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 determine the overall number of personnel for the department and to insure their proper allocation. To establish procedures related to the announcement of openings and selection criteria for specialized assignments.

B. Policy

It is the policy of the MUSC Public Safety Department to allocate and distribute its personnel according to need and in the most effective and efficient manner possible.

C. Procedure

1. The department's personnel strength is authorized and approved by the Medical University's Office of Finance and Administration and is documented in the Position Control Department Status Report. The Position Control Department Status Report is a computer generated report and includes the number and type of each position (CALEA 16.1.1.a), location of each position within the overall structure (CALEA 16.1.1.b), and each position's status (filled or vacant) (CALEA 16.1.1.c). The Position Control Department Status Report is maintained by the Medical University of South Carolina, Department of Human Resources Management.

2. Personnel Allocation/Distribution
a. The allocation and distribution of all personnel, especially the Patrol Section, will be determined by the Director with information provided by his command staff and based on the following factors: total strength; number of incidents handled by patrol during specific periods; average time required to handle incidents; non-productive time (days off, holidays, leave, etc.); location of incidents; and average percent of time available to handle incidents during a ten-hour shift.

b. The allocation of personnel will be reassessed annually based on the above factors and with consideration of any ongoing programs/projects.

c. The department's reporting areas, as defined in its Computer Aided Dispatch System (CAD), are defined by streets and natural boundaries and will be referred to for the purpose of distributing patrol personnel. (CALEA 16.1.2)

3. Additional Duties

a. The following is a listing of additional duties:

1) Bike Patrol Officers;

2) Departmental Instructors:
   a) Firearms,
   b) OC,
   c) Driving,
   d) Defense Tactics/Baton/Pin Shield,
   e) Police Bike,
   f) Basic,
   g) NRA Patrol Rifle Instructor,
   h) Certified Active Shooter Instructor,
   i) Specific Skills
3) Juvenile Officer;
4) Internal Affairs;
5) Departmental Recruiter;
6) Honor Guard;
7) Peer counselors;

b. A statement of purpose for each additional duty is as follows:

1. Bike Patrol Officers - under the supervisor, enforces all applicable laws, rules, and regulations of the state, city, and affiliated institutions.

2. Departmental Instructors - under the supervision of the Training Officer, conduct specialized training of Department personnel in their area of expertise.

3. Juvenile Officer - initiates, coordinates and manages juvenile programs for the department and functions as a liaison with all juvenile authorities state wide.

4. Internal Affairs - performs duties requiring the analysis and resolution of internal and external customer crisis, handling situations with poise, understanding and tact.

5. Departmental Recruiter - Responsible for the recruitment of qualified applicants in accordance with the Department’s Recruitment Plan.

6. Honor Guard - Responsible for all color and funeral details requiring department representations.

7. Peer Counselors - Responsible for providing critical incident, personal, victim/witness services, and making recommendations for referrals to other agencies as required to Department personnel.

c. The Patrol Commander will annually review and evaluate any additional duties with information provided by his command staff. Such review will consider the nature of the duty, the condition(s) which required the initiation of the assignment, and a cost/benefit comparison.
d. The Director will announce all opportunities for additional duties by distributing a memorandum to all personnel. The memorandum will list the duties, responsibilities, and qualifications (experience, training, etc.) for the position.

4. Although the department does not formally provide for the temporary or rotating assignment of additional duties, it encourages personnel to seek out such opportunities so as to acquire additional skills and knowledge.

5. Positions not requiring sworn personnel are specified as civilian positions and staffed accordingly.