# South Carolina Department of Public Safety

## State Transport Police
## Manual of Operations

*Revised*
*July, 2012*

*and phases of personnel administration such as recruitment advertising, testing, hiring, and training.*

*In making application for employment as a member of the South Carolina State Transport Police, I do so with the full understanding that, if appointed, I will accept assignment anywhere within the state as determined by the Commander of the South Carolina State Transport Police. I also understand that I shall be subject to transfer from one station to another as may be determined by the Commander.*

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

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

2.    **Probation and Permanent Appointments**

     a.    Where applicants meet the qualifications, accept appointments, and report for training, they will receive an appointment in a trainee status pending satisfactory completion of the course of training.

     b.    Trainees will remain in probationary status for a period of one year from the date of hire.

     c.    During this time, employees will enjoy rights and privileges of an employee on probation.

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

3.    **Assignment of Personnel**

     a.    The State Transport Police commander makes assignments to a duty post/region based on law enforcement needs for a particular district within the state.

     b.    All requests for change in duty district assignments are made through the district commander. The request is then

submitted to the State Transport Police commander for approval.

c.  When a STP officer is assigned from one district to another, a complete audit of the officer's equipment, summons tickets, personnel records, and video tapes are to be completed by the district commander. The District Commander is to ensure that lists of all items remaining with the officer are forwarded to the new district commander.

d.  Changes of residence location **within an assigned post district** shall not be made without notification to an immediate superior and with prior approval of the district commander. State Transport Police Headquarters is to be informed of any residence changes.

e.  STP Officers who change district/unit assignments are to establish residence within district/unit boundaries within six (6) months.

f.  No law enforcement personnel may reside outside of the State of South Carolina. No STP officer can continue to be employed by the State of South Carolina who is not a resident of the State of South Carolina.

i.  When law enforcement personnel change residence, or the U. S. Postal Service changes the mailing address, the following forms are to be completed and turned into the area district headquarters:

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

## 4.  Re-employment of State Transport Police Personnel

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

## 5.  Quit Without Notice

Any absence of three consecutive days, during which the employee's supervisor is not notified, shall be grounds for termination of services under the classification of "Quit Without Notice". In cases