A. **Policy**

It shall be the policy of the Medical University of South Carolina, Department of Public Safety to provide our employees access to the career opportunities available through career ladders consistent with the attachments hereto and our promotional policy as well as Department of Human Resources Management Policy.

B. **Procedure**

Law enforcement agencies by their very nature are quasi-military organizations with very structured and well defined lines of authority which compliment an established and documented Chain of Command.

1. Officers typically enter the organization at the line level as first line service delivery providers and are promoted up through the hierarchy (Attachment #1) All uniform officers (Sworn and Non-sworn) shall fall into one of the following categories:

   a. State Security Officer (SSO);
   b. Public Safety Officer (PSO);
   c. Master Public Safety Officer (Field Training Officer);
   d. Corporal;
   e. Sergeant;
   f. Lieutenant;
   g. Captain;
2. Civilian employees fall into either of two categories: Telecommunications or Administrative support. Each is represented by a separate career ladder but both provide opportunities for advancement in the organization (Attachments #2 and #3).

3. Administrators, Managers, and Supervisors are an integral part of career development for subordinate personnel and are encouraged to provide advice and counsel to subordinates as a part of annual evaluations.

4. Formal career development training and counseling will be provided by MUSC, Department of Human Resources.

Attachments:

Attachment #1 - Law Enforcement Career Ladder
Attachment #2 - Telecommunications Career Ladder
Attachment #3 - Administration Career Ladder
Department of Public Safety
Telecommunicator Career Ladder

Telecommunicator Supervisor

Telecommunicator Assistant Supervisor

Telecommunicator Senior

Telecommunicator

Telecommunicator Trainee
Department of Public Safety
Administrative Career Ladder

Administrative Operation Coordinator

Administrative Coordinator II

Info.Resource Consultant II

Administrative Specialist
Payroll
ID / Card Access

Administrative Assistant

Info.Resource Consultant II

Systems Support Tech