THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Purpose

To establish standing committees within the Department of Public Safety. To establish the procedures used by the committees to perform committees work. To establish the Department of Public Safety Area Council. To establish the procedures used by the council to perform council work.

B. Policy

The Medical University of South Carolina Public Safety Department shall identify and establish standing committees in those areas as necessary to facilitate efficient and effective mission accomplishment. The Medical University of South Carolina Public Safety Department shall identify and establish an area council to identify, recommend, and report on process improvement projects through the Director and Patrol Commander to the Continuous Quality Improvement Steering Committee.

C. Procedure

1. Department Standing Committees

a. The Good Cheer Committee

The Department of Public Safety will establish a Good Cheer Committee for the purpose of collecting and distributing funds for charitable purposes and conducting department Quality of Life surveys.
1) Organization

   a) The Good Cheer Committee consists of members from:

      - Operations Division
      - Administration
      - Communications
      - Command Staff
      - Chairperson (Appointed by the Director)
      - Treasurer (Appointed by the Director)

2) This will be a standing committee and members will serve for a period of two years.

3) The committee will report to the Chief.

4) The committee will meet as needed. The committee may meet anytime there is a special need. Following each meeting a written report will submitted to the Director.

5) Function

   a) Collecting Funds

      The committee is authorized to solicit funds from departmental personnel on a limited basis. Contributions will be voluntary. The committee may ask for no more than a $5.00 donation from departmental employees once a year. The committee treasurer will maintain a log of all collections and expenditures. Committee funds will be maintained by the treasurer in a lock box at all times. If there is a special circumstance or event that necessitates the collection of money, it will be brought before the committee for evaluation and recommendation. The committee will make a recommendation to the Director, for approval or disapproval of the collection.

   b) If a shift or individual wants to collect money for an event outside of the department, it will be done after hours and not in the workplace.

   c) Expenditures

      In the event of the death of a departmental
employee or a member of an employees’ immediate family, the committee will send flowers or a plant. The cost of the arrangement will be limited to approximately $30.00.

2. In the event of a serious illness of a departmental employee or a member of an employees’ family, the committee will send a card.

3. If funds were collected for a special purpose or event, funds must be spent for that purpose.

4. The committee may assign a person to make arrangements for the purchase of flowers, cards, or authorized items. This person will submit a written request for funds to the treasurer. The person making the purchase will provide a receipt for all purchases to the treasurer.

b. **Awards Committee**

The Department of Public Safety will establish an Awards Committee for the purpose of reviewing and recommending to the Director all Departmental Awards.

1) **Organization**

2) The Awards Committee consists of members from:

   - Patrol Division
   - Administration
   - Communications
   - Chairperson (Appointed by the Director)

3) This will be standing committee and members will serve for a period of two years.

4) The committee will report to the Director.

5) The committee will meet quarterly. The committee may meet anytime there is a special need. Following each meeting a written report will submitted to the Director.

c. **Training Committee**
The Department of Public Safety will establish a Training Committee for the purpose of reviewing, planning, and making recommendations to the Director for departmental training. The Training Committee will also be tasked with the collecting of data and making recommendations to the Director on weapons and ammunition used or proposed for use by the Department. The Training Committee will also function as a shooting team in all incidents involving the discharge of a weapon by an officer both on duty and off duty.

1) Organization

   a) The Training Committee consists of members from:
      (CALEA 33.1.1.a)
      - Patrol Division (3, 1 from each shift)
      - Administration
      - Communications
      - Command Staff
      - Field Training Instructors
      - Firearms Instructors
      - Chairperson (Training Officer)

   b) This will be a standing committee and members will serve for a period of two years.

   c) The committee will report to the Patrol Commander.

   d) The committee will meet quarterly. The committee may meet anytime there is a special need. Following each meeting a written report will submitted to the Director.

d. Service Support Committee

   The Department of Public Safety will establish a Service Support Committee with responsibilities as follows:

   1) Vehicle Usage; for the purpose of collecting, reviewing, and making recommendations on the upgrade and usage of all Departmental vehicles.

   2) Uniform: for the purpose of collecting, reviewing, and making recommendations on the upgrade and usage of all departmental uniforms.
a) Organization

1. The Service Support Committee consists of members from:

   - Operations Division (3 (1 from each shift))
   - Operations Support Commander
   - Communications
   - Administration
   - Chairperson

b) This will be standing committee and members will serve for a period of two years.

c) The committee will report to the Director.

d) The committee may meet anytime there is a special need. Following each meeting a written report will submitted to the Director.