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. Policy

The police patrol is a primary law enforcement function and embraces much more than the act of patrolling. On patrol, officers engage in a wide variety of activities including enforcing criminal law, answering complaints, conducting preliminary and follow-up investigations, public relations, providing information, escorting persons and funds, and crime prevention. Except for the Shift Supervisor and during certain special operations, all officers will normally operate on foot or bicycle. However, if mission requirements dictate, a second motor patrol may be utilized.

It is the policy of the Department of Public Safety to respond to all reports of crime immediately and with resources appropriate for the type of crime reported.

The primary mission of this department is not traffic enforcement. Routine traffic stops are not authorized. The only exception to this policy will be when a vehicle is being operated in such a manner as to be inherently dangerous to life. Officers will take into consideration the time of day, vehicular traffic and pedestrian traffic at the time the incident occurs.

B. Procedure

1. Communications, Coordination and Cooperation

   a. During the course of all of our duties, we must maintain a sense of cooperation and teamwork. Sometimes, seemingly unimportant information, if known by the right person, could lead to a major break in an investigation, an arrest, or recovery of property. Therefore, it is
extremely important to cooperate with and exchange information with other officers, shifts and investigators.

b. As necessary, an Investigator or his representative will attend Roll-Call and brief all officers on problem areas and discuss ways they can assist.

c. Officers should make an effort to know and communicate with other MUSC employees, who work the same shift as the officer. We can not effectively complete our Mission if we can not or will not communicate with other MUSC employees. As you are patrolling your post and time permits, take time to get to know other employees.

2. Uniformed Patrol Distribution

a. It is essential that each shift is able to meet the diverse needs of the Department’s community. There are several factors taken into consideration when assigning officers to patrol shifts. These officer characteristics include, but are not limited to the following: (CALEA 41.1.1.b)

1) Experience;
2) Training; and
3) Physical ability.

b. State Security Officers and Public Safety Officers will not rotate. Corporals will rotate in a “clock wise” rotation in February on a yearly basis. Sergeants will rotate in a “clock wise” rotation in August on a yearly basis. Lieutenants will rotate in a “counter clock wise” rotation in November on a yearly basis. Investigators will rotate biennially and the Training Officer will rotate every three years. (CALEA 16.2.3.a.b.c.d., 41.1.1.c). In a fourteen day period, all State Security Officers and Shift Lieutenants will work 10 days with four days off. In a fourteen day period, Shift Sergeants and below will work 8 ten hour shifts with six days off. (CALEA 41.1.1.f). The shift hours are as specified below:

1) Day 0630 - 1700
2) Evenings 1430 – 0100
3) Midnights 2230 - 0900

c. Uniformed patrol officer will be assigned to beat/posts under the direction
of the Shift Supervisor (CALEA 41.1.1.d). Generally, beat/post assignments will be rotated regularly to allow officers to remain familiar with all areas of the campus. (CALEA 41.1.1.e)

d. Each officer will receive a “unit call number” from the Operations Support Commander. The officer will use this number when communicating with the communications center or other units. Each officer is required to advise the communication center when they are out of their vehicle, on the scene of an incident, on a meal break, and/or when they are back in service. The communication center should be aware of the status of all officers at all times. (CALEA 81.2.4.c)

e. Transfer requests by officers from one shift to another will be made via a PSD-50. The requesting officer will submit a “Request for Transfer” (PSD-50) via the chain of command to the Patrol Commander. In order to be eligible to submit a “Request for Transfer” form, the requesting officer must have completed all training, including Field Training, and be assigned to a permanent shift via a Personnel Order.

3. Patrol Coverage

a. Patrol coverage will be provided 24 hours per day, seven days per week, to provide all students, patients, faculty, staff and visitors with law enforcement, safety and security service. The same degree of high quality service will be provided by all shifts regardless of the time of day or weather conditions. (CALEA 41.1.1.a)

b. Unless advised otherwise by someone in the Chain of Command, Public Safety Officers will not routinely patrol inside of the Medical Center (Clinical Science, Medical University Hospital (MUH), Eye Institute and Children's Hospital), the Psychiatric Hospital, Rutledge Towers and Hollings Cancer floors 1-3. Hospital Security personnel, for MUH will handle all non-law enforcement functions in the above facilities. Enter these facilities only on official business, upon request of assigned security personnel, response to an emergency, investigation of a complaint or law violation or when serving legal process. This does not preclude officers from using cafeteria, bathrooms and other facilities offered by the Medical Center.

c. To provide and maintain patrol coverage continuously during shift change, the on-duty officers will remain in their areas of assignment until relieved by the oncoming shift. Beat/Post Orders specify where relief must be conducted. The oncoming shift must be in place not later than 5 minutes prior to the hour. (CALEA 41.1.1.a)
d. Officers will not "hang around" the office. All officers must remain in their patrol area, unless they are directed otherwise by the Dispatcher, obtain permission to leave post from the Supervisor, or are responding to a call or an emergency.

e. The campus is divided into beats/posts. If manning permits, Public Safety Officer will be assigned to each beat/post according to the following priority. If manning is insufficient to man all posts, officers will be pulled from the lower priority posts.

Beat #10, MEDICAL Center/CMH/South of Calhoun

<table>
<thead>
<tr>
<th>Beat/Post</th>
<th>Hours</th>
<th>Officer</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>24</td>
<td>PSO</td>
<td>1</td>
</tr>
</tbody>
</table>

Beat #20, WELLNESS CENTER/PG II/IOP/Public Safety Headquarters Building

<table>
<thead>
<tr>
<th>Beat/Post</th>
<th>Hours</th>
<th>Officer</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>24</td>
<td>PSO</td>
<td>1</td>
</tr>
<tr>
<td>Post 21 Pedestrian Corridor</td>
<td>1800-2000</td>
<td>PSO</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2230-2350</td>
<td>PSO</td>
<td></td>
</tr>
<tr>
<td>President &amp; Bee (M-F)</td>
<td>0500-0730</td>
<td>PSO</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>0600-0730</td>
<td>PSO</td>
<td></td>
</tr>
<tr>
<td>President &amp; Bee (Sat., Sun. Holidays)</td>
<td>0600-0730</td>
<td>PSO</td>
<td>1</td>
</tr>
</tbody>
</table>

Beat #30, Basic Science/Admin-Library/Doughty St.

<table>
<thead>
<tr>
<th>Beat/Post</th>
<th>Hours</th>
<th>Officer</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>24</td>
<td>PSO</td>
<td>1</td>
</tr>
<tr>
<td>Post 31</td>
<td>0800-1600</td>
<td>PSO</td>
<td>1</td>
</tr>
</tbody>
</table>

Beat #40, Harborview/Hagood Parking Lot

<table>
<thead>
<tr>
<th>Beat/Post</th>
<th>Hours</th>
<th>Officer</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>24</td>
<td>PSO/SSO</td>
<td>1</td>
</tr>
<tr>
<td>Post 41 Hagood</td>
<td>0800-1600</td>
<td>PSO/SSO</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>1600-2400</td>
<td>PSO/SSO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2400-0100</td>
<td>PSO/SSO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0430-0800</td>
<td>PSO/SSO</td>
<td></td>
</tr>
</tbody>
</table>

f. The Shift Supervisor is responsible for making daily post assignments. If due to manning constraints all posts cannot be manned, the Supervisor may combine posts and/or temporarily modify post boundaries to insure
The best possible coverage. (41.1.d)

g. The following is a list of posts which represents the minimum manning for the MUSC campus. Unless there is an emergency situation or special authorization has been given by the Chief or Patrol Commander, the following posts will always be manned. Overtime will be utilized as necessary. Advance planning by the Supervisor is required.

- **Supervisor**
- **Dispatcher**
- **Beat 10/30 Combined**
- **Post 31, 0800 shift**
- **Monday-Friday (except holidays)**
- **Beat 20**
- **Beat 40**
- **Beat 50**
- **Post 41, 0800, 1600 and 2400 shifts**
- **Monday-Friday (except holidays)**
- **Post 51**
- **Post 60 (24 hours a day 7 days a week)**
- **Post 11**

h. Unless otherwise advised by someone in the Chain of Command, all officers will be rotated through all posts in which they are qualified. Exceptions are authorized for certain medical or operational reasons. The exceptions must be discussed with the Patrol Commander.

i. Patrol vehicles when not in use will be parked at headquarters. Officers assigned to vehicle patrol, including supervisors, may park their vehicle at other locations when doing required building checks, responding to a call or in emergency situations.

### 4. Roll Call (CALEA 41.1.2)

a. The Supervisor is responsible for conducting Roll Call in the Briefing Room. It will start promptly at 30 minutes prior to the hour, and will be concluded at not later than 10 minutes before the hour. Roll call will include at least the following:

1) briefing officers with information regarding daily patrol activities, unusual situations, problem areas, special events or requirements, recent BOLO’s, door openings, VIP escorts, and important events which occurred during the previous shift;
2) notifying officers of Training Schedules, other appointments and post assignments.

3) briefing on new directives and procedures;

4) briefing on recent Personnel Orders, Special Orders, Memos and other special notices;

5) roll call training on subjects chosen by the Supervisor (Normally this training will be brief and will pertain to problems that have developed on the shift, or subjects requiring further clarification.);

6) issue and accountability of equipment;

7) evaluating officers' readiness and fitness to assume duty; and

8) periodic open rank inspections of all officers.

c. Upon completion of Roll Call, all officers will proceed promptly to post and will be in position not later than 5 minutes before the hour. The oncoming and off going supervisors will closely monitor Roll Call and relief procedures, and insure relief is conducted in a timely manner.

5. Officer Response

a. Definitions

1) Emergency calls: those calls involving imminent threat to human life or immediate potential for extreme property damage which would require immediate response to curtail harm to human life. Classification of the crime as a felony or misdemeanor shall not be the sole determinative factor of whether an emergency is present, rather, all known factors will be weighed in such a determination.

2) Non-Emergency calls: any other call for police assistance involving routinely encountered situations which do not impose an imminent threat to human life or immediate potential for extreme property damage which would require immediate response to curtail harm to human life.

b. When responding to an emergency call a police officer may: (CALEA 41.2.1)

1) park or stand, not withstanding any other traffic regulations; in
addition an officer must engage all emergency lights to advise other vehicle operators that their vehicle is parked in a traffic lane;

2) proceed past a traffic control device, only after slowing down and “clearing” the intersection for oncoming pedestrian and vehicle traffic;

3) exceed the maximum speed limit if he/she does not endanger life or property; and

4) disregard regulations governing direction of movement or turning in specified direction.

**Note** the use of authorized equipment for responding to emergency calls, and for initiating a “Traffic Stop” will be documented in the Incident Report clearly identifying the equipment used.

c. Blue lights and siren must be activated before any officer proceeds through traffic in violation of traffic signals. However, a police vehicle need not use an audible signal nor display a visual signal when the vehicle is being used to: (CALEA 41.2.1)

1) respond to a suspected crime in progress when the use of an audible or visual signal, could reasonably result in the destruction of evidence or escape of a suspect; or

2) surveillance of another vehicle or its occupants who are suspected of involvement in a crime.

d. When responding to routine calls, officers will proceed with due caution for the safety of him/herself, other officers and the public. Officers will maintain speeds that are safe for the environmental conditions and are within the parameters of the posted speed limits. Blue lights and siren will not be used in responding to routine calls, although emergency flashers may be activated. (CALEA 41.2.1)

6. **Patrol Activities**

a. Officers of this Department must recognize that patrol service to the Medical University community is a major part of our mission, and that this service must be provided by all officers regardless of rank. Upon being notified of a complaint or request for assistance by any person, all officers must respond in a timely manner while displaying the highest possible
degree of professionalism - **even under the most difficult circumstances.**

Courtesy, compassion and understanding will always be of prime consideration in all of our patrol activities when dealing with people.

b. Special written instructions will be accomplished by Patrol Commander, which establishes in detail what must be accomplished on each beat/post by shift. It is the responsibility of each officer to know, understand and comply with all applicable Post Orders. The Patrol Commander will periodically review and up-date Beat/Post Orders.

c. The following procedures will apply generally to all motorized, foot and bicycle patrol officers:

1) All officers will remain alert to their surroundings and closely monitor all radio communications. When called by radio, all officers will answer by giving their unit number and location.

2) All suspicious or unusual activities occurring on or near the post will be communicated and investigated in sufficient depth to reveal the true nature of the activities. Appropriate police or security action will always be taken, consistent with the officer's findings, i.e. arrest, accomplishment of an Incident Report, notification of supervisor, protection of life & property, or providing information or directions.

3) All officers will always be alert for fire and safety hazards occurring on their post. Appropriate reports and alarms will be initiated as required.

4) To prevent a "would be" burglar, thief, or other law violator from watching or timing an officer for the purpose of perpetrating a crime, all posts will be patrolled in a random fashion. In some instances, it may be appropriate to double back, while taking advantage of available cover and conceal yourself, to discretely observe facilities, areas or property. This is especially important in high crime areas or to protect property that is especially vulnerable to theft or vandalism. All officers should keep their activities as unpredictable as possible, and use common sense and intelligence in the execution of their duties.

5) If possible, the entire patrol area, including buildings, parking lots and equipment, should be thoroughly checked at least twice each shift. More checks will be made if time and operational requirements permit.
6) The campus has been organized into beats and posts. The beats /
posts contain call in zones. The purpose of the zones is to reduce
the volume of radio traffic by calling in zones rather than each
facility. As supervisors and officers patrol their post, they must
10-23 and 10-24 each beat/post. Officers are required to call in
under the following circumstances: (CALEA 81.2.4.a)

a) Officer entering a building or call in zone;

b) There is an emergency;

c) Something or someone needs to be investigated;

d) Some kind of police action is required;

e) Each officer will communicate with Headquarters at least
once an hour; or

f) If in doubt, call in.

7) Except as indicated in Post Orders, officers will not proceed
beyond locked office, laboratory or storage room doors unless
there is an emergency or to investigate an incident or suspicious
activity or when directed to do so by someone in the Chain of
Command. When proceeding beyond locked doors, officers must
notify the dispatcher and supervisor of the nature of action being
taken and the results of any inquiry or investigation.

8) All officers will be aware of facilities and property that are
especially vulnerable to theft, vandalism, breaking and entering,
and other areas where crimes against persons have or are likely to
occur. The above information will be included in each Post Order.

9) Reports of crimes in progress, call-box and panic alarm calls and
other calls involving imminent threat to human life or extreme
property damage normally will result in multiple units being
dispatched to the location of the incident. Situations requiring the
response of at least two officers include, but are not limited to:
(CALEA 81.2.4.e)

a) Potential or actual assault on an officer;

b) Possibility of or an actual on-scene arrest for a felony or
violent misdemeanor;
c) Potential or actual resistance to arrest;
d) Possibility of or actual use of force;
e) Crime in progress;
f) Fleeing suspect;
g) Presence of a suspicious person under dangerous circumstances;
h) Clearing of building, and
i) Patient restraint request.

10) Dispatchers and supervisors will insure that at least two (2) officers are dispatched in response to the above incidents. Officers who observe such situations will immediately notify the Dispatcher and request back-up. Responding officers should coordinate their simultaneous arrival, if possible. (CALEA 81.2.4.e)

11) The Shift Supervisor must be notified and/or respond to and ensure that the appropriate reports are written for all serious, unusual, or questionable incidents. The following are examples of serious incidents requiring the presence of the Supervisor: (CALEA 81.2.4.f)

a) Injury to an officer;
b) Accident involving a police vehicle;
c) Major crime;
d) Complaint against an officer;
e) Accidents, injury, or incidents involving employees, students, patients, visitors, or property;
f) Incidents involving the use of force (all levels);
g) Loss or theft of Public Safety property;
h) Requests for assistance of any kind from a school dean, department head or VIP;

i) Discovery of a serious safety hazard;

j) Patient restraint.

k) All incidents that are sexual in nature, ie: sexual assaults, peeping tom, indecent exposure;

l) All criminal domestic violence incidents; and

m) All incidents of racial bias profiling (CALEA 1.2.9)

12) In the event a serious crime or incident occurs on campus, the Supervisor will institute the appropriate department checklist and notifications will be completed as indicated. If a member of the chain of command (as noted in the checklists) is not available, that person will be skipped and the next person in line will be notified.

13) Notification of other agencies will be accomplished in accordance with the following:

a) Medical examiner/coroner - notification made via Charleston City Police Department (as per inter-agency agreement) (CALEA 41.2.4);

b) Street/highway department personnel - notification made through MUSC communication center (CALEA 41.2.4);

c) Public utilities personnel - notification made through MUSC communication center (CALEA 41.2.4);

d) News media - notification made by the Director or MUSC public relations (CALEA 41.2.4); and

e) State Law Enforcement Division – notification made by the Chief or his Designee when there is a death resulting from an incident occurring on the property of the institution or if the officer or another official of the institution is in receipt of a report alleging that an act of criminal sexual conduct has occurred on the property of the institution.

14) In cases requiring crime scene processing beyond the scope and ability of this agency, the Charleston City Police will be notified
and their assistance requested. This Department will be the lead agency in such cases.

15) The On-Call Investigator will be contacted in all cases when the Department's Emergency Checklist indicates, or:

a) When a serious crime has been discovered - i.e.: murder, sexual assault, suicide, armed robbery, assault with intent to kill, and where evidence of a sensitive nature is to be collected. (NOTE: The Chief or his Designee shall immediately notify the State Law Enforcement Division if the murder or sexual assault occurred on the property of the institution. Upon notification, the State Law Enforcement Division shall lead the investigation for murder cases.)

b) When the incident involves a member of this Department.

c) When another police agency is involved, except when officers are going to the Trauma Center to complete/conduct an investigation of an automobile accident, or incident not involving personnel from MUSC.

d) Sexual Assault (Safe Team will be notified). (NOTE: The Chief or his Designee shall immediately notify the State Law Enforcement division if the incident occurred on the property of the institution. Upon notification, the state Law Enforcement division shall participate in a joint investigation. The Department shall lead the investigation.)

e) When an incident has occurred and the likelihood exists that the prime suspect will escape prosecution if the investigation is delayed.

f) Other times when the On-duty Supervisor is unsure of the call.

g) Hit and Run (Injury Only)

16) The following general guidelines will be complied with by all officers, supervisors and investigators involved in processing a Crime Scene:

a) maintain the Crime Scene as you find it;

POLICY AND PROCEDURE # 68
b) using the Crime Scene security tape, personnel, existing fence or other barriers, physically define the entire Crime Scene;

c) establish an entry point and post an officer to maintain control (Give the officer specific instructions on who can enter);

d) keep unauthorized personnel out. **NO EXCEPTIONS!!**;

e) be alert for suspects and witnesses;

f) maintain security of the Crime Scene until released by the investigating agency;

g) comply with the Crime Scene Investigation Operational Plan; and

h) record date/time, name, reason for entry of persons entering the crime scene, including Public Safety or Police Officers

d. Incident reports must be completed to document the following situations or events: (All incident reports will be written on a PSD 17, and/or supplemental.)

1) actual or suspected violations of the law; (except Traffic Violations)

2) complaints;

3) damaged, lost or recovered property;

4) suspicious activity;

5) assist other police agencies or persons;

6) service of legal process;

7) injuries;

8) water leaks;

9) any event or situation requiring police action; (except Traffic Violations)
10) other questionable incidents or events when directed by the supervisor; and

11) all traffic stops when a UTC is issued. (where there are unusual circumstances)

12) all incidents where use of force report is required. Use of force report is not required for patient restraints unless the patient was injured.

13) all incidents of a serious nature as described in paragraph B.6.c.11 of this procedure.

7. Supervising Patrol Officers

a. Supervisors will periodically check all patrol officers throughout the shift. During these checks, the Supervisor will question the assigned officer to insure proper job knowledge. As a minimum, each officer must thoroughly understand and comply with all of the requirements outlined in the Beat/Post Orders.

b. The Supervisor must insure that all preliminary investigations of complaints are thoroughly conducted and properly reported. The scope of preliminary investigations will normally include the following:

1) obtaining aid for the injured;

2) determining if a crime has been committed, and if so, what crime;

3) apprehending the suspect if still at the scene, or pursuing the suspect if there is any indication that immediate pursuit might result in apprehension;

4) informing the Dispatcher of the description, direction and mode of flight of the suspect, and any other information which might be helpful - Is the suspect armed?;

5) searching for suspects and witnesses, and obtaining complete and accurate information relating to the suspect, victim and all witnesses;

6) obtaining complete and accurate information concerning property, i.e., description, serial number, value, private or state-owned,
damaged, etc...; and

7) upon completion of the preliminary investigation, a complete and accurate report must be accomplished. Supervisors will thoroughly review all reports for clarity, accuracy and completeness.

8) Notification of appropriate Department Resources.

8. Crime Prevention

a. Although a Crime Prevention Officer is assigned, patrol officers also have an important responsibility for crime prevention. During routine patrol, all officers must be alert for activities or conditions that contribute to the commission of crimes, such as:

1) inadequate security equipment, or security equipment that is out of order, such as door locks, lighting, and TV cameras;

2) improperly secured state property;

3) students, faculty and visitors engaging in dangerous activities;

4) unsecured automobiles; and

5) unsecured wallets, purses, books, clothing and bicycles.

b. If any of the above conditions are observed, the patrol officer must advise the parties involved of the proper procedure. In addition, the Crime Prevention Officer must be notified so that follow-up action can be accomplished.

c. An important function of the officer on patrol is to detect and report Breaches in Security. Because of the liability involved, it is very important that this information be accurate and reported in a timely manner.

1) When an officer discovers a Breach of Security, such as a malfunctioning door, open or broken window, lights out, or an area which has inadequate lighting, the officer will determine to the best of his ability what is causing the problem. This information will be reported daily on Attachment #2 of Procedure #68. Each work day, the Patrol Commander will compile reports from the shifts and submit a consolidated report to the Physical Plant.

POLICY AND PROCEDURE # 68 15
2) In order to get a timely response, this information must be as accurate and complete as possible. It will be logged on Attachment#2 in the following manner. The date and time it was discovered, the location, building name, street address, door number, (if known), the location of the door, light, or window. I.E. north side of Basic Science Building, 3rd door from west end. South side of G lot 3rd line of lights from President St. malfunction door lock not operating properly, window broken out, can not secure, light out, inadequate lighting, etc.)

3) If the Supervisor feels that repair of defective security equipment is urgent, report this information to the Physical Plant trouble desk immediately, in addition to listing in Attachment # 3. The telephone number for the trouble desk at MUSC is 2-4119.

4) Lighting surveys will be conducted on a monthly basis. Call Boxes are checked on a weekly basis. (CALEA 91.1.9.b) Reports of inadequate lighting or other security aids will not be reported directly to the Physical Plant. Such reports will be referred to the Crime Prevention Officer by the Patrol Commander for evaluation and action.

5) The Patrol Commander will maintain a file on all reports submitted to the Physical Plant and Crime Prevention Officer.

9. Patrol Vehicles

a. Vehicles used for normal patrol will be conspicuously marked with reflective lettering and the emergency phone number of the Public Safety Department. Patrol vehicles will be equipped with a blue light and siren in operational order (CALEA 41.3.1). Seat belts will be worn at all times, by all occupants of the vehicle (41.3.3).

1) In accordance with S.C. Code 56-5-6410:

a) all children under the age of six must be restrained in an approved child restraint device.

b) Any child three years of age or younger must be properly secured in a child restraint system which meets the standards prescribed by the National Highway Safety Traffic Safety Administration.
c) Any child four or five years of age must be secured by a safety belt provided in the motor vehicle unless properly secured in a child restraint system which meets the standards prescribed by the National Highway Traffic Safety Administration.

2) It is the responsibility of the custodial adult to provide the appropriate child restraint device.

3) If the custodial adult can not provide an appropriate child restraint device, the transporting officer shall obtain the appropriate child restraint from and returned to any of the following locations:

   a) Public Safety Headquarters Building;
   
   b) Pediatric Primary Care Clinic; or
   
   c) Children’s Hospital.

b. A marked patrol vehicle will be utilized by uniformed personnel at all times, unless such vehicle is out of service for repairs. This directive does not apply to investigators or officers engaging in covert operations.

c. Any unmarked vehicle utilized in traffic enforcement/control will be equipped with a siren and emergency lights. (CALEA 41.3.2)

d. Equipment available in every vehicle used for normal patrol includes the following: (41.3.2)

   1) first aid kit/with supplies;
   
   2) blood borne pathogen protection kits;
   
   3) fire extinguisher;
   
   4) spare tire and jack;
   
   5) blanket;
   
   6) (3) three small traffic cones or hazard markers;
   
   7) reflective traffic vest;
   
   8) Chem Lite sticks; and

POLICY AND PROCEDURE # 68
9) police tape.

e. If the patrol vehicle becomes inoperable, due to faulty equipment or as a result of an accident, all equipment must be removed and transferred to another vehicle or secure storage. No equipment should be left in the vehicle. The Vehicle Officer is responsible for the replacement, repair, and or replenishment of all damaged or expended equipment (CALEA 41.3.2).

10. Escort Assistance

a. All escorts performed by the Department will fall into one of the five following categories for the purpose of the Computer Aided Dispatch System (CAD):

1) **ESCORT A** All administrative escorts to include paperwork, medical supplies, equipment and pharmaceuticals. This type of escort requires a positive turnover. A face to face, hand to hand delivery is required.

2) **ESCORT C** All cash escorts conducted for employees, to include contract employees, carrying large sums of cash, (ex. Parking Booth attendants, Cafeteria employees, Bursar Office employees, etc).

3) **ESCORT P** patient escorts for MUH, CMH and UMA.

**NOTE:** ON OCCASION A MEDUCARE AMBULANCE MAY BE THE PREFERRED OR THE DIRECT MODE OF TRANSPORTATION FOR THE FOLLOWING CATEGORIES OF PATIENTS:

1. **COMMITTED PATIENTS**
2. **VOLUNTARY / SELF REFERRAL PATIENTS**
3. **INTOXICATED PATIENTS**
4. **PATIENTS HELD FOR PSYCHOLOGICAL EVALUATION**
5. **OTHER HIGHT RISK PATIENTS**

***NO OFFICER WILL WEAR A FIREARM IN THE PATIENT TREATMENT AREA OF ANY MEDUCARE AMBULANCE!***

**ON MOST OCCASIONS, THE OFFICER WILL RIDE IN THE DRIVER'S CABIN OF THE AMBULANCE. HOWEVER, IF REQUESTED BY A MEDUCARE CREW MEMBER, THE OFFICER MAY SECURE HIS WEAPON**

POLICY AND PROCEDURE # 68
IN A LOCKABLE STORAGE COMPARTMENT ON THE AMBULANCE DURING THE MOBILE PORTION OF THE TRANSPORT.

IF IT IS DECIDED THAT DUE TO THE COMBATIVE NATURE OF THE PATIENT THAT AN OFFICER IS TO RIDE IN THE PATIENT TREATMENT AREA, THEN A SECOND OFFICER IN A PATROL CAR IS TO ACCOMPANY THE AMBULANCE WITH THE FIRST OFFICER’S SIDEARM SECURED WITHIN THE PATROL CAR.

4) **ESCORT V** Used when escorting visitors of MUSC, MUH, and UMA. (Breaking out visitors from complaint type Escort.).

5) **ESCORT S** Security escorts which include employee escorts, students and any escorts which are not defined. (Combined complaint types Escort, Escort E and Escort S).

b. All escorts requiring special procedures are listed as follows:

1) Scheduled Escorts (**ESCORT S**)

   a) Legitimate requests for scheduled law enforcement escort services include, but are not limited to, those associated with funerals, parades and other traffic escorts of public officials or dignitaries, oversized vehicles, vehicles with hazardous or unusual cargo, etc. The Director or his designee must approve all scheduled escorts.

   b) If an escort is authorized, the trip route will be established in advance. The coordination of the escort will be assigned to a specific supervisor or officer. The coordinator will set the pace of the escort in accordance with prevailing conditions.

   c) The coordinator will terminate the escort and resume normal vehicular operation when, in his/her opinion, conditions are such that continuation of the escort would constitute an unacceptable risk to the public. (CALEA 61.3.3.a)

2) Emergency Escorts (**ESCORT S**)

   a) Officers will not escort emergency vehicles. Officers will not escort any civilian or civilian vehicle on an emergency run. (CALEA 61.3.3.b)
b) At the Supervisor’s discretion, individuals in need of emergency medical treatment may be transported in any patrol vehicle.

3) Security Escorts (ESCORTS)

The Medical University of South Carolina, Department of Public Safety is committed to ensuring a safe environment for all students, employees, patients, and visitors at the University. In an effort to encourage personal safety, the campus security escort service program was initiated. It provides personal security/safety escorts twenty-four hours a day, seven days a week.

This service is designed to provide escorts around the University Campus and the surrounding area, normally within two blocks of the Campus. Special requests will be honored on a case by case basis and must be approved by the Chief, or Patrol Commander. If one of the above can not be contacted, the on duty supervisor is authorized to make the decision as to provide or not to provide the escort. If the escort is denied send a PSD-11 to the Patrol Commander as to why the escort was denied.

a). When receiving a request for a security escort, the dispatcher will dispatch the call to an available unit. Requested security escort will be performed by a foot patrol officer or bicycle officer. A vehicle may be provided at the discretion of the Shift Supervisor based on need.

b) The primary purpose of the courtesy escort is to provide a safe means of travel for the customer. The officer is not obligated to transport a customer’s luggage, equipment, or to take a customer to and from an eating establishment. The escort service will not be abused.

c) Generally, officers will not give security escorts to off-campus locations. These escorts will be at the Supervisor’s discretion.

d) If performed by vehicle:

1 The customer must be able to get in and out of the vehicle on his/her own power. We are unable to provide escorts for wheelchair bound individuals.
2 If an individual is unable to enter and exit the vehicle on their own, the medical staff will be notified and arrange for alternative transportation.

3 If an individual is able to enter and exit the vehicle on their own, but has equipment to transport such as a wheelchair or walker, the equipment must be able to be stored in the trunk of the vehicle for transport.

e) The officer completing an escort will notify the dispatcher of the beginning and ending mileage of the escort.

f) With the Supervisors approval, individuals under the influence of alcohol or drugs (prescribed or otherwise) will only be transported to a location where they may be turned over to a responsible adult.

g) With the Supervisors approval, employees being relieved from duty for alcohol or drug consumption may be transported to a location where they may be turned over to a responsible adult.

4) Psychiatric Escorts (ESCORT P)

Upon receipt of a request from a staff member to transport a patient to the VA, or IOP, the dispatcher must ask if the patient is involuntarily committed. Supervisor discretion and approval is required for voluntary (self-referral) psychiatric patients needing transportation to a mental health facility. The following additional questions must be asked and actions taken by the responding officer(s):

a. Is the patient violent?

b. Does the patient have weapons on their person or in their personal effects?

c. Dispatch two (2) officers to transport.

d. Emergency Admission Certification (signed & notarized) paperwork for involuntarily committed patients pursuant to State Code of Laws, Section 44-17-410, and/or Probate Court order, etc. must be verified as complete before taking
custody of the patient and conducting the transport to IOP, VA or any other authorized mental health treatment facility.

e. If committed, handcuff the patient and pat the patient down and search for weapons and contraband.

f. Transport all personal effects in the trunk, or back of van, out of reach of patient.

g. Upon arrival at destination, advise the receiving agency of any pat down results or presence of any devices in personal effects which could be used as a weapon.

h. Two (2) officers must accompany the patient during escort.

i. Patients in need of emergency medical treatment will not be transported in any patrol vehicle.

NOTE: ON OCCASION A MEDUCARE AMBULANCE MAY BE THE PREFERRED OR THE DIRECT MODE OF TRANSPORTATION FOR THE FOLLOWING CATEGORIES OF PATIENTS:

1. COMMITTED PATIENTS
2. VOLUNTARY / SELF REFERRAL PATIENTS
3. INTOXICATED PATIENTS
4. PATIENTS HELD FOR PSYCHOLOGICAL EVALUATION
5. OTHER HIGHT RISK PATIENTS

***NO OFFICER WILL WEAR A FIREARM IN THE PATIENT TREATMENT AREA OF ANY MEDUCARE AMBULANCE!


IF IT IS DECIDED THAT DUE TO THE COMBATIVE NATURE OF THE PATIENT THAT AN OFFICER IS TO RIDE IN THE PATIENT TREATMENT AREA, THEN A SECOND OFFICER IN A PATROL CAR IS TO ACCOMPANY THE AMBULANCE WITH THE FIRST OFFICER’S SIDEARM SECURED WITHIN THE PATROL CAR.

POLICY AND PROCEDURE # 68
b) Patients in need of emergency medical treatment will not be transported in any patrol vehicle.

4) Equipment Escorts (ESCORT A)

a) Only equipment that will fit in the trunk of a patrol car may be transported via patrol car.

b) Large equipment or large amounts of equipment may be transported via one of the Department’s larger vehicles.

1 Prior arrangements should be made through the Deputy Chief;

2 Emergencies may be approved by the Shift Supervisor.

5) VIP Escorts (ESCORT S)

VIP escorts are defined as escorts for individuals which satisfy/accommodate institutional needs (Trustees, VIP’s, Donors and others as identified by the Office of the President of the University).

a) VIP escorts will be coordinated through the Patrol Commander.

b) VIP escorts will be requested using the VIP Notification Form.

c) VIP Escorts will be posted on the VIP Escort board in the briefing room at Public Safety Headquarters and in the daily read file.

d) Shift Supervisors are responsible for ensuring that VIP Escorts are accomplished as scheduled.

e) Unexpected VIP Escorts will be accomplished with or without the VIP Notification Form and documented in the Shift Supervisor’s Log.

1 The Patrol Commander will be briefed the next working day on all unscheduled VIP Escorts.
If the VIP Escort involves transportation outside the Charleston area, prior approval will be obtained from the Operations Support Commander. If the Patrol Commander cannot be contacted the on duty supervisor may authorize the escort. He will notify the Patrol Commander of his actions via PSD-11.

11. **Motorist Assist**

Motorist Assistance is a Patrol Function and a vital service provided to our customers. Motorist Assistance includes, but is not limited to, the following:

a. **Jump Starting a Vehicle (46J)**

The JUMP-N-CARRY is the only device authorized for use by Department of Public Safety Personnel to jump start a vehicle. If any other equipment is connected to the vehicle (jumper cables) it must be removed by the operator prior to department assistance being rendered.

1) Use the JUMP-N-CARRY as follows:

   a) Explain the “Release of Liability Form” (PSD 81) to the individual and obtain the signature of the individual on the form. This form must be turned in with the Shift Supervisor’s paperwork at the completion of the shift.

   b) Insure that the ignition is turned off before making cables connections;

   c) Do not touch the RED POSITIVE (+) grip to the BLACK NEGATIVE (-) grip.

   d) Use the “JUMP-N-CARRY” in a well ventilated area.

   e) Use the “Safety Glasses” provided in each Patrol Vehicle.

   f) Verify that the portable power source is turned off (on/off)

   g) Connect RED POSITIVE (+) grip to the POSITIVE (+)
battery terminal first and the **BLACK NEGATIVE (-) grip** to the engine ground, a non-moving metal part, second.

1. A good solid connection from the Jump-N-Carry’s grips to the battery and the ground connections is a must.

h) Start the vehicle (turn the vehicle ignition).

i) Stay clear of batteries while jump starting.

1. If the vehicle doesn’t start within 6 seconds, let the portable power source’s internal battery cool for 3 minutes before attempting to start the vehicle again or damage to the portable power source may occur.

j) After starting (disconnect the **BLACK NEGATIVE (-) grip first.**) Place the grip into the grip hood on the jump & carry.

k) Disconnect the **RED POSITIVE (+) grip.** Place the grip into the grip hood on the jump & carry.

l) After use recharge the “JUMP-N-CARRY” in accordance with the charging instructions.

2) Storage

a) The Jump-N-Carry may be stored in any position. In-service devices will be stored in the Support Services storage area. Take precaution so that both grips do not come into contact with each other or a common metal surface.

b) All batteries are affected by temperature changes. The Jump-N-Carry’s small size, light weight battery is more sensitive to storage temperature than a typical automotive battery. Temperatures above 68 degrees F, will improve amperage output. Ideal storage for emergency use is at room temperature. Storage below 50 degrees F is not recommended for emergency use.

3) Recharging the Jump-N-Carry

**POLICY AND PROCEDURE # 68**
a) The Jump-N-Carry is to be recharged in accordance with the User’s Manual provided.

b. Unlocking a Vehicle (46D)

1) Use only the equipment provided in each Patrol vehicle as follows:

a) Verify the identity of the person requesting assistance and determine their legal standing concerning the vehicle (owner, spouse of owner, etc.) prior to unlocking any vehicle.

b) Explain the “Release of Liability Form” (PSD 81) to the individual and obtain the signature of the individual on the form. This form must be turned in with the Shift Supervisor’s paperwork at the completion of the shift.

c) The unlocking procedure will be performed in accordance with departmental training and/or instructions provided by the manufacture of the equipment provided.

A member of the Department of Public Safety may unlock, or attempt to unlock, a vehicle with electric locks by using the unlocking tools located in the patrol vehicles.

b. Changing a Tire (46T)

1) Use only the equipment provided in each Patrol vehicle as follows:

a) Explain the “Release of Liability Form” (PSD 81) to the individual and obtain the signature of the individual on the form. This form must be turned in with the Shift Supervisor’s paperwork at the completion of the shift.

b) Insure that the ignition is turned off and that the vehicle is in park with the parking brake on.

c) Attempt to use the portable air tank or portable air compressors to inflate the tire prior to changing tire.

   1 Explain to the operator that this procedure is intended to allow them to reach a service facility for repair or replacement. The tire is not fixed, merely
inflated and the source of the problem still exists and must be corrected immediately.

d) If in the officer’s opinion the tire requires changing, the officer will follow procedures in accordance with Departmental training an/or the owner’s manual of the vehicle.

11. Digital Camera

a. A digital camera is provided for use by the Shift.

1) The digital camera is and will be stored in the Supervisors Office

2) Disks will be provided in the camera carry bag. Additional CD’s may be obtained from the Investigations Division.

3) Care, Maintenance, and use of the digital camera will be in accordance with training provided by the Investigations Division.

4) Shift Supervisors are primarily responsible for storing the digital camera, however, patrol officers are authorized to use the camera should the need arise.

5) Once pictures have been taken the disk will be placed into evidence in accordance with Policy and Procedure #60 (Evidence and Property). It is the responsibility of the Investigations Division to process the disk as required. The processing of the disk by the Investigations Division will insure the preservation of evidence, chain of custody, and prohibit the alteration of the digital photo(s). Pictures taken for vehicle accidents will be printed out and stapled to report.

Attachments:

Attachment #1 Call in zones
Attachment #2 Breach of Security Form
Attachment #3 Release of Liability Form

CALL-IN ZONES

POLICY AND PROCEDURE # 68
SEBRING AIMAR HOUSE

(A) GG LOT
(B) 274 CALHOUN STREET (ANDERSON HOUSE)
(C) 276 CALHOUN STREET (ANDERSON HOUSE KITCHEN)
(D) 272 CALHOUN STREET. JOHNSON CONTROL / BOILER SHOP
(E) 280 CALHOUN STREET (OLD PAINT SHOP)
(F) 268 CALHOUN STREET
(G) S - LOT
(H) 139 ASHLEY AVE.
(I) 141 ASHLEY AVE. (VACANT)
(J) HOPE LODGE

QUADRANGLE AREA

(A) QUADRANGLE (D & E)
(B) RESEARCH BUILDING
(C) HOLLINGS CANCER CENTER
(D) BARUCH AUDITORIUM
(E) COLLEGE OF PHARMACY (QUAD F)
(F) HOLLINGS HEALING GARDEN

GADSDEN / BARRE AREA

(A) H - LOT
(B) RONALD McDonald HOUSE

FAMILY MEDICINE AREA

(A) FAMILY MEDICINE
(B) I - LOT

SABIN STREET AREA

(A) SABIN STREET
(B) HAZARD WASTE TRAILER
(C) CONSTRUCTION LOT
(D) CONTRACTOR’S LOT “F”

RUTLEDGE TOWER AREA

(A) RUTLEDGE TOWER ANNEX
(B) OUT PATIENT LOT
(C) COLL. HEALTH PROFESSIONS “A & B”

POLICY AND PROCEDURE # 68
(D) RUTLEDGE TOWER
(E) RUTLEDGE TOWER GARAGE
(F) Y LOT
(G) 261 CALHOUN STREET (CANNON PARK PLACE)
(H) 136 RUTLEDGE AVENUE (VACANT)

ASHLEY AVENUE AREA

(A) 166 ASHLEY AVE.
(B) 168 ASHLEY AVE. (RECOVERY ROOM)
(C) 170 ASHLEY AVE.
(D) ASHLEY / RUTLEDGE GARAGE
(E) 160 ASHLEY AVENUE (LOT X)
(F) 162 ASHLEY AVENUE (TRANSPLANT SERVICES)

DOUGHTY STREET AREA

(A) 3 DOUGHTY STREET
(B) 5 DOUGHTY STREET
(C) 3 ½ DOUGHTY STREET
(D) 2ND FLOOR 161 RUTLEDGE AVE. (VACANT)
(E) 163 RUTLEDGE (2ND FLOOR HOSPITAL HUMAN RESOURCES)

RUTLEDGE AVENUE AREA

(A) D - LOT (159 RUTLEDGE AVE.)
(B) 159 RUTLEDGE AVE (MIDWIFERY)
(C) 161 RUTLEDGE
(D) 156 RUTLEDGE (EHAP)
(E) 159 ½ RUTLEDGE AVE

PUBLIC SAFETY AREA

(A) PUBLIC SAFETY BUILDING
(B) V - LOT

COLLEGE OF NURSING AREA
(A) COLLEGE OF NURSING BLDG.
(B) 97 LUCAS STREET (PARKING GARAGE 1)
(C) PHYSICAL PLANT
(D) PAINT SHOP

CHARLESTON MEMORIAL HOSPITAL AREA

POLICY AND PROCEDURE # 68
(A) CHARLESTON MEMORIAL HOSPITAL
(B) K LOT
(C) MM LOT

THURMOND/GAZES RESEARCH AREA

(A) 114 DOUGHTY STREET
(B) THURMOND/GAZES LOT

HARPER STUDENT CENTER AREA

(A) 45 COURTNEY DRIVE (HARPER STUDENT CENTER)
(B) J - LOT
(C) PARKING GARAGE
(D) 52 COURTNEY STREET (DOCTORS OFFICE 2ND FLOOR) (VACANT)
(E) 56 COURTNEY STREET (VACANT)

EHRHARDT STREET AREA

(A) 20 EHRHARDT STREET (DRUG/ALCOHOL PROGRAM)
(B) 21 EHRHARDT STREET (LOCK SHOP)
(C) 23 EHRHARDT STREET (ENROLLMENT SERVICES)
(D) 25 EHRHARDT STREET (CCIT)
(E) 25 2 EHRHARDT STREET (BUILDING & GROUNDS SHED)
(F) 45 BEE STREET (COLLEGE HEALTH RELATED PROFESSIONS)
(G) 49 BEE STREET (STUDENT HEALTH SERVICES) (VACANT)
(H) 51 BEE STREET (OFFICE BUILDING)
(I) 17 EHRHARDT (STORAGE)
(J) 28 EHRHARDT ST. (PLANNING)
(K) 18 EHRHARDT STREET
(L) 57 BEE STREET (EMPLOYEE HEALTH)
(M) 55 BEE STREET (MUSC COMMUNICATIONS) / “RR” LOT
(N) 59 BEE STREET (FINANCIAL DEVELOPMENT) / “KK” LOT

CANNON STREET PARKING LOTS

(A) N - LOT
(B) O - LOT
(P) P - LOT

CANNON STREET

135 CANNON / CANNON PLACE / “QQ” LOT

POLICY AND PROCEDURE # 68
CHP (COLLEGE HEALTH PROFESSIONS)-77 PRESIDENT ST

HIGH RISE 2 (PARKING GARAGE #2) 91 PRESIDENT ST

UDC AREA

(A) 165 CANNON STREET (UNIVERSITY DIAGNOSTIC CENTER) (VACANT)
(B) "M" LOT

BEE STREET GARAGE

IOP AREA

(A) PSYCHIATRIC INSTITUTE
(B) PSYCHIATRY ANNEX (HOSPITAL SECURITY)
(C) "F" LOT

HARBORVIEW TOWERS

(A) HARBORVIEW TOWERS BLDG
(B) "L" LOT
(C) “T” LOT / SPRING STREET ANNEX
(D) "BB" LOT / LOCKWOOD LOT
(E) “AA” LOT

HAGOOD PARKING LOT / T LOT ANNEX

COLCOCK HALL AREA

(A) 179 ASHLEY AVE. (COLCOCK HALL)
(B) 175 ASHLEY AVE. (WARING LIBRARY)
(C) 181 ASHLEY AVE. (ST. LUKES' CHAPEL)
(D) 177 ASHLEY AVE. (McCULEY MUSEUM)
(E) REAR OF BASIC SCIENCE
(F) 173 ASHLEY AVE. (CHEMICAL STORAGE SHED)
(G) 173 ASHLEY AVE. (RAD. STORAGE SHED)
(H) 29 BEE STREET (COLLEGE OF DENTAL MEDICINE
(I) REAR OF CRI BUILDING

BEE STREET AREA

(A) 26 BEE STREET (U.M.A., OPR/DEV) INCLUDING "C" LOT (VACANT)
(B) 30 BEE STREET (STUDENT HEALTH / CAROLINA PRACTICE / BRAIN INJURY/ STOMATOLOGY) INCLUDING LOT

POLICY AND PROCEDURE # 68

31
(C) 18 BEE STREET

EDUCATION CENTER AREA - BASIC SCIENCE

(A) 171 ASHLEY AVE (UNIV. ADMIN. & LIBRARY BUILDING)
(B) TRAUMA PARKING LOT
(C) HORSESHOE
(D) 173 ASHLEY AVE BASIC SCIENCE & CRI

"G" LOT AREA

(A) DRUG DISCOVERY
(B) 39 BEE STREET VINCE MOSELEY
(C) DRUG RESEARCH

WICKLIFFE HOUSE AREA

(A) 178 ASHLEY AVENUE (WICKLIFFE HOUSE)
(B) 176 ASHLEY AVENUE (GUEST HOUSE)

198 RUTLEDGE AVENUE

R LOT
<table>
<thead>
<tr>
<th>TIME</th>
<th>DATE</th>
<th>LOCATION</th>
<th>MALFUNCTION</th>
<th>TROUBLE DESK NOTIFIED</th>
</tr>
</thead>
</table>

Attachment #2  Breach of Security Form

POLICY AND PROCEDURE # 68
MEDICAL UNIVERSITY OF SOUTH CAROLINA  
DEPARTMENT OF PUBLIC SAFETY  
RELEASE OF LIABILITY

I, ____________________, accept all responsibility for any damage done to my vehicle by any member of the Department of Public Safety of the Medical University of SC, while trying to open any door or window, jumping the battery of my vehicle, or changing a tire; and release the Medical University of SC and its agents and employees from any liability.

or

I, ____________________, accept all responsibility for any damage done to my vehicle by me while using equipment loaned to me by the Department of Public Safety of the Medical University of SC for opening any door or window of my vehicle. The possibility of damage or breakage while using said equipment has been explained to me by Department of Public Safety of the Medical University of SC personnel and I understand and accept full and total liability for such damage or breakage. I do hereby release the Medical University of SC and its agents and employees from any liability.

______________________________  ____________________  10-46D
Signature                         Date

______________________________  10-46J
______________________________  10-46T

Officer

Make/License Tag of Vehicle

PSD 81

Attachment #3          Release of Liability Form

POLICY AND PROCEDURE # 68

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