signed by the employee on February 10, 2015; however, was not signed by the reviewer until February 23, 2015.

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RECOMMENDATION(S):

1. EPMS Forms should be reviewed by the next higher level manager (the reviewer) prior to the review being discussed with the employee in accordance with the South Carolina Department of Public Safety "Employee Performance Management System" policy (400.06).
2. The final review must bear the signature of the rater, the reviewer and the employee in accordance with the South Carolina Department of Public Safety "Employee Performance Management System" policy (400.06).

20. Disciplinary Action Records

Compliance. The region commander maintains a copy of disciplinary actions (Counseling Sessions) in the officers' individual personnel file. One (1) counseling session was maintained for the reviewed period.

21. Victim / Witness Files – Secure

Not Applicable.

22. Use of Force Reports (Supervisory Review)

Compliance. Region Six had one (1) use of force (UOF) incident, dated on 3/28/2014, for the time period reviewed. The documentation was complete and accurate with required reviews and signatures indicating concurrences through the region level. The region commander is familiar with the use of force policy, procedures, and reporting requirements.

23. Pursuit Reports (Supervisory Review)

Compliance. During the inspection period of 2013-2015, Region Six had one (1) recorded incident dated 10/06/2015 requiring a pursuit report. The written report was reviewed by the region commander or sergeant for completeness and adherence to SCDPS policy. The report was then forwarded to the field enforcement lieutenant for review, before being submitted to the captain at STP Headquarters.

24. Prisoner Transport

Compliance. Sergeant Kyzer is familiar and knowledgeable with the prisoner transport policy (300.07 Prisoner Transport) and procedures to include (a) procedures for transporting a person of the opposite sex or juveniles and (b) providing beginning and ending odometer readings when transporting the previously mentioned subjects.

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25. Legal Process Form

Not Applicable. Region Six does not utilize legal process forms.

26. Subpoena Maintenance

Compliance. Sergeant Kyzer was questioned concerning subpoena maintenance and the procedures utilized when receiving subpoenas for the officers. The subpoenas are placed in the officers' boxes and they are notified by email and phone calls. The officers are responsible for ensuring compliance with the subpoenas.

RECOMMENDATION(S):

The region commander should establish a tracking system to ensure officers comply with subpoenas through the completion of the case.

27. Radar Logs

Compliance. The officers maintain a copy of the radar log on their computers which are checked during monthly line inspections.

28. Radar Proficiency Certification / Recertification

Not in Compliance. Sergeant Kyzer was asked to present of the officers' certificate for radar certification. Sergeant Kyzer advised that the officers maintain their own training certifications. A file is not currently maintained at the region level. The radar certification expiration date is checked monthly in conjunction with the officers' line inspections. Additionally, the expiration dates for each officer's certification is maintained in the training file on STP's (I) Drive (overseen by Lieutenant K.B. Melvin).

RECOMMENDATION(S):

The region commander shall maintain a file to include officers' training records/certificates. The file shall be retained for three (3) years in the region.

29. Records Retention

Compliance. Region Six maintains records in conjunction with the current General Record Retention Schedule. The region maintained files much longer than the retention schedule requires.

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RECOMMENDATION(S):

While this is not a compliance issue, measures should be put in place to purge files in an effort to maintain an orderly filing system and allow for sufficient space for required files.

30. Wrecker Inspections

Not Applicable. Region Six officers conduct inspections on wreckers in collaboration with the Highway Patrol each year for the wrecker rotation list. Copies of the inspections are provided to the patrol for maintenance in wrecker rotation files. The region does not maintain a file with a hard copy of these inspections, but they are maintained electronically through the STP's Safetynet Program.

31. Region Hand Scale Calibration Date

Compliance. Region Six maintained copies of the hand scale calibration certificates from the Department of Agriculture for each pair of hand scales assigned to the officers. Region Six presented copies of the hand scale calibration documentation for both 2013 and 2014 of this inspection period. The 2015 hand scale calibration documentation was not maintained in the region.

RECOMMENDATION(S):

Ensure copies of hand scale calibrations are received and maintain in the region.

32. Miscellaneous Forms / Procedures

Compliance. Region Six provided a copy of a first report of injury that is maintained in the region from 2013. Copies Signature / Acknowledgement forms are maintained in the region in a secure file cabinet in the region sergeant's office.

B: FACILITIES

1. General Appearance and Upkeep

Compliance. The office was very clean and organized throughout.

2. Timely Reporting of needed Maintenance

Compliance. The office was well-maintained with no evidence of needed maintenance. The region commander is responsible for reporting need maintenance of the facilities

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through the chain of command to the State Transport Police Program Manager for corrective action to be arranged.

3. OSHA / Fire Codes

Compliance. Personnel are in compliance with applicable OSHA Laws and Fire Codes. The OSHA employee rights poster is displayed in the officers work area accessible to all officers in the region located at the I-26 westbound weight station in Dorchester County.

4. Building Evacuation Route – Posted

Not in Compliance. The building evacuation route was posted at the region office and in the Dorchester Eastbound Weight Station Facility on I-26. The building evacuation route was not posted in the I-95 Northbound Weight Station Facility in Dorchester County.

RECOMMENDATION(S):

Develop and post a building evacuation route at the I-95 Northbound Weight Station Facility in Dorchester County.

5. Fire Extinguisher Inspection Tags

Compliance. The fire extinguisher inspection tags were up to date at the region office and at the additional weight station facilities.

6. Defibrillator

Not Applicable. The Region Six office is not equipped with a defibrillator.

7. First Aid Kit

Compliance. There was a first aid kit at the region Office.

8. Weight Station Scale Calibration

Not in Compliance. Certification files for the fixed scale facilities were as follows;

I-26 Westbound Weight Station Dorchester County – No scale calibration records maintained.

I-26 Eastbound Weight Station Dorchester County – Maintained scale documentation for 2015 but was missing certification documentation for 2013 and 2014.

I-95 Northbound Weight Station Dorchester County - Maintained calibration documentation for 2014 and 2015 but was missing the calibration documentation for 2013.

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RECOMMENDATION(S):

Establish a filing system for fixed weight station calibrations and maintain these files for a three (3) year retention period.

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General Information - Region Six consists of eleven (11) counties: Allendale, Bamberg, Barnwell, Beaufort, Berkeley, Charleston, Colleton, Dorchester, Hampton, Jasper and Orangeburg. Region Six is operating with thirteen (13) sworn officers and two (2) civilian employees. Two (2) of the 13 sworn officers are supervisory personnel. Interviews were conducted on eight (8) of the 15 employees assigned to the region. The personnel interviewed [Supervisory personnel: (2); Non-supervisory sworn personnel: (4); and civilian employees: (2)] for a total sampling of fifty-three percent (53%) of the personnel assigned to the region.

All personnel are properly educated on the mission of the region – fatality reduction. Subordinates are regularly recognized at the region and headquarters level. Subordinates are recognized from the headquarters level through the “Game Changers Recognition Program” and praise from region supervision in the form of emails or verbal communication. Substandard performance is addressed individually with the subordinate that is not performing - this may include ride-a-longs. The region commander summarized performance by stating that each of the subordinates within the region is performing at a satisfactory level.

Morale - The overall morale within Region Six is described as good. The personnel assigned to the region present a positive atmosphere. The region commander is described in a positive light and the corporal in the region is viewed as proactive, productive, and approachable. There is a notable difference in the moral of the officers and the civilian weight specialists. Both weight specialists indicated they like their job, but would like more opportunities to advance.

Communication - Communication within the region is described as good. Assigned personnel consistently describe the main method of communication as electronic mail (e-mail) and phone calls. The personnel advised more important information is communicated multiple ways, usually with email and one on one conversation to ensure the information is received and understood. Communication between the region supervision and the region personnel varies in description from good to excellent.

Job Satisfaction - All personnel assigned to the region describe a personal satisfaction with the job and believe their efforts contribute to the success of the region. Personnel appreciate the praise received from supervisors through emails or verbal communication for exceptional job performance. Personnel also appreciate the monthly recognition from the headquarters level through the “Game Changers Recognition Program.” The overall level of job satisfaction rates between good and excellent.

Operational Effectiveness - Operational effectiveness was the highest rated category within Region Six. Personnel consistently indicate they have the access to supplies and information they need to be successful in the mission of the STP. The only negative comments concerning operational effectiveness dealt with manpower. Due to the lack of manpower and the required staffing of the weight stations, some officers indicated concerns about not spending enough time conducting patrol activities in more rural areas.

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Summary / Conclusion - The supervisory personnel assigned to Region Six communicate a desire to excel. During the staff inspection process, the majority of the non-compliance issues were related to record retention and a lack of education concerning specific retention requirements at the region level. The region office presents an environment that would easily permit the assigned personnel to comply with all defined staff inspection requirements. The personnel assigned to Region Six (supervisory and non-supervisory) possess a positive, proactive attitude. Interviews during the staff inspection indicated the personnel assigned to the region have an overall good outlook for all areas discussed in the interview process. All assigned personnel communicate a personal and professional satisfaction with their job.

Region Six
STAFF INSPECTION
October 7-8, 2015

QUALITY OF MANAGEMENT/SUPERVISION/LEADERSHIP = 3.4

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	2 = 8		1 = 4	3 = 12
GOOD (3)	2 = 6	2 = 6	1 = 3	5 = 15
FAIR (2)				
POOR (1)				
TOTAL	4 = 14 3.5	2 = 6 3.0	2 = 7 3.5	8 = 27 3.4

MORALE = 3.1

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	2 = 8	1 = 4		3 = 12
GOOD (3)	2 = 6	1 = 3		3 = 9
FAIR (2)			2 = 4	2 = 4
POOR (1)				
TOTAL	4 = 14 3.5	2 = 7 3.5	2 = 4 2.0	8 = 25 3.1

JOB SATISFACTION = 3.3

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	1 = 4		1 = 4	2 = 8
GOOD (3)	3 = 9	2 = 6	1 = 3	6 = 18
FAIR (2)				
POOR (1)				
TOTAL	4 = 13 3.3	2 = 6 3.0	2 = 7 2.3	8 = 26 3.3

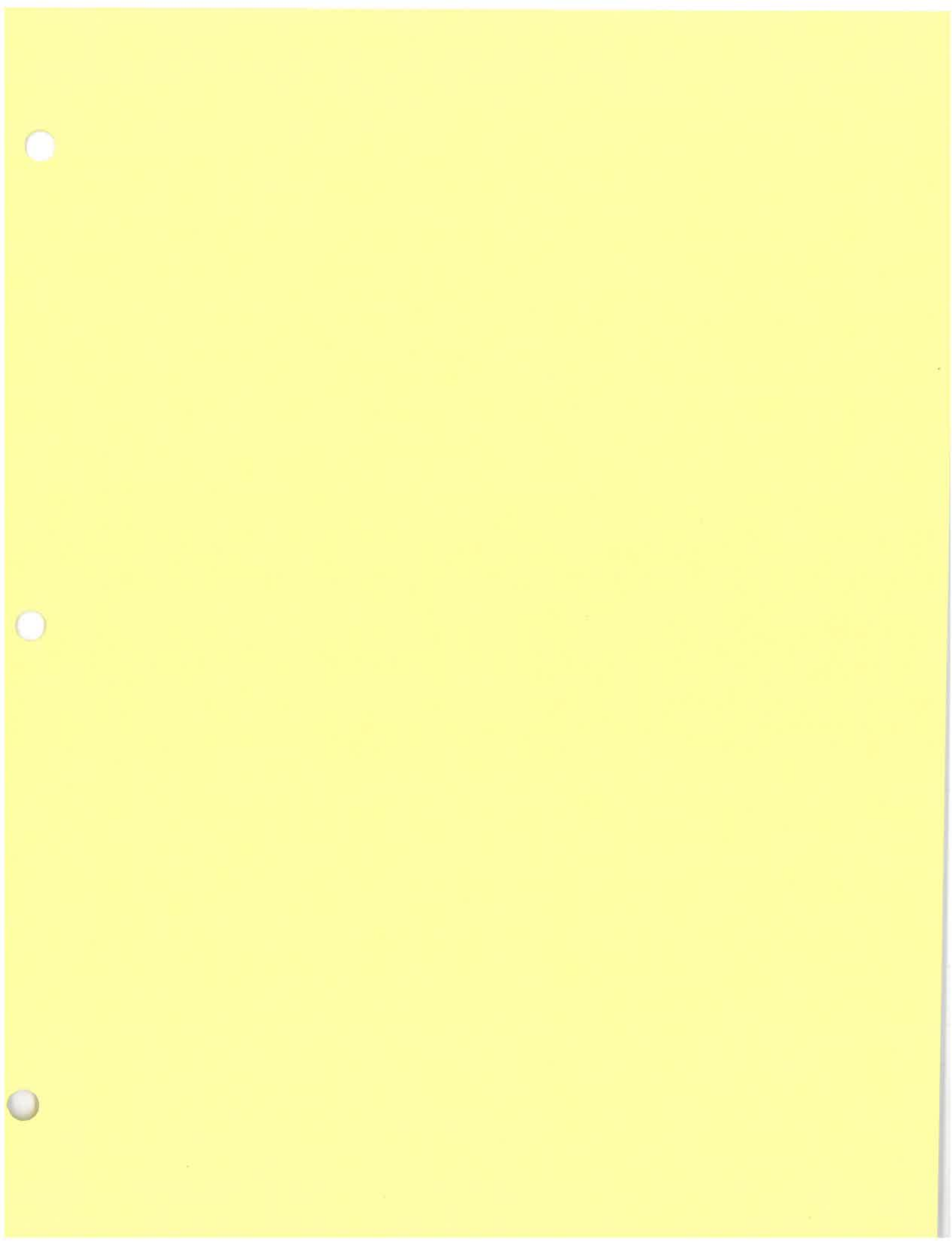
Region Six
STAFF INSPECTION
October 7-8, 2015

OVERALL COMMUNICATION = 3.1

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	2 = 8			2 = 8
GOOD (3)	1 = 3	2 = 6	2 = 6	5 = 15
FAIR (2)	1 = 2			1 = 2
POOR (1)				
TOTAL	4 = 13 3.3	2 = 6 3.0	2 = 6 3.0	8 = 25 3.1

OPERATIONAL EFFECTIVENESS = 3.6

	SWORN NON-SUPERVISORS	SWORN SUPERVISORS	NON-SWORN	TOTAL
EXCELLENT (4)	3 = 12		2 = 8	5 = 20
GOOD (3)	1 = 3	2 = 6		3 = 9
FAIR (2)				
POOR (1)				
TOTAL	4 = 15 3.8	2 = 6 3.0	2 = 8 4.0	8 = 29 3.6



LOCATION: _____

DATE: _____

DEPARTMENT OF PUBLIC SAFETY



ENFORCEMENT DIVISIONS

STAFF INSPECTIONS CHECKLIST COVERSHEET

ENFORCEMENT DIVISIONS INSPECTIONS MODULE

STAFF INSPECTIONS CHECKLIST RATING SYSTEM

KEY TO RATINGS:

"C" - **COMPLIANCE**: The DPS requirements appear to be met by the Troop/ District/Unit/Post.

"NC" - **NOT IN COMPLIANCE**: It appears that the DPS requirements are not met or not adequately documented.

"NA" - **NOT APPLICABLE**: The requirement does not apply to this Troop/ District/Unit/Post, because of function or other reason.

"NI" - **NOT INSPECTED**: This requirement was not, or could not be inspected or observed by Inspecting Officers. (This is also used during inspections of limited scope such as in Follow-up).

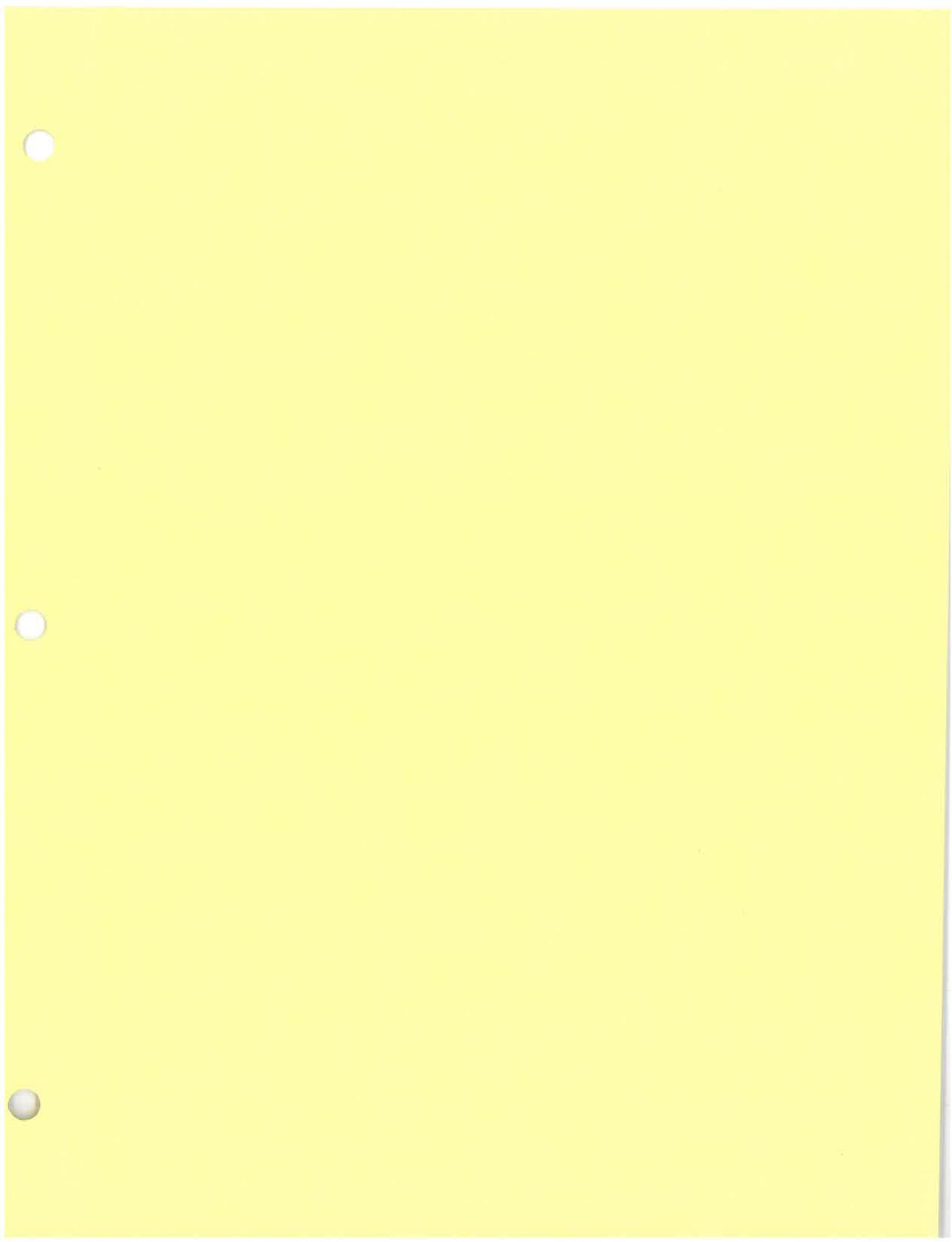
Comments/Remarks: Noted in the "INSPECTIONS CHECKLIST SUMMARY" section. Each comment and/or remark is to be listed by the appropriate checklist letter and number of the item.

Staff Inspection Checklist

Location: _____ Date: _____ Inspector: _____

A: DOCUMENTS AND PROCEDURES	C	NC	NA	NI	Remarks/Corrective Action	Date Corrected	Initials
Collision Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2. Cash Receipts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3. Employee Training Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4. Evidence / Property Storage Room / Documentation: (Includes DVD Maintenance & Retention)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5. Evidence Destruction / Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6. Evidence Inspection: Quarterly, Annual, Unannounced, Custodial Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7. Secondary Employment Policy Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8. Agency Property Accountability / Inventory Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9. Purchasing and Procurement Compliance + P-Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10. Telecommunication Centers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11. Traffic Summons Book / Bond Money Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12. Ticket Tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13. Body Armor Replacement Date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
14. Child Custody Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15. Juvenile Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
16. Juvenile Custodial Release Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
17. Line Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
18. Safety Checkpoint Documentation (Statistical Data)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
19. EPMS (Probationary, Annual)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
20. Disciplinary Action Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
21. Victim / Witness Files – Secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
22. Use of Force Reports (Supervisory Review)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
23. Pursuit Reports (Supervisory Review)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
24. Prisoner Transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
25. Legal Process Forms – for service of warrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
26. Subpoena Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
27. Radar Logs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
28. Radar Proficiency Certification/Recertification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
29. Records Retention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
30. Wrecker Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
31. Region Hand Scale Calibration Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
32. Miscellaneous Forms / Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

B. FACILITIES	C	NC	NA	NI	Remarks/Corrective Action	Date Corrected	Initials
1. General Appearance and Upkeep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2. Timely Reporting of Needed Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3. OHSA/ Fire Codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Building Evacuation Route – posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5. Fire Extinguisher Inspection Tags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6. Defibrillator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



Staff Inspection Chart

State Transport Police	Quality of Management / Supervision / Leadership	Overall			Operational Effectiveness
		Morale	Job Satisfaction	Communication	
Region One: Aiken, Calhoun, Kershaw, Lee, Lexington, Richland, Sumter	3.2	3.4	3.2	3.8	3.6
Region Two: Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry, Saluda	3.5	3.3	3.8	3.2	3.7
Region Three: Anderson, Greenville, Oconee, Pickens, Spartanburg	3.0	2.4	2.9	2.9	2.7
Region Four: Cherokee, Chester, Fairfield, Lancaster, Union, York	3.0	3.3	3.3	3.5	3.5
Region Five: Chesterfield, Clarendon, Darlington, Dillon, Florence, Georgetown, Horry, Marion, Marlboro, Williamsburg	3.6	3.4	3.4	3.4	3.3
Region Six: Allendale, Bamberg, Barnwell, Beaufort, Berkeley, Charleston, Colleton, Dorchester, Hampton, Jasper, Orangeburg	3.4	3.1	3.3	3.1	3.6

