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

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;

h. Patrol Commander;

i. Director of Public Safety, or Chief of Police

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
Law Enforcement Career Ladder

Director

Deputy Chief

Captain
Operations Support
Commander

Lieutenant
Assist OPS Training/Crime Pre.

Lieutenant
Shift Supervisor

Sergeant

Corporal

Master Public Safety
Officer

Public Safety Officer
Entry Level Position

State Security Officer
Entry Level Position

Sergeant
Investigations

POLICY AND PROCEDURE # 98
Department of Public Safety
Telecommunicator Career Ladder

- Telecommunicator Trainee
- Telecommunicator
- Telecommunicator Senior
- Telecommunicator Assistant Supervisor
- Telecommunicator Supervisor