SOUTH CAROLINA FORESTRY COMMISSION
PROCEDURE MANUAL
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1100 STATE FORESTER'S OFFICE

1101 -
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1201- COMPLIANCE: GENERAL

1201.10 All requests for information, written or oral, will be treated as Freedom of Information Act (FOIA) requests, regardless of whether FOIA is cited in the request.

1202- FREEDOM OF INFORMATION ACT COMPLIANCE OFFICER

1202.10 The agency Information Officer/Spokesman will serve as the SC Freedom of Information Act (FOIA) compliance officer.

.12 The compliance officer will maintain currency in FOIA requirements as they apply to SCFC operations.

.13 The compliance officer will promptly review formal FOIA requests, determine whether the requested information may be disclosed, and prepare a response to the requestor.

.14 In the event the compliance officer cannot make a clear determination of disclosability, the officer will seek the opinion of a qualified attorney.

.15 The compliance officer will retain a copy of every written FOIA request and corresponding SCFC response for at least five years.

1203- REQUESTS FOR DOCUMENTS/INFORMATION

1203. 10 Any employee receiving a request for information must evaluate the nature of the request and the availability of the requested information.

.12 If the request, either written or oral, cites FOIA, the employee receiving the request will immediately contact the FOIA compliance officer.

.13 If the requested information is routine, publicly published material, the employee receiving the request should promptly supply the information. Examples include SCFC Annual Reports, contents of training and operational manuals, and policy and procedure manuals.

.14 If the requested material involves personnel matters, salaries, hiring procedures, etc., the request must be referred to the Human Resources Director within one working day.

.15 If the requested material involves law enforcement records or documents, the request must be referred to the Chief Law Enforcement Officer or his assistant within one working day.

.16 If the requested material involves records or reports of wildfire or smoke incidents, the request must be referred to the Fire Management Chief within one working day.

.17 If the request involves material from a third-party landowner's file, the request will be referred to the Regional Forester within one working day.

.18 If the request involves SCFC working notes, files, administrative records, or material not otherwise described in this procedure, the request must be referred to the FOIA compliance officer within one working day.

.19 If a requested document includes information that is protected by statute or exempt information that the agency chooses to withhold, the protected /exempt information must be redacted prior to handing over the document.

.20 Questions involving disclosure of specific materials will be referred to the compliance officer.

1204- FEES AND CHARGES

1204.10 There will be no charge to inspect public records at the site where they reside if such records are readily available.

.11 For specific records involving a staff search, the search

time will be charged at the lowest hourly earning rate among employees capable of conducting that particular search.

.12 For copying records, a charge of $.50 per 8 ½ x 11 page will be assessed; a charge of $1.00 per page will be assessed for copies larger than 8 ½ x 11.

.13 Notwithstanding the above, no charges will be made:

.131 For specific requests of available materials originating from a local, state, or federal government agency; or

.132 For requests when the estimated cost, regardless of the requestor, is $10 or less

.13 In all cases where fees and charges may accrue, SCFC will estimate the cost and advise the requestor prior to beginning the work.

.14 For search and/or copy requests estimated to exceed $50, the agency may require a 50% deposit prior to filling the request.

.15 When material is to be FAXed, mailed, or e-mailed, any fees and charges must be paid in full before the material is transmitted.

.16 FAXing materials pursuant to an FOIA request is limited to 20 pages.

1205- MEETINGS

1205.10 Meetings of the Forestry Commission Board of Commissioners (Commission) will be open to the public,
except as prescribed in Section 30-4-70 (a).

.11 Notice of regular scheduled Commission meetings will be made public at the beginning of each calendar year as follows:

.111 The schedule will be published in the State newspaper during the month of January, and;

.112 The current year's schedule will remain posted throughout the year on a public bulletin board in the headquarters of the SC Forestry Commission.

.12 Minutes of Commission meetings are not official until they are presented to, and approved by, a majority of the members.

1300 REGIONAL ORGANIZATION

NO PROCEDURES FOR THIS SECTION AT THIS TIME.

1400 INFORMATION AND EDUCATION

1401 - RESPONSIBILITY - PROCEDURE

1401.1 Field supervisors are ultimately responsible for South Carolina Forestry Commission activities in their areas of responsibility. Public information coordination at the Regional level shall be the responsibility of the Regional Staff Director, unless otherwise designated by the Regional Forester.

1402 - ANNUAL REPORTS - PROCEDURE

1402.1 The Information and Education Department will request needed information from each Region and each Central Office division after the close of the fiscal year.

1402.2 The Information and Education Department will compile the Annual Report in accordance with current specifications and target dates.

1402.3 The State Forester will review and approve the report prior to printing and distribution.

1403 - MEDIA - PROCEDURE

1403.1 Different messages suit different media and affect varied audiences. Consideration should be given to the nature of the message and possible media choices. Messages of an immediate nature (e.g. fire situation) should be reported by telephone, E-mail, or FAX. Form 3333-1 provides a series of considerations for assuring that necessary information has been obtained prior to contacting the reporter.

1403.2 Some messages lend themselves to feature-type coverage. In those instances contact should be made with the reporter to provide appropriate information and facts.

1403.3 Written news releases are used to reach large media audiences or to transmit information of a general nature.

1403.4 A release should include the name, phone number and address of the person writing the release. Also, the date, location, and release number should be listed.

1403.5 Photographs provide recognition and may increase an article's acceptance.

1403.6 News releases covering employment and transfers of personnel are the responsibility of the receiving station. However, releases will be coordinated with the former location to provide adequate coverage at both places. News action involving a Columbia staff employee is the responsibility of the Information and Education Director, upon official notice from the Administration Division.

1400 INFORMATION AND EDUCATION

1404 - AUDIO-VISUAL EQUIPMENT - PROCEDURE

1404.1 The designated Information and Education staff person will be available to communicate with staff directors, section chiefs, and field offices to determine audio-visual equipment needs and recommendations.

1404.2 The Information and Education Department budget will cover costs of repairs and supplies for audio-visual equipment assigned to the Columbia office. Each field office will handle repair of their own audio-visual equipment, unless assistance in locating a vendor is needed from the Information and Education section.

1404.3 Accountability of audio-visual equipment will be controlled by using a sign-out procedure. audio-visual equipment will be kept in a secure location, and loaned out only by designated responsible individuals.

1405 - PHOTOGRAPHY - PROCEDURE

1405.1 Use of Photographic Images - Use of South Carolina Forestry Commission photographs under this policy shall be determined in accordance with guidelines considered standard in the publication industry. Fees charged shall include costs for materials, processing and shipping where applicable.

1405.2 Photo Request Policy

1405.21 The South Carolina Forestry Commission will release no originals.

1405.22 All requests or inquiries pertaining to availability of existing photographs should be directed to the South Carolina Forestry Commission photographer or the Information and Education Director.

1405.23 Requestees should allow 14 working days for search, duplication, and initial shipment of requested materials.

1405.3 Photographic Use Restrictions - South Carolina Forestry Commission

1405.31 Photographic images of any kind may not be removed from the photo files by anyone except the South Carolina Forestry Commission Staff Photographer.

1405.32 South Carolina Forestry Commission personnel may review existing photos and slides available in photo files. Slides and photos may be selected, but should not leave the photo file room. These selections will be duplicated by the staff photographer and then sent to the requesting party as soon as possible.

1405.4 Photographic Use Restrictions - Non-South Carolina Forestry Commission

1405.41 All images provided for publication, unless otherwise stipulated, will carry the following credit line: "Copyright(date), South Carolina Forestry Commission", or "Courtesy of the South Carolina Forestry Commission."

1405.42 Failure to comply with the above stipulations will be considered a breach of contract/copyright with the South Carolina Forestry Commission.

2000 ADMINISTRATION PROCEDURE

2050 COMMUNICATIONS

2051 - TELEPHONE COMMUNICATION - PROCEDURE

2051.1 Telephones are provided primarily for business use.

2051.2 All conversations should be conducted in a polite but businesslike manner. Constant attention to these principles will allow the maximum time for incoming calls by those who wish to contact the Commission for fire reporting, service requests, and other business related purposes.

2051.3 Long distance calls for Commission business should be dialed direct or through Centrex Operator.

2051.4 The South Carolina Forestry Commission radio system and E-mail should be used when practical for brief messages instead of long distance phone.

2052 - MAIL AND POSTAGE - PROCEDURE

2052.1 Headquarters Mail Operations - The Mail Room staff will provide the support and handle the mailing of Headquarters correspondence and packages. The Mail Room Supervisor maintains all information concerning postal regulations and rates for mailing. A schedule of delivery locations for interagency mail is kept in the mail room.

2052.11 Confidential mail will be placed in a unstamped, sealed envelope with the addressee's name, marked "CONFIDENTIAL," sealed, and placed in an "out" box for pick up by mail room personnel.

2052.12 All outgoing mail should be placed in an appropriately addressed envelope by the preparer, or have a Mail Distribution Sheet attached.

2052.13 Outgoing mail from all divisions of the Columbia Office will be placed by the preparer in the nearest "out" box for pick up.
At 3:00 p.m. daily, mail room personnel will collect all mail from "out" boxes and consolidate to minimize postage costs.

2052.14 Interagency mail will be delivered to the Accounting Section or mail room and placed in a designated box by the preparer and will be picked up by the Commission courier at 10:30 a.m. daily. Special emergency pickups can be handled on request.

2052.15 Periodicals, budget printouts, and any bulk items will be delivered by Commission personnel as they travel to field offices, or picked up by field personnel whenever possible to reduce postage costs.

2052.16 Mail received at the Columbia Office will be sorted and delivered by the Mail Room staff to designated individuals in the Columbia Office who will distribute mail within their respective areas.

2052.2 Field Mail Operations - The field supervisor is responsible for securing and maintaining any post office boxes for receiving Commission mail and is responsible for communicating any changes of address for employees working at field locations to the Division of Administration.

2052.21 Official mail will be forwarded in the same envelope where practical to utilize the best postage rates.

2052.3 Supplies and Postage - Letterhead stationery and envelopes are available from Columbia Headquarters by requisition. Postage (stamps, envelopes or postage for mailing machines) at field locations is purchased locally.

2055 - USE OF FORESTRY COMMISSION TWO-WAY RADIO SYSTEM - PROCEDURE

2055.1 The South Carolina Forestry Commission radio system was designed around the primary purpose of aiding in the detection and suppression of forest fires. Communications for this purpose shall have priority over all other communications except for emergency communications relating to danger of life and property. Communications related to administration, system testing and forest management have lower priority.

2055.2 The Communications Supervisor shall have the responsibility of developing and revising the radio operators manual, to be published and distributed by the Training Officer. This manual shall relate operating procedure to Federal Communications Commission (FCC) rules and regulations.

2055.3 The Communications Supervisor shall maintain current licenses for all radio stations. Photocopies shall be posted at the station control points and the original filed in the Communications Supervisor's office.

2055.4 Each station and operator shall be assigned a call sign in accordance with his job or site name. When using a base station or aircraft radio, the station call sign shall be used. When using a mobile set or portable, the personal call sign shall be used.

2055.5 On initiating a call, the caller shall pronounce the call sign of the individual or the station being called, and then identify his own call sign. On concluding the call, the person who initiated the call shall announce the license call sign for his station, including mobile. It is the responsibility of all operators to know their personal and license call signs.

2055.6 It shall be the responsibility of the field supervisors to monitor radio calls in his area of responsibility and to ensure proper radio operation.

2056 - COOPERATOR USE OF FORESTRY COMMISSION RADIO FREQUENCIES - PROCEDURE

2056.1 The South Carolina Forestry Commission will consider requests from the private sector, who have forest fire suppression personnel and equipment capabilities to operate two-way radio equipment on the Commission's assigned frequencies for the purpose of a joint and coordinated effort to suppress and control wildfires.

2056.11 Approved Forestry Cooperators shall use radio sets only for communications relative to the detection and suppression of forest fires, and for emergency communications relative to danger to life and property.

2056.12 All radio use shall be in accordance with the Federal Communications Commission's Rules and Regulations, and in accordance with the South Carolina Forestry Commission's established procedures.

2056.13 Cooperators desiring to communicate on South Carolina Forestry Commission's two-way radio frequencies should submit their request in writing to the State Forester.

2056.14 The State Forester will refer the request to the Administration Division Director for investigation and study by the Division Director and the Communications Supervisor.

2056.15 The Communications Supervisor will make contact with the requesting Cooperator to determine 1) whether or not the Cooperator meets the requirements as listed in the Policy; 2) the number of radio units and frequencies involved; 3) is willing to comply with FCC regulations and the Policies and Procedures of the South Carolina Forestry Commission.

2056.16 The Cooperator must be willing to execute and comply with the formal agreement for "Cooperator Use of South Carolina Forestry Commission Radio Frequencies".

2056.17 The Communications Supervisor will review the results of his contact with the Cooperator with the Administration Division Director.

2056.18 The Administration Division Director and Communications Supervisor will report to and make recommendations concerning the request to the State Forester.

2056.19 The State Forester will make the final decision whether to approve or disapprove the request and advise the Cooperator accordingly. The Administration Division Director and Communications Supervisor will be informed of the State Forester's decision.

2056.20 If the request is approved the Communications Supervisor will make contact with the Cooperator and make whatever arrangements are necessary to execute the formal agreement, copy of which is attached hereto and made a part of this procedure.

STATE OF SOUTH CAROLINA)
COUNTY OF _____ AGREEMENT

WHEREAS, the South Carolina Forestry Commission ("Commission") and _____ (Cooperator) have a mutual interest in the suppression of forest fires; and

WHEREAS, the Commission has been granted authorization by the federal communications Commission (FCC) to operate mobile type radio units on certain assigned frequencies for the purpose of suppression for forest fires; and

WHEREAS, Cooperator seeks privileges for the operation of radios on one or more of said frequencies for this purpose,

NOW THEREFORE, the Commission and Cooperator agree as follows:

1. Cooperator shall purchase or provide radio equipment as set forth in Appendix A, attached hereto and incorporated herein. Such equipment shall be of the type accepted and approved by the FCC.

2. No Commission frequencies other than those listed in Appendix A may be used by the Cooperator.

3. Cooperator is charged with knowledge and strict compliance with all FCC regulations, and shall be liable for the full amount of any fines or penalties imposed on the Commission by the FCC for violations of such regulations by it or its agents which are attributable to acts of Cooperator.

4. Cooperator shall:

a. Insure that all radio equipment under this agreement is operated only by persons lawfully authorized and qualified to operate such equipment.

b. Insure that all radio equipment covered by this agreement is installed and maintained by qualified personnel. Such maintenance shall include periodic inspections and frequency and modulation measurements. Such measurements are required when the radio is initially installed and when the transmitter is changed in a manner which may affect the carrier frequency, modulation characteristics, output power, or the stability thereof. Copies of such measurement reports shall be sent immediately to the Administration Division Director, South Carolina Forestry Commission, Post Office Box 21707, Columbia, SC 29221.

c. Insure that power output on radio equipment covered by this agreement is limited to that level of power reasonable necessary to transmit and receive messages within the cooperator's normal area of operation.

d. Insure that its operators confine radio transmissions to those messages essential to the suppression of forest fires.

e. Refrain absolutely from operating any radio from aircraft on any frequency assigned the Commission.

f. Remove from service permanently any radio transmitter under this agreement which because of age, damage, or other reasons, will not maintain its frequency tolerance within the percentage specified by the FCC.

g. Insure that any radio equipment which has operated on a Commission frequency pursuant to this agreement, and which subject to the terms herein is to be sold or otherwise transferred to a third party, shall have its transmitter crystals removed prior to such sale or transfer.

5. Cooperator shall operate on specified frequencies assigned to the Commission only such radio equipment as is identified in Appendix A hereto. Amendments to Appendix A may be to add radio equipment, remove radio equipment from service, or to substitute radio equipment. No amendments to Appendix A hereto may be made without the prior written approval of the Commission as evidenced by the signature or initials of the Commission's agent thereon. The Administration Division Director, South Carolina Forestry Commission, Columbia, SC is designated as the Commission's agent for the purpose of amending Appendix A hereto.

6. Radio equipment subject to this agreement shall be made available by the Cooperator for inspection by the

Commission at times and places specified by the Commission.

7. Cooperator shall not transfer or assign in whole or part its rights and privileges under this agreement.

8. The term of this agreement shall be automatically renewed from year to year unless, within not less than thirty (30) days of the expiration of the current term, either party notifies the other in writing of its intention to terminate this agreement.

9. It is further understood and agreed that this agreement may be terminated by either party prior to the annual expiration date hereof upon the occurrence of any one of more of the following:

a. Upon thirty (30) days written notice to the other party.
b. At any time upon the breach of any covenant or condition of this agreement.

IN WITNESS THEREOF the parties hereto have hereunto set their hand and affixed their seals this _____ day of _____, 19___.

Signed, sealed and delivered in the presence of:

WITNESS: _____ COOPERATOR

WITNESS: _____ BY: _____(L.S.)

Authorized Agent

WITNESS: _____ S. C. FORESTRY COMMISSION

WITNESS: _____ BY: _____(L.S.)

State Forester

APPENDIX A

Attached to and a part of Agreement between the South Carolina State Commission of Forestry and _____ dated _____, 19___.

List each radio unit separately.

Make _____ Model _____ Serial No. _____

Authorized Frequencies _____, _____,

Assigned Motor Vehicle Radio Call Number _____

Location (Headquarters County) _____

Make _____ Model _____ Serial No. _____

Authorized Frequencies _____, _____,

Assigned Motor Vehicle Radio Call Number _____

Location (Headquarters County) _____

Make _____ Model _____ Serial No. _____

Authorized Frequencies _____, _____,

Assigned Motor Vehicle Radio Call Number _____

Location (Headquarters County) _____

2100 CONSTRUCTION AND PROPERTY

2120 - FIXED ASSETS OTHER THAN REAL PROPERTY - PROCEDURE

2120.1 No fixed assets or property may be used for personal activities.

2120.2 Requests from other public agencies for use of Commission property will be routed through supervisory channels to the Deputy State Forester.

2121 - USE OF REAL PROPERTY - PROCEDURE

2121.1 The South Carolina Forestry Commission will consider requests from state and federal agencies including military establishments and fire control cooperators for temporary use of state-owned real property for activities associated with forest fire protection, conservation of natural resources, and national defense.

2121.2 All interested parties must submit a written request to the Section Chief of Construction and Real Property, explaining the details of what and how the property will be used along with the actual dates or periods of time involved.

2121.3 The Section Chief of Construction and Real Property will make contact with the appropriate regional forester or other field supervisors to determine whether or not the request is feasible and agreeable with field personnel involved, and to determine whether or not use of the property by the requesting party will interfere with or inconvenience the normal activities of the Commission or any of its personnel.

2121.4 For short term requests, the Section Chief of Construction and Real Property will decide whether or not the use of the property is permissible and advise the requesting party accordingly. If the request is approved, the Section Chief of Construction and Real Property will issue to the requesting party a written memorandum of understanding outlining the conditions, restrictions, and terms of the agreement, copies of which will be sent to the regional forester or other field supervisors and all South Carolina Forestry Commission personnel involved.

2121.5 All unusual or long term requests for use of Commission property will be submitted directly to the State Forester through normal supervisory channels. The Section Chief of Construction and Real Property will make recommendations to the State Forester.

2121.6 The South Carolina Forestry Commission, its representatives and employees will not be liable for any accident or injury to any personnel or equipment of the requesting party during the period of usage. The requesting party will be responsible for any damage involved in the use of the property and will replace, repair, or reimburse all cost involved.

2121.7 Use of the property will not interfere with the normal working conditions and official activities of the Commission.

2122 - TERMITE PROTECTION AND INSPECTION - PROCEDURE

2122.1 Each supervisor with Commission-owned buildings under his jurisdiction will insure that an inspection for termite damage is made annually.

2122.2 Records of inspection, costs, and method of treatment for all buildings shall be kept on file at appropriate headquarter offices.

2122.3 If termite infestation is detected, immediate action shall be initiated to exterminate the insects.

2122.4 Only chemicals approved for termite control will be used for treatment.

2122.5 In new construction, renovation, or repairs, when sill plates, sills, and floor joists are not constructed with pressure treated lumber, all foundation beam bearing and piers will be capped with 22-gauge galvanized metal shields.

2123 - DEMOLITION, MOVING, OR SALE OF BUILDINGS –PROCEDURE

2123.1 DEMOLITION - Buildings or other improvements shall not be demolished until written approval is received from the State Forester based on written approval of the Division of General Services (Office of State Engineer) and DHEC.

2123.2 MOVING - Prior to moving an existing building from one location to another on real estate owned by the South Carolina Forestry Commission, written approval must be obtained from the State Forester, and the Division of General Services (Property Management) must be notified.

2123.3 COST OF DEMOLITION OR MOVING - When the cost of demolition or moving exceeds an amount established by the Budget and Control Board for permanent improvements, a project shall be established as required by the Division of General Services (Property Management).

2123.4 SALE - When the best method of disposal or removal of a building is for sale to the public, written approval shall be obtained from the State Forester. The sale of any building will be

made using established procedures as prescribed by the Division of General Services (Property Management).

2124 - BARRIER FREE - PROCEDURE

2124.1 Barrier Free Design is applicable for all Commission new building construction. Guidelines, as published in American National Standard (ANSI A117.1-1980), will be followed until the State of South Carolina Barrier Free Codes are enacted. A minimum of one facility in each building must be provided in accordance with the Barrier Free Standards and Specification.

2124.2 Allowable ramp dimensions for buildings and facilities:

Slope	Max. Rise	Max. Horizontal Distance
1:12	30 inches	30 feet
1:16	30 inches	40 feet
1:20	30 inches	50 feet

2124.3 Handrails: Installed on both sides and continuous on stairways or ramps.

2124.4 Wheelchair turning space: Wheelchair turn in clear space of 60 inches diameter or T-shaped space.

2124.5 Grab bars at water closets: Vertical distance off floor 33-36 inches with clear space underneath.

2124.6 Toilet stalls: Stalls with a minimum depth of 56 inches shall have wall mounted closets. Stalls with a depth of 59 inches may have floor mounted water closet installed.

2124.7 Doors to toilets: Doors shall have a minimum horizontal clear opening of 32 inches with door open 90 degrees.

2124.8 Lavatory clearances: In wheelchair, minimum knee horizontal clearance 17 inches and maximum toe clearance 6 inches. Height of floor to rim of lavatory, minimum of 29 inches.

2125 - REQUESTS FOR EASEMENTS, RIGHT-OF-WAYS, AND LAND TRANSFERS INVOLVING FORESTRY COMMISSION LANDS - PROCEDURE

2125.1 All requests for easements, right-of-ways, and land transfers of Commission lands will be directed to the attention of the State Forester.

2125.2 The State Forester will direct such requests to the appropriate staff for complete evaluation.

2125.3 Staff evaluation will be completed by consulting with all individuals and agencies that might have concerns including, if appropriate, consultation with the Property Management Section, Division of General Services, South Carolina Budget and Control Board, and the Attorney General's Office.

2125.4 Designated Forestry Commission staff personnel will prepare for review and approval by the State Forester a concise review of all evaluation comments to include recommendations and specific modifications of the original request.

2125.5 All requests except those for major transmission lines of public utilities, requests involving more than ten (10) acres, and land transfers will be signed and acted upon by the State Forester.

2125.6 When Commissioner approval or disapproval of related land requests is necessary, the action may be conducted by mail or telephone ballot if the transaction is uncomplicated and/or of an urgent nature. In such cases this action will be reaffirmed during a Commission Meeting with an official quorum attending.

2125.7 Request on actions requiring Budget and Control Board action, upon approval of the State Forester, will be forwarded to the Property Management Section, Division of General Services for official approval by the Budget and Control Board.

2125.8 When such requests are approved by the Budget and Control Board, they will be recorded in the appropriate legal format and signed jointly by the Commission Chairman and the State Forester.

2126- REAL PROPERTY RENTED OR LEASED FROM OTHERS FOR FORESTRY COMMISSION USE OR BENEFIT – PROCEDURE

2126. 1 All request for the rental or leasing of Real Property must be submitted to the Section Chief of Construction & Real Property in writing on Form 2126.

2126.2 The Section Chief of Construction & Real Property will make contact with the appropriate field supervisor or staff personnel to obtain additional information as necessary, develop a lease or agreement as needed and finalize recommendation regarding approval of lease.

2126.3 Short term leases or agreements with terms twelve months or less and/or leases with a total annual value of less than $1200 maybe approved and executed by the Section Chief of Construction & Real Property. Notification of intent to execute will be forwarded to the State Forester, Deputy State Forester and appropriate supervisor at least two (2) working days prior to execution.

2126.4 Leases/Agreements with unusual conditions, terms greater than twelve (12) months or total values greater than $1200 per fiscal year will be executed by the State Forester or as he may direct. The Section Chief of Construction & Real Property will submit the Lease/Agreement with recommendations for approval or rejection to the State Forester.

2126.5 The Section Chief of Construction & Real Property will submit all Leases/Agreements regardless of duration, terms, or value to the General Services Division of the Budget & Control Board according to schedules and regulations prescribed by the Budget & Control Board.

Form 2126
February 2005

Request to Rent/Lease Real Property

Facility Type/Purpose: _____

Facility Location (County & Physical Address): _____
_____

Facility Owner (Name, Address): _____

Facility Size (sq.ft & sq.ft/occupant): _____

Statement of Need: _____

Alternatives: _____

Cost per fiscal year: _____
Source of Funds: _____
Duration of Lease: _____

Special Conditions (if property has been located or if special conditions are required): _____

Submitted by: _____

2200 FINANCE

2201 - COLLECTION OF SERVICES PAYMENTS - PROCEDURE

2201.1 Reporting Services Accomplished - Upon completion of a services job, or lease or rental of services equipment, the responsible Commission employee will complete the required report and mail or deliver to his headquarters.

2201.2 Billing - A pre-numbered invoice, Form No. 2201-1 (use present supply of A-04 Rev. 4-80 until exhausted), will be prepared and the five copies distributed and/or filed as directed on each copy. The Region's file copy and the copy received at the Columbia Office Accounting Section will be held in a suspense file until payment is verified.

2201.21 If an error is made in preparing an invoice, all five copies will be forwarded to the Columbia Office Accounting Section. This is necessary to insure accountability for all invoices.

2201.22 The invoice will indicate the address of the office where it was prepared as the location for payment to be received.

2201.3 Delinquent Payments

2201.31 If payment has not been received by the regional office 30 days from the date of the original invoice, a second notice is to be mailed. At the same time, the Regional Forester will notify all Regions that the delinquent individual can no longer participate in the services program until further notice.

2201.32 If payment is not received within 30 days of the second notice, the Administration Division at the Columbia Headquarters is forwarded a copy of the Region's invoice showing action taken.

2201.33 Upon receiving delinquent payment information from the region, the Administration Division will immediately prepare a letter for the State Forester's signature to be mailed to the delinquent individual requesting payment. This letter will also advise that the account will be turned over to the Attorney General's Office if payment is not received.

2201.34 If payment has not been received within 30 days from the date of the State Forester's letter, the agency's representative from the Attorney General's Office will be given a copy of all correspondence involved in the collection effort. The attorney will forward a letter requesting payment and advise the debtor a lawsuit will follow if payment is not made.

2201.35 The Attorney General's representative will determine proper legal steps necessary should payment not be received within a reasonable time following his initial effort.

2201.36 When payment is received at a field office it should be forwarded to the Columbia Accounting Section. The accounting section will verify payment and advise the field office. At that time, invoices in the field and accounting section will be removed from the suspense file. The field office will retain its copy in a file marked INVOICES CLEARED - FY_____. The accounting section will file in fiscal year file which designates the type of service by accounting categories.

2201.37 The Administration Division will advise all regions of eligibility to participate in the services program following satisfactory settlement by a delinquent individual. The individual will also be advised in writing by the Administration Division of his eligibility status.

2202 OFFICIAL TRAVEL

2202 - OUT-OF-STATE OFFICIAL TRAVEL - PROCEDURE

2202.1 Request for out-of-state travel will be made to the State Forester on Form 2202-1, in duplicate, giving: (1) the purpose of the trip; (2) place of meeting or destination; (3) date of leaving and returning; and (4) method of transportation.

2202.2 Upon approval by the State Forester, the original copy of the request will be returned to the person making such request, and the duplicate retained in the office of the State Forester so that a record is on file as to who is on out-of-state status.

2202.3 On completion of such out-of-state travel, the employee will return to the State Forester the original copy of the travel request, giving on the lower half of the form; (1) the total expense to the state for such trip, broken down as indicated on the form; and (2) any changes from the original request, such as change of meeting place, dates, and transportation.

2200 FINANCE AND ACCOUNTS

2203 - CLOSING ACCOUNTS FOR FISCAL YEAR - PROCEDURE

2203.1 All operating expenditures, except recurring expenditures such as power, telephone and water, will terminate on June 10 of each year.

2203.2 Fuel for vehicles can be purchased through June 30, but personnel are encouraged to cease fuel purchases unless absolutely necessary after June 10.

2203.3 Purchases other than those listed above are not to be made after June 10, unless prior approval has been obtained from the Division of Administration.

2203.4 All bills, with the exception of the above listed exemptions and accompanying purchase orders, should be forwarded to the Columbia Office to arrive no later than June 15. All other bills are to be forwarded as soon as possible.

2203.5 Necessary travel may be continued through June 30. Final travel accounts should arrive at the Columbia Office by July 3.

2203.6 The Division of Administration will schedule warehouse stock inventories at the end of each year to allow completion in each region by June 25.

2203.7 Any bills or sales tickets dated after June 30 must be charged against the fiscal year in which they are dated.

2203.8 The month of July will be used by the Division of Administration to close out the previous fiscal year's transactions and to reconcile all budgets.

2200 FINANCE AND ACCOUNTS

2207 - PAYROLLS - PROCEDURE

2207.1 The payroll clerk will mail all field offices a payroll calendar on June 1 and January 1. Each calendar will include the following:

A. Date of payrolls for the following six month period.

B. The first payroll will be designated RH1, the second RH2 and others will follow in sequence.

C. Date each payroll is due in the Columbia Office.

2207.2 The REGULAR CLASSIFIED PAYROLL, Form 2207-1, will be forwarded to Columbia on the dates prescribed on the payroll calendar. If the payroll has not changed from the last one submitted, the only action required is to mark an "X" in the block indicating NO changes on this payroll from last report. If changes have occurred, the requested information under each heading should be completed.

2207.3 The HOURLY WAGE PAYROLL, Form 2207-2, is not required from a field office if no hourly personnel are employed during the pay period. Where hourly wage personnel are employed, the payroll form is to be forwarded on the dates prescribed on the payroll calendar. All requested data must be accurately completed for each individual listed.

2207.4 Each payroll will be prepared on typewriter or with ink and signed by the supervising official in charge of the activity for which the payroll is submitted; for example, Regional Forester, Forest Director, Nursery Supervisor, and Supervisor, etc. Each sheet must be signed.

2207.5 Deductions for federal and state tax, retirement, social security, insurance, etc., will be figured in the Columbia Office and in the Comptroller General's Office.

2207.6 Checks received from the Comptroller General will be mailed or hand carried to designated individuals by the Administration Division. The payroll clerk will not handle checks received from the Comptroller General.

2207.7 The Commission and Comptroller General will cooperate with all employees desiring to utilize direct deposit.

2207.8 Mailing locations for checks will be designated on the Comptroller General's P-4 form, signed by the employee and mailed to the Administration Division. Mailing changes will be initiated by the employee by executing a new P-4.

2200 FINANCE

2209.1 - TRAVEL AND SUBSISTENCE EXPENSES REIMBURSEMENT - PROCEDURE

The State of South Carolina Statewide Disbursement Regulations chart is located under the Policies and Procedures Heading (effective 8.2021).

NOTE: NO REIMBURSEMENT SHALL BE MADE FOR MEALS WITHIN TEN MILES OF AN EMPLOYEE'S OFFICIAL HEADQUARTERS AND/OR RESIDENCE. AGENCY DIRECTORS MAY INCREASE THIS DISTANCE REQUIREMENT AS DEEMED APPROPRIATE.

EMPLOYEES REQUIRED AS A PART OF THEIR OFFICIAL DUTIES TO ATTEND STATEWIDE, OR REGIONAL MEETINGS WITHIN THE AREA IN WHICH HE/SHE IS HEADQUARTERED AND AT WHICH MEALS ARE SERVED MAY RECEIVE REIMBURSEMENT. REIMBURSEMENTS FOR THESE MEETINGS MUST HAVE THE SPECIFIC APPROVAL OF THE SPONSORING AGENCY DIRECTOR WHO WILL NOTIFY OTHER AGENCIES INVOLVED.

C. Overnight travel - When a state employee is traveling in or out of the state on official state business, the following maximum reimbursement for subsistence will apply:
1. The cost of meals will be reimbursed up to the maximum amount as provided for in the single calendar day schedule. The time limitations for breakfast will not apply for overnight trips when returning early in the morning.
2. Actual hotel/motel costs will be reimbursed for a single room rate or one-half the cost of the double room rate if shared with another state employee. A paid receipt must be attached to employee's travel voucher.
3. Paid motel and hotel receipts for lodging must be attached to the travel voucher when submitted for reimbursement.
4. No reimbursement for overnight accommodations will be made within fifty (50) miles of the travelers official headquarters and/or residence.
5. Receipts for all expenditures, except taxis and meals, shall be attached to the voucher.

2212 - PAYMENT FOR COMMERCIAL DRIVERS LICENSES - PROCEDURE

Payment will be made on a reimbursement basis. An employee, if requested by the South Carolina Forestry Commission to acquire a CDL, shall pay for such testing, fees and license and then submit receipts to Accounts Payable for reimbursement.

2213 - PAYMENT FOR MEMBERSHIPS - PROCEDURE

Payment will be made in accordance with the Agency's Accounts Payable procedures. A requisition or purchase order must be completed and submitted to accounts payable along with the application for membership and all necessary approvals.

2300 INSURANCE

2301 - LIABILITY INSURANCE - PROCEDURE

2301.1 Commission Vehicles

2301.11 All motor vehicles owned and/or operated by the South Carolina Forestry Commission will carry liability insurance as required by the current South Carolina Code of Laws.

2301.12 All South Carolina Forestry Commission employees will be advised and encouraged to carry

riders on their personal insurance policies which will cover them when operating state-owned vehicles.

2301.2 Personal Vehicles - South Carolina Forestry Commission employees operating personal vehicles on Commission business will carry liability insurance meeting at least minimum requirements of the South Carolina Department of Transportation.

2301.3 Real Property

2301.31 All South Carolina Forestry Commission buildings and other real property are covered by tort liability insurance in accordance with the South Carolina Code of Laws.

2301.32 All South Carolina Forestry Commission buildings and personal property will be covered by fire and extended insurance in accordance with the South Carolina Code of Laws.

2301.33 All South Carolina Forestry Commission employees (full time and volunteers) are covered by tort liability insurance in performing their duties for the Commission in accordance with the South Carolina Code of Laws.

2301.34 All South Carolina Forestry Commission employees handling financial transactions or having property records responsibility are covered by fidelity insurance in accordance with the South Carolina Code of Laws.

2301.4 Employee Tort - South Carolina Forestry Commission employees will be covered against personal liability resulting from proper performance of official duties. This coverage will be in accordance with Tort insurance regulations as established by the current South Carolina Laws.

2400 INFORMATION RESOURCES/DATA PROCESSING

2401 - NETWORK SERVICES AND INTERNET USE - PROCEDURE

2401.1 General Principles

Access to computer systems and networks owned or operated by the State of South Carolina imposes certain responsibilities and obligations on state employees and officials (hereinafter termed "users") and is subject to state government policies and local, state and federal laws. Acceptable use always is ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

Users may be subject to limitations on their use of the networks as determined by the appropriate supervising authority.

Use of network services provided by the State of South Carolina may be subject to monitoring for security and/or network management reasons. Users of these services are therefore advised of this potential monitoring and agree to this practice.

Users who violate any copyright declarations are acting outside the course and scope of their employment or other authority and the State of South Carolina is relieved of any legal responsibility therefore. Users will be personally responsible and liable for such infringing activities.

By participating in the use of networks and systems provided by the state, users agree to be subject to and abide by this policy for their use. Willful violation of the principles and provisions of this policy may result in state disciplinary action.

This document may be updated on an as-needed basis and is subject to annual review.

2401.2 Specific Provisions

A. Users shall:

1. Use the network only for official state business and access only files and data that are their own, that are publicly available, or to which they have authorized access. In enforcing this procedure, managers should treat personal use of e-mail or Internet services in much the same way as personal use of the telephone. It is unrealistic to expect that employees will never send or receive an occasional personal message, (just as employees may be expected to receive an occasional business call on their personal time.) However, this must be held to a minimum and must not interfere with the conduct of official Forestry Commission business, adversely affect performance, incur costs to the agency, or violate laws, regulations, or policy. Abuse must be dealt with promptly, and may result in disciplinary actions.
2. Refrain from monopolizing systems, overloading networks with excessive data or wasting computer time, connect time, disk space, printer paper, manuals or other resources.
3. Protect their USERID and system from unauthorized use.
4. Assume responsibility for any charges associated with billable services unless appropriate authorization has been obtained.

B. Users shall not:

1. Use the networks for illegal or unlawful, or immoral purposes or to support or assist such purposes. Examples of this would be the transmission of violent, threatening, defrauding, obscene or otherwise illegal or unlawful materials.
2. Use mail or messaging services to harass, intimidate or otherwise annoy another person.
3. Use the networks for private, recreational, non-public purposes, including the conduct of personal commercial transactions.
4. Use the networks for commercial or partisan political purposes.
5. Use the networks or other state equipment for personal gain such as selling access to a USERID or by performing work for profit with state resources in a manner not authorized by the state.
6. Use the network to disrupt network users, services or equipment. Disruptions include, but are not limited to distribution of unsolicited advertising, propagation of computer "worms" and viruses, and sustained high volume network traffic which substantially hinders others in their use of the network.
7. Attempt to circumvent or subvert system or network security measures.
8. Intercept network traffic for any purpose unless engaged in authorized network administrative duties.
9. Make or use illegal copies of copyrighted software or their mediums, store such copies on state systems, or transmit them over state networks.

2402- FORESTRY COMMISSION WEB SITE

The Forestry Commission will conform to state standards for web accessibility.

2500 PERSONNEL

2503 - MINIMUM EMPLOYMENT AGE - PROCEDURE

2503.1 Temporary Help - Personnel hired to fill temporary positions may qualify for employment at a minimum age of sixteen years.

2503.2 Full-Time Positions - Personnel hired to fill permanent full-time positions will meet the age requirements of that particular position. Age requirement for full-time positions may vary depending on the job description.

2504 - PERSONNEL RECORDS - PROCEDURE

2504.1 An individual personnel file shall be maintained by the Personnel Section on each employee of the South Carolina Forestry Commission which shall include, but not necessarily be limited to, the items listed below. Regional, State Forest, Nursery and Seed Orchard offices shall maintain copies of this information.

A. The employment application.
B. Copies of all personnel actions reflecting a history of the employee's service.
C. Correspondence directly related to the employee's work record.
D. All performance appraisals.

2504.2 An individual attendance and leave record shall be established and maintained by the Personnel Section for each employee of the South Carolina Forestry Commission which shall include the following:

A. Records of all annual and sick leave taken.
B. Record of earning rate and leave balance.

2504.3 The Personnel Section shall provide field offices with summary reports of leave records quarterly.

2504.4 An individual position description will be maintained on each position of the South Carolina Forestry Commission.

2504.5 An individual worker's compensation file will be maintained for each employee of the South

Carolina Forestry Commission injured in a work-related accident which shall include the following:

A. State Industrial Commission Form 12-A, Employer's First Report of Injury.
B. Narrative report of injury.
C. Bills for medical treatment.
E. All correspondence to State Accident Fund.

2504.6 An employee's official personnel file, attendance and leave record, position description, and worker's compensation files shall be open for the employee's review upon request. The employee may receive copies of materials in the files; however, the original material may not be removed by the employee.

2504.7 In responding to requests for information from personnel records, whether pursuant to the Freedom of Information Act(FOIA) or otherwise, the South Carolina Forestry Commission may provide an employee's name, date of employment, title, position description, sex, and race. The determination to disclose other types of information will be made on a case by case basis. Requests for salary information will be answered in accordance with the FOIA. When responding to requests pursuant to the FOIA, the South Carolina Forestry Commission may assess the requesting party a reasonable charge for the cost incurred in providing the information requested, as provided by the FOIA.

2504.8 Information on any current or past employee may be released only upon receipt of a written request signed by the requesting party. Disclosure of any information not considered public by the FOIA may be made only if the employee gives written authorization for the release.

2504.9 An exit interview is an important management tool to aid in the overall assessment of the Agency. A reasonable effort should be made by the supervisor to have the departing employee complete Form 2504-1, South Carolina Forestry Commission Exit Interview Record. A general file on all exit interviews will be maintained in the Human Resources Section.

2509 EMPLOYMENT

2509 - EMPLOYMENT OF PERMANENT PERSONNEL - PROCEDURE

2509.1 The position shall be classified under the State Classification System.

2509.2 Funds for the position shall be available and shall have been approved.

2509.3 Qualifications for each position shall be those stated in the job description for the position which will be amended from time to time, and which shall be maintained in the files of the Columbia Office of the Commission. The job description sets forth specific minimum requirements as to education, experience, and other qualifications for the position.

2509.4 All employment shall be contingent on continued availability of funds, continued need to fill the position, and job performance satisfactory to the Commission.

2510 - COMPLAINTS - PROCEDURE

2510.1 Each complaint will be brought to the attention of the appropriate supervisor in each location and to increasing levels of authority as appropriate.

2510.2 Basic information from each complainant will be recorded on Form 2510-1, Individual Complaint Report. This information will include:

A. Date of complaint.
B. Personnel receiving the complaint.
C. Name, address and phone number of person making the complaint.
D. Nature of complaint.
E. Action taken - by whom - date taken.
F. Referred to.

2510.3 A copy of the complaint form will be submitted immediately to the Administration Division through the appropriate line supervisors.

2510.4 Complaints involving Columbia Headquarters staff or related actions will be directed initially to the attention of the Administration Division Director.

2510.5 All complaints from field offices and Columbia Headquarters will be logged in as received by the

Administration Division Director on a master log (Form 2510-2), and kept on a fiscal year basis.

2510.6 The Administration Division will prepare and submit a quarterly statewide complaint report to the State Forester.

2510.7 Complaint form copies, and the Columbia Headquarters log will be kept on file for one year.

2500 PERSONNEL

2511 - OFFICIAL UNIFORMS – PROCEDURE

2511.1 The South Carolina Forestry Commission will contract with a single vendor and use a catalog system to provide uniforms to its employees.

2511.2 The following job classifications will be allotted uniforms:

Trades Specialist II	State Forester
State Lands Coordinator	Deputy State Forester
Dispatch Manager	Forestry Aide I & II
Equipment Maint. Mgr.	Sr. Staff Forester
Equipment Op. III	Forestry Warden I, II, III
Public Info. Coord.	Trades specialist IV
Mechanic	CRS Supervisor
Forest Tech. &	Pilot
Forest Tech. Trainee	Air Operations Manager
Section Chief	Regional Communications Mgr.
Asst. Nursery Supv.	Supply Specialist III
Ranger & Rngr. Trainee	Supply Manager I
Regional Forester	Regional Program Manager
Staff Director	Chief Law Enforcement Invest
Forester I, II, III	Staff Forester
Communications Tech.	Environmental Educ. Coord.
Nursery Supervisor	Division Director
Public Info. Dir. II	Eng./Assoc. Eng. III
Unit Forester	Asst. Env. Educ. Coord.
Forest Director	

2511.3 Uniforms will be issued according to the standard issue list. After initial issue, replacements will be made by utilization of the catalog system.

2511.4 The initial issue to be purchased for new employees is as follows:

Item	Initial Issue
Belt	2
Hat	2
Winter Coat	1
Work Coveralls	1
Work Jacket	1
Windbreaker	1
Name Badge	2
Jeans	2
Work Pants	3
LS shirts	5
SS Shirts	5
Tee Shirts	5

2511.5 Employees other than new hires will receive an annual allotment (to be determined yearly based on budget restrictions). This allotment cannot be carried forward to the next year.

2511.6 The guidelines for wearing uniforms:

A. Only complete official-issue uniforms will be worn. All the uniform will be worn or none at all.

1. The complete basic uniform consists of a khaki shirt with name bar, bronze South Carolina Forestry Commission uniform shield, green pants or NOMEX pants, belt and buckle
2. Headgear is optional. If headgear is worn, it will be limited to the official South Carolina Forestry Commission cap, safety hard hat, or approved sun safety wide-brim hat worn for medical purposes. The official cap is not intended for use other than with the official uniform.
3. Cold-weather outer clothing will be limited to official issue/purchase coats bearing South Carolina Forestry Commission logo.
4. No substitute items may be worn with or in lieu of official uniform items. This includes, but is not limited to non-uniform coats and jackets, belts, buckles, caps or hats, and non-authorized emblems, logos, or pins.
5. Black or brown leather shoes or boots will be supplied by the employee to wear with the uniform. Tennis shoes will not be worn with the uniform.
6. Agency approved safety items or medically related items of clothing are acceptable for wear during field work only. Examples of this include, but are not limited to, orange safety vests, yellow hard hats, orange safety caps, green briar pants, chemical protective coveralls, snake chaps and chain saw chaps.

B. Field personnel should wear official uniforms in the conduct of all official duties except:
   1. In such situations where the uniform is obviously inappropriate to the occasion. These situations include, but are not limited to:
      a. Meetings or events involving other agencies or where civilian business attire is expected.
      b. Regular supervisor's meetings at the Columbia Headquarters.
      c. Certain law enforcement duties where identification of the employee as a law enforcement officer would compromise the success of the activity.
   2. In situations where region or area staff are working in the office after hours, on week-ends, or holidays where the office is not open to the public.
   3. When engaged in firefighting or prescribed burning. During these activities, South Carolina Forestry Commission personnel will wear agency-prescribed protective clothing.

C. Official issue green work coveralls with South Carolina Forestry Commission logo may be worn for certain activities in the interest of protecting the field uniform from excessive wear and staining. This includes, but is not limited to: shop activities, timber marking, grounds maintenance, and building construction. Green work coveralls must not be worn for firefighting or prescribed burning.

D. Uniforms will be worn in such a way as to present a neat, professional appearance.
   1. Uniforms will be clean and presentable at the beginning of each duty day.
   2. All shirt buttons will be kept fastened except:
      a. The collar button
      b. The wrist buttons on long-sleeved shirts if sleeves are neatly rolled.
   3. Shirttails will be kept neatly tucked into the waistband of the pants.
   4. The expense of cleaning, alterations, and minor repairs will be borne by the employee.
   5. Placement of name bar, bronze South Carolina Forestry Commission uniform shield and law enforcement badge (if authorized) will be according to the diagrams shown in Appendix A & B.

E. No patches, emblems or pins will be affixed to the official uniforms other than those issued by the South Carolina Forestry Commission.

F. Shoulder patches are to be worn on the official uniforms only. Only official caps will be worn with uniform. Only cap emblems furnished by the South Carolina Forestry Commission will be affixed to the cap.

G. Rainwear Procedure:

When available through South Carolina Forestry Commission issue/purchase, only official rainwear will be worn. If official rainwear is not available, employees may wear personal rainwear (ponchos, raincoats, rain hats, rain pants, or rain suits) as long as such items meet the following basic appearance requirements.

1. Color will be either high-visibility yellow or muted tones of brown, green, gray, or black.

2. Rainwear shall bear no prominent external logo of a company, distributor, agency or organization except that of the South Carolina Forestry Commission.

H. Only name bars furnished by the Commission will be worn on the official uniform. It will be centered horizontally on the right hand breast pocket flap midway between the top of the pocket and the button.

I. Badges will be furnished to all personnel who have a forest law enforcement officer commission. The badge will be worn with the uniform either on the shirt in the badge holder or clipped on the belt in the leather case.

J. Columbia office personnel who are so authorized will wear uniforms while performing field duties or as otherwise appropriate.

K. Only the official belt and buckle may be worn with the uniform.

L. Only official South Carolina Forestry Commission T-shirts may be worn in lieu of the khaki uniform shirt for certain labor-intensive or high activity work. This includes, but is not limited to: shop activities, timber marking, grounds maintenance, and building construction.

1. T-shirts may be worn for certain training sessions if the planned training is high activity or labor intensive.
2. T-shirts will not be worn for office work, landowner contacts, public appearances, or meetings.
3. T-shirts will not be worn as outer clothing for firefighting or prescribed burning.

M. Non uniformed personnel may be provided an appropriate complete uniform in order to participate in an approved special event when this is in the best interest of the South Carolina Forestry Commission. This special issue must be approved by the Deputy State Forester. Upon approval, a Uniform Allowance Authorization (UAA) will be submitted to the uniform vendor to establish an account for this one-time purchase. After the purchase is made, the supervisor should then close the account.

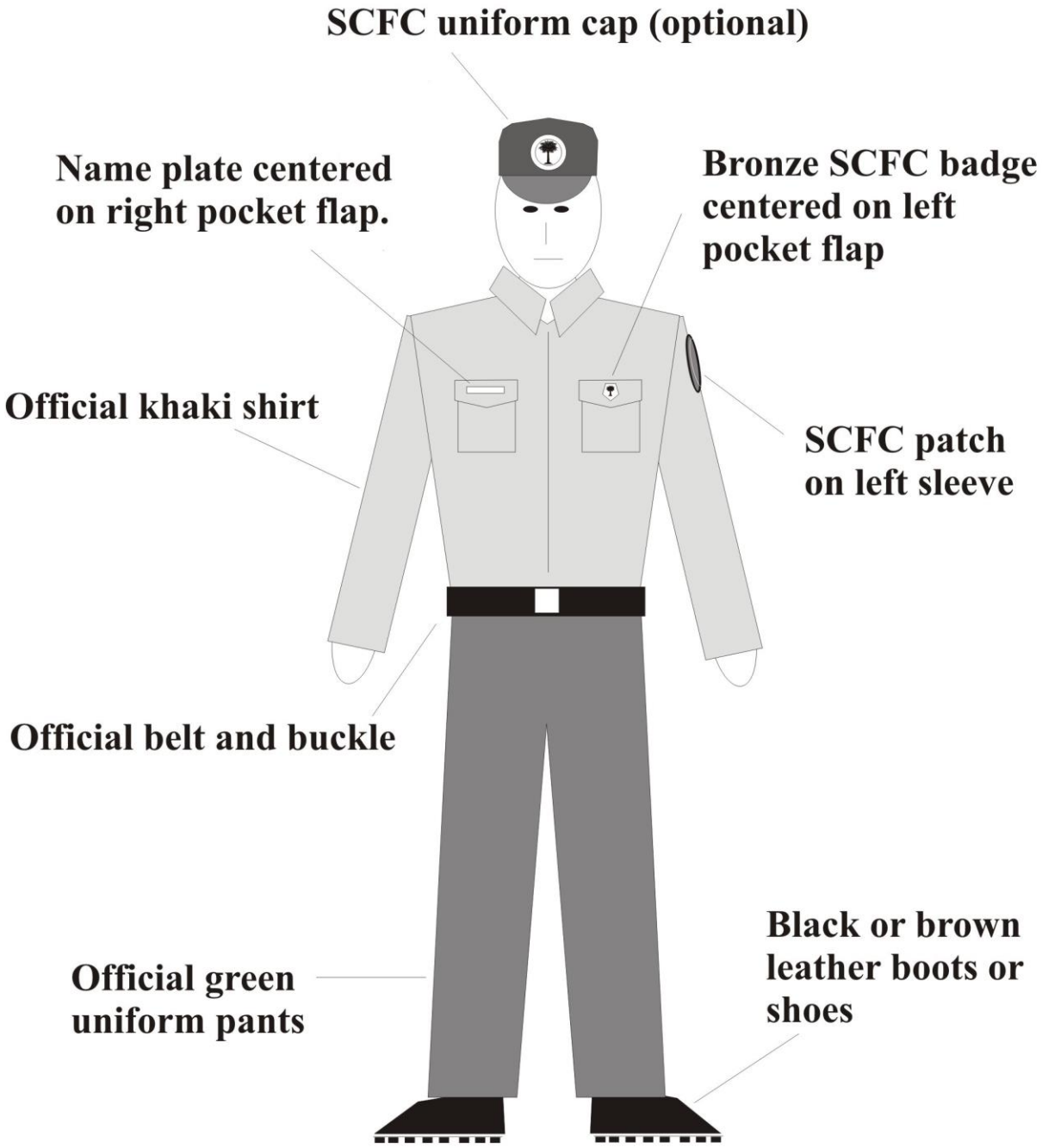
N. South Carolina Forestry Commission employees in the uniform program may purchase uniforms with their personal funds when heir uniform allowance allotment is expended or not sufficient to meet their desires. Only items in the South Carolina Forestry Commission Uniform Program catalog may be purchased and can only be purchased for the use of that employee in their official duties. South Carolina Forestry Commission employees may not expend personal funds for uniform items for gifts for other persons or other employees.

O. All uniform items issued and paid for by the Forestry Commission remain the property of the Forestry Commission. All such items must be turned in to the Forestry Commission when the employee leaves employment for any reason other than retirement. Retiring employees may be allowed to retain the uniforms; however, all emblems must be removed and returned to the Forestry Commission. Authorized uniform items purchased through the uniform program with the employee's personal funds as described in paragraph "N" are the personal property of the employee, and as such, are retained by the employee, but the emblems must be returned to the South Carolina Forestry Commission.

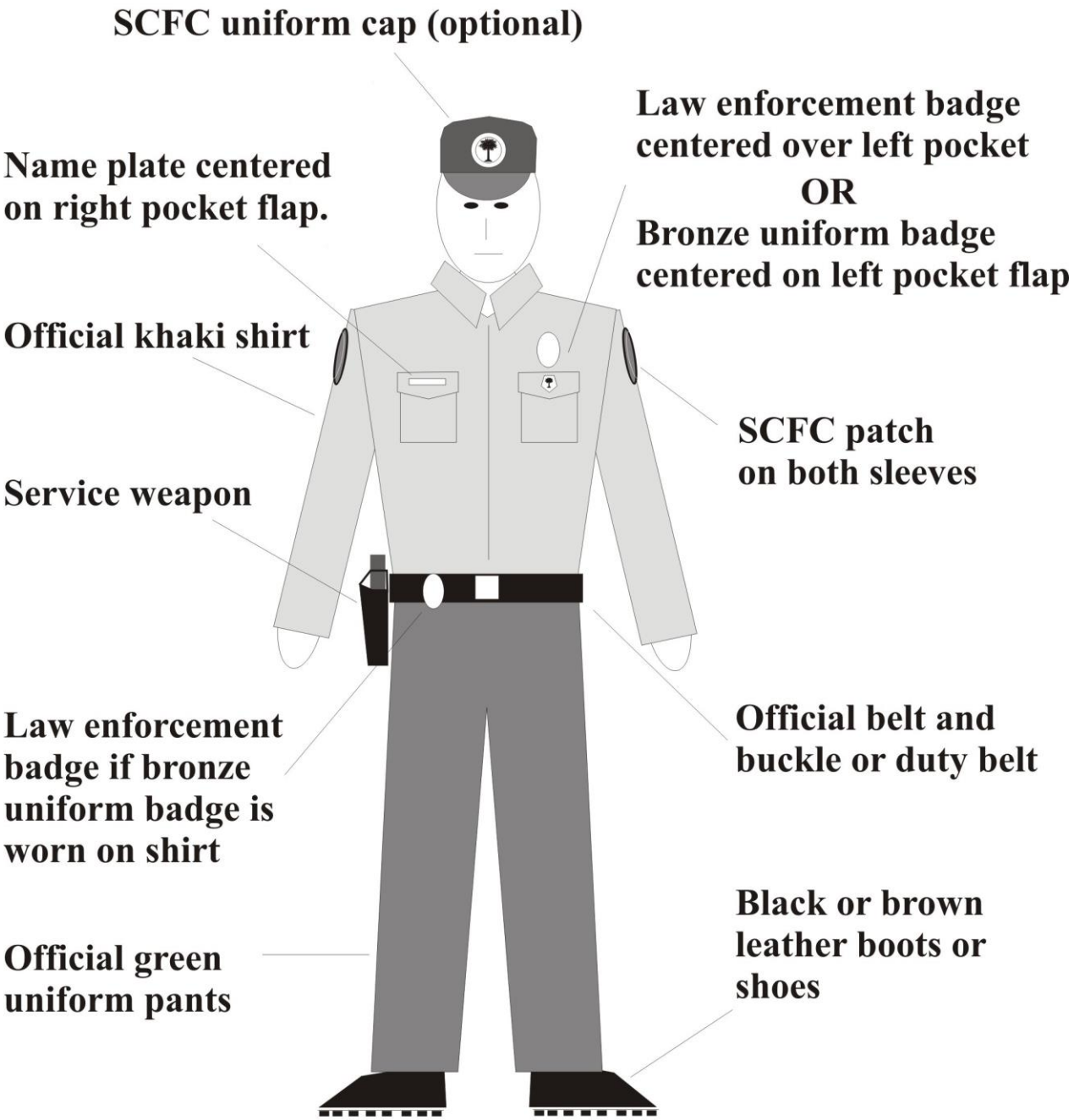
2511.7 The Uniform Custodian from each Region, the State Forests, the Nursery and Tree Improvement Section, and the Columbia Headquarters will serve on the State Uniform Committee; the Purchasing Director serves as an advisor. This committee will serve as the governing body for uniforms for the South Carolina Forestry Commission. The State Uniform Committee acts under the purview of the Deputy State Forester. The chairman of the State Uniform Committee is appointed to this position by the State Forester.

2511.8 The catalog system will be reviewed in January on an annual basis. The uniform committee will make additions, deletions, and changes to the uniform catalog system when appropriate and approved.

SCFC FIELD UNIFORM



LAW ENFORCEMENT OFFICER UNIFORM



Note: Only one badge may be worn on the shirt. This may be either the law enforcement badge or bronze uniform badge.

11/98

2500 PERSONNEL

2516 - LEAVE - PROCEDURE

2516.1 Annual Leave - Permanent, full-time employees earn annual leave based on continuous employment as follows:

A. Up to 10 years - 1-1/4 working days per month

B. After 10 years - 1-1/4 working days per month plus 1-1/4 working days for each year of continuous service above 10 years.

C. Annual leave earnings cannot exceed 30 working days in one year.

2516.11 Credit - Employees will be credited with annual leave earnings for any month in which they are in pay status for 1/2 or more of the working days of the month.

2516.12 Part-Time Employees - Permanent, part-time employees who are scheduled to work at least 1/2 of full-time work week on a 12 month basis will earn annual leave on a pro rata basis that provides the equivalent earnings of a full-time employee.

2516.13 Carryover - Unused annual leave up to 45 days may be carried over from year to year.

2516.14 Maximum Use - The maximum amount that may be taken in one year is 30 days. Requests for annual leave must be submitted in advance to the supervisor by completing Form 2516-1, Application For Leave.

2516.2 Sick Leave - Permanent full-time employees earn 1-1/4 days of sick leave per month, when in pay status for 1/2 of the month or more. Permanent part-time employees earn sick leave on a pro-rata basis that produces the equivalent earnings of a full-time employee.

2516.21 Maximum Accumulation - A maximum of 180 working days of sick leave can be accumulated.

2516.22 Verification - The use of sick leave shall be subject to verification. A doctor's certificate may be required to substantiate sick leave regardless of the length of absence.

2516.23 Notification - When an employee is absent due to sick leave, the supervisor must be informed as soon as the employee is able to do so, and a Form 2516-1 is to be completed upon the employee's return to duty. Medical appointments must be scheduled in advance, except in the event of an emergency.

2516.24 Usage –Sick leave may be used for illness or professional health care appointments. Also up to ten (10) days annually may be used for the care of sick children and/or spouse. (Revised 01/25/05)

2516.3 Military Leave - Military leave is granted to South Carolina Forestry Commission employees in accordance with State statutes.

2516.31 Long Term Service - Every employee of the state of South Carolina who is commissioned, enlisted or selected for service in the armed forces of the United States is entitled to leave of absence without loss of status for a period of time not exceeding five (5) years.

2516.32 Short Term Training - Military leave with pay will be granted up to fifteen (15) calendar days in each calendar year to engage in annual field training. In the event that an employee is called upon to serve during an emergency, additional leave of 30 calendar days may be approved.

2516.33 Application - Application for military leave will only be approved if the applicant submits a copy of official orders.

2516.4 Court Leave - Any employee selected for jury duty is entitled to leave with pay for the period of absence required. All fees received as a juror are retained by the employee.

2516.41 Line of Duty - The appearance of an employee subpoenaed in line of duty to represent a state agency as a witness or defendant is considered a part of the employee's job assignment.

2516.42 Personal Litigation - The absence of an employee to appear in any capacity in private litigation is charged to annual leave or leave without pay upon request of the employee and approval by the appropriate supervisor.

2516.5 Leave Without Pay - Consideration and approval of applications for leave of absence without pay are handled on an individual basis. Leave without pay may be approved for:

A. Illness and injury for employees who have used all sick leave. The maximum that may be approved is 180 days including paid leave taken. The supervisor shall require a physician's certificate or other acceptable documentation describing the disability and giving the projected inclusive dates of disability prior to approval. The supervisor may require additional documentation from the physician issuing the certificate or may secure additional medical opinions from other physicians. In extenuating circumstances, the State Forester may approve up to a 180 day extension.

B. Military leave in excess of such leave allowable with pay.

C. Disciplinary reasons in accordance with applicable policy without regard to the existence of annual leave credits.

D. Other purposes as from time to time may be authorized by the State Forester.

2516.6 Death In Immediate Family - An employee, upon request, shall be granted up to three (3) consecutive working days of leave with pay on the death of any member of the employee's immediate family. Immediate family is defined as the spouse, grandparents, parents, brothers, sisters, children and grandchildren of both employee and spouse.

2516.7 Holidays - All permanent employees are entitled to observe all official state holidays as published each year by the State Division of Human Resource Management.

2516.71 Holiday Observance - Holidays are to be taken on the prescribed day unless it is necessary for the employee to be on duty on that day.

2516.72 Holiday Compensatory Time - If an employee is required to work on a scheduled holiday, the employee will be given a compensatory day to be taken within the next 90 calendar days.

2516.8 Leave Application - All requests for leave are to be submitted to the immediate supervisor on Form 2516-1, Application for Leave. Any leave of absence must be approved in advance except in the case of emergencies that may occur due to illness or personal problems. These situations must be justified to the proper authority and a leave application form must be completed as soon as the employee returns to duty. If approved, the immediate supervisor shall retain the Form 2516-1 in their office and insure the leave taken is properly entered on the Employees Time Report, Form 2529-1, Rev. January 1997. Leave is keyed from the Form 2529-1 by designated staff throughout the agency by the 10th of each month for the previous month. Leave Forms 2516-1 may be destroyed at the end of each calendar year after the employees have signed off on their annual report of leave earned/used.

2516.9 Family and Medical Leave Act (FMLA)

A. Employees in permanent status who have worked at least 1250 hours over the previous 12 months shall be entitled to a total of 12 unpaid work weeks of leave during any calendar year because of the birth or placement for adoption or foster care of a child; because of the serious health condition of a spouse, son, daughter, or parent; or because of the employee's own serious health condition. Leave may be taken for birth or placement of a child only within 12 months of that birth or placement.
   1. Parent is defined as a biological parent or an individual who stands or stood in loco parentis to the employee when the employee was a son or daughter (Does not included parents "in-law").
   2. Son or Daughter is defined as biological, adopted, or foster child, a step child, a legal ward, or a child of a person standing in loco parentis, who is under the age of 18 or 18 years of age or older and incapable of self-care because of a mental or physical disability.
   3. Serious health condition is defined as illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential care facility or continuing treatment by a health care provider.

B. Employees are required to give 30 days notice of the need to take leave under the Family and Medical Leave Act if the need is foreseeable. If the leave is not foreseeable, the employee should give notice as early as is practicable. The Agency may deny the FMLA leave if the employee fails to give 30 days notice for foreseeable leave with no reasonable excuse for the delay.

C. The FMLA allows for the use of reduced leave schedules or intermittent leave where medically necessary.

D. In sick leave situations under FMLA, employees must exhaust their accrued sick leave prior to going on leave without pay.

E. In annual leave situations under FMLA, employees have the option of using their accrued annual leave or going on leave without pay.

F. If paid leave is used by an employee, the law only requires enough leave without pay to total 12 work weeks.

G. If both spouses are employed in State Government, the provisions of the law for care of a newly arrived child or for the care of a sick parent only provides for the spouses' aggregate leave of 12 weeks of leave. If the leave is requested because of the illness of a child or of the other spouse, each spouse is entitled to 12 work weeks of leave.

H. All absences for reasons described in "A" above, whether sick leave, annual leave, or leave

without pay, will be charged against the 12 work weeks provided for under the FMLA.

I. Employees who go on leave without pay under FMLA shall have the State's portion of the group health and dental insurance paid by the Agency. It is important to indicate on the Request For Personnel Action Form that the leave without pay is for FMLA reasons.

J. The Agency may require that an employee's FMLA request for leave to care for the employee's seriously ill spouse, son, daughter, or parent, or due to the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, be supported by a certification of diagnosis and prognosis issued by the health care provider of the employee or the employee's seriously ill family member. If an employee fails to provide the Agency with timely certification (within 15 calendar days) to substantiate the need for the FMLA leave due to a serious health condition, after being requested to do so, the Agency may deny FMLA leave until the required certification is provided.

2516.10 Family Illness

Sick leave may be charged for employees to care for ill members of their immediate families. Immediate family includes the employee's spouse, children and the following relations to the employee or employee's spouse; mother, father, brother, sister, grandparent, legal guardian and grandchildren if the grandchild resides with the employee and the employee is the primary caretaker of the grandchild. This use of sick leave is limited to ten (10) days per calendar year, and should be identified on the Form 2516-1, Application For Leave as "Illness in Family". The code to use in the leave system is 05.

2500 PERSONNEL

2517 - EMPLOYEE GRIEVANCE AND APPEAL - PROCEDURE

THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY, IN WHOLE OR IN PART.

2517.1 The State Employee Grievance Procedure Act (hereinafter referred to as the "Act") provides that each agency and department of State government shall establish an employee grievance procedure for covered employees which shall be reduced to writing and be approved by the State Human Resources Director. A copy of the approved grievance procedure must be made available to covered employees of the agency. Employees choosing to file a grievance or appeal must not be disciplined or otherwise prejudiced for exercising rights or testifying under the provisions of this policy.

2517.2 As used in this Act, grievances or appeals shall include terminations, suspensions, involuntary reassignments in excess of thirty (30) miles from the prior work station, and demotions. Reclassifications, reassignments, and transfers within the same state salary range are not considered grievances or appeals. However, reclassifications are considered a grievance only if an agency, or an appeal if the State Human Resources Director, determines that there is a material issue of fact that the action is a punitive reclassification. Promotions are not adverse employment actions which may be considered grievances or appeals except in instances where the agency, or in the case of appeals, the State Human Resources Director, determines that there is a material issue of fact as to whether or not an agency has considered a qualified covered employee for a position for which the employee formally applied or would have applied if the employee had known of the promotional opportunity. However, when an agency promotes an employee one organizational level above the promoted employees former level, that action is not a grievance or appeal for any other qualified covered employee. Failure to be selected for a promotion is not considered an adverse employment action which can be considered a grievance or an appeal.

2517.3 Salary decreases, based on performance as indicated on EPMS evaluations, are adverse employment actions that may be considered as grievances or appeals. A reduction in force is also an adverse employment action considered as a grievance only if the agency, or as an appeal if the State Human Resources Director, determines that there is a material issue of fact that the agency inconsistently or improperly applied its reduction in force policy or plan.

2517.4 Prior to filing a formal grievance, the covered employee may first attempt to resolve the matter informally with his immediate supervisor. This matter may be presented verbally or in writing. However, this is merely an informal attempt to resolve the matter and cannot be substituted for

the requirements of Step One in the following procedure.

2517.5 If the matter was not resolved informally with the covered employee's immediate supervisor, the covered employee must notify the agency's Human Resources Office in writing to initiate a formal grievance. The covered employee must initiate the grievance with the agency's Human Resources Office within fourteen (14) calendar days of the effective date of the action.

2517.6 The agency's Human Resources Director or other designated official shall initially review the grievance to determine whether the complaint involves a grievance as defined by the State Employee Grievance Procedure Act. The agency's Human Resources Director or other designated official may conduct appropriate investigations and fact findings as he may consider necessary to make this determination. If it is determined that the matter is not grievable, the covered employee shall be so advised in writing by the Agency Director or a designee, normally within five (5) calendar days of receipt of the grievance. Such determination shall be a final decision within the agency which may be appealed to the State Human Resources Director.

2517.7 If it is determined that the matter is grievable, the agency's Human Resources Director or other designated official will promptly schedule a conference to occur between the covered employee's next level supervisor and the covered employee, normally within five (5) calendar days of receipt of the grievance. However, any initial determination by the agency's Human Resources Director or other designated official that the matter may be grieved shall only entitle the covered employee to have the matter considered in accordance with this grievance procedure and shall in no way be construed to be an adjudication of the merits of the grievance. At the conference with the covered employee's next level supervisor, the covered employee will have an opportunity to present his position regarding the grievance. The next level supervisor may conduct appropriate investigations and fact findings to determine whether to accept, reject, or modify the disciplinary action taken against the covered employee. The covered employee will be advised of his next level supervisor's decision in writing within five (5) calendar days of the conference.

2517.8 To continue the grievance, the covered employee must notify the Agency Director or a designee in writing within five (5) calendar days after receiving the Step One decision. The Agency Director or a designee must promptly schedule and conduct a conference with the covered employee, normally within five (5) calendar days. The covered employee will be provided an opportunity at this time to present his position regarding the grievance. The Agency Director or a designee may conduct appropriate investigations and fact findings to determine whether to accept, reject, or modify the disciplinary action taken against the covered employee. The Agency Director or a designee must advise the covered employee of the decision in writing within five (5) calendar days of the conference. This decision will be final within the agency.

2517.9 The Act provides for an appeal of a grievance beyond the agency to the State Human Resources Director. Any covered employee may appeal the decision of the Agency Director or a designee. Such appeal must be in writing and submitted to the State Human Resources Director within ten (10) calendar days of receipt of the agency's final decision or 55 calendar days from the initial date the grievance was filed within the agency, whichever occurs later. As to the 55 calendar days, the Act provides that a covered employee may appeal directly to the State Human Resources Director in the event the agency does not complete its entire internal grievance procedure within 45 calendar days from the time the grievance is initially filed within the agency. Failure by the agency to issue a final decision within this 45 calendar day period is considered an adverse decision. The failure to issue a final decision allows the covered employee to proceed with an appeal to the State Human Resources Director after 45 calendar days, but no later than 55 calendar days from the initial date the grievance was filed within the agency. Failure by the covered employee to file an appeal within the time periods referenced in this paragraph shall constitute a waiver of the right to appeal.

2517.10 The internal time periods of the agency grievance procedure may be waived upon the mutual written agreement of both parties. The 45 calendar day period for action by the agency may not be waived except by mutual written agreement of both parties.

2517.11 The Act allows the covered employee to appeal to the State Human Resources Director any grievance involving the issues specified in the Act after all administrative remedies to secure relief within the agency have been exhausted.

2517.12 The Act provides that a covered employee has the right during the grievance and appeal process to a representative, including counsel. If the covered employee chooses to exercise the right of counsel, it shall be at his expense.

2518 - REGISTRATION OF FORESTERS - PROCEDURE

2518.1 Each unregistered forester employed by the Commission shall apply to be registered within 60 days following completion of the required experience.

2518.2 Foresters that have accumulated the necessary experience as required in Section 48-27-130 (1) Code of Laws of S. C. 1976 as amended, shall apply to be registered before being employed by the Commission.

2518.3 Forms for registration are available through the State Board of Registration for Foresters, Department of Labor, Licensing, and Regulation, 110 Centerview Drive, Columbia, SC 29210

2518.4 The initial registration fee, any individual seal or stamp, and annual renewal costs shall be the responsibility of the employee.

2518.5 The forester shall use the assigned registration number following signatures on technical correspondence. Example: "John F. Jones, R.F. _____."

2518.6 Foresters who have not accumulated the experience to become registered, shall have all correspondence of a technical nature reviewed by the regional forester or his designee who is registered before dissemination of technical material outside the agency. This shall include letters, woodland examination reports, type maps and marking reports. The person doing the review will note at the bottom of the document "Reviewed by _____ R.F.
(signature)

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THE DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

2519 - DRUG AND ALCOHOL TESTING - PROCEDURE

2519.1 The purpose of this procedure is to prescribe the manner in which the South Carolina Forestry Commission will comply with the mandatory drug and alcohol testing regulations issued by the Federal Highway Administration of the U.S. Department of Transportation.

2519.2 All South Carolina Forestry Commission employees required to have a Commercial Driver's License (CDL) are covered by the regulations effective January 1, 1995.

2519.3 The regulations require CDL employees to be subject to five (5) drug and alcohol tests:

A. Pre-employment
B. Post-accident
C. Reasonable suspicion
D. Random
E. Return-to-duty and follow up

2519.4 The total number of random, unannounced alcohol tests each year must be equal to at least 25% of CDL employees.

2519.5 The total number of random, unannounced drug tests each year must be equal to at least 50% of CDL employees.

2519.6 The South Carolina Forestry Commission will contract for the drug and alcohol testing. CDL employees will be advised where to report for the tests.

2519.7 Alcohol Testing

A. Testing will be performed by using Evidential Breath Testing (EBT) devices.
B. Two (2) breath tests are required to determine if a CDL employee has a prohibited alcohol concentration. The first test is a screening test. If alcohol concentration is less than 0.02 the test is considered negative. However, if the alcohol concentration is 0.02 or greater, a second confirmation test must be performed. A CDL employee must be removed from duty for twenty four hours if the second test is positive (0.02 or greater). If the test is 0.04 or greater, the rules do not permit return to duty until the CDL employee has been evaluated by a substance abuse professional, complied with any treatment instructions and passed an additional breath test.

2519.8 Drug Testing

A. Drug testing will be performed by analyzing a CDL employee's urine specimen for marijuana, cocaine, amphetamines, opiates, and phencyclidine (PCP).
B. The specimen goes through a "chain of custody" procedure to ensure security and proper identification.
C. The "split specimen" procedures will be followed. This will mean that each urine specimen is subdivided into two bottles labeled "primary" and "split". Only the "primary" specimen is opened and used for testing. If the test results indicate the presence of illegal or controlled substances, the CDL employee has 72 hours to request that the "split" specimen be sent to another certified laboratory for analysis. This procedure provides the CDL employee with an opportunity for a "second opinion."
D. All drug test results will be reviewed and interpreted by a physician before they are released to the South Carolina Forestry Commission. If a positive result is found, the physician must then contact the CDL employee to determine if there are any medical explanations to the findings.
E. A CDL employee must be removed from duty if a positive result is found after testing, and can not return to duty until evaluated by a substance abuse professional, complied with any treatment instructions, and passed an additional drug test.

2519.9 Training will be provided to CDL employees and their supervisors on the following:

A. The Drug and Alcohol Testing Regulations.
B. Alcohol misuse
C. Drug use and treatment
D. Signs and symptoms of alcohol and drug use to assist in making determinations for reasonable suspicion testing.

2519.10 Detailed records of the South Carolina Forestry Commission Drug and Alcohol Testing Program

will be maintained and will be subject to inspections and audits by the Federal Highway Administration or their designee.

2519.11 CDL employees whose breath alcohol concentration is above 0.04, between 0.02 to 0.04, or whose drug test results are positive will either be placed on leave without pay or temporarily reassigned where possible to duties that do not require the use of a CDL. These options would remove the CDL employee from safety-sensitive duties during times they are prohibited by law from working in those areas.

2519.12 The refusal of a CDL employee to take an alcohol and/or drug test would be in violation of federal law and would mean that the employee would have to be removed from all safety-sensitive duties immediately, which could result in termination of employment if permanent reassignment to duties that do not require the use of a CDL is not possible.

2519.13 Testing positive a second time on an alcohol/and or drug test could result in termination of employment.

2520 - SOLICITATION - PROCEDURE

2520.1 No solicitation will be accepted on a walk-in basis. All contact from companies or individuals will be by appointment only with the Benefits Administrator located at the Columbia Headquarters or the contact person at the field offices.

2520.2 Upon request, a list will be provided of all agency field offices with phone numbers, addresses, approximate number of employees and names of contact persons.

2520.3 The contact person at each field office will have final authority to approve or deny solicitation in any form.

2520.4 The company or individual wishing to solicit will be responsible for contacting the agency locations. Only one (1) contact will be allowed each company or individual at each field office per calendar year. The field office contact person will notify the Benefits Administrator at the time of any contact.

2520.5 No meetings of South Carolina Forestry Commission personnel will be held for the purpose of solicitation. Neither will solicitors be allowed to attend previously scheduled personnel meetings unless so authorized by the field contact person.

2520.6 Brochures or flyers may be left by the company at the South Carolina Forestry Commission's Columbia office or at the field offices. These will be distributed at the convenience of the office involved. Distribution of brochures or flyers should not be taken as an endorsement by the South Carolina Forestry Commission.

2520.7 It is the responsibility of the employee to contact the company or individual for information. Any contact between the employee and the soliciting company or individual will be on the employee's personal time and not during working hours.

2520.8 Any response to any solicitation by brochure or flyer will be mailed directly to the soliciting company or individual at the employee's expense--not through or at the expense of the South Carolina Forestry Commission.

2520.9 It is the responsibility of the soliciting company or individual to see that all P-4 forms for payroll deductions are sent to the South Carolina Forestry Commission payroll office for processing.

2520.10 Solicitation or distribution of literature by employees of the South Carolina Forestry Commission on agency property during working hours is prohibited.

2525 - COMPENSATION - PROCEDURE

2525.1 REQUESTING AND APPROVAL AUTHORITY

All requests for salary adjustments outlined in this chapter will be submitted by the employee's supervisor through the appropriate administrative channels to the Deputy State Forester, with the final approval authority resting with the State Forester. Salary increases are contingent upon funding availability.

2525.2 HIRING ABOVE THE MINIMUM OF THE PAY BAND

The South Carolina Forestry Commission's personnel director has been delegated authority by the Budget and Control Board's Office of Human Resources (OHR) to authorize hiring rates up to the midpoint of the pay band for the class. Requests for hiring rates above the midpoint must be submitted to OHR for approval.

A. Appropriate Rationale:

Proper justification for approval of a hire above minimum request includes, but is not limited to, education, training, or experience that exceeds the minimum requirements for the class or the position-specific qualifications, recruiting difficulties, occupational pay differentials, or geographical pay differentials.

2525.3 PERFORMANCE INCREASES

In accordance with Section 8-1-160 of the State Government Accountability and Reform Act of 1993, the South Carolina Forestry Commission has implemented a performance pay increase plan to award increases to employees who make exceptional contributions to the agency. The performance pay increase plan is subject to the internal availability of funds and will be reviewed on a fiscal year basis to determine the agency's ability to provide performance increases to employees.

A. Appropriate Rationale:

The rationale for a performance pay increase must be based on at least an "exceeds" rating on the most recent EPMS and must meet at least one of the following criteria:

(a) Significant increase in services or productivity.

(b) Significant contributions to workplace safety.

(c) Significant contributions to cost savings, cost reduction, or cost containment.

(d) Substantial contributions to the objectives of the SOUTH CAROLINA FORESTRY COMMISSION.

B. Approval Limits:

An employee may only receive one performance increase in a fiscal year.

2525.4 ADDITIONAL SKILLS AND/OR KNOWLEDGE INCREASES

The South Carolina Forestry Commission may award a salary increase to employees who gain additional knowledge or skills which enhance their job performance and contribute to the overall mission of the agency. Prior approval is required to be considered for this type increase.

A. Documentation:

Requests for additional skills/knowledge increases must include copies of diplomas, degrees, and certificates that serve as documentation of the skill or knowledge that has been acquired.

B. Appropriate Rationale:

Justification may include the attainment of a higher level of education or further professional development directly related to the current position or considered valuable to the South Carolina Forestry Commission. Documentation must specifically demonstrate how the new knowledge or skill enhances the employee's position, assists in the accomplishment of the South Carolina Forestry Commission's goals, or contributes to the overall mission of the South Carolina Forestry Commission.

2525.5 ADDITIONAL DUTIES AND/OR RESPONSIBILITIES INCREASES

The South Carolina Forestry Commission may award a salary increase to employees who are assigned additional duties/responsibilities which increase the overall scope of the position or complexity of the job.

A. Documentation:

An updated position description or document outlining the additional duties must accompany the request.

B. Appropriate Rationale:

Justification for an additional duties/responsibilities increase should include a delineation of the new duties/responsibilities assigned and an indication of the reasons the new job assignments were given. Increases in volume of work may not qualify an employee for an additional duties/responsibilities salary increase. The assignment of additional duties to an existing position cannot have the effect of creating a new position.

2525.6 TRANSFER INCREASES

Employees who transfer from a position in another state agency to a position at the South Carolina Forestry Commission in the same state pay band may be awarded a salary increase upon transfer.

A. Documentation:

The South Carolina Forestry Commission Personnel Section will verify the employee's classification and salary at the other agency.

B. Appropriate Rationale:

Supervisors must provide justification to support a transfer increase, such as, recruiting difficulties and potential cost savings to the agency. The employee's qualifications, as well as the requested salary's impact on internal equity, will be considered in the evaluation of the agency's decision to offer the transfer increase.

2525.7 RETENTION INCREASES

To retain the services of specific employees, the South Carolina Forestry Commission may award a salary increase to employees who have received a job offer from another source.

A. Documentation:

Requests for retention increases must be documented by verification of the job offer.

B. Appropriate Rationale:

Supervisors must provide justification that retaining the services of the employee is vital to the accomplishment of the goals of the division, department, or region. Supporting justification would include factors such as past recruiting difficulties for the position, extensive training requirements, expected loss of productivity, or the inability to provide

satisfactory service.

2525.8 RECLASSIFICATION AND PROMOTION INCREASES

South Carolina Forestry Commission employees may be awarded a salary increase upon promotion or upon the reclassification of their position.

A. Documentation:

Requests for reclassification increases must be accompanied with an updated position description.

2525.9 TEMPORARY SALARY ADJUSTMENTS

Employees who are assigned additional duties for a period not to exceed one year may be awarded a temporary salary increase.

A. Approval Authority:

All temporary salary adjustments must be authorized by the Office of Human Resources.

B. Appropriate Rationale:

Proper justification includes the assignment of the duties of a vacant position to an employee until the position is filled, assigning an employee to a temporary project which requires the performance of higher-level duties, or assigning an employee the additional duties of another position during an incumbent's extended absence.

C. Approval Limits:

Temporary salary adjustments are limited in duration to one year.

2525.10 SALARY DECREASES

The South Carolina Forestry Commission Personnel Section must be consulted prior to any salary decrease action being initiated.

A. Performance Decrease:

Supervisors may request that an employee's salary be decreased based upon poor performance. Requests for performance pay decreases should be considered only in cases where there has been a continuing lack of or decline in performance. Justification for a performance pay decrease must be based on the employee's EPMS. The EPMS evaluation must indicate a "below performance requirements" on a job duty or duties that represent an essential component of the employee's overall duties and responsibilities.

B. Removal of Additional Job Duties and/or Responsibilities

The salary of an employee who was awarded a salary increase upon the assignment of additional job duties/responsibilities may be reduced if the job duties/responsibilities are removed within six (6) months of the date that the salary increase was awarded. Should all of the additional duties/responsibilities be taken away, the employee's salary must be reduced by the entire amount of the additional duties/responsibilities increase which was awarded. However, if a portion of the additional duties/responsibilities remain assigned to the employee, the supervisor may, request that the employee be allowed to keep a portion of the increase which was initially awarded.

A request for removal of an additional duties/responsibilities increase must be clearly documented, indicating the specific duties that are being removed. In addition, an updated position description must be submitted to the South Carolina Forestry Commission Personnel Section.

C. Voluntary Salary Decreases

Employees who voluntarily accept a lower level position may have their salary reduced based on the salary negotiated with the hiring officer. Upon accepting the new position, the employee must sign a "Voluntary Salary Decrease" statement indicating his/her agreement to receiving the lower salary. The signed statement must be forwarded to the South Carolina Forestry Commission Personnel Section and to the Office of Human Resources for final approval.

D. Involuntary Salary Decreases

An employee who is involuntarily assigned lower level responsibilities or moved to a position in his/her current pay band with lower level responsibilities, or demoted to a position in a lower pay band for non-disciplinary reasons, shall not have their salary reduced for a period of two (2) years from the date of the action unless an exception is approved by the Budget and Control Board. Upon the expiration of the two (2) year period, the State Forester may approve a reduction of the employee's salary.

E. Disciplinary Reasons

An employee who, as the result of a disciplinary action, has his/her position reclassified to a class with a lower pay band or is demoted to a position in a lower pay band, may, at the discretion of the State Forester, be paid at any rate within the lower pay band.

2525.11 Bonuses

The South Carolina Forestry Commission may award bonuses to recognize employee accomplishments and contributions. Bonuses do not become a part of an employee's base pay.

A. Amount/Frequency of Bonuses and Source of Funds:
   (a) Bonuses cannot exceed $2,000 per employee.
   (b) An employee may receive no more than one bonus in a fiscal year.
   (c) State general funds identified as carry forward funds or federal or other sources of revenue may be used to award bonuses.
   (d) Bonuses funded from federal or other sources must have documentation of savings resulting from increased efficiency in operations.

B. Approval Authority

   The State Forester is the final authority for approving employee bonuses.

C. Eligibility

   All permanent and probationary employees are eligible to receive a bonus.

D. Approval Criteria

   The rationale for a bonus must be based on at least one of the following:
   (a) Contributions to increased organizational productivity,
   (b) Development and/or implementation of improved work processes,
   (c) Exceptional customer service,
   (d) Realized cost savings, or
   (e) Other specific contributions to the success of the organization.

THE LANGUAGE USED IN THIS COMPENSATION POLICY AND PROCEDURE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SOUTH CAROLINA FORESTRY COMMISSION, AND THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS COMPENSATION POLICY AND PROCEDURE, IN WHOLE OR IN PART.

2525.12 TEMPORARY EMPLOYEE PAY RATES

The setting of hourly pay rates for temporary employees shall be based upon a number of factors such as; the employee’s knowledge, skills, experience, and abilities, comparable rates in the State’s Compensation Program for the duties and responsibilities to be performed, and comparison to market rates for comparable work.

PROGRESSIVE DISCIPLINE - NUMBER 2527

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GENERAL INFORMATION

Employees are expected to perform their assigned duties competently and ethically; to demonstrate courtesy to coworkers and to the public; and to adhere to agency, state, and federal laws, rules and regulations. A review of progressive discipline procedures should be maintained to ensure that all supervisors are being consistent in taking disciplinary action against employees involved in similar situations and that employees are aware of the disciplinary actions. Consequently, each supervisor and employee will be given a copy of the policy. This disciplinary policy does not apply to probationary employees who may be disciplined at the agency's discretion.

GUIDELINES

The circumstances surrounding an offense, such as the severity of the misconduct, the number of times it has occurred and any previous counseling, will suggest what action should be taken. Usually, counseling or an oral reprimand is sufficient for the first occurrence of a minor offense. A record of this action with the employee's and the supervisor's signatures should be documented and forwarded to the Human Resources Office. A repetition of the offense or the first occurrence of a more severe offense should be followed by a written reprimand which becomes a part of the employee's permanent personnel file (which should also be signed by the employee as having been received and understood). Further repetitions of the offense or the first occurrence of a very serious offense is followed by suspension, reassignment, demotion, termination or other appropriate action. Please note that these are intended only to be guidelines because it is most difficult to be all-inclusive or to assign a degree of severity to the various examples given below. For example, "leaving the work station without authorization" may range from a temporary absence from the work station to complete abandonment of a position. In such case, a manager must rely on judgment as an experienced administrator to arrive at appropriate disciplinary action. At management's discretion, individual offenses calling for oral or written reprimands could cumulatively result in suspension or termination.

Employees shall be furnished a copy of disciplinary actions and related documents placed in their official personnel file. Employees may attach additional comments to any disciplinary action, if desired, within two weeks from the date of the disciplinary action. Documents pertaining to disciplinary actions shall not be removed from the employee's official personnel file unless a grievance panel, mediation agreement, or court or law reverses the agency's decision.

VOLUNTARY RESIGNATIONS AND PERFORMANCE ISSUES

Employees who voluntarily fail to report to work for three consecutive workdays and fail to contact the agency during this time period will be considered to have voluntarily resigned. All performance related problems should be addressed by the guidelines established in the Employee Performance Management System.

DISCIPLINARY ACTIONS

No disciplinary actions beyond a written reprimand may be taken without consultation by the Human Resources Director or designee and authorization by the Agency Director or designee. Division Managers and Unit Managers may recommend appropriate discipline. The following steps shall be followed in such cases when discipline beyond the written reprimand is necessary.

1. The supervisor should present all facts surrounding the incident to his/her Unit Manager or designee, with a recommendation for discipline. The Unit Manager should present the facts to the Division Manager with a recommendation for discipline.

2. If the Division Manager agrees with the recommendation, the matter is next discussed with the Human Resources Director or designee. The Human Resources Director or designee should then discuss any actions above a written reprimand with the Agency Director or designee.

3. The notification of suspension, demotion, and dismissal should be taken after consultation with the Human Resources Director and approval of the Agency Director or designee, with the supervisor initiating the action.

4. The above steps should occur prior to the action becoming effective unless, in management's sole discretion, circumstances dictate the immediate suspension of an employee pending the outcome of an investigation.

5. The Human Resources Director or designee will approve the wording of written reprimands, suspensions, terminations or other disciplinary related documents that are beyond an oral reprimand.

CONDUCT WHICH MAY RESULT IN DISCIPLINARY ACTION

It is not possible to list all acts or omissions, which might result in disciplinary action. The list which follows includes some things which obviously are unacceptable and which can result in disciplinary action or termination. The list of offenses and indicated range of disciplinary actions is be used as a guide and is not intended to be all-inclusive.

At the occurrence of any of the listed offenses, or any that are not listed, management will determine the appropriate discipline after the particular circumstances of the case have been carefully considered. The state and federal laws referenced are not all-inclusive in administering discipline.

OFFENSE	RANGE OF DISCIPLINARY ACTIONS
Unauthorized Leave	Written Reprimand to Termination
Habitual Tardiness or Failure to Observe Assigned Work Hours	Oral Reprimand to Termination
Abuse of Leave (Refer to Family and Medical Leave Act and American with Disabilities Act)	Oral Reprimand to Termination
Excessive Absenteeism	To be used for employees who become unreliable because of frequent absenteeism, even if for good and sufficient reasons. Termination should be preceded by oral counseling in an attempt to inform the employee of the problem. (Refer to Family and Medical Leave Act and Americans with Disabilities Act)
Leaving Work Station Without Authorization	Oral Reprimand to Termination
Reporting to Work Under the Influence of Alcohol (Refer to Section 8-11-110 of the SC Code of Laws; Act on Alcoholism)	Suspension to Termination
Drinking Alcoholic Beverages on the Job (Refer to Section 8-11-110 of the SC Code of Laws; Act on Alcoholism)	Termination
Reporting to Work- Under the Influence of Drugs	Suspension to Termination
Possessing or Using Illegal Drugs on the Job	Termination
Insubordination	Oral Reprimand to Termination
Falsification of Records or Documents	Suspension to Termination
Stealing	Termination
Negligence	Oral Reprimand to Termination

OFFENSE	RANGE OF DISCIPLINARY ACTIONS
Willful Violation of Written Rules, Regulations or Written Policies	Written Reprimand to Termination
Unauthorized Use of State Equipment or Property	Oral Reprimand to Termination
Destruction or Misuse of Property or Equipment	Written Reprimand to Termination
Unauthorized Solicitation or Sales on State Premises	Oral Reprimand to Termination
Unauthorized Possession of Firearms on the Job	Termination
Unauthorized Distribution of Written or Printed Material of Any Kind	Written Reprimand to Termination
Sleeping While on Duty	Written Reprimand to Termination
Horseplay	Oral Reprimand to Termination
Malicious Use of Profane/Abusive Language to Others	Oral Reprimand to Termination
Loafing	Oral Reprimand to Termination
Interference with Other Employee's Work	Oral Reprimand to Termination
Working on Personal Jobs During Work Hours	Oral Reprimand to Termination
Excessive Use of Telephone for Personal Matters	Oral Reprimand to Termination
Defacing State Property	Written Reprimand to Termination
Sexual Harassment (Refer to the Anti-Harassment Policy)	Written Reprimand to Termination
Conviction of Up to a Felony	Termination

OFFENSE	RANGE OF DISCIPLINARY ACTIONS
Conviction of a misdemeanor which adversely reflects on an individual's suitability for continued employment	Termination
Discourteous treatment of visitors and/or customers	Oral Reprimand to Termination
Failure to maintain satisfactory or harmonious working relationships with employees or supervisors	Oral Reprimand to Termination
Improper conduct or conduct unbecoming a state employee	Written Reprimand to Termination
Willful false statements to a supervisor	Suspension to Termination
Workplace Violence (Refer to Workplace Violence Policy)	Termination
Unprofessional conduct, incompatible activities, unethical conduct, criminal indictments or convictions (other than minor traffic violations) or other employee behavior having potential or actual detriment to the agency or State operations or their image. Conduct can occur on or off the job/during or after work hours.	Written Reprimand to Termination

WORK PLACE VIOLENCE

If employees engage in any violence in the workplace, or threaten violence in the workplace, their employment will be terminated immediately for cause. The “zero tolerance” approach must be applied to all forms of workplace violence. These include, but are not limited to:

- Physical-the use of force in order to harm;
- Threats-expressions of intent to inflict injury;
- Harassment-words, gestures, and actions which tend to annoy, alarm, or abuse another person;
- Property damage-intentional damage to property owned by the state, employees, visitors, or vendors; and
- Domestic-physical harm or injury or an offer or attempt to cause physical harm or injury by a household member.

2527.6 SEXUAL HARASSMENT

A. Legal and Behavioral Definitions

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
c. Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

a. Threats or intimation of sexual relations or sexual contact which is not freely or mutually agreeable to both parties;
b. Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading words to describe the person, or propositions of a sexual nature.
c. Threats or insinuations that the person's employment, wages, promotional opportunities, job or shift assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances.

B. Complaint Procedure

When an employee feels that they have been a victim of sexual harassment, the following steps should be taken:

a. Discuss the matter with the employee's immediate supervisor, and appropriate person upward in the chain of command, and/or the personnel director.
b. Complete a sexual harassment complaint form, 2527-1.
c. Review form for completeness. Make sure to include the name(s) of person(s) accused of wrongdoing and any witnesses whose testimony will support the complaint.
d. To ensure confidentiality, do not discuss the complaint with persons other than the immediate supervisor, an appropriate person upward in the chain of command, or the personnel director.

All complaints of sexual harassment should be filed as soon as possible following the incident.

C. Agency Investigation

The agency will thoroughly investigate all sexual harassment complaints in a confidential manner. The investigation will include questioning of any witnesses and the individual(s) accused of wrongdoing to afford them the opportunity to respond to the allegations of the complaint. The investigation shall be concluded in an expeditious fashion. The investigating authority shall collect, record and safeguard all information and/or evidence relative to the incident and report findings to the proper administrative personnel for final agency disposition.

D. Agency Disciplinary Action

Appropriate disciplinary action will be taken by the agency for complaints that are determined to be sexual harassment. Appropriate disciplinary action will be taken based on the facts, on a case by case basis, up to and including dismissal.

There will be no retaliatory measures taken against any employee who makes a complaint of sexual harassment.

OVERTIME - NUMBER 2529 – REVISED 01/31/2013

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USE OF OVERTIME

The use of overtime should be an exception to the regular work schedule. An employee should only be required to work overtime on an occasional basis to meet a sudden increase in the workload, to overcome productive time lost due to some mechanical failure, or to meet the demands of a crisis situation. All overtime must be approved in advance by the appropriate supervisor or manager. Unauthorized overtime may result in disciplinary action.

The appropriate management will review when any office and/or individual is found to be consistently charging overtime. Every attempt should be made to avoid the repetitive and chronic use of overtime.

It shall be the responsibility of each supervisor to determine that the provisions of this policy are administered in the best interest of the agency. Although each supervisor is responsible for the requesting of overtime, it is equally important to control unauthorized overtime. Unauthorized work shall be counted as hours worked if the responsible supervisor/manager could have stopped the overtime but did not, or if management knows or has reason to know of this practice.

EXEMPT/NONEXEMPT STATUS UNDER THE FAIR LABOR STANDARDS ACT

Exemptions from both the minimum wage and overtime pay requirements of the Fair Labor Standards Act (FLSA) for any employee in a bona fide executive, administrative, or professional position shall be determined by the Human Resources Director or his/her designee. All other employees shall be nonexempt. Each office will be advised of those determinations which apply to its employees.

MINIMUM WAGE

All nonexempt employees must be paid not less than the current minimum wage.

COMPENSATION

Compensation of all employees is based on forty (40) hours per week or 2,080 hours per year. For employees subject to the fire protection partial exemption, compensation is for up to, and including, 212 hours in a 28-day work period. No additional compensation is due until the employee exceeds forty (40) hours per week or 212 hours in a 28-day work period, respectively.

THE WORKWEEK/WORK PERIOD

The normal workweek for most full-time employees of the agency is 37.5 hours. However, employees shall not receive additional compensation for hours worked between 37.5 and 40.0 hours per workweek. Employees shall not receive compensatory time for hours worked between 37.5 and 40.0 hours per week. The agency also has full-time employees whose normal workweek is 39 hours. Each section shall be advised of any eligible additional compensation or time, which applies to its employees. The agency has full-time employees whose normal workweek is 40 hours. Employees, who are subject to the firefighter special provision, have a 212 hour/28 day work period.

For record keeping purposes, the workweek begins at 12:01 am on Saturday and ends at 12:00 midnight on Friday. Any employee may be required to work up to forty (40) hours per workweek without additional compensation. For employees in positions subject to the firefighter special provision, the work period begins at 12:01 am Saturday and ends at 12:00 midnight four (4) weeks later. Each section shall be advised of the specific dates for the 28-day periods.

HOURS WORKED

Hours worked include all time that the employee is required to be on duty or at the prescribed workplace and all time during which the employee is permitted to work. This includes any bona fide work which the employee performs on or away from the premises if the supervisor knows or has reason to believe that the work is being performed.

REGULAR RATE

The regular rate of pay includes all remuneration for employment paid to an employee to include base pay, longevities, and shift differentials.

HOURLY RATE EMPLOYEES

The hourly rate is the “regular rate” for hourly employees. This rate is calculated by dividing the annual salary by 2080 hours. Hourly employees shall be compensated for all hours worked. Because only salaried employees can be exempt, all employees compensated on hourly rate basis must be classified as nonexempt.

HOLIDAYS

A nonexempt employee who is required to work on a legal holiday shall be given compensatory holiday leave credits in accordance with Section 19-708.03 of the State Human Resources Regulations; however, time worked on a legal holiday shall be used in computing total hours worked.

OVERTIME/COMPENSATORY TIME MAY NOT BE WAIVED (OFF THE RECORD ADJUSTMENTS)

The requirements that overtime pay must be paid or compensatory time granted to nonexempt employees after 40 hours of work in a workweek or after 212 hours of work in a 28-day work period for employees in positions subject to the firefighter special provision, shall not be waived by agreement between the supervisor and the employee.

ADJUSTED WORKWEEK/WORK PERIOD

Under warranted circumstances, a nonexempt employee may be allowed to work in excess of the normal workday and may be given time off during the same workweek at the rate of an hour for an hour to avoid working over 40 hours in a workweek. This adjustment is not allowed for hours worked between 37.5 and 40.0 during any workweek. This type of work rescheduling precludes working over 40.0 hours in a workweek and eliminates the need for overtime payment. In addition, a nonexempt employee working under the firefighter special provision may be allowed to work in excess of the normal workday and given time off during the same work period at the rate of an hour for hour to avoid working over 212 hours in a work period.

EXEMPT EMPLOYEES

Exempt employees may receive compensatory time off for hours worked in exceptional situations, in excess of the normal workweek (40 hours per week). If granted, it must not be at a rate greater than one (1) hour compensatory time for each hour worked in excess of 40 hours in the official workweek and may be at a lesser rate. Exempt employees must not be paid for overtime. (The intent of this provision is not to grant hour-for-hour compensatory time for all hours worked over forty (40) hours in a workweek. Agency management has discretion for approval of hour-for-hour compensatory hours; however, consistency in practice should be maintained.)

HOLIDAY/EXEMPT EMPLOYEES

An exempt employee who is required to work on a legal holiday shall be given compensatory leave credits in accordance with Section 19-708.03 of the State Human Resources Regulations.

ON CALL

If an employee who is on-call is not confined to his or her home or any particular place or is not so restricted that the employee can use the time effectively for his or her own purposes, but is required only to leave word where he or she can be reached, the hours spent on-call are not regarded as working hours.

MEAL PERIODS

A bona fide meal period of thirty (30) minutes or more which occurs during the scheduled workday is not hours worked if the employee is completely relieved from duty for the purpose of eating a meal. Normally, the meal period (lunch period) is one (1) hour each workday.

REST PERIODS

Rest periods or “coffee breaks” of short duration must be counted as hours worked. One morning and one afternoon “coffee break” of no more than fifteen (15) minutes each is permitted. Breaks shall not be used to allow an employee to come in late, to leave early, or to extend the lunch period. Breaks are a privilege and are not required by law.

LEAVE STATUS

Time spent in leave status is not considered hours worked.

IMPACT OF STATUS CHANGE

If a non-exempt employee accepts a position that is considered exempt either within their own agency or with a separate state agency, compensatory time must be paid out prior to the employee starting in the exempt position.

TRAVEL TIME (NONEXEMPT)

Travel time for nonexempt employees may be hours worked under some conditions. Ordinary home-to-work travel or vice versa is not working time. All time spent traveling on one-day assignments is considered time worked regardless of time of day or day of the week.

Travel away from home involving an overnight stay for nonexempt employees is "travel away from home." Travel away from home is clearly work time when it cuts across the employee's workday, as the employee is substituting travel for other duties. This provision is applicable not only on regular working days, but also during the corresponding hours of non-working days. An employee who is required to drive an automobile or is required to ride therein as an assistant or helper is considered to be working except during meal periods or during sleep periods.

LECTURES, MEETINGS, AND TRAINING EMPLOYEES (NONEXEMPT)

When a nonexempt employee by reason of official responsibilities is required to attend lectures, meetings, training programs, etc., such time shall be considered work time.

OVERTIME PAY (NONEXEMPT)

A nonexempt employee shall be paid no less than one and one-half (1 ½) times his/her regular rate of pay for all hours worked over 40 in a workweek or granted compensatory time at a rate of one-half (1 ½) hours for each hour of overtime worked. Nonexempt employees shall not receive additional compensation or compensatory time for hours worked between 37.5 and 40.0 hours per workweek.

Employees in nonexempt positions that are subject to the 28-day/212-hour special provision for firefighters shall either be paid for overtime hours worked in excess of 212 hours worked in a 28-day work period, or at the option of the South Carolina Forestry Commission, shall be credited with compensatory leave. If paid, the overtime compensation shall be included in the next available paycheck after the overtime is earned. Since employees on the 28-day overtime period are guaranteed to have 212 hours of work available to them in the 28-day period, their hourly rates for overtime purposes are found by dividing their regular pay for twenty-eight (28) days (4 weeks) by 212 hours. Their pay for twenty-eight (28) days is found by dividing their annual salaries by thirteen (13) because there are thirteen-28-day periods in a year. When such employees work more than 212 hours in the 28-day period, they will be paid one and a half (1 1/2) their hourly rates for each such hour. With the advance written approval of the State Forester, such employees may be given compensatory time at the rate of one and one half (1 1/2) hours for each overtime hour worked in lieu of cash overtime. The maximum number of hours of compensatory time that may accrue by employees subject to the 28-day, 212 hour provision is 480. Non-exempt employees in positions subject to the 28-day firefighter special provision shall not receive additional compensation or compensatory time for hours worked between 160 and 212 hours per 28 day work period.

OVERTIME

Overtime is all hours worked in excess of 40 in a seven (7) consecutive day work period or all hours worked in excess of 212 in a twenty eight (28) consecutive day work period.

SCHEDULING COMPENSATORY TIME

A nonexempt employee engaged in public safety work (i.e. firefighters) may not accumulate more than 480 hours of compensatory time. All other non-exempt employees may not accumulate more than 240 hours of compensatory time. Any overtime worked after the 240 hours of compensatory time is met, 480 hours for nonexempt employees engaged in public safety work, must be paid in the employee's next regular paycheck.

In the event nonexempt employees earn compensatory time, supervisors will work with the employees to schedule the time off as soon as possible. Compensatory time should be taken by the end of each fiscal year.

2530 -	HAZARDOUS WEATHER - PROCEDURE
2530.1	During hazardous weather or other emergency conditions, the Governor shall issue a Declaration of Emergency stating that because of extreme weather or other specified emergency conditions, employees should not report to work. Unless such a Declaration of Emergency has been issued, all employees are expected to report to work.
2530.11	The Declaration of Emergency may be applicable to all employees in the entire state or only to a specified geographical area. Non-essential employees who live or work within the area specified will not be expected to report to work.
2530.12	During a Declaration of Emergency, all essential and emergency services will be maintained.
2530.2	Nothing contained in this procedure shall preclude the necessary, immediate evacuation of a facility by an individual in a supervisory capacity in the interest of personal safety.
2530.3	"Emergency Conditions" means circumstances that would expose employees to harmful or unsafe conditions, as defined by the Governor's Office.
2530.4	Notification of a Declaration of Emergency during normal working hours will be transmitted by telephone from the Governor's Office to the State Director of Human Resource Management, who will then transmit the message to the South Carolina Forestry Commission. The Governor's Office will also issue a statement to the news media.
2530.41	Outside of normal office hours, all Declarations of Emergency will be transmitted by the Governor's Office to the news media. Employees are responsible to respond in an appropriate manner to closings as they are announced.
2530.5	Employees who do not report to work or who report late shall use annual or compensatory leave, if accrued, take leave without pay, or be allowed to make up time lost from work at a time scheduled by the South Carolina Forestry Commission. Employees must be given the option of making up lost time if he/she so desires.

EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM (EPMS) – NUMBER 2531 – REVISED 08/13/2013

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GENERAL INFORMATION

All performance appraisals shall be made in writing by the employee's supervisor (the rater) who has direct experience or knowledge of the work being performed. The appraisal shall be reviewed by the next higher level supervisor (the reviewer), unless the rater is the Agency Director, prior to the appraisal being discussed with the employee. The reviewer may attach additional comments to the appraisal and, in the attachment may take exception to any of the rater's appraisal points; however, the reviewer may not change the appraisal completed by the rater. Whenever an employee's job responsibilities change significantly, the appraisal document should be revised to reflect that change. The final appraisal must bear the signature of the rater, the reviewer, and the employee, if possible. If any party refuses to sign an appraisal, a notation will be made on the performance appraisal. If possible, a witness should acknowledge that a party refused to sign the appraisal.

All performance appraisals shall become a permanent part of the employee's official personnel file. Upon request, the agency shall furnish the employee with a copy of the performance appraisal with copies of all pertinent attachments, including the form completed at the time of the planning stage and the final appraisal form.

The provisions of this policy address the appraisal process of both probationary and covered employees. Although not mentioned specifically in this policy, employees exempt from coverage under the State Employee Grievance Procedure Act shall also be given annual performance appraisals.

UNIVERSAL REVIEW DATE

Agency employees shall be reviewed prior to January 1st, the agency's universal review date. The agency will maintain the review dates currently established in accordance with the State Human Resources Regulations so that the review date may be reinstated, if necessary.

DEFINITIONS

Universal Review Date - The date prior to which all classified employee's performance reviews are due. January 1st will be the universal review date for the agency (Exceptions: "probationary" employees and "trial" employees).

Short-Year Review - Any performance appraisal that evaluates an employee's performance for a period of time less than twelve (12) months (Exceptions: "trial" period reviews and "warning notice" reviews).

Short-Year Planning Stage - Any EPMS planning stage document covering a period of time less than twelve (12) months (Exception: "trial" period planning stages).

LEVELS OF PERFORMANCE

There shall be three levels of performance to rate each job function and objective and to rate the overall performance:

- Exceptional: Work that is above the criteria of the job function throughout the rating period.
- Successful: Work that meets the success criteria of the job function.
- Unsuccessful: Work that fails to meet the success criteria of the job function.

Performance characteristics shall not be rated by the three levels of performance but shall be given a rating of pass or fail:

- Pass - Meets requirements
- Fail - Fails to meet requirements

PLANNING STAGE

Each employee shall have a planning stage conducted at the beginning of each rating period. The employee's job functions (which include job duties and success criteria), objectives, and performance characteristics for the next rating period will be discussed at this time. These items, as included in the planning stage, are described below. The rater and the employee should participate in drafting the planning stage document. The reviewing officer and the rater should discuss the requirements for the coming year prior to the planning stage. A rater may incorporate a team activity into the planning stage document. The team performance being evaluated could constitute a job function, an objective, or one criteria for a particular job function or objective. A rater may also link the employee's training plan to the planning stage document.

JOB FUNCTIONS

The rater and the employee shall determine the job functions (which include the job duties and success criteria) by reviewing the employee's position description. If the position description is not up-to-date, or if there is no position description, one should be prepared and submitted for approval. In those instances where the rater and employee cannot agree upon the job functions, the rater's decision shall be final. The statement outlining the job function should include descriptive information about the performance expectations (success criteria) of the rater. The descriptive statements should specify the expectations of the rater for the employee to meet performance requirements. Each job function will be rated during the evaluation stage based on the three levels of performance. It shall be mandatory for all raters to be evaluated on the timely completion of each employee's performance appraisal.

OBJECTIVES

Objectives shall be optional for all employees. An objective should be included when the employee is assigned a special, non-recurring project or assignment that is not included in the employee's position description. The statement outlining the objective(s) should also include descriptive information about the performance expectations (success criteria) of the rater. The descriptive statement should specify the expectations of the rater for the employee to be successful. Each objective shall be rated in the evaluation stage based on three levels of performance.

PERFORMANCE CHARACTERISTICS

The performance characteristics section shall be used as a communication tool to emphasize those performance characteristics that are important to success in performing the job functions and objectives included in the planning document. Each performance characteristic will be defined in the planning stage and rated as "pass" or "fail" in the evaluation stage. The performance characteristics section shall not be weighted in the determination of the overall performance rating.

It shall be mandatory for all managers and supervisors to be rated on the performance characteristic of "promoting equal opportunity." (Promoting equal opportunity includes such areas as hiring, promotion, or placement; level of personal and organizational commitment to equal opportunity; progress toward achieving a fully integrated and representative work force; and contribution toward minority programs and other social/economic equal opportunity goals.)

ONGOING PERFORMANCE MANAGEMENT

A rater should continue to provide performance feedback to employees throughout the review period. An unofficial mid-year review is encouraged to facilitate the communication between raters and employees. In addition, various options are available to the rater in conducting performance management. A rater may gather feedback to prepare the appraisal document and/or conduct unofficial appraisals more frequently than required in this policy.

PROBATIONARY PERIODS

Each new employee in probationary status shall be rated prior to the completion of a twelve month probationary period. The performance review date marks the beginning of a new review period. If an employee does not receive a performance appraisal prior to the performance review date, the employee will receive a "successful" rating by default and obtain covered status as a State employee and permanent status in the class. The probationary period may not be extended. After satisfactory completion of the probationary period, an employee may receive a short year planning stage and a short year review in order to move the employee to the universal review date. If an employee is not performing satisfactorily during the probationary period, the employee must be terminated before becoming a covered employee. Until an employee has completed the probationary period and has a "successful" or higher overall rating on the employee's performance evaluation, the employee has no grievance rights under the State Employee Grievance Procedure Act; therefore, an agency is not required to follow the "Substandard Performance Process" to terminate a probationary employee. The "successful" rating is the equivalent to the "meets" performance rating referenced in the State Employee Grievance Procedure Act.

ANNUAL PERFORMANCE REVIEWS

All employees shall be given an annual appraisal no more than 90 calendar days prior to the employee's performance review date. An employee on approved leave with or without pay for more than 30 consecutive workdays may have the performance review date advanced up to 90 days after those first 30 workdays. A covered employee who within 30 calendar days of his performance review date receives a "Warning Notice of Substandard Performance" shall have the performance review date advanced up to 90 days. If the review date advances, the employee may require a short-year planning stage and a short-year review in order to move the employee to the universal review date.

The performance review date marks the beginning of a new review period. If an employee does not receive an appraisal prior to the performance review date, the employee shall receive a "successful" rating by default. A covered employee may not be issued an overall "unsuccessful" appraisal at any time during the annual review period without following the "Substandard Performance Process."

The rater will complete the annual appraisal review based on the employee's performance for the entire review period. Once the rater has completed the appraisal document, it will be presented to the reviewing officer for signature. The rater will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature on the appraisal document.

TRIAL PERIODS

Each covered employee who has been demoted, promoted, or reclassified will be appraised prior to the completion of a six month trial period in the position. The performance review date marks the beginning of the new review period. If an employee does not receive a performance appraisal prior to the performance review date, the employee will receive a "successful" rating by default and obtain permanent status in the new classification. Once an employee has completed a successful trial period and obtained permanent status in a class, the employee retains permanent status in the class throughout the employee's continuous service. The six month trial period may be extended up to 90 calendar days upon written notice to the employee prior to the end of the six month trial period. The employee's performance review date shall be advanced for the time period such extension is in effect. After satisfactory completion of the trial period, the employee may require a short-year planning stage and a short-year review in order to move the employee to the universal review date.

The "Substandard Performance Process" is not required to demote or reclassify downward an employee in trial status to the same class from which promoted, if the demotion or reclassification occurs within the trial period. The "Substandard Performance Process" is also not required to demote or reclassify downward an employee in trial status to a class in an equal or higher pay band from which promoted, if the demotion or reclassification occurs within the trial period. The employee in trial status may not grieve such demotion. The employee in trial status may not be terminated or demoted to a class in a lower pay band than that from which promoted for performance reasons without following the "Substandard Performance Process."

SUBSTANDARD PERFORMANCE PROCESS FOR COVERED EMPLOYEES

A covered employee is entitled to adequate notice of substandard performance and the opportunity to improve the substandard performance before receiving an "unsuccessful" rating and being removed from the position. To ensure this occurs, the following procedures shall be followed:

- A rater shall issue a “Warning Notice of Substandard Performance” prior to issuing an “unsuccessful” rating to a covered employee. If during the performance period an employee’s performance is considered “unsuccessful” in any essential job function which significantly impacts performance, the rater shall provide the employee with a written “Warning Notice of Substandard Performance.” The warning notice shall provide for an improvement period of no less than 30 days and no more than 120 days. The warning notice may be issued at any time during the review period. Ordinarily, the warning notice may not extend beyond the employee’s performance review date. However, if the warning notice is issued less than 30 days before the employee’s performance review date, the performance review date shall be advanced up to 90 days. Should the review date roll and the employee receives a “successful” or above rating on all essential job functions which significantly impact performance noted in the warning notice, the employee may require a short-year planning stage and a short-year review in order to move the employee to the universal review date.

- The rater and employee should participate in drafting a work improvement plan. The work improvement plan should include a list of ways to improve the deficiencies and other appropriate performance-related recommendations. In those instances where the rater and employee cannot agree upon the content of the work improvement plan, the rater’s decision shall be final.

- During the warning period, the employee and the rater will have regularly scheduled meetings during which they will discuss the employee’s progress. Documentation is required to verify that these counseling sessions were held. Copies of this documentation shall be placed in the employee’s official personnel file and given to the employee upon request.

- If the employee’s performance is rated “successful” or above on all essential job functions/objectives which significantly impact performance noted in the warning notice by the end of the warning period, employment shall continue. If the employee is rated “unsuccessful” on any essential job function or objective which significantly impacts performance as noted in the warning notice by the end of the warning period, the employee shall be removed from the position immediately (i.e., terminated, reassigned, demoted).

- Once a time frame for improving substandard performance has been given, the employee must receive a written appraisal prior to the end of the warning period or the employee will receive a “successful” rating by default.

- If an employee has been issued two warning notices within a 365 day period and performance drops to a substandard level on any essential job function or objective which significantly impacts performance for a third time within a 365 day period, the employee shall be removed from the position upon the third recurrence of such substandard performance by issuing the “unsuccessful” appraisal. A warning notice is not required on the third occurrence.

WARNING NOTICE OF SUBSTANDARD PERFORMANCE

The requirements of a "Warning Notice of Substandard Performance" are:

- The notice shall be submitted to the Human Resources Administrator or his/her designee for review, prior to the written document being given to the employee.
- The notice shall be in writing, addressed to the employee, labeled as a "Warning Notice of Substandard Performance," and signed by the employee (witnessed, if employee will not sign).
- The notice shall list the job function(s) and/or objective(s) included on the employee's planning document that are considered "unsuccessful" with an explanation of the deficiencies for each job function and/or objective.
- The notice shall include the time period for improvement and the consequences if no improvement is noted (i.e., termination, demotion, reassignment).
- The notice shall include a plan for meetings to discuss employee progress during the warning period.

A copy of the notice shall be given to the employee and the original notice placed in the employee's official personnel file.

WEIGHTED SYSTEM

In order to reduce subjectivity in the evaluation, a numerical value will be assigned to each level of performance. The supervisor and the employee will determine a weight for each individual job function and objective. Performance characteristics will not be given a numerical score but will be given a rating of "Pass" or "Fail."

LEVEL OF PERFORMANCE (JOB FUNCTIONS AND OBJECTIVES):

		Ranges
Exceptional (E) -	3	2.5 and above
Successful (S) -	2	1.5 to 2.4
Unsuccessful (U)	1	1.4 and below

Performance Characteristics Ratings:

Pass (P)
Fail (F)

Example of Weighted System:

	Weight Factor	Rating	Numerical Score
4 Functions	40%	S	40 x 2 = 80
	25%	E	25 x 3 = 75
	20%	S	20 x 2 = 40
	10%	S	10 x 2 = 20

1 Objective	5%	E	5 x 3 = 15
Total	**100%**		**230**

3 Characteristics	P
	P
	P

Divide the total numerical score of 230 points by the total weight factor of 100% and get 2.3, which give the employee an overall performance evaluation of "Successful." If the overall rating falls between two levels of performance, the rating is to be rounded down (example: 2.45 = 2.4 not 2.5).

EPMS PERFORMANCE CHARACTERISTICS

FUNCTIONAL QUALITIES

Technical Competence: Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job. Acquires new knowledge/skills/abilities as required by the job.

Quality of Work: The extent to which the employee neatly, thoroughly, and accurately completes job assignments according to established standards of quality. Continuously improves quality of work.

Problem Analysis: Able to identify problems and relevant issues and breaks problems into components. Sees relationship and alternative solutions and arrives at sound conclusions through a logical process.

PERSONAL QUALITIES

Self-Management: Works with minimal supervision, manages own time effectively, maintains control over all current projects/responsibilities. Follows up on all relevant issues.

Judgment: Able to reason, compares, understands, and thinks rationally on the job. Makes quality work-related decisions based on sound conclusions/data. Able to separate facts from opinions.

Leadership: Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork, and to resolve problems.

Initiative: Starts assignments without prompting and independently contributes ideas and projects. Sees and acts upon new opportunities. Thinks and acts independently and promptly addresses problems.

Dependability/Reliability: Employee can be relied upon to meet work schedules and fulfill job responsibilities and commitments. Meets deadlines and follows instructions.

INTERPERSONAL QUALITIES

Customer Service: To effectively and efficiently meet the needs of those served by continually assessing performance based on customer feedback.

Listening Skills: Asks meaningful questions and listens closely and respectfully before offering comments.

Acceptance: Gains confidence of others and earns respect of subordinates, peers and superiors. Values diversity and respects opposing opinions.

Teamwork: Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals. Degree of responsiveness to organizational needs.

Adaptability: Employee can adapt to job or organizational changes. Readily accepts new responsibilities and assignments.

Communication: Ability of employee to present accurate information to other employees, peers, and superiors in an effective manner.

MANAGEMENT CHARACTERISTICS

Management Functions

Planning and Organizing

- Organizes department's work to meet the mission of the agency.
- Establishes a course of action for meeting an objective.
- Allocates resources and personnel for best effect within budget limits.
- Develops schedules for activities and projects.
- Sets and observes priorities in order to avoid backlogged work.
- Effectively matches short-term goals to contribute toward longer-range plans.

Controlling

- Monitors, regulates, and facilitates employees' activities.
- Establishes and maintains effective procedures to monitor and control activities within the employee's responsibility.
- Monitors the progress and results of delegated assignments and keeps informed of developments in area of responsibility.

Delegating

- Allocates responsibilities to employees to help develop their career potential.
- Uses staff members effectively by allocating decisions and other responsibilities to the appropriate employees.
- Provides clear instructions and leadership so delegated tasks are properly completed.
- Establishes and empowers teams, where appropriate, to improve work systems and processes.

Motivating

- Creates an organizational environment or climate in which employees can perform to the best of their ability.
- Establishes employee motivation by giving employees timely and regular recognition and feedback for work performed.
- Ensures that employees are aware of the possibility of advancement and growth.
- Develops a sense of trust, respect, and responsibility.

Developing

- Develops a learning environment for both employee and supervisor by continuing education and training to stay abreast of the current state-of-the-art in one's field.
- Makes training projections based on current trends and future goals.
- Determines learning and training needs. Allocates resources to provide necessary training.
- Selects appropriate learning activities.
- Promotes Equal Opportunity: Promotes agency affirmative action goals in such areas as hiring, promotion, or placement; level of personal and organizational commitment to equal opportunity; progress toward achieving a fully integrated and representative work force; and contribution toward minority programs and other social/economic equal opportunity goals. All management/supervisory employees are required to be rated on this characteristic.

Management Skills

Quality Focus

- Fosters culture of continuous improvement through ongoing assessment of agency processes and systems.
- Focuses on customer service.
- Promotes teamwork.
- Strives for quality work products.

Internal Environmental Focus

- Knows the impact of decisions and actions on individuals and other parts of the agency.
- Maintains open communication with peers in other departments.
- Understands the agency's organization and methods.
- Knows and accepts the agency's mission, goals, and objectives.

External Environmental Focus

- Knows and allows for influences outside the agency. Anticipates factors that may alter the agency's mission.
- Stays abreast of events in government that could affect the agency.
- Regularly reads news and business-related publications to stay abreast of information that impacts the agency.

Independence

- Acts on the basis of own thoughts, not the influence of others.
- Works without close supervision.
- Seeks approval and advice in situations outside personal authority and expertise.

Tenacity

- Overcomes obstacles to the attainment of a goal through sound problem-solving techniques.
- Pursues goals until they are achieved or their attainment is no longer reasonable.

Initiative

- Initiates action.
- Actively attempts to influence events that can affect the achievement of goals.
- Does not readily accept circumstances that interfere with the attainment of goals.
- Regularly originates ideas and activities.

Self Control

- Maintains composure under provocative circumstances.
- Responds constructively to challenges and criticism.
- Maintains professional demeanor while dealing with difficult situations.

Stress Tolerance

- Performs well under pressure.
- Maintains composure, good judgment, and adequate performance levels under pressure caused by deadlines, workload, opposition, and other causes.

Versatility

- Stays well informed about a broad range of job-related interests.
- Keeps informed about other parts of the agency.
- Is aware of changes in the agency.
- Readily embraces appropriate changes to agency processes and systems.

Creativity

- Adopts initiative, imaginative solutions to work-related problems.
- Generates innovative solutions and ideas regularly.
- Encourages and acknowledges ideas from the employees, co-workers and other sources.

Decisiveness

- Readily makes decisions, judgments, and commitments.
- Identifies decisions that require research and deliberation.
- Effectively establishes priorities based on agency needs.
- Seeks necessary information and advice.
- Allows ample time for fact-finding and deliberation, when possible.
- Makes decisions within the time limits required by the situation.
- Rejects tendencies to make premature decisions.

Judgment

- Makes realistic and rational decisions.
- Bases decisions on logistical assumptions, relevant facts, and accurate data.
- Develops and analyzes alternative courses of action.
- Seeks advice and input of superiors, employees, and other appropriate sources.

2533 - CLEAN INDOOR AIR ACT OF 1990 - PROCEDURE

2533.1 It is unlawful for any person to smoke or possess lighted smoking material in any form in South Carolina Forestry Commission buildings except as follows:
A. Smoking is permitted in enclosed private offices.
B. Smoking areas may be designated within employee break rooms.

2533.2 "South Carolina Forestry Commission buildings" shall include any building or portion thereof owned, leased or operated by the South Carolina Forestry Commission.

2533.3 In areas where smoking is permitted, the person in charge of the building shall conspicuously display signs designating smoking and nonsmoking areas, except that signs are not required in private offices. If there is no sign specifically designating the area as a "smoking area" it shall be considered a "nonsmoking area".

2533.4 In complying with this procedure, the person in charge of the South Carolina Forestry Commission premises shall make every reasonable effort to prevent designated smoking areas from impinging upon designated smoke-free areas by the use of existing physical barriers and ventilation systems.

2533.5 A person who violates the Clean Indoor Air Act of 1990 shall be guilty of a misdemeanor as provided in the Act.

2533.6 No person is authorized to require any other person to submit to any form of testing to determine whether or not the person has nicotine or other tobacco residue in their body.

2533.7 If any portion of this procedure is at variance with the Clean Indoor Air Act of 1990 or any future revisions or amendments, the State Act shall prevail.

REDUCTION IN FORCE - NUMBER 2534 – REVISED 08/13/2013

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS, THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH HARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE AND SCOPE

The purpose of this procedure is to prescribe the manner in which covered employees in the Forestry Commission are released in an equitable manner should a reduction in force becomes necessary. A reduction in force may require the separation, involuntary demotion, reassignment, or reduction in work hours of the agency's covered employees. A reduction in force does not apply to non-covered employees (e.g. probationary employees, temporary employees, temporary grant employees, time-limited research grant employees, and employees exempt from the State Employee Grievance Procedure Act).

The agency may implement a reduction in force for one or more of the following four reasons:

1. Reorganization;
2. Work Shortage; or
3. Loss of Funding; or
4. Outsourcing/Privatization.

MANAGEMENT DECISIONS

The Forestry Commission shall determine the following items prior to developing the reduction in force plan:

A. What is the reason(s) for the reduction in force;
B. What area(s) of the agency are to be impacted by the reduction in force [Competitive Area(s)];
C. What State class title(s) within the competitive area(s) are to be affected [Competitive Group(s)]; and
D. How many positions in each State class title(s) are to be eliminated.

COMPETITIVE AREA(S)

The Forestry Commission shall determine the competitive area(s) the reduction in force will impact. The Forestry Commission should establish a competitive area that is clearly distinguishable from the staff in other areas and where the interchange of employees would not be practical. This competitive area may be the entire agency, a department, a unit, or a geographical location.

COMPETITIVE GROUP(S)

The Forestry Commission shall determine the competitive group(s) based on the State class title(s) within the competitive area(s) that the reduction in force will affect. If the reduction in force is to

apply to more than one State class title, each State class title will be treated separately, except where the reductions are to be made in a State class title series (e.g. Forester I, Forester II, Forester Supervisor I, Forester Supervisor II) or in State class titles that are part of the Forestry Commission's customary career path.

POSITION IDENTIFICATION

The Forestry Commission shall identify the position(s) within the competitive area(s) and competitive group(s) by identifying the following information:

A. State Class Title;
B. State Class Code;
C. Pay Band, if applicable;
D. Total number of positions in the State class title within the competitive area; and
E. Total number of positions in the State class title within the competitive area to be eliminated.

RETENTION POINTS

The Forestry Commission shall calculate retention points for covered employees in the competitive area(s) and competitive group(s) to be used in determining which covered employees are to be involuntarily demoted, reassigned, have reduced hours or separated. Retention points shall be based on the total scores of the two most recent annual performance appraisals and the length of continuous State service. The sum of the retention points for performance and length of continuous State service are the total retention points that an employee uses in the competition.

A. Performance Appraisal Points

The Forestry Commission will determine the total score for an annual performance rating by using the following numerical values assigned to the Employee Performance Management System (EPMS) performance ratings. The table below is used for those employees receiving evaluations prior to the effective date of this policy.

Substantially Exceeds Performance Requirements	3
Exceeds Performance Requirements	2
Meets Performance Requirements	1
Below Performance Requirements	0

Any evaluations completed after the effective date of this policy, will use the following values:

Exceptional	3
Successful	1
Unsuccessful	0

The point values for each rating will be computed using the rating scale that was in place at the time of the specific EPMS evaluation.

The Forestry Commission will recognize the performance ratings as follows for current state employees transferring to this agency for reviews conducted on or after the effective date of this policy: “Substantially Exceeds Requirements” and “Exceed Requirements” as “Exceptional,” “Meets Performance Requirements” as “Successful,” and “Below Performance Requirements” as “Unsuccessful.”

For any year in which the employee does not receive an actual evaluation with a rating, the employee will receive a Successful rating for that year; however, if in the previous year, the employee received a higher than Successful rating the employee will receive the points for the higher rating.

B. Continuous State Service Points

Covered employees will receive one retention point for each year of continuous State service after completion of a 12-month probationary period. Six months or more of continuous State service will be considered as one year of service and less than six months of service will receive no retention points.

C. Exception to Procedure for Retention Point Calculation

If every position in the competitive area is being eliminated, the agency is not required to calculate retention points. For positions reestablished within one year of the RIF, in the same competitive area and in the same state class title, the agency must calculate retention points at the time of recall. The agency must calculate retention points using continuous state service and performance appraisal points based on the effective date of the reduction in force.

D. Additional Retention Points for Competition in a Lower Band

When a covered employee is bumped from a position with a higher pay band in a state class title series or the Forestry Commission's established normal career path of state class titles to compete with others for a position in a lower pay band, covered employees will receive two additional retention points.

SEQUENCE OF REDUCTION IN FORCE

The order of the reduction in force of covered employees in each State class title(s) shall be determined by the total number of retention points for each employee. If two or more employees affected by a reduction in force have the same number of retention points and not all are to be affected by the reduction in force, the agency hire date will determine the order of the employees affected. The covered employee with the earlier agency hire date will be retained. If after using the agency hire date to determine the order of affected employees a tie still exists, the agency will place the names of those employees with whom the tie exists in a hat. The name(s) drawn from the hat will be retained.

Bumping rights are provided for covered employees who have accumulated more retention points than those with whom they are competing. Under no circumstances can an employee gain from a reduction in force. Bumping rights are provided only downward.

RETENTION OF NECESSARY QUALIFICATION

No employee with a lower number of retention points shall be retained in preference to another employee in a competitive area(s) and group(s) with a higher number of retention points except when the Forestry Commission determines that a Retention of Necessary Qualification applies.

If an employee is competing for a position that is not being eliminated and the Forestry Commission asserts that an employee with higher retention points who has rights to be placed in that position cannot satisfactorily perform the duties of the position within a reasonable training period, the employee with lower retention points may be retained in preference to the employee with higher retention points. The Forestry Commission may determine that the employee with higher retention points will not be able within a reasonable training period to satisfactorily perform the duties of the job based on the lack of knowledge, abilities, skills, supervisory responsibilities, or necessary experience.

When a Retention of Necessary Qualifications is used in a reduction in force plan, justification for this retention must be documented and approved by the Forestry Commission prior to submitting the reduction in force plan to the Budget and Control Board's Human Resources Division for review and approval for procedural correctness. The Forestry Commission shall retain documentation to support any retentions made on this basis.

WRITING THE REDUCTION IN FORCE PLAN

Once the agency has made the decision outlined above and prior to the implementation of a reduction in force, the Agency Director or his/her designee shall develop the reduction in force plan. This plan must include the following:

A. The reason for the reduction in force;
B. The identification of the competitive area(s);
C. The identification of the competitive group(s) [State class title(s)];
D. The number of position(s) to be eliminated in each State class title;
E. A list of the covered employees, in order of retention points, in the competitive area(s) and competitive group(s) to include the following:
    1. Name;
    2. Age, Race, and Gender; and
    3. Retention Points;
F. Justification of any Retention of Necessary Qualifications used in the reduction in force plan; and
G. The agency's efforts to assist employees affected by the reduction in force.

APPROVAL PROCESS

Once the reduction in force plan has been completed, the Forestry Commission shall submit the following information to the Budget and Control Board's Human Resources Division for review and approval for procedural correctness:

The reduction in force plan as outlined in the section above:

A. An organizational chart including each position (designated with the State class title and incumbent's name) within the competitive area(s);

B. A copy of the agency's reduction in force policy; and

C. A sample letter to employee affected by the reduction in force including information as outlined in the section above along with:
   1. A list of the employee's recall and reinstatement rights;
   2. The agency's procedure for the recall of an employee; and
   3. The employee's grievance rights.

IMPLEMENTATION OF THE REDUCTION IN FORCE

The Forestry Commission shall communicate the following information to each affected employee after the Human Resources Division approves the reduction in force plan for procedural correctness and before the reduction in force becomes effective:

1. The reason for the reduction in force;
2. The competitive area(s) and competitive group(s) in which the employee competed;
3. The benefits to which the employee is entitled and the manner in which the reduction in force will affect the employee's State benefits, (e.g., health insurance, optional life insurance, retirement);
4. The employee's reinstatement rights, (e.g. reinstatement of all sick leave; option of buying back all, some, or none of the annual leave at the rate at which it was paid out);
5. The employee's recall rights to any position, within the competitive area, that becomes available in the same State class title as the position the employee held prior to the reduction in force;
6. The manner in which the agency will notify the employee of any such vacancies; and
7. The requirements of the S. C. Code of Laws Ann. Section 8-11-185, which requires the agency to report information about the employees separated in a reduction in force to the Human Resources Division.

RECALL AND REINSTATEMENT RIGHTS

An employee affected by a reduction in force has recall and reinstatement rights to a position in State government for one year after the effective date of the reduction in force.

A. Recall Rights

If a vacancy occurs within the competitive area which is in the same State class title as the position the employee held prior to the reduction in force, the agency will recall employees in the inverse order of the reduction in force. The Forestry Commission will notify the employee in writing of the job offer and recall rights. If the employee does not accept the job offer within ten days, the employee's recall rights are waived. Should the employee accept the job offer, the Forestry Commission will reinstate the employee's accumulated sick leave, and will provide the employee the option of buying back all, some, or none of his annual leave at the rate it was paid out at the time of the separation. Upon returning to employment in an insurance eligible

Full-Time Equivalent (FTE) position, the employee will also be offered insurance benefits as a new hire. The recalled employee may purchase retirement service credit under the leave of absence provision in Section 9-1-1140(D) for the period of time that the employee was not employed by state government, at the cost specified in Section 9-1-1140(D). When an employee is recalled, this time will not be considered punitive in the determination of retiree insurance eligibility.

B. Reinstatement Rights

An employee separated by a reduction in force may apply for any State job for which he meets the minimum training and experience requirements. Should the separated employee accept a job offer to a FTE position, the agency will reinstate the employee's accumulated sick leave, and will provide the employee the option of buying back all, some, or none of his annual leave at the rate it was paid out at the time of the separation. Upon returning to employment in an insurance eligible Full-Time Equivalent (FTE) position, the employee will also be offered insurance benefits as a new hire. The reinstated employee may purchase retirement service credit under the leave of absence provision in Section 9-1-1140(D) for the period of time that the employee was not employed by state government, at the cost specified in Section 9-1-1140(D). When an employee is reinstated, this time will not be considered punitive in the determination of retiree insurance eligibility. If the employee is reinstated to another position, he still retains his recall rights to a position in the same State class in the competitive area.

GRIEVANCE RIGHTS

A covered employee who is affected by a reduction in force has the right to file a grievance to the Forestry Commission and an appeal to the Human Resources Division Director only if the grievance or appeal is based on improper or inconsistent application of a reduction in force policy or plan.

2535 - SOUTH CAROLINA WHISTLEBLOWER PROTECTION ACT - PROCEDURE

2535.1 The purpose of this procedure is to advise South Carolina Forestry Commission staff of the South Carolina Whistleblower Protection Act.

2535.2 The State's Whistleblower Act was enacted in 1988 to protect public employees who expose waste, fraud and mismanagement in government. On June 21, 1993, Governor Campbell signed legislation which greatly amended the Whistleblower's Act.

Some of the more notable changes include:

A. A cap of $15,000 on damages whereas the case law developed under the old stature provided for unlimited damages;
B. Provides for a more structured method of reporting government waste or mismanagement;
C. The presumption against the employer is eliminated thereby placing the burden of proof on the employee;
D. The "otherwise punish" language was deleted in favor of four specific employment decisions -- dismissal, suspension, demotion and reduction of pay;
E. Jury trials are eliminated;
F. Retaliation against whistleblower, who had made a report in good faith, can result in disciplinary sanctions against the direct line supervisor who retaliated;
G. The statute of limitations is reduced from two years to one year; and
H. Employee must first have exhausted all available administrative remedies and have prevailed on a finding that discipline would not have occurred but for the whistleblowing.

2535.3 Any South Carolina Forestry Commission employee may report "wrongdoing" by completing Form 2535-1 and forwarding to the Personnel Director. (See explanation of "wrongdoing" on the form).

2535.4 If the employee's report results in savings of any public money from the abuses described on Form 2535-1, twenty five percent of the estimated net savings resulting from the first year of implementation of the employee's report, but not more than two thousand dollars, must be rewarded to the employee as determined by the State Budget and Control Board. This does not supersede the State Employee Suggestion Program. Items identifying wrongdoing that may result in savings of money must be referred through the suggestion program. An employee is entitled to only one reward either the amount described above or the amount under the State Employee Suggestion Program, at the employee's option.

2536 - FORESTRY WARDENS' TIME - PROCEDURE

In order to insure proper and consistent accounting for Forestry Wardens' time, supervisors must be aware of and adhere to the following:

1. Forestry Wardens I, II, and III are full time state employees with minimum work schedules of 40 "on duty" hours per week.
2. Wardens' work schedules are based on a 5-day work week with 2 days "off duty". The 2 "off duty" days should be consecutive whenever possible.
3. Wardens are "on duty" while on assigned SCFC tasks, or while on 10 minute response status.
4. Section 7(k) of the Fair Labor Standards Act (FLSA) provides a partial overtime pay exemption for fire protection personnel by permitting public agencies to set work periods of 212 hours in a 28 day period. Under this exemption, overtime compensation is not required until such employee works in excess of the 212 hours. Section 2529 of this manual adopted this work period for Wardens.
5. The FLSA exemption referred to in #4 above requires at least 80% of the Wardens' "on duty" time during the 28 day work period to be involved in fire protection activities. Each 28 day work period stands alone, and anytime more than 20% of the Wardens' total "on duty" time for the 28 day work period is spent performing non fire protection activities, the exemption is lost for that particular 28-day work period. Overtime would be due for all "on duty" hours in excess of 40 for each workweek in that 28-day work period. Non fire protection activities are defined as technician work, construction, buildings & grounds maintenance, and any other work detail which is clearly not fire protection activities.
6. "On Call" as used in the Fair Labor Standards Act has been defined as an employee being required to carry a pager or leave word where they can be reached. This "on call" time is not counted as "on duty" time.
7. When Wardens are "on call", the required time to return to "on duty" is 30 minutes, but can be up to an hour, depending on circumstances as determined by the supervisor.

8. During periods of no to low fire danger, Wardens are not "on call" on their "off duty" days, and are therefore not required to carry their pagers. Wardens are required to be "on call" on their "off duty" days during periods of high to extreme fire danger, and therefore must carry their pagers. Supervisors will determine during periods of moderate fire danger whether or not Wardens are "on call" on their "off duty" days.
9. Wardens should monitor the South Carolina Forestry Commission radio net only while "on duty". Monitoring the Commission's radio net during "on call" or "off duty" could be considered as "on duty" time and is not to be permitted.

2537 - TUITION ASSISTANCE PROGRAM

The purpose of tuition assistance is to develop a better educated workforce and for job enhancement opportunities for the employees of the Forestry Commission.

Tuition assistance will be provided for employees to attend courses that are directly related either to the employees position or to a position to which the employee could progress or which is a part of a planned degree program in a field which is related to the Forestry Commission's mission.

A. All permanent employees are eligible to participate.

B. Part-time permanent employees must work at least 30 hours per week to be eligible for the program.

C. Tuition assistance may be provided for no more than six credit hours per academic term per employee.

D. Employees who participate in the program are required to work the normal number of hours in their regular workweek. However, supervisors should work with employees to let them make up work time, adjust schedules, and/or allow them to use annual leave to accommodate class schedules.

E. Tuition assistance will only be provided to South Carolina Forestry Commission employees who attend South Carolina institutions of higher learning and are accepted for admission to those institutions. Courses must be taken for academic credit but do not have to be taken toward the completion of a degree.

F. Employees must pass the course(s) taken to have tuition costs reimbursed.

G. Tuition and laboratory fees may be reimbursed up to $250 per credit hour at four year institutions, and up to $80 per credit hour at two year institutions. The reimbursements will not exceed $1,500 per academic term per employee. Books and any other fees will not be paid by the agency unless the South Carolina Forestry Commission is requiring the employee to attend the course.

H. Tuition assistance is not available to employees receiving allowances from any other official sources, including the G.I. Bill, scholarships, grants-in-aid, etc.

I. Employees must submit their requests to be considered for tuition assistance at least 30 days in advance of the course(s) start date on Form 2537-1, South Carolina Forestry Commission Tuition Assistance Program Application, through normal supervisory channels to the Deputy State Forester, with the final approval authority resting with the State Forester.

J. Applications will be reviewed on a first come/first serve basis; however, the availability of funds for the program and the frequency and amounts of previous tuition reimbursements for each applicant will be considerations in the approval process. The South Carolina Forestry Commission is committed to providing all persons equal access to its programs regardless of race, religion, gender, national origin, disability, family status, or age in accordance with Federal and State laws.

K. Upon successful completion of the course(s), the employee must submit to the South Carolina Forestry Commission Human Resources Director documentation of the grade received and a paid statement of fees.

L. Reimbursements will be issued to the employee by check from the South Carolina Forestry Commission or be added in with the employee’s paycheck in accordance with regulations of the Internal Revenue Code.

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THE DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

2538 - INCENTIVE BASED PHYSICAL FITNESS PROGRAM

2538.1 The South Carolina Forestry Commission's Incentive Based Physical Fitness Program, hereafter referred to as "the Program", is designed to help ensure that fireline employees who perform direct fireline activities (wildland firefighting and/or prescribed burning) are physically able to perform their duties safely and efficiently. The job classifications required to perform fireline duties are Equipment Operator, Forestry Technician I,II,III (includes Forestry Tech/LE and Forestry Tech/Sup), Forestry Warden I, Project Forester, , Forester Sup.,Unit Forester, Assistant Regional Forester, State Forests Foresters, State Forests Directors, Investigators,and other designated personnel as defined in approved position descriptions.The Program as set forth in this Procedure will be incorporated into the position descriptions as an essential job duty for all fireline employees in the job classifications stated above. Employees who volunteer to assist with fireline duties must become eligible to do so by passing the basic fire school and any other required fire courses.

2538.2 OBJECTIVES

The objectives of the Program are:

A. To ensure the readiness of fireline employees to perform their jobs.
B. To increase fireline employee's productivity.
C. To increase physical fitness levels of fireline employees through a program of fitness and health education, evaluation, monitoring, and follow-up.

2538.3 ADDITIONAL BENEFITS TO PARTICIPANTS

The Program should also produce the following positive benefits to the fireline employees:

A. Decreased medical costs due to fewer accidents and illnesses.
B. Increased awareness of the importance of a healthy lifestyle to long-term health and happiness.
C. Reduced risk factors for lifestyle-related conditions such as cardiovascular disease, hypertension, muscular skeletal problems, pulmonary disease, cancer, obesity, diabetes, depression, and other potential disabilities.
D. Improved morale and self-concept.

2538.4 JOB RELATEDNESS

A. Readiness to Respond: Fireline employees have a duty and an obligation to be ready to respond to situations threatening the public's safety and property. A physically fit fireline employee can go from rest to exertion, can sustain that exertion, and recover from it safely. Unfit fireline employees cannot perform their jobs as effectively or efficiently and in many wildfire and/or prescribed burning situations, unfit fireline employees are risks to themselves and to anyone they are protecting or with whom they are working.

B. Survivability: Trauma patients who are physically fit, have a higher probability of surviving any type of physical trauma. Heart attack victims who are physically fit have a greater survival rate than unfit people if they do develop cardiovascular disease.

C. Fatigue Resistance and Accident Prevention: One's tolerance to fatigue increases with physical fitness level. Physically fit people do not get as tired, and can work harder and longer than unfit people. As a consequence, the incidence of accidents and injuries decreases as fitness increases. Many accidents occur when people become fatigued and lose alertness.

D. Response Options: In a confrontation situation, an unfit fireline employee's options are limited. The fit fireline employee has a broader response repertoire because of greater stamina, strength, and flexibility.

E. Endurance: Many fireline tasks require sustained heavy activity. High degrees of muscular and cardio-respiratory endurance are necessary.

F. Stress Management: As one becomes more fit, one's physiological mechanisms for managing and handling stress are enhanced. This is critical in fireline duties.

G. Productivity: A healthy, fit employee gets a fireline job done more quickly, which means before more lives and property are destroyed.

2538.5 HEALTH ASSESSMENT

EMPLOYEES SHOULD NOT BEGIN NEW PHYSICAL FITNESS PROGRAMS WITHOUT ADVICE FROM THEIR OWN QUALIFIED MEDICAL PROVIDER.

A. Health History Questionnaires will be provided to all fireline employees along with self-addressed, stamped envelopes which must be completed and mailed to the South Carolina Forestry Commission designated health screening facility annually by the date designated by the agency.

B. Fireline employees will be required to obtain blood pressure and pulse readings (this can be done at most drug stores) and enter this information as well as other requested information on the Health History Questionnaire.

C. Based on the information provided in the Health History Questionnaire, medical staff at the health screening facility will determine whether the employee is cleared to participate in the physical fitness testing or whether the employee is required to obtain medical clearance from a qualified medical provider to participate in the physical fitness testing.

D. The South Carolina Forestry Commission will pay up to $64.00 to any qualified medical provider for employees required to obtain the medical clearance. This amount may be increased over time as necessary.

E. The only information the South Carolina Forestry Commission will receive regarding the medical clearance is whether or not the employee is cleared to participate in the physical fitness test and perform fireline duties.

F. The Health History Questionnaires will remain at the health screening facility and will not be available to South Carolina Forestry Commission personnel.

2538.55 Medical Exemption

A. Any fireline employee may choose to be exempt from the moderate level walk by having a qualified medical provider complete form 2538-5.

B. Form 2538-5 must be completed annually and turned into the Safety/ Training Director at least 2 weeks before the first scheduled walk.

C. It is the employee's responsibility to pay for any associated costs to get the form completed.

D. The SCFC reserves the right to send an employee for a second opinion to a medical provider of its choice. Any costs associated with this will be paid by the SCFC. The employee agrees to comply with this request before being exempt from the walk.

E. Fireline employees hired after 3/10/11 will be required to pass the walk as a condition of employment before they are eligible for the medical exemption.

F. A medical exemption cannot be used as a means to become fireline qualified after an employee has failed to pass a test within a calendar year.

G. Employees who choose to be exempt from the moderate level walk by completing form 2538-5 are still eligible for out of state assignments under the Southeastern Forest Fire Protection Compact.

H. Employees who choose to be exempt from the moderate level walk by completing form 2538-5 can maintain state-level ICS qualifications but will not be issued a NWCG Incident Qualification Card (Red Card) for any ICS positions that require moderate level fitness. Only employees that pass the appropriate level work capacity test will receive a Red Card for use on national assignments.

2538.6 PHYSICAL FITNESS TEST

All fireline employees will be required to participate in the Moderate Level Work

Capacity Test annually (unless exempted as outlined in 2538.55). The walks will normally be scheduled for February but may be scheduled at other times when deemed necessary. The test was developed for the U.S. Forest Service for wildland firefighters. The test measures aerobic capacity, muscular strength, and muscular endurance. The test requires a 2 mile walk with a 25 pound pack in 30 minutes or less

All fireline employees hired PRIOR TO 7-1-04 must participate in the walks and are encouraged to walk the full distance without stopping and to make every effort to do so within the required time.

All fireline employees hired AFTER 7-1-04 must pass the test as a condition of employment, and must continue to pass all future tests as a continuing condition of employment. Passing means completing the 2 mile walk while carrying the 25 pounds within 30 minutes.

Fireline employees who are unable to obtain medical clearance to take the test after seeing a Qualified Medical Provider will be placed on sick leave. Agency Leave Procedures outlined in Chapter 2516 will be followed in such cases. In extenuating or extraordinary circumstances, the State Forester has the option of reviewing cases and taking other actions which may be appropriate in accordance with State Human Resources Regulations. In cases of documented temporary medical problems, employees whose fireline duties are shown as 10% or less on their position description may be temporarily relieved of fireline duties and participation in the Program for up to six months.

2538.7 - NON-PASSAGE OF PHYSICAL FITNESS TESTS FOR FIRELINE EMPLOYEES HIRED AFTER 7/1/04

A. Fireline employees hired after 7/1/04 who are medically cleared to take the tests but do not pass will be removed temporarily from their positions. In most cases t they will not be eligible to use accumulated sick leave but may use a combination of annual leave and leave without pay for a maximum of six months. Arrangements will be made for testing or re-testing,as determined by the agency and those employees on such leaves of absence who pass the required test will be returned to active duty.

B. Fireline employees on such leaves of absence may apply for permanent reassignment to posted South Carolina Forestry Commission job vacancies and will be considered for them.

C. Fireline employees hired after 7/1/04 on such leaves of absence who, after six months in such status, have not been returned to active duty in their regular positions or transferred to some other South Carolina Forestry Commission position will be terminated from employment.

D. Fireline employees hired after 7/1/04 with at least one year of service, who are terminated from employment as a result of the Program have the right to file a grievance in accordance with the Forestry Commission's Employee Grievance and Appeal Procedure outlined in Chapter 2517 of the South Carolina Forestry Commission's Procedure Manual.

2538.8 Fireline employees are authorized 2.5 hours per week to exercise on Agency time. This must be coordinated with the employee's supervisor.

2538.9 ARDUOUS LEVEL TESTING

A. The South Carolina Forestry Commission recognizes many employees train for and pass the Arduous Level Work Capacity Test

B. The Arduous Level Work Capacity Test consists of walking 3 miles in 45 minutes while carrying a 45 pound pack.

C. Passing the Arduous Level Work Capacity Test along with the proper training will qualify South Carolina Forestry Commission employees for assignments requiring the arduous level of physical fitness.

D. Physical fitness testing for the arduous level requires medical clearance from a qualified medical provider per Form 2538-4.The Forestry Commission will pay up to $64.00 to any qualified medical provider for employees seeking this clearance. This amount may be increased over time as necessary.

E. South Carolina Forestry Commission employees who pass the Arduous Level Work Capacity Test will be subject to call for details that require arduous level

fitness.

F. Passing the Arduous Level Work Capacity Test will exempt the employee from participating in the moderate level test for that year..

2538.10 PHYSICAL FITNESS TESTS INCENTIVES

A. Each year, eligible fireline employees who pass and/or complete a walk test will be eligible for a bonus as determined by the State Forester.

B. The awarding of and the amounts of bonuses will be set forth each year and will be subject to funding availability.

C. Eligibility for bonuses also requires successful completion of Basic Fire School, which includes courses 190 & 130) and course 211.

Form 2538-5
03/10/11

South Carolina Forestry Commission
Physical Fitness Test Medical Exemption Form

All fireline employees of the South Carolina Forestry Commission are required to participate in the Moderate Level Work Capacity Test annually. This test was developed for the U.S Forest Service for wildland firefighters. The test requires a 2 mile walk with a 25 pound pack in 30 minutes or less. A time of 30 minutes approximates an aerobic fitness score of 40.

The South Carolina Forestry Commission adopted this test as part of its fitness program in 2004 to help ensure that fireline employees who perform direct fireline activities (wildland firefighting and/or prescribed burning) are physically able to perform their duties safely and efficiently.

The objectives of the Program are:

A. To ensure the readiness of fireline employees to perform their jobs.

B. To increase fireline employee's productivity.

ADDITIONAL BENEFITS TO PARTICIPANTS The Program should also produce the following positive benefits to the fireline employees:

A. Decreased medical costs due to fewer accidents and illnesses.

B. Increased awareness of the importance of a healthy lifestyle to long-term health and happiness.

C. Reduced risk factors for lifestyle-related conditions such as cardiovascular disease, hypertension, muscular skeletal problems, pulmonary disease, cancer, obesity, diabetes, depression, and other potential disabilities.

D. Improved morale and self-concept.

JOB RELATEDNESS

A. Readiness to Respond: Fireline employees have a duty and an obligation to be ready to respond to situations affecting the public's safety and property. A physically fit fireline employee can go from rest to exertion, can sustain that exertion, and recover from it safely. Unfit fireline employees cannot perform their jobs effectively or efficiently and in many wildfire and/or prescribed burning situations, unfit fireline employees are risks to themselves and to anyone they are protecting or with whom they are working.

B. Survivability: Trauma patients who are physically fit, have a higher probability of surviving any type of physical trauma. Heart attack victims who are physically fit have a greater survival rate than unfit people if they do develop cardiovascular disease.

C. Fatigue Resistance and Accident Prevention: One's tolerance to fatigue increases with physical fitness level. Physically fit people do not get as tired, and can work harder and longer than unfit people. As a consequence, the incidence of accidents and injuries decreases as fitness increases. Many accidents occur when people become fatigued and lose alertness.

D. Response Options: In a confrontation situation, an unfit fireline employee's options are limited. The fit fireline employee has a broader response repertoire because of greater stamina, strength, and flexibility.

E. Endurance: Many fireline tasks require sustained heavy activity. High degrees of muscular and cardio-respiratory endurance are necessary.

F. Stress Management: As one becomes more fit, one's physiological mechanisms for managing and handling stress are enhanced. This is critical in fireline duties.

G. Productivity: A healthy, fit employee gets a fireline job done more quickly, which means before more lives and property are destroyed.

The physical activities involved in direct fireline duties (either wildland firefighting and/or prescribed burning) include;

- Operating an open cab fire suppression bulldozer any time of day/night under varying conditions.
- Utilizing hand tools (fire rakes, pulaskis, etc) to manually construct firebreaks, often in steep and rocky terrain.
- Walking the perimeter of each wildland fire scene to determine fire origin, cause, and acres burned.
- Manually manipulating up to 100 feet of heavy steel cable to free a bogged bulldozer.
- Extensive walking through rough woodland while wearing required personal protective and tactical equipment (hardhat, nomex clothing, gloves, eye protection, leather boots, 5 lb fire shelter, water, radio, etc). In addition, firefighters often carry a 15 pound backfire torch during prescribed burning and firefighting operations.
- Returning on foot to transport truck through rough terrain when bulldozer is disabled.

The high-stress environment encountered by a firefighter may include extreme temperatures, exposure to heavy concentrations of dense smoke, low visibility, steep terrain, boggy terrain, high winds, and low relative humidity. On large wildfires, 12-hour shifts are common.

Based on my knowledge of his/her current physical health, I believe that he/she can safely perform the physical activities associated with direct fireline duties required of a wildland firefighter as described above. By signing this form, I am exempting

_____,
(patient's printed name/date of birth)

from participating in the annual moderate level physical fitness walk for calendar year _____.

_____ _____

Signature of Qualified Medical Provider

_____

Printed Name of Qualified Medical Provider

_____

Address City State Zip Code

_____ _____

Office Phone Date

Form 2538-1
01/01/05

HEALTH HISTORY QUESTIONNAIRE

Name_____ SS# _____ Date _____

Home Address _____Hire date after 7/1/04 (circle one):Yes No

City/State/Zip_____Height_____ Weight _____ Age _____

These must be taken within the last seven days: Blood pressure _____/_____, Pulse_____

NOTE:All of the above information must be completed (including blood pressure and pulse).

Assess your health needs by marking all true statements. Please use a pen and sign at the bottom.

HISTORY

You have had:

__ a heart attack
__ heart surgery
__ cardiac catheterization
__ coronary angioplasty (PTCA)
__ pacemaker/implantable cardiac defibrillator/ rhythm disturbance
__ surgery or spent the night in a hospital in past 12 months (explain on back of form)
__ heart valve disease
__ heart transplantation
__ congenital heart disease
__ heart failure
__ personal experience or a doctor's advice or any other physical reason that would prohibit you from carrying out the duties of a fireline employee
__ personal experience or a doctor's advice or any other physical reason that would prohibit you from walking 2 miles with a 25 lb. pack

SYMPTOMS

__ you experience chest discomfort with exertion
__ you experience unreasonable breathlessness
__ you experience dizziness, fainting, blackouts
__ you have musculoskeletal problems that may interfere with fireline duties or carrying a pack.

OTHER HEALTH ISSUES

__ you have concerns about safety of exercise
__ you are pregnant
__ you have allergies that may interfere with fireline duties
__ you take prescription or over-the-counter medications. If yes, list on the line below

_____

If you marked any of the statements in the above sections, consult your healthcare provider before engaging in exercise.

CARDIOVASCULAR RISK FACTORS

Gender (circle one): Male Female

___ If you are a woman, you have had a hysterectomy or you are postmenopausal
___ you smoke
___ you take blood pressure medicine
___ you are physically inactive (that is you get less than 30 minutes of physical activity at least 3 days per week)
___ your blood cholesterol level is higher than 240
___ you don't know your cholesterol level
___ you have a close blood relative who had a heart attack before age 55 (father or brother) or age 65 (mother or sister)
___ you are a diabetic or take medicine to control your blood sugar

The answers and information that I have provided above are true to the best of my

knowledge.Signed_____

Form 2538-2
01/01/05

South Carolina Forestry Commission
Fireline Employee
Review of Health History Questionnaire

All Forestry Commission fireline employees must participate in the US Forest Service approved moderate level work capacity fitness test for wildland firefighters (a non-stop, two mile walk, wearing a 25 lb. pack *). Participants are expected to make a good faith effort to complete the walk in the time requirement of 30 minutes or less. Fireline employees hired after 7/1/04 must meet the time requirement.

* For more information about USDA Forest Service work capacity requirements see http://www.fs.fed.us/fire/safety/fitness/fit_work/fit_pg5.html

_____Based on the information provided in the health history questionnaire, there is no medical condition that would prevent this individual from participating in the test described above.

_____Based on the information provided in the health history questionnaire, this individual requires a medical clearance from a qualified medical provider before participating in the test described above.

_____ _____
Health History Questionnaire Reviewer Date

Disclaimers

Review of this health history questionnaire serves as a screening tool to identify obvious health problems which may require further evaluation. This questionnaire does not replace a comprehensive health history and physical evaluation. The above health screening facility is not responsible for any adverse health events experienced by individuals who complete and sign Health History Questionnaire Form 2538-1

Form 2538-3
01/01/05

South Carolina Forestry Commission

Fireline Employee Medical Clearance

Employee Name_____

SS#_____

DOB_____

All Forestry Commission fireline employees must participate in the US Forest Service approved moderate level work capacity fitness test for wildland firefighters (a non-stop, two mile walk, wearing a 25 lb. pack *). Participants are expected to make a good faith effort to complete the walk in the time requirement of 30 minutes or less. Fireline employees hired after 7/1/04 must meet the time requirement.

_____Based on my physical examination findings there is no medical condition that would prevent this individual from participating in the test described above.

_____Based on my physical examination findings this individual is therefore not cleared to attempt the test described above or perform fireline duties.

_____ _____
Qualified Medical Provider (please print name) Date

_____Signature

Office phone

Address City State Zip

* For more information about USDA Forest Service work capacity requirements see http://www.fs.fed.us/fire/safety/fitness/fit_work/fit_pg5.html

Form 2538-4

01/01/05

South Carolina Forestry Commission

Medical Clearance Statement

Arduous Level Work Capacity Test

Employee Name _____

SS# _____ DOB: _____

VOLUNTARY PHYSICAL FITNESS TEST –THREE MILE WALK IN 45 MINUTES WITH A 45 LB. PACK.

_____Based on my physical examination findings there is no medical condition that would prevent this individual from participating in the test described above.

_____Based on my physical examination findings this individual is not cleared to attempt the test described above.

_____ _____

Signature of Qualified Medical Provider Printed Name of Qualified Medical Provider

_____

Address City State Zip Code

_____ _____

Office Phone Date

2675.1 Batteries are to be accumulated and traded in locally. Since the allowance is usually $1.00 or less, the supervising mechanic should contact a local dealer who will allow a trade-in. When he has what he considers a sufficient number (15-20) he should trade them in for one battery and write a Field Purchase Order for the difference. The purchasing office should be advised after each such purchase. Form 2675-1 advising of the trade-in should be attached to the FPO stating how may batteries were traded in, how much allowance was given and the name and address of the vendor. The purchasing office will include the trade-in information on the quarterly trade-in report.

2675.2 Tires should be traded in exchange for the mounting charge. Form 2675-1 stating the number of tires by quantity and description should be sent to the purchasing office to advise of the disposal.

In a situation where mounting is not necessary or feasible the tires can be traded in using the same procedure as done with batteries. In order to purchase a tire or pay a recapping charge, trading used tires in exchange is acceptable.

2675.3 Scrap metal should be accumulated until the quantity is sufficient for a local scrap metal dealer to buy. Checks received for such sales should be made payable to South Carolina Forestry Commission and forwarded with Form 2675-1 to the purchasing office. These funds will be turned over to the accounting section for proper disposition.

2675.4 All parts which are obsolete or no longer needed in the maintenance program are to be listed giving quantity description and acquisition cost and forwarded to the purchasing office. The disposition of these excess parts will be determined by the Director of Procurement.

2675.5 Disposal information of 2675.1 - 2675.4 is to be maintained on file by group at the field level (region, nursery, etc.) and at the Columbia Warehouse. These files are and will be subject to audit by the Division of Motor Vehicle Management, Materials Management Office and the State Auditors Office. Only one group of items (batteries, tires, scrap metal or obsolete parts) per Form 2675-1.

2676 - FIXED ASSETS

2676.1 Fixed Assets Definition – Fixed Assets (Capital Property), are defined as any item having an acquisition cost of $1000 or greater and is complete in itself. All land and buildings are also fixed assets regardless of acquisition cost. The determination for this property classification is made at the time of acquisition. In cases where items are not purchased, i.e. donations, transfers, constructed by South Carolina Forestry Commission personnel, etc., fair market value will be determined by the Procurement Department and used as the value in the Fixed Asset System.

2676.2 Record Establishment – Record establishment is made at the time of the issue of the purchase order. All equipment is initially assigned to Central Receiving. The Purchase Order, Decal and Assignment Sheet (Form 2676-1) are sent to the person requisitioning the item. This person is responsible for affixing the decal to the item and returning the assignment sheet complete with the serial number and the responsible person's (custodian's) signature to the Property Manager. For extreme use equipment items such as tractors, fire plows and trucks, the decal number must be permanently affixed by painting, welding, or engraving. The decal numbers for buildings and land shall be issued by Construction and Lands Office in Columbia and recorded in their deed files. The Accounting Section capitalizes the item and adds it to the general ledger of the Commission at the time payment is made.

2676.3 Record Changes – Fixed Asset record changes (transfer of responsibility and disposals) require completing and submitting a Property Change Request Form(Form 2676-2) to the Property Manager. Both the transferring and receiving parties shall retain a copy of the Property Change Request Form.

2676.4 Annual Inventory - Inventory is to be conducted at least annually, prior to June 30th. Inventories shall be conducted under the supervision of the Property Manager, with results reported to the Internal Auditor and the State Forester. Additional inventories may be required, especially when there is a change in responsible party due to a position change.

2676.5 Responsible Party – All fixed assets shall be assigned to a responsible party(custodian). Responsible parties shall include supervisory levels down to Program Managers and Unit Foresters within the Regions, Section Chiefs and Supervisors, Nursery Supervisor, Seed Orchard Program Managers within the Divisions, Forest Managers, and others as appropriate.

2676.6 Termination of Employment or Transfer – Upon termination or transfer, the employee's supervisor is responsible to see that all assigned items are accounted for. Missing items will be investigated to determine the appropriate action. Such actions may include reimbursement by

the employee. If the vacated position is to be filled immediately, the supervisor shall complete a Property Change Request Form(Form 2676-2) to transfer the assigned equipment to the replacement employee. If the position is not to be filled immediately, the property shall be transferred to the supervisor.

2676.7 Disposals - When fixed assets are no longer needed for use, the responsible party(custodian), will use a Property Change request Form(Form 2676-2) to provide information about the property to the Property Manager. The responsible party will use the Turn-In section of the Request to provide the information

a) Advertisement of Property – Upon receipt of the Request, the Property Manager will review the information and determine if any other Commission personnel could utilize the property. This process will involve advertising the property in the Weekly Bulletin to other Commission locations and any other ways deemed appropriate by the Property Manager.

b) Retain for Parts – If it is requested by the responsible party that it would be more cost effective to the Commission to retain the property for spare parts (cannibalization) and the request is approved by the Property Manager, the item must be clearly marked with a red X.

c) State Surplus – If the property cannot be utilized(inoperable or obsolete) or there is no request for the property from advertising to other Commission locations, the Property Manager will complete a State Surplus Property Turn-In document. The Property Manager will forward the document to State Surplus Property for determination of the method of disposal. If State Surplus Property determines the property will be disposed of through their process, the Property Manager will arrange for the physical transfer of the property, if required. After disposal by the State Surplus Property Office is completed, any funds derived from the disposal process, less sale expenses, will be returned to the Commission. The Accounting Section will determine the appropriate budget(s) to receive all funds.

d) Junk or Scrap – Should the State Surplus Property Office determine the property has no value and classifies it as junk, they will return their determination to the Commission's Property Manager. The Property Manager, considering the nature of the property and whether there is any potential value to be derived from a junk sale, will determine the disposal process. Any funds from junk sales will be handled as indicated in paragraph(c).

e) Lost or Stolen Property – Any property lost or stolen is to be immediately reported to the Property Manager with a copy of a police report(for stolen only), narrative of explanation and a property change request Form(Form 2676-2).

Any disposed property leaving the custody of the Forestry Commission must have property decals and Forestry Commission logos removed. The Property Manager will forward a copy of any document/paperwork concerning the disposal of any Commission owned property and any funds derived from the disposal to the Accounting Section.

2700 PROCUREMENT

NO PROCEDURES FOR THIS SECTION AT THIS TIME.

2800 SAFETY

2803 - ACCIDENT INVESTIGATION PROCEDURE

Supervisors and managers at all organizational levels are responsible for ensuring employee safety and for providing a work environment that is free from recognized hazards. Employees are responsible for following all safety procedures and notifying supervisors when hazardous conditions are found.

An accident is an unplanned event involving SCFC employees or property that results in personal injury, illness, or material/damage loss. A near miss is defined as an undesired event that, under slightly different circumstances, could have resulted in personal harm or property damage. .

The purpose of an accident/near miss investigation is to determine the cause of the accident/near miss and identify potential measures to prevent similar accidents/near misses in the future.

The investigators gather and interpret information to help managers understand how and why an accident or near miss occurred. Recommendations can then be developed for corrective actions to prevent future physical hazards and property damage.

Any accident or near miss involving SCFC employees and/or property needs to be reported. The nature of the event will determine the nature of the investigation.

In the case of an accident or near miss, an investigation must be done promptly to assure that important information is not lost, misplaced, or contaminated. The commissions' first priority is to aid the injured, protect the scene, and continue to manage the incident. As soon as the emergency situation is over, the investigation begins.

The Safety Director and appropriate supervisors should be notified of serious accidents (where fatalities or injuries that require immediate medical attention other than first aid) within 1 hour. Non serious accidents (injuries not requiring immediate medical attention and all property damages) should be reported no later than the next working day.

A. An accident investigation team will be assembled by the Safety Director with approval of the Deputy State Forester and consist of appropriate personnel depending upon the nature of the accident.
B. A Preliminary (24-Hour) Briefing will be prepared by the investigation team and forwarded to the appropriate supervisor. This document contains the first details of the accident. It has preliminary factual information about the accident and may contain preventive measures or recommendations of an emergency nature. This information does not necessarily become a part of the final report, but is kept as part of the case file.
C. The Expanded (72-Hour) Briefing contains a brief narrative of the accident based on factual information gathered at the accident site. It is to be completed by the investigation team and retained as part of the case file.
D. The Final Report is a document containing the facts involved in the accident and the findings developed from the factual information. It includes the causal and contributing factors to the accident and includes recommendations to prevent or reduce the risk of similar accidents in the future.
E. Fire Management will report any fire related fatalities, accidents, injuries or shelter deployments to SAFENET.
F. The final report will be filed with any findings/recommendations to the appropriate Region Forester/Division Director.

In the case of a near miss, the Safety Director and appropriate supervisors are to be notified. Serious near misses (where fatalities or serious injuries likely could have occurred) are to be reported within 2 hours. Other near misses are to be reported by at least the next working day.

A. An investigation team will be assembled by the Safety Director with approval of the Deputy State Forester and consist of appropriate personnel depending upon the nature of the near miss.
B. The investigating team will prepare a report that includes the facts involved in the near miss and recommendations to prevent or reduce the risk of similar incidents in the future. This report will go to the appropriate Region Forester/Division Director.

2800 SAFETY

2804 - 2804.1 SAFETY OFFICER - PROCEDURE

The objectives of the Safety Program are to:

A. Educate agency personnel concerning safety.
B. Create an environment that encourages safe job performance.
C. Assist management in addressing safety issues.
D. Address employee safety issues and concerns and relay them to management.

E. Review and document accidents and near-miss incidents to establish a base for safe job performance.

2804.2 Safety Committees shall be established for each Region, and a single Committee for Field Operations Support (to include representation from the Nursery and Tree Improvement Section, the State Forests, Administration, Education and Information Technology, Forest Management, Forest Protection and Resource Development).

Each committee will have three to seven members. The Regional Committee will be chaired by the assistant Regional Forester. The Field Operations Support Committee members will be designated by each sections director. This Committee will elect a chair. The Committees should include representatives from various job categories. It is recommended that membership be rotated periodically to provide fresh perspective and maintain enthusiasm.

Each committee will meet at least quarterly. It is suggested that meetings be held in different locations.

2804.3 The committees shall:

A. Prepare an annual plan to include: awareness programs, recognition of safety accomplishments, and training and safety activities.

B. Provide recommendations for safe job performance.

2804.4 Each committee shall prepare minutes of meetings and provide copies to committee members and supervisors. A copy of the minutes shall be forwarded to the Safety Director.

2804.5 A statewide committee chaired by the Safety Director and comprised of a representative from each of the four committees will meet quarterly and provide direction to the agency's overall safety program.

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2806 - ACCIDENT BENEFITS – PROCEDURE

2806.1 Coverage - The benefits under the State Worker's Compensation Act include the payment of all necessary medical, surgical, hospital attention, and artificial members and compensation for permanent injury such as loss of a toe, foot, leg, finger, hand, arm, eye, hearing, partial or total permanent disability, death or disfigurement.

2806.2 Leave and Compensation - Employees are urged to promptly get first aid or medical assistance for any injury. The injured employee can use accumulated leave (sick, then annual) and receive his/her regular salary or not use leave and receive from the South Carolina Industrial Commission compensation at the rate of 66 2/3% of his/her average weekly wage, but not to exceed $185 weekly.

2806.21 No weekly wages can be allowed under the State Worker's Compensation Act for the first seven (7) calendar days of disability resulting from the injury, unless the injury results in disability of more than fourteen (14) days; then compensation shall be allowed from the date of disability.

2806.22 In the event the injured employee elects to use sick leave and receive regular salary, he/she will be carried on the South Carolina Forestry Commission payroll until all accumulated sick leave has been used. When incapacitation extends beyond accumulated sick leave, the employee may be granted up to five (5) days of additional sick leave when approved by his/her supervisor.

2806.23 If additional leave is needed, the employee may use all accumulated annual leave. If the employee is still disabled after all accumulated leave has been taken, then it will be necessary that he/she be put on the South Carolina Industrial Commission's payroll and paid at the aforementioned rate for the remainder of his/her disability.

2806.3 Reporting - When an employee is injured, however slightly, in the course of employment the accident must be reported without delay to the immediate supervisor. The supervisor and injured employee will fill out Form P-16 (Report of Injury); available on the employee website under Training/ Safety. The supervisor will call Compendium at 1-877-709-2667 to report the details of the injury.

If the employee requires medical treatment, a Compendium case manager will:

a. send injured employee to a medical provider;

b. follow-up with the medical provider regarding treatment;

c. report treatment information to the Commission's Human Resources department and the workers' compensation carrier.

The injured employee will provide the immediate supervisor with documentation on medical visits, return-to-work notices, work restrictions, and any other applicable notices regarding injury. The supervisor will forward information to Human Resources. The Human Resources

office will provide any additional work status and other applicable information to immediate supervisor and manager of the employee.

2806.31 The supervisor will send a copy of P-16 (Report of Injury) to the Human Resources office in Columbia. The employee and supervisor will complete Form P-16 for all injuries and incidences, regardless of medical treatment received. The Human Resources office will forward appropriate information to the Safety Director for follow-up investigations as warranted.

2806.32 When an employee returns to work, the immediate supervisor will notify the Human Resources office in Columbia. The supervisor will forward the medical release to Human Resources. Human Resources will notify the Safety Director of the employee's return-to-work status.

2807 - CODE RED EMERGENCY RESPONSE – PROCEDURE

Emergency Response Procedure For On-Duty Death or Serious Injury

This procedure facilitates response to a serious emergency involving SCFC or Cooperator personnel. It will be used only in the event of incident-scene death or life-threatening injury. The South Carolina Forestry Commission's alert terminology for situations involving death or serious injury is CODE RED.

CODE RED PROCEDURES

I. The first person on the scene will immediately:

A. Advise Dispatch as follows:

- "I have Code Red, _____County," followed by Lat/Lon or specific location details.

NOTE: do not use victim's name or identifying information on the radio.

- Request specific assistance needed (EMS, law enforcement, etc.)

B. Assume control of situation:

- Render aid and assistance to victim
- Request additional resources as needed
- Secure the scene
- Protect identity of victim
- Brief incoming supervisor

II. The Dispatch Center will:

A. Immediately take the following action:

- Respond, "Code Red, copy. I will handle."
- Designate radio frequency for Code Red operations; clear all other traffic

NOTE: upon hearing the Dispatch Center announce the Code Red, SCFC employees within 20 miles of the scene should contact Dispatch as follows: "Available to respond, ETA ___minutes."

- Dispatch Center will dispatch most appropriate SCFC personnel from those responding; others will be advised to continue normal operations
- Contact 911 or other appropriate emergency resources, including local law enforcement for traffic control or scene security
- Alert chain of command up through Deputy State Forester that a Code Red is in progress; as soon as victim's name is known, notify all those in that person's supervisory chain.

NOTE: do not use victim's name or identifying information on the radio.

- Notify SCFC media spokesperson. No other SCFC personnel will provide information to the news media.
- Notify the SCFC Safety Director
- Continue to monitor radio traffic; assist with dispatch/information relay as necessary

III. Incoming Supervisor will, upon arrival:

- Take control of both the accident and the incident
- Contact Workman's Comp to report injury as soon as possible

IV. Regional Forester/Forest Director will:

- Notify family or designate someone to do so as soon as possible
  If fatality, notification will be done in person
  If injury, may be done by phone
  Keep Deputy State Forester informed

V. Safety Director will:

- Report a fatality or a catastrophe – resulting in patient hospitalization of three or more workers—to the state OSHA office. (New procedure 04/11/05)

2808 - FIRE PROTECTION EQUIPMENT - PROCEDURE

2808.1 Seat belts will be worn at all times when operating a motor vehicle. Seat belts will be worn on tractors equipped with them.

2808.2 Fire retardant clothing will be issued to all fireline employees. This clothing will be worn when on the fire line for both wildfires and prescribed fires.

2808.3 Fire shelters will be issued to all fireline employees. The fire shelter will be kept in the cab of the vehicle (out of the weather) and then worn on your person while you are on the tractor or on foot on the fire line. This procedure applies to all fireline activities on both prescribed burns and wildfires. The fire shelter will stay with the person and not the unit if personnel swap units.

2808.4 Fire curtains will be mounted on both sides of the tractor canopy. These are to be used for protection from flare-ups and are not intended for protection in case of entrapment.

2808.5 Hard hats will be worn while operating or escorting any off road equipment and by all those working the fireline on foot.

2808.6 Goggles, safety glasses and/or face shields will be worn when operating any machinery off road.

2808.7 Goggles, safety glasses and/or face shields will be worn by equipment operators when engaged in firefighting and prescribed burning.

2808.8 Hearing protection will be provided all tractor operators and will be worn when the tractor is operated.

2808.9 Leather gloves will be worn when on the fireline. Issue will be no more than one pair per year per person.

2808.10 Footwear will be furnished by the employee. Boots or shoes made of or incorporating synthetic materials (nylon, rayon, etc.) in the exterior surfaces (excluding the sole) will not be worn on the fireline. Leather boots, six inches or higher are required.

2808.11 First aid kits will be on all fire fighting tractors and will be stocked as per South Carolina Forestry Commission specifications at all times.

2808.12 Equipment inspections will be made monthly and will include inspection of safety equipment and supplies.

2808.13 Chain saw operators will wear a hard hat equipped with ear protection, goggles and face shield. They will also wear saw chaps and leather work gloves.

2808.14 All equipment and supply items required by this policy will be stocked at the regional headquarters.

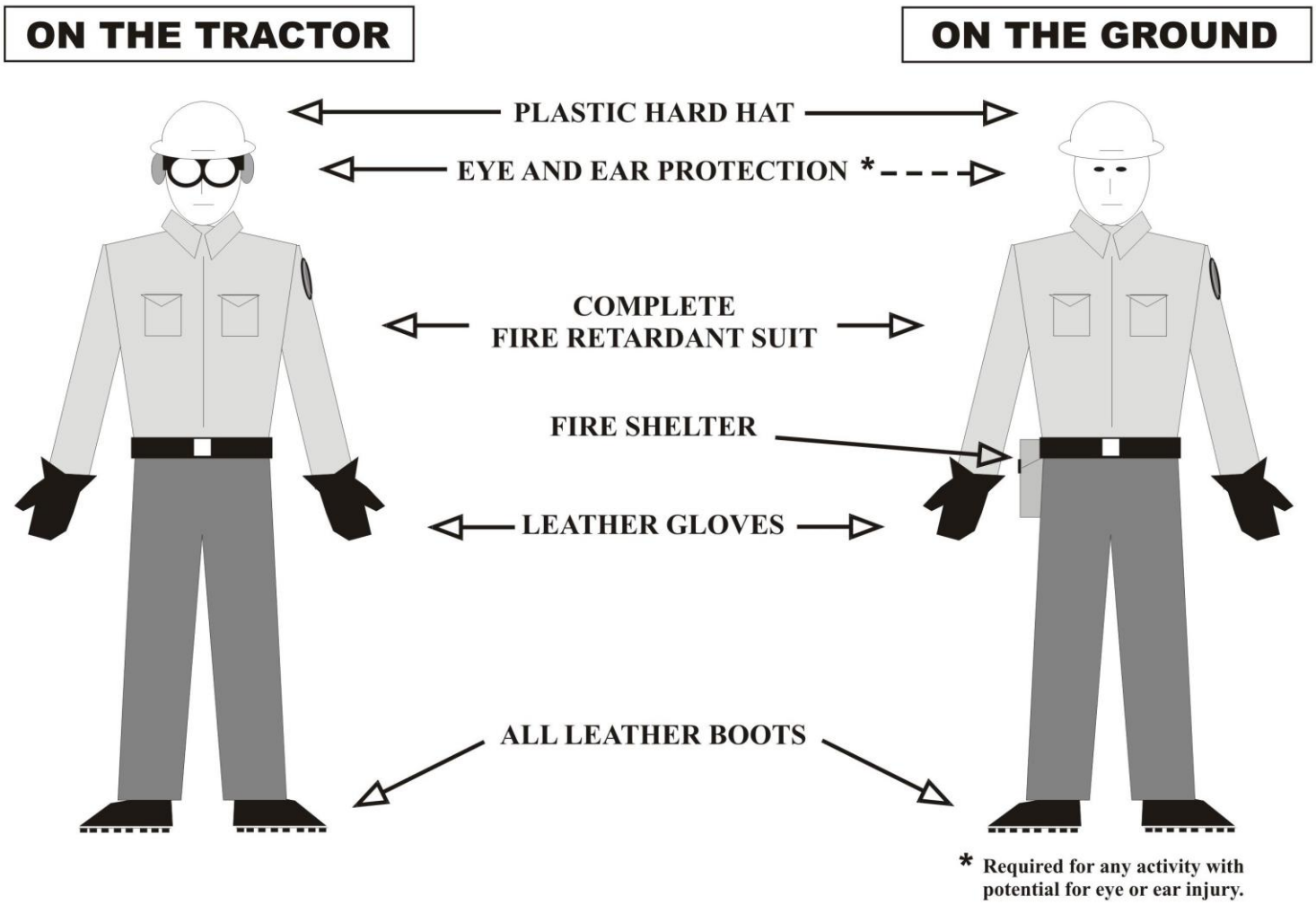
2808.15 Each fireline employee will receive fireline safety training at least once each year. This will include fire shelter deployment training.

2808.16 Supervisors will assure that equipment is worn by employees under his/her supervision.

SC FORESTRY COMMISSION

REQUIRED PROTECTIVE EQUIPMENT

FOR WILDFIRE AND PRESCRIBED BURNING



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2811 - HAZARDOUS COMMUNICATIONS - PROCEDURE

2811.1 Hazardous Communications' Program

2811.11 The Training and Safety Section Chief is the program coordinator, acting as the representative of the State Forester, who has overall responsibility for the program. The Section Chief will review and update the program, as necessary. Copies of the written program may be obtained from the Section Chief.

2811.12 This program applies to all work operations in the agency where individuals are exposed to hazardous substances under normal working conditions or during emergency situations.

2811.12 Under OSHA guidelines, individuals will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. They will also be informed of the hazards associated with non-routine tasks.

2811.2 List of Hazardous Materials

2811.21 The Unit Safety Officer (Region, State Forest, Nursery, Seed Orchard, Columbia Headquarters, or his/her representative) will make a list of all hazardous materials (List of Hazardous Materials - Form 2811-2) and related work practices, and will update the list as necessary. The list of materials identifies all of the substances used in the work area. A separate list is available for each area and is posted there. Each list also identifies the corresponding Material Safety Data Sheet (MSDS) for each chemical. A master list of these chemicals is available from the Training and Safety Section Chief.

2811.3 Material Safety Data Sheets (MSDS's)

2811.31 MSDS's provide employees with information on specific chemicals and other substances. The Training and Safety Section Chief will maintain a binder in his office with an MSDS on every substance on the list of hazardous materials. The MSDS will be a fully completed OSHA Form 174 or equivalent. The Unit Safety Officer will ensure that each office maintains MSDS's at the work site. MSDS's will be made readily available to employees.

2811.32 The Unit Safety Officer is responsible for acquiring and updating MSDS's. He will contact the chemical manufacturer or vendor if additional research is necessary or if an MSDS has not been supplied with an initial shipment. All new procurements are the responsibility of the individual purchaser.

2811.4 Labels and Other Forms of Warning

2811.41 The Safety Officer will ensure that all hazardous chemicals are properly labeled and updated, as necessary. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party.

2811.42 If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazard information.

2811.43 If an individual transfers chemicals from a labeled container to a portable container that is intended only for his/her immediate use (in an 8 hour shift), no labels are required on the portable container.

2811.5 Non-Routine Tasks

2811.51 When an employee is required to perform hazardous non-routine tasks (e.g., cleaning tanks, entering confined spaces, etc.), a special training session will be

conducted to inform him/her regarding the hazardous chemicals to which they might be exposed, and the proper precautions to take to reduce or avoid exposure.

2811.6 Training

2811.61 Everyone who works with, or is potentially exposed to, hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the safety officer. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Supervisors will be trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

2811.62 The training plan will emphasize the following items:

A. Summary of the standard and this written program.

B. Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).

C. Physical hazards of chemicals (e.g., potential for fire, explosion, etc.)

D. Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.

E. Procedure to protect against hazards (e.g., personal protective equipment required, proper use, and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response).

F. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.

G. Where MSDS's are located, how to read and interpret the information on both labels and MSDS's, and how employees may obtain additional hazard information.

2811.63 The Training and Safety Section Chief will review employee training and advise the State Forester on training or retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be agency policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the training program, the Unit Safety Officer and the Training and Safety Section Chief will obtain input from employees regarding the training they have received, and their suggestions for improving it.

2811.7 Contractor Employers

2811.71 The Unit Safety Officers, upon notification by the responsible supervisor, will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, the safety officer will notify these individuals of the location and availability of MSDS's. Each contractor bringing chemicals on-site must provide the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals. No materials are to be left on site by contractors.

2811.8 Additional Information

2811.81 All employees, or their representatives, can obtain further information on this program, the Hazard Communication Standard, applicable MSDS's, and chemical information lists from the Training and Safety Section Chief.

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2812 - LOCKOUT/TAGOUT - PROCEDURE

2812.1 No one may work on or be exposed to power-driven equipment without first locking out the power source, tagging all switches where the equipment can be energized, and verifying that the equipment cannot be started. Depending upon the nature of the work, electrical lockout is done by one of the following:

A. Locking the disconnect switch or circuit breaker in the open ("off") position, tagging the control switch, and testing the equipment to insure its operability.

B. Removing the power plug from electric receptacle.

A. Affixing red tags to the plug by the operational supervisor and all workers involved.

2812.2 Locking Out Electric Equipment - 600-Volt or Less

2812.21 The operational supervisor, in the presence of all persons involved, and in the order listed, will:

A. Identify the control switch to be tagged out.

B. Operate switch to confirm identity of switch and equipment.

C. Lock switch in the "off" position.

D. Attach personal "Red Tag" to switch.

E. Attach a safety lock adapter to disconnect switch and a special circuit breaker lock-out clip, and attach safety lock. If the circuit breaker panel is not equipped with a lockout clip, an electrician or authorized person must perform the lock- out as per 2812.3 - "Electrician's Blocking Out Procedure."

F. See that all persons involved then attach their safety locks to lock adapter.

G. Return to the control switch and turn switch to "on" position to confirm that equipment cannot be started.

H. Lock control switch in the "off" position.

I. Permit personnel to begin work on equipment.

2812.22 Individuals assigned to the job after Section 2812.21 is completed shall contact the appropriate supervisor who will identify the switches involved. Individuals will then attach their safety locks to adapter before starting work.

2812.3 Electrician's Blocking Out Procedure

This procedure is followed when authorized individuals work on electrical circuits, lighting panel circuit breakers, or are required to identify and test inoperative equipment circuits.

2812.31 The operational supervisor will, in the presence of all persons involved:

A. Identify the control switch.

B. Depress the control switch to "off" position. The control switch is not pinned out as this will interfere with instrument testing.

C. See that electrician affixes his "Electrician's Blocking Out Tag" to control switch.

D. Proceed to identify the disconnect switch or circuit breaker for the electrician.

2812.32 Electrician will:

A. Assume responsibility for the circuit. The electrician's control of the circuit does not permit him to attempt starting or stopping any operating equipment. This is Operations' responsibility.

B. Open the disconnect switch or circuit breaker and affix his "Electrician's Blocking Out Tag."

C. Proceed with voltage testing to confirm that circuit is disconnected or that fuses can be removed safely. Remove fuses when no voltage exists.

1. Fuses, if energized, shall not be removed without the supervisor's approval.
2. On oil-immersed starters, the jack may be pulled instead of the fuses.
3. On circuit breakers, the voltage test must verify that the circuit is disconnected.

D. Attach lock adapter(s) and personal safety lock to the disconnect switch or circuit breaker when leaving the vicinity of the switch.

2812.33 When the work is completed and the circuit is ready for use, the electrician will:
A. Remove his lock and/or tag and replace fuses at disconnect switch.
B. Notify operational supervisor that circuit is ready to energize.
C. Close the disconnect switch or put circuit breaker to "on" position.
D. Proceed to the control switch and remove his "Electrician's Blocking Out Tag."
E. Return responsibility for the circuit to the operational supervisor who may then verify that equipment is operational by turning control switch to "on."

2812.34 When the electrician leaves the job for an indefinite period or at end of shift and the circuit is not ready for use, the electrician will:
A. For disconnect switches, remove his lock and/or tag at the disconnect switch and the tag at the control switch, and affix an "Electrician's Out of Service Tag" to the open, unfused disconnect switch.
B. Notify the supervisor who will then assume responsibility for the circuit.

2812.4 Locking Out by Removing Power Plug

2812.41 Electrical equipment connected by a plug to an electric receptacle is locked out by:
A. Removing the equipment plug from the receptacle.
B. Affixing red tags to the plug by the operational supervisor and all workers involved.

2812.42 Work may now begin on equipment.

2812.5 Locking Out by Disconnecting Electric Leads to Equipment

2812.51 Disconnecting Electric Leads
A. When required, the supervisor will request electrician to disconnect leads.
1. Equipment whose power source cannot be physically locked out must have its leads disconnected by an authorized individual.
B. The electrician will:
1. Tag out the control switch and lock out the power source.
2. Proceed to the equipment, number and label the electric leads for identification.
3. Disconnect the leads, twist them together and apply insulating tape.
C. Operational supervisor will then:
1. Pin the control switch in the "off" position and affix red tag.

2812.52 Reconnecting Electric Leads
When work is completed and only the operational supervisor and the electrician's safety locks and/or tags remain on the disconnect and control switches, supervisor will request that the electrical leads be reconnected as follows:

A. The operational supervisor will identify the taped equipment electrical leads, control switch for the electrician and then remove the safety lock and adapter from the disconnect switch.
B. The electrician will then:
1. Check the interior of the disconnect switch to be certain that fuses are removed and that no voltage is present in the leads to the motor.
2. Remove the "Electrician's Out of Service Tag" from the disconnect switch.
3. Attach safety lock to lock disconnect switch in the "open" position and

affix his "Electrician's Blocking Out Tag."

4. Proceed to the equipment and reconnect the leads.
5. Return to disconnect switch and install fuses.
6. Remove his safety lock and "Red Tag" and close the disconnect switch to energize the circuit.
7. Return responsibility for the circuit to operational supervisor. The operational supervisor may then remove his tag at the control switch and operate the equipment.

2812.6 Removing Safety Locks and Tags

2812.61 When the job is not complete by the end of the shift and when workers are leaving the job permanently, they shall remove their locks and tags. (This does not apply to electricians and their use of "Electrician's Out of Service Tags.")

2812.62 When work will be continued on the following shift, the supervisor shall identify the involved switches for on-coming workers. Workers will then apply their locks and tags to equipment before starting work.

2812.63 When the job is completed, equipment can then be tested to insure satisfactory operation.

2812.64 In the event that an individual has mistakenly left a lock or tag on equipment when no longer needed, the following shall be done:

A. Every effort must be made to contact the individual whose lock or tag prevents a start-up to verify that it can be removed safely.

B. If person cannot be contacted, a member of that person's supervision knowledgeable about the job must inspect the job and verify that it is safe to start equipment.

C. When safe start-up is verified, the lock or tag may be removed.

1. A bolt cutter should be used for lock cutting.
2. If lock is sawed off, exercise caution to keep metal flakes from electrical switches.

D. Removing a tag does not require an explanatory report. However, the person responsible for the tag shall be re-instructed on his responsibility to remove tags when work is completed or at the end of shift.

2812.7 Pneumatics & Hydraulics

Equipment utilizing pneumatic and hydraulic devices must be locked out to prevent forceful movement.

2812.71 Hydraulics

A. The hydraulic system must be locked out, red tagged, and checked to see that no power is available and all hydraulic systems are inoperative before any work is started.

B. Lockout and red tag removal procedures are the same as those used on machines being served by the hydraulic system.

2812.72 Pneumatics

A. The pneumatic system or "pressurized air system" must be equipped with a lockout and red tag system on supply air line before it enters the machine components. (Special valve)

B. Lockout and red tag removal procedures are the same as those used on machines being served by the pneumatic system.

2812.73 Lockouts/Red Tags

Lockouts and red tags will be supplied by the Unit Safety Officer to authorized personnel who will keep them in their possession and in good condition.

Reasonable replacements will be made when old ones are turned in and determined not suitable for further usage.

Lockouts and red tags shall be installed and removed by the same person or by another who has been authorized by *the supervisor.*

CONCEALED WEAPONS POLICY AND PROCEDURE – NUMBER 2813

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Forestry Commission employees that possess a valid South Carolina Concealed Weapons Permit may, upon request, be authorized to carry a concealed weapon and ammunition in agency facilities and vehicles after providing appropriate documentation to the agency and receiving State Forester and Law Enforcement Chief written approval.

Employees that receive approval to carry a concealed weapon and ammunition while conducting official business of the Forestry Commission must comply with all requirements and restrictions set forth in the South Carolina Law Abiding Citizens Self Defense Act of 1996, SC Code 23-31-205, as amended.

Approval to carry a concealed weapon and ammunition while conducting official business of the Forestry Commission does not confer or imply any law enforcement authority to agency employees that are not commissioned law enforcement officers. This approval is granted only to provide employees the ability to defend themselves or others from harm due to wrongful and/or criminal activities of another.

CONCEALED WEAPONS- PROCEDURE

Agency employees that possess a valid South Carolina Concealed Weapons Permit can request authorization to carry a concealed weapon and ammunition in agency facilities and vehicles.

To request authorization, the employee must provide a copy of their current Concealed Weapons Permit to their supervisor. The supervisor will forward the information to the Law Enforcement Chief.

Upon review of the documentation, the Law Enforcement Chief will notify the State Forester. The employee and their supervisor will be notified in writing by the Law Enforcement Chief if they are authorized by the agency to carry a concealed weapon and ammunition in agency facilities and vehicles. A copy of the Concealed Weapons Permit and the authorization letter will be kept on file by the Agency's Training & Safety Manager.

Employees authorized to carry a concealed weapon and ammunition must provide the Training & Safety Manager a copy of their Concealed Weapons Permit upon each renewal. If the employee fails to renew their Concealed Weapons Permit or becomes in eligible for a Concealed Weapons Permit, the employee must notify the Law Enforcement Chief immediately. The agency may rescind the authorization provided above at any time by providing either written or verbal notification to the employee.

Employees authorized to carry concealed weapons and ammunition must comply with all requirements and restrictions set forth in the South Carolina Law Abiding Citizens Self Defense Act of 1996, SC Code 23-31-205, as amended. The Forestry Commission authorizes valid Concealed Weapon Permit holders to carry concealed weapons and ammunition in agency facilities and vehicles solely to allow employees to protect themselves or an innocent third party from harm due to the wrongful and criminal activities of another. Employees may not openly display their concealed weapon.

Employees authorized to carry a concealed weapon and ammunition must maintain control of their weapon and ammunition at all times and secure the weapon when it is not on their person.

2850 TRAINING

2851 - TRAINING - PROCEDURE

2851.1 The Training Director coordinates training and the training records system for all employees. The Training Council establishes standards for training.

2851.2 The immediate supervisor is responsible for insuring that training is accomplished and that the individual's training record is current. The immediate supervisor should refer to the latest applicable training guide for required training.

2851.3 The initiating Section/Instructor is responsible for submitting documentation to the Training Director for record purposes. Course information should be submitted on the Course Master Form (Form 2851-1) or the Student Training Update (Form 2851-2).

2851.4 Recognized training is training that is required and/or approved by the SCFC and is reflected in the individual training records.

2851.5 All personnel will receive a copy of their training record for review and update annually.

2852 - MECHANIC CAREER PATH PROGRAM - PROCEDURE

2852.1 The following job classifications are included in the Mechanic Career Path Program. Mechanic , Trades Specialist IV, and Trade Specialist V.

2852.2 The program provides for pay increases for additional training and acquired job certifications as listed below:

1. Diesel Engine Diagnosis and Repair*
2. Shop Safety and Regulations
3. Stick and Wire Welding
4. Metal Fabrication
5. Gas Engine Diagnosis and Repair*
6. Machinist
7. Hydraulics/ Hydrostatics*
8. Small Engine Repair
9. Air Conditioning*
10. Auto Body Work and Painting*

* Denotes areas with National Institute for Automotive Service Excellence (ASE) Certifications

2852.2 Participation in the Mechanic Career Path Program will be optional for all current agency employees in the affected job classifications and mandatory for all new hires. Current affected employees may elect to pursue the approved training made available on any of the 10 areas upon approval by their supervisor. Upon successful completion of the requirements, the employee will receive the designated salary increases. New hires may have their starting salary adjusted for certifications they have in the 10 areas. New hires will be required to attain certification in areas required by their supervisor. New hires will be subject to the agency procedure on failing a required training program.

2852.3 For those areas with ASE Certification, the employee must complete the training course, pass the test given by the school, and pass the ASE Certification to receive the corresponding salary increases. For those areas without ASE Certification, the employee must complete the training course and pass the test given by the school

approved by the South Carolina Forestry Commission to receive the corresponding salary increase.

2852.4 The South Carolina Forestry Commission Training Director, in coordination with the South Carolina Forestry Commission Fleet Manager, will handle, through the appropriate supervisors, the arrangements necessary for the training and testing in this program.

2852.5 Salary increases for the certifications in this program are as follows:

5% for Diesel Engine Diagnosis and Repair
2% for Stick and Wire Welding
2% for Metal Fabrication
2% for Gas Engine Diagnosis and Repair
$350 for Machinist
$275 for Hydraulics/Hydrostatics
$275 for Small Engine Repair
$200 for Shop Safety and Regulations
$200 for Air Conditioning
$200 for Auto Body Work and Painting

2852.6 Salary increases are contingent upon funding availability.

2852.7 ASE requires re-certification tests every five years. The South Carolina Forestry Commission will pay the costs for re-certification registration and testing. Employees must pay for any courses needed to prepare for the re-certification tests. Failure to pass a re-certification test will result in a salary reduction of the amount received for the certification.

2853 - SOUTH CAROLINA FORESTRY COMMISSION TESTING - PROCEDURE

2853.1 When taking a South Carolina Forestry Commission training course, the guidelines listed below will be followed:

1. In a South Carolina Forestry Commission taught course, pass-fail will be determined according to the specified standards for that course.

   If the student does not make the passing grade, a retest will be offered to the student as soon as practical. The student will be responsible for studying the material on his/her own, and the instructor has no obligation to teach the course again. If the student does not pass the retest, the student will be considered to have failed the course.

   If the student fails the course, the student's immediate supervisor will make a recommendation to the Training Director through appropriate supervisory channels, concerning the student taking the course again. This recommendation will be made in writing and will include justification for the recommendation.

   The Training Director will look at the circumstances surrounding the testing process, the student's past testing success, and the recommendation by the supervisor and will make a recommendation to the Deputy State Forester on whether the employee should be allowed to take the course over again. The Deputy State Forester will make the final decision.

2. In a course taken by a South Carolina Forestry Commission employee not taught by the South Carolina Forestry Commission, successful completion of the course will be decided upon by the instructor based on his/her normal standards for the course being taken.

If the student fails the course, the student's immediate supervisor will make a recommendation to the Training Director through appropriate supervisory channels, concerning the student taking the course again. This recommendation will be made in writing and will include justification for the recommendation.

The Training Director will look at the circumstances surrounding the testing process, the student's past testing success, and the recommendation by the supervisor and will make a recommendation to the Deputy State Forester on whether the employee should be allowed to take the course over again. The Deputy State Forester will make the final decision.

3. Failure to pass a required course can result in demotion or job termination.

2854 - 2854.1 ABSENCE - PROCEDURE

If an employee fails to attend a training session in its entirety as scheduled, then the absence will be either an excused or non-excused absence. The immediate supervisor will decide if an absence is excused or not and will report this decision to the Region Forester or Division Director through the appropriate chain of command and notify the person in charge of the training of this decision. If the absence is excused, then no disciplinary action to the employee is necessary. If the absence is non-excused, the failure to attend will be considered insubordination and be handled through the disciplinary procedure under the following guidelines:

First offense	Minimum - written warning
Second offense	Suspension to termination
Third offense	Termination

2855 - 2855.1 USE OF BARRACKS - PROCEDURE

The purpose of the Columbia Barracks is to provide a clean, low cost housing alternative for people needing to stay overnight in the Columbia area while working for the South Carolina Forestry Commission or while attending a South Carolina Forestry Commission sponsored event.

2855.2 The Columbia Barracks will be governed by the guidelines listed below.

1. The Columbia Barracks are to be used for overnight stay only by the following groups or people:
   a) South Carolina Forestry Commission employees while on official business in the Columbia area.
   b) South Carolina Forestry Commission employees while on official business and traveling through the Columbia area.
   c) Non South Carolina Forestry Commission employees while attending a South Carolina Forestry Commission sponsored function in the Columbia area.
   d) New South Carolina Forestry Commission employees for a maximum of 1 month, while searching for lodging.
   e) Other state employees on official business in the Columbia area when the barracks are the best alternative and space is available.

2855.3 In case of conflict, priority will be given in the order listed above.

2855.4 Reservations to use the barracks should be made through the training director or the receptionist as early as possible, but at least 1 working day prior to arrival.

2855.5 The barracks will provide for each visit:

a) one towel
b) one washcloth
c) sheets, pillowcase, and blankets

2855.6 Personal items (soap, shampoo, etc.) should be provided by the individual.

2855.7 Each employee can make one short (less than 5 minutes) long distance telephone call to their residence per night and charge the call to the barracks number. All other long distance calls should be charged to other accounts.

2855.8 Use of kitchen (dishes, pots, etc.) is allowed, but it is the responsibility of the person using the kitchen to clean the stove, dishes, etc. before he/she leaves.

2855.9 Prior to leaving, each guest should place all linens inside their pillowcase and leave beside the door for pickup.

2856 - COURSE EQUIVALENCIES & EXEMPTIONS - PROCEDURE

2856.1 If a South Carolina Forestry Commission employee requests that a non South Carolina Forestry Commission course be counted as equivalent to a South Carolina Forestry Commission sponsored course, the South Carolina Forestry Commission Training Director and the South Carolina Forestry Commission Program Manager involved with the training will jointly decide if equivalency is to be granted.

2856.2 If an South Carolina Forestry Commission employee seeks exemption to a South Carolina Forestry Commission course, the employee's immediate supervisor will make this request in writing to the South Carolina Forestry Commission Training Director with a copy to the appropriate supervisors explaining why the employee should be exempt from the course. The Training Director will research the situation and make a recommendation to the Deputy State Forester who will make the final decision.

2900 PROFESSIONAL ORGANIZATIONS

2901 - SOCIETY OF AMERICAN FORESTERS MEMBERSHIP -PROCEDURE

2901.1 Attendance at South Carolina Society Meetings Official travel is authorized for attendance at all Society of American Foresters functions in South Carolina for those foresters and forest technicians who are members of the Society.

2901.2 Attendance at Out-of-State Society Meetings - Official travel to out-of-state Society meetings is authorized for any South Carolina Forestry Commission employee who is serving as a state delegate, an officer of the Section, or who is participating in the program. These Society members shall follow established procedures for out-of-state travel.

2901.21 All other Society of American Foresters members will be authorized to receive travel reimbursement to out-of-state SAF section and regional meetings for mileage only and should pool transportation where possible. When the program material is such that a definite training purpose will be served, individuals may be directed to attend out-of-state meetings. In such cases, reimbursement will be made for both mileage and subsistence.

2901.3 Attendance at National Society Meetings - National meeting attendance will be considered on an individual basis and must have the approval of the State Forester.

2901.4 Leave or Compensatory Time - Since one of the primary objectives of the Society and the South Carolina Forestry Commission is individual professional development which is enhanced by meeting attendance, it will not be necessary for members to take annual leave while in attendance at Society of American Foresters meetings whether local, sectional, regional, or national. No compensatory time will be earned for travel or other time spent at Society meetings.

3000 FIELD OPERATIONS SUPPORT

3100 FOREST PROTECTION - FOREST HEALTH

3101 - PESTICIDE USE AND APPLICATION - PROCEDURE

3101.1 Methods of forest pest control shall be selected to sufficiently protect multiple use benefits of the forests beyond tolerable loss limits.

3101.2 Only those chemical pesticides that are registered for use by federal and state laws and regulations will be used or recommended

3102 COMPLIANCE WITH PLANT PEST QUARANTINE LAWS -PROCEDURE

3102.1 Compliance with Plant Pest Quarantine Laws When Moving Heavy Equipment

3102.2 The South Carolina Forestry Commission has in effect a Compliance Agreement with the USDA, Plant Protection Division and the South Carolina Department of Plant Industry. By this Agreement, the South Carolina Forestry Commission agrees to comply with provisions of the Plant Pest Law.

3102.3 The Forest Health Program Manager will supply the State Entomologist with addresses of all Supervisors and Equipment Operators.

3102.4 The S.C.D.P.I. or USDA Inspectors have agreed to call on all Supervisors and Equipment Operators annually in counties where Plant Pest Quarantines are in effect for witchweed and imported fire ant.

3102.5 The Inspector will show the Supervisor the quarantine areas in his county and will explain to Equipment Operators procedures for washing equipment. Inspectors will issue compliance certificates to all Equipment Operators.

3102.6 Each Supervisor will be responsible for notifying any South Carolina Forestry Commission Equipment Operator working in a quarantine area in his county that his equipment is in a quarantine area.

3102.7 Removing soil from equipment by washing will meet provisions of the Plant Pest Law that apply to South Carolina Forestry Commission equipment. The Equipment Operator operating in the quarantine area will be responsible for cleaning his equipment before leaving the quarantine area. County personnel may help in the cleaning.

3102.8 When the Equipment Operator is satisfied that the equipment has been properly cleaned, he will attach a certificate to the equipment. He may then move the equipment out of the quarantine area.

3103 - COMPLIANCE WITH COOPERATIVE AGREEMENT BETWEEN THE SOUTH CAROLINA FORESTRY COMMISSION AND THE SOUTH CAROLINA STATE CROP PEST COMMISSION - PROCEDURE

3103.1 The South Carolina Forestry Commission has in effect a cooperative agreement with the South Carolina State Crop Pest Commission. By this agreement, both agencies agree to coordinate efforts to protect the timber resources in South Carolina from losses caused by forest insects and diseases.

3103.2 The Crop Pest Commission agrees to establish quarantine regulations and to take measures to prevent the introduction into or the spread within the state of new and introduced pests.

3103.3 The South Carolina Forestry Commission, in cooperation with the Crop Pest Commission, agrees to conduct aerial and ground surveys to determine the extent of damage to the timber resources in South Carolina and to conduct necessary action programs to control forest pests in accordance with existing laws, funds, agreements and biologically sound control practices.

3103.4 The South Carolina Forestry Commission and the Crop Pest Commission mutually agree to review together all pertinent survey or pest population data prior to establishing a designated control zone.

3103.5 Neither cooperative party is bound by the terms of this agreement for any amount in excess of available appropriations allocated for this purpose, nor beyond the periods authorized.

3103.6 This Cooperative Agreement shall be carried out in accordance with the provisions of the South Carolina Code of Law 48-29-10, 1976 as amended.

3103.7 Terms of this agreement may be amended or terminated by either agency by submitting notice in writing to the other agency at least ninety (90) days in advance of the effective date desired.

3104 - FOREST INSECT AND DISEASE AERIAL SURVEYS -PROCEDURE

3104.1 Requests for forest insect and disease aerial surveys will originate from the Forest Health Program through regional foresters to unit foresters. Form 3505-1, Summary of Aerial Survey Data, will be used by the districts to summarize aerial data, by county, for all possible surveys.

3104.2 Specific instructions will be provided by the Forest Health Program to unit foresters for all forest insect and disease aerial surveys. These instructions, following approval by Regional Foresters, will include recommendations on when and how the surveys are to be done.

3104.3 Information regarding funding sources and budget codes will be confirmed by the Administration Division and furnished to the proper line individuals. The Forest Health Program Manager will be furnished copies of all invoices and other expense documentation associated with each project.

3104.4 South Carolina Forestry Commission aerial observers will use U.S.D.A. Agricultural Handbook, No. 560, An Aerial Observer's Guide to Recognizing and Reporting Southern Pine Beetle Spots as a reference guide in conducting bark beetle aerial surveys.

3104.5 Specific instructions will be provided by the Insect and disease Section for all other surveys

3100 FOREST PROTECTION - FIRE MANAGEMENT

3110 - FIRE SUPPRESSION READINESS PLAN - PROCEDURE

3110.1 Setting Readiness Plans

3110.11 The Unit Foresters are responsible for insuring that the people, equipment, and facilities under their supervision are ready to meet the challenge of the existing and projected fire situation, and therefore are responsible for the operation of the Readiness Plan in their unit.

3110.12 The Regional Foresters will designate a Regional Operations Officer to monitor and coordinate the Readiness Plan

3110.13 The Readiness Plan will be set by the Unit Forester after input is received from the Supervisors, Fire Danger Rating Systems, Weather Service, etc. Readiness Plan will be set as early as possible. All personnel will continue to follow the last Readiness Plan set, until a new plan is set. IMPORTANT : Readiness Plans can and should be updated at any time if conditions so warrant.

3110.14 Units will advise the Regional Dispatch Center daily of the Readiness Plan, as well as any interim changes.

3110.15 Unit Foresters do not have to consult the Regional Operations Officer before increasing or decreasing the Readiness Plan; however, the Regional Operations Officer should be advised of any change.

3110.16 The Readiness Plan will be set for each day based on the worst fire danger expected in the Unit for that day. Split Readiness Plans will not be used. This will correlate with the National Fire Danger Rating System (NFDRS) in which the "worst case" is assumed to occur at mid-afternoon when temperatures are highest and humidities lowest.

3110.2 Factors to be considered in setting Readiness Plan

3110.21 Hazard - The influence of weather and fuel conditions on fire behavior.

A. Fire Danger Ratings - an indicator of the degree of hazard on a particular day. On most days the Readiness Plan will follow the projected fire danger rating closely. NOTE: Fire danger ratings used to set the Readiness Plan and will be from forecast data. Actual fire danger ratings will be calculated at the standard 1:00 p.m. EST observation.

B. Drought/Rainfall - this measurement goes into the Fire Danger Ratings calculations, but should be given separate specific consideration.

C. Fire Weather Forecast - as an additional indicator of hazard pertaining to such specific problems as erratic fire behavior, atmospheric instability, frontal passage, safety, etc.

D. Season of the Year - very important in regard to fuels in that hazard is higher when fuels are cured than during the summer months. Partially reflected through "greenness factor".

3110.22 Risk - The chance of a fire starting. Consideration should be given to recent and historic fire occurrence, ignition component, activities of people, etc. Example: More fires occur on Saturday than on Monday.

3110.23 Capability - Readiness Plans are designed on the assumption that the full capability of the Fire Suppression Organization is available; consequently, the Readiness Plan must be increased when any loss of capability occurs. A reduction in capability occurs when units are not operational, personnel are sick, exhausted or otherwise not available for fire duty.

3110.3 Readiness Plans Activities

3110.31 Readiness Plan 1 - Fire Danger NONE

A. Mandatory activities - at discretion of supervisor.
B. Permissible activities-regular duties

3110.32 Readiness Plan 2 - Fire Danger LOW

A. Mandatory activities
1. Wardens - Refer to 3110.4
2. Unit, Region, and State Forest Personnel- Operations Officer in communication all hours and in office as needed. All other fire personnel in communication according to duty status.
3. Columbia Personnel – Fire Management Staff in communication all hours.
4. Air Patrol flown according to schedule.

B. Permissible activities-regular duties.

3110.33 Readiness Plan 3 - Fire Danger MODERATE

A. Mandatory activities.
1. Wardens - Refer to 3110.4
2. Unit, Region, and State Forest Personnel - Operations Officer in communication all hours and in office as needed. All other fire personnel in communication according to duty status.
3. Columbia Personnel - Fire Management Staff in communication all hours.
4. Air Patrol flown according to schedule.

B. Permissible activities
1. Leave only on a limited basis. Regional Forester must be consulted before extended leave is granted to Unit personnel.
2. Activities of all fire personnel must not lessen fire dispatch capability.

3110.34 Readiness Plan 4 - Fire Danger HIGH

A. Mandatory activities
1. Wardens - Refer to 3110.4
2. Unit, Region, and State Forest Personnel-Operations Officer in communication all hours and in office during fire activity. All other personnel in communication and on duty or on call for fire dispatch.
3. Columbia Personnel - Fire Management Staff in communication all hours. All other SCFC personnel in communication and on duty or on immediate call for dispatch at all times.
4. Air Patrol flown according to schedule.
5. Cooperators/RFD's - Weather, Readiness and NFDRS data relayed to all concerned parties. Advise of needed assistance etc.
6. Advise news media of fire situation and danger. Staff Information Officer positions.
7. If available, immediately dispatch 2 suppression units to fires in locations of high risk/loss potential and consider such in locations of moderate risk/loss potential. Risk priority is as follows: 1. Life and property, 2. Young plantations, 3. Well stocked young natural pine stands, 4. High value public use areas, and 5. Large areas of other well stocked stands.
8. Pre-position units as warranted.
9. State Forester, Forest Protection Staff, and Region/Unit Staff consider use of Red Flag Alert or Burning Ban.
10. Alert Columbia Office Overhead for possible dispatch to large and/or multiple fire situations.
11. Alert Regional support teams for possible dispatch.

B. Permissible activities
1. Leave only on an emergency basis.
2. Activities of all personnel must not lessen fire dispatch capability.

3110.35 Readiness Plan 5 - Fire Danger EXTREME

A. Same as Readiness Plan 4, plus request maximum assistance from cooperators and maximum fire prevention assistance from media.

3110.4 Warden Readiness Plan Duties

3110.41 Duty Status Definitions

Off Duty - No work hours counted. (Leave, day off, holiday, etc. Location may be required).

On Call - No work hours counted. Respond within 30 minutes (contact is required).

On Duty - Record as working hours. Response not to exceed 10 minutes.

3110.5 Relationship between National Fire Danger Rating System and Readiness Plan.

3110.51 Fuel Model C will be used for calculations at Oconee, Whitmire, Long Cane, Fort Jackson, SRS North, and Carolina Sandhills weather stations. The Burning Index/Readiness Plan relationship is as follows:

Burning Index	Readiness Plan
0 - 1	1
2 - 5	2
6 - 13	3
14 - 28	4
29 +	5

3110.52 Fuel Model Q will be used for calculations at SRS South, Congaree, Marion, Walterboro, Witherbee, and Wambaw weather stations. The Burning Index/Readiness Plan relationship is as follows:

Burning Index	Readiness Plan
0 - 11	1
12 - 22	2
23 - 43	3
44 - 64	4
65 +	5

3111 - SMOKE MANAGEMENT GUIDELINES - PROCEDURE

3111.1 Refer to "Smoke Management Guidelines for Vegetative Debris Burning Operations in the State of South Carolina."

3111.2 The "Smoke Management Guidelines" will be maintained and revised by the Fire Management Staff..

3112 - CERTIFIED PRESCRIBED FIRE MANAGER - PROCEDURE

3112.1 The Certified Prescribed Fire Manager (CPFM) course is recommended for and open to anyone who burns for forestry, wildlife, or agricultural purposes. A registration fee will be charged to each person taking the course to cover the cost of the course.

3112.2 To receive CPFM certification, the candidate must: Demonstrate a good understanding of prescribed burning and the Smoke Management Guidelines by answering correctly a minimum of 70% of the questions on the CPFM exam, sign an agreement stating he/she agrees to abide by all burning regulations and CPFM guidelines, and have planned and been in charge of at least five (5) prescribed fires as defined in the South Carolina Prescribed Fire Act. A form (provided by the South Carolina Forestry Commission), filled out and signed by the candidate's

supervisor if employed, or the candidate if self-employed, will be considered adequate proof of the 5-burn requirement. South Carolina Forestry Commission employees may meet the experience requirement by serving as a CPFM trainee. The trainee will plan for and be in charge of the burn while under supervision of a South Carolina Forestry Commission CPFM.

3112.3 A candidate will be allowed to take the CPFM course even if the burning experience requirement has not been met. When the candidate passes the exam, certification will be issued as soon as the burning experience and CPFM agreement requirement is met

3112.4 The South Carolina Forestry Commission will be responsible for keeping all certification records. These will include the test results, certification numbers, CPFM agreements, experience affidavits, etc.

3112.5 A Certified Prescribed Fire Manager who knowingly violates Smoke Management Guidelines and/or other burning regulations will have his/her certification revoked for one year. If no other burning regulations are violated during this year, the certification will be reinstated.

3112.6 Continuing education will consist of a newsletter published by the South Carolina Forestry Commission, as necessary, for updates.

3112.7 Recertification will be required every five (5) years. To be recertified, a candidate must study materials provided by the South Carolina Forestry Commission and pass a written self-administered test on that material.

3112.8 Reciprocal agreements with other states with a CPFM program are not allowed due to the Smoke Management Guidelines and other regulations endemic to South Carolina.

3113 - RED FLAG FIRE ALERT - PROCEDURE

3113.1 Declaring Red Flag Fire Alert

A Red Flag Fire Alert may be declared by the South Carolina Forestry Commission any time fire danger is such that occurrence increases or is expected to increase significantly, or when burning conditions are such that wild-fires are expected to be difficult to suppress.

A Red Flag Alert may be declared statewide or on a county-by-county basis, depending on need.

3113.11 Line supervisors at all levels, assisted by the Fire Management Staff and agency Information Officer, will monitor fire occurrence, fire behavior, and existing and/or predicted fire weather forecasts to determine when Red Flag conditions are present or anticipated.

At least two specific conditions affecting fire occurrence/fire behavior must be provided to support a request for a Red Flag Fire Alert. These may include such things as: existing or predicted low humidity and/or high winds, existing or predicted above normal levels of outdoor activity by the public, low fuel moisture, inadequate precipitation, incipient drought conditions, etc.

3113.12 When Red Flag Fire Alert conditions are determined to be present or when such are anticipated in the immediate future, any line supervisor may request a declaration of Alert.

Requests originating from the field must be cleared through the chain of command prior to referral to the Forest Protection Chief for final approval. Requests

originating within the line organization should be forwarded to the Forest Protection Chief only after input from subordinate line supervisors affected and approval from superior line supervisors.

3113.13 When the need for a Red Flag Fire Alert is perceived by Headquarters Staff, the Alert will be implemented only after consultation with the appropriate Regional Forester. In such cases, the Regional Forester will consult with his staff and line supervisors before a final recommendation is returned.

3113.14 The final decision on implementing a Red Flag Fire Alert will be made by the Forest Protection Chief or his designee.

3113.2 Implementation Procedures for a Red Flag Fire Alert

A. Headquarters Procedure

1. The Columbia Information Officer will prepare the official announcement in the form of a news release at the direction of the Forest Protection Chief. Announcement will include meaning of a Red Flag Fire Alert, reasons for the declaration, a request that the public use extreme caution in the use of outdoor fire and an appeal for prompt reporting of all suspicious fires. A copy of the news release will be provided the Forest Protection Chief, Deputy State Forester, and State Forester. One copy of the news release, signed by the Forest Protection Chief, will be retained by the Information Officer as a permanent record of the declaration.
2. The Columbia Information Officer will transmit the news release to all Regional Foresters, Forest Directors, and Nurserymen.
3. Forest Protection will notify South Carolina Forestry Commission Headquarters personnel, National Weather Service, USFS (SO and RO8), Fire Marshal, Emergency Preparedness Division, Department of Natural Resources, SLED, Department of Public Safety, Governor's Office, state headquarters of major forest industry, and state forestry agencies of Georgia and North Carolina.
4. The Columbia Information Officer will notify Commissioners.
5. The Columbia Information Officer will transmit news release to Associated Press and SC Radio Network beginning 30 minutes after Regions are notified.
6. Dispatchers will not be used to FAX, telephone, or otherwise notify the news media.

B. Field Procedure

1. Forest Directors and Nurserymen will notify their staff. Regional Foresters will notify Region Dispatch Center, Region Staff and Unit Foresters. Region Dispatch will notify all Region personnel by pager. Unit Foresters will insure that the following are informed: all fire departments, sheriff's departments, cooperators, and local forest industry offices.
2. Dispatchers will install Red Flag Fire Alert message on the automated residential yard debris burning system for the counties affected.
3. Dispatchers will advise all persons calling for burning notification that a Red Flag Fire Alert is in effect and that fire may be more difficult to control. If caller cannot postpone the proposed burn, dispatcher will advise that extra precautions should be taken to prevent the fire form escaping.

4. Dispatchers will refer all media calls to the designated local Information Officer.
5. Managers of South Carolina Forestry Commission installations in the affected area will insure that the Red Flag is flown prominently during the time the Alert is in effect.
6. Region Information Officer will FAX news release to all daily newspapers and TV stations within the Region as soon as all South Carolina Forestry Commission personnel have been notified. At least one radio station in each effected county will be notified, either by FAX or telephone. Telephone notifications will include the complete text of the news release.

3113.21 During a Red Flag Fire Alert, the affected counties will operate on a minimum Readiness Level of 4. Aerial detection and ground patrolling will be increased to reflect Readiness 4. Additional law enforcement personnel will be mobilized into the affected area as needed.

3113.3 Deactivation (cancellation) of a Red Flag Fire Alert will follow the same procedures as Declaration and Implementation (3113.1 through 3113.2)

3113.4 Authorization for cooperating entities to fly the Red Flag will be granted upon execution of the Red Fire Alert Agreement (SCFC Form 3135-1) by an appropriate representative of the cooperating entity and the Supervisor. Use of the Red Flag by cooperating entities will be according to the terms of the Agreement.

3113.41 Each Supervisor will maintain a file of Red Flag Fire Alert Agreements in force within the county.

3114 - AVIATION OPERATIONS - PROCEDURE

3114.1 Refer to Air Operations Manual maintained by South Carolina Forestry Commission Aviation Manager, with copies held by Fire Management Unit and each Region.

3114.2 Emergency Air Operations procedures are a part of the Air Operations Manual.

3115 - TEMPORARY DUTY OUTSIDE OF NORMAL WORK AREA -PROCEDURE

3115.1 Line supervisors shall be responsible for the fair and equitable distribution of all temporary duty away from the employee's normal work area. Supervisors shall insure that personnel under their supervision comply with such work activities as requested.

3115.2 All personnel shall be given as much advance notice as possible when this temporary duty requires overnight travel. For fire suppression activities advance notice is recommended, but may not be possible due to the emergency nature.

3115.3 Reasonable attempts will be made to hold such extended temporary work periods to one week for non-fire suppression activities and two weeks for fire suppression activities

3116 - FOREST FIRE RESPONSIBILITIES WITH RURAL FIRE DEPARTMENTS - PROCEDURE

3116 Membership in Rural Fire Departments - Any South Carolina Forestry Commission employee may belong to a volunteer fire department as a member, or participate

as a member in a rural fireman's association. This is a personal decision which will be made by the individual.

3116.11 Employees who hold appointment as Forest Law Enforcement Officers will not hold the office of Chief, Assistant Chief, or any other position of line responsibility in a fire department. It is difficult for an individual to properly perform in both positions, giving proper considerations to the best interest of both organizations.

3116.12 Anyone who holds a position of line responsibility with a fire department and becomes a Forest Law Enforcement Officer will be required to resign his position in the fire department effective on the date of law enforcement commission with the South Carolina Forestry Commission.

3116.2 Cooperation - Supervisors will establish good working relations with rural fire departments by getting to know their counterpart (County Fire Marshal and individual fire chiefs) and by working through local county associations and following the rural fire department chain-of-command.

3116.3 Role of Rural Fire Departments in South Carolina Forestry Commission Fire Suppression - In some areas of South Carolina, rural fire departments make the initial attack on many wildfires. In other areas, such departments respond to forest fires only when requested by the South Carolina Forestry Commission.

3116.31 Since members of rural fire departments must be away from their normal pursuits to work on fires, they will be called only if needed by the South Carolina Forestry Commission Incident Commander (IC).

3116.32 When working on forest fires, the rural fire department members will be under the supervision of the South Carolina Forestry Commission (IC), in unified command with the rural fire department/s (IC) or ranking rural fire department member at the scene.

3116.33 Normally, the primary assignment of the rural fire departments will be the protection of structures. When no structures are threatened, rural fire departments may be given other assignments consistent with the proper use of their equipment.

3116.34 Usually rural fire departments will be released from fire duty as soon as possible, and not assigned to mop-up activities since their members are volunteers and need to return to their regular work.

3116.4 Responsibility for Personnel and Equipment

3116.41 Any claims for an injury sustained during a joint fire control effort will be processed through the channels of the injured individual's organization.

3116.42 The South Carolina Forestry Commission and rural fire departments normally assume responsibility for damage to their own equipment sustained during fire control operations. Under normal circumstances, there is no legal basis, nor fiscal means, for the South Carolina Forestry Commission to assure responsibility for damage to rural fire department equipment.

3116.5 Equipment Loan to Rural Fire Departments - The South Carolina Forestry Commission will administer a program of obtaining and loaning Excess Federal Property, including motorized vehicles, to rural fire departments.

3116.6 Communications - During actual fire suppression operations, the IC should make arrangements for the best possible communications with the Rural Fire Departments working on the fire.

3116.7 Training - Supervisors should attend Rural Fire Department training sessions to become familiar with standard terminology and each department's organizational structure and policy.

3116.71 Supervisors should make wildland fire training assistance available to Rural Fire Departments.

3117 - FOREST FIRE RESPONSIBILITY WITHIN INCORPORATED TOWN LIMITS - PROCEDURE

3117.1 Cooperation within incorporated towns - Municipal government is responsible for and is in charge of fire suppression activities within incorporated town limits. South Carolina Forestry Commission personnel will cooperate fully with municipal officials and agencies.

3117.2 South Carolina Forestry Commission personnel and equipment will not normally be dispatched for fire suppression purposes within incorporated town limits unless by prior agreement, specific request from the municipal government or when good judgement dictates involvement.

3117.3 Personnel and equipment may be dispatched within incorporated town limits when requested by a private citizen. The responsible municipal fire service will be notified of such dispatch.

3117.4 Fire Reports - Individual Fire Report will be completed on any fire suppressed by South Carolina Forestry Commission personnel inside incorporated town limits.

3118 - REVIEW OF LARGE FIRES - PROCEDURE

With assistance from the Incident Commander (IC), a narrative report and map shall be prepared using the following guidelines. Copies shall be furnished to the Regional Forester and Forest Protection Chief. If possible, a review meeting will be held within 30 days from the fire date, attended by the Unit Forester, Supervisor, and Warden(s) involved, Fire Management Officer, Forest Protection Chief and others designated by the Regional Forester and Unit Forester.

3118.1 First Phase: Initial Attack

3118.11 Review date and time fire started, was discovered, and method of detection:
- A. Was discovery time reasonable or did fire burn longer than it should have before being discovered?
- B. Did weather/visibility affect discovery time?
- C. Was air patrol complying with Readiness Plan?

3118.12 Review fire location:
- A. Was grid (latitude and longitude) determined correctly? If not, where was the problem (equipment fault, improper location from public call-in, etc.)?
- B. Was proper location given to personnel dispatched to the fire?
- C. Did personnel dispatched have difficulty in finding fire? If so, why?

3118.13 Dispatch:
- A. Were initial attack and subsequent personnel complying with Readiness Plan?
- B. Did personnel depart for the fire in a timely manner?
- C. Were travel times reasonable?

3118.14 Review adequacy of initial attack forces:
- A. Consider location of fire.
- B. Consider weather, fuels, topography.
- C. Consider Readiness Plan.
- D. Consider other fires going at time.
- E. Consider available resources (state, cooperator, landowner, etc.).
- F. Address experience & training of suppression personnel.

3118.15 Review initial attack plan:
- A. Was fire properly scouted?
- B. Were personnel properly organized? Was there an IC? Who was it?
- C. Where was initial attack made; on head, flank or rear of fire?

3118.16 Did initial attack fail (Yes or No) - If it did fail - Why?
- A. Fire too large (time of discovery, slow response, etc.).
- B. Equipment (not enough, not the right kind, etc.)
- C. Personnel failure (inadequate training, poor scouting, poor organization, etc.)
- D. Fire behavior.
- E. Was weather as predicted?

3118.17 If fire wasn't controlled during initial attack, what could have been done to control the fire during initial attack?

3118.2 Second Phase - Fire not contained by initial attack:

3118.21 Review actions that took place after initial attack failed:

- A. Was IC clearly designated & in charge? Who was it?
- B. Was there a time when no one was really IC?
- C. If a new IC was assigned, was he capable and experienced?
- D. Was transition to new overhead personnel handled well?

3118.22 Review plan of control devised after initial attack failed.
- A. Did IC and staff size up situation adequately?
  Did IC organize fire properly?
- B. Was plan of control based on thorough scouting and reconnaissance information?
- C. Did plan of control reflect the effects of weather, fuels, accessibility, availability of suppression forces, types and quantities of equipment available, cooperators, etc.?

3118.23 Review the action that took place after plan of control was put into effect:
- A. Was the fire organization efficient and well balanced to effect proper control of this fire? (Address planning, logistics and operations functions)
- B. Did the IC serve as person in charge, or was he just another fire fighter?
- C. Were all personnel on the fire line organized?
- D. Were efforts of personnel coordinated properly.
- E. Were accomplishments of the suppression forces satisfactory?
- F. Was safety of personnel and equipment kept in mind at all times?
- G. Were safety briefings held? Were escape routes and safety zones clearly designated?

3118.3 Mop-up:

3118.31 Review mop-up procedures:
- A. Did fire escape initial containment? If so, why?
- B. Were fire lines patrolled after being constructed?
- C. Who was in charge of mop-up?

3118.4 Support:

3118.41 Review the adequacy of support on this fire:

A. Was adequate support requested by the IC?
B. Was this support requested within a satisfactory time frame
C. Was this support furnished to the IC?
D. Was this support furnished within satisfactory time frame?

3118.5 Mistakes:

3118.51 Review the mistakes that were made:

A. Were the mistakes logical?
B. Were they mistakes in judgment?
C. If all factors had been properly evaluated, would these mistakes have occurred?

3118.6 Future Reference:

3118.61 List important points which may be of value in handling similar fires in the future.

3118.62 Prepare a map of the fire showing perimeter at initial attack, timely intervals, and containment. Designate major suppression activities such as line construction, burn-out, etc.

3118.63 Attach a copy of the fire report for this fire. If the fire has been given a name, use the name in all references to the fire.

3118.7 Special Fire Investigation:

3118.71 Fires of any size should be reviewed if there is any question as to whether detection, suppression or mop-up was conducted in a professional manner. This should be an in-Unit review with a report being made to the Regional Forester.

3119 FEDERAL EXCESS PROPERTY - PROCEDURE

3119.01 Ownership and Title - All Federal Excess Property(FEPP) acquired is on loan to the South Carolina Forestry Commission and owner-ship and title remain with the Federal Government. The South Carolina Forestry Commission is account-able for this property.

Records are required for all accountable FEPP. Neither component parts, nor other property classed as expendable or consumable, require audible records. Forest Protection Administrative Specialist will maintain these records from acquisition through disposal.

Federal regulations require all accountable property to be assigned a National Finance Center(NFC) identification number furnished by the National Finance Center. These numbers are assigned by the Central Warehouse as the receiving paperwork is being processed for the property.

3119.02 Limit to Utilization of FEPP - Fire protection is the only purpose for which the US Forest Service(USFS) can acquire FEPP for use by state forestry agencies. Incidental use of FEPP for other than the South Carolina Forestry Commission's fire program is permissible to a level of no more than 10%. FEPP may be used during any non-recurring emergencies involving a threat to life and property.

State Foresters may acquire for loan to fire service cooperators only those items that are designed or can be modified for direct use in fire suppression activities. Each cooperator must have a signed *Memorandum of Understanding* (*3119.1A*) and an

Equipment Lease Agreement (*3119.1B*) in place with the State Forester before it is assigned to the cooperator. Rescue equipment can be loaned only to fire departments whose primary mission are fire protection, but provide rescue service in addition.

Abuse and misuse of FEPP may result in the loss of the program to the Forestry Commission. Misuse of property consists of excessive non-fire protection use and/or personal use - both are prohibited. Individuals guilty of property misuse are subject to Federal penalties.

3119.03 Screening Process - FEPP screeners, who are assigned by the State Forester as a part of their job responsibilities, will screen at their assigned locations. The FEPP coordinator will keep screeners aware of the current "request list" and be available to assist screeners as needed. Items of property deemed to be suitable for use in the South Carolina Forestry Commission's fire program and/or by rural fire departments will be acquired on *Federal DRMS Form 103*.

3119.04 Approval and Ordering Process - Completed Form 103 is forwarded to the Fire Management Unit. The Fire Management Unit will complete a Standard Form 122 and a Justification Statement, and forward to the State Forester or his designee for the approval signature.

3119.05 Forest Service/GSA Approval - Fire Management Unit will forward all completed and approved *Standard Form 122*'s to USFS - Fire and Aviation Section for their review and approval. Forms approved by USFS are forwarded to US General Services Administration(GSA) for their approval.

3119.06 Pickup and Delivery - Pickup of FEPP at the federal facilities and transportation to the Central Warehouse will be coordinated by individual screeners and the Central Warehouse Supply Manager. When items are approved for assignment to the South Carolina Forestry Commission by GSA, both the screener and the Central Warehouse Supply Manager will receive a copy of the approved *Standard Form 122* from Fire Management. Prompt planning for pickup is then needed. The property should be picked up within three days of receiving the approval. Regional Foresters will designate individuals for the screeners and supply manager to contact to arrange pickup of property.

3119.07 Receipt of FEPP by Commission - All FEPP will be delivered to and entered on to the accountable records at the Central Warehouse at Commission Headquarters. The Central Warehouse Supply Manager will complete an *Acknowledgement of Delivery Form* and forward to the Fire Management Unit. A copy will be retained at the warehouse. Fire Management enters property on the FEPP records system. FEPP decals will be affixed to property acquired that is not expendable by the Central Warehouse Supply Manager.

3119.08 Acknowledge Receipt of FEPP to US Forest Service
Fire Management Unit will forward a copy of the Standard Form 122 to USFS to advise FEPP is in custody of South Carolina Forestry Commission.

3119.09 Requisition and Issue of FEPP (SCFC Use) – All requisitions must be approved by the Forest Protection Chief or designee. The Regional Forester is responsible for requisitioning FEPP for Region use. The Central Repair Shop Supervisor is responsible for requisitioning FEPP for the Central Repair Shop. The requisition and transfer is made on *Form 3119*-8.

All FEPP should be protected and maintained in the same manner as state-purchased property. All equipment should be painted in accordance with South

Carolina Forestry Commission standards. Follow disposal procedures to prevent excessive accumulations of vehicles, equipment, or junkyards at field locations.

3119.10 Requisition and Issue of FEPP (Rural Fire Dept.)

Rural Fire Departments requesting FEPP must be eligible (refer to Procedure 3119) and comply with all requirements of agreements made with South Carolina Forestry Commission.

Fire department requests for FEPP will be requested on Form 3119-9.

Fire departments are responsible for picking up and transportation of FEPP from designated locations to their stations.

A fire department that declines an offer from the South Carolina Forestry Commission for equipment it requested will be removed from the *Request List* for that piece of equipment. If they desire to remain on the *Request List* for another piece of like equipment, they must reapply on *Form 3119-9* and begin another waiting period.

The Central Warehouse Supply Manager will record the date the equipment is offered to the fire department, the date equipment declined, and name of person with fire department who declined the offer.

3119.11 Transfer of FEPP (SCFC Use) - A *3119-8* must be completed and approved for any transfer outside custodial boundaries. Form completion and approval by Forest Protection Chief must be completed prior to movement of FEPP to new location.

3119.12 Transfer of FEPP (Rural Fire Dept.) - A *Form 3119-8* must be completed and approved by Forest Protection Chief for any transfer outside custodial boundaries (rural fire department). Form completion and approval must be completed prior to movement of FEPP to the new location.

3119.13 FEPP Accountability While in Use - All FEPP will be inventoried by custodians every two years. Written certification of inventory is to be made and forwarded to the Fire Management Unit. The Fire Management Unit will receive inventories from custodians and balance against records maintained in Columbia. The Fire Management Unit will annually spot check FEPP in use to assure accuracy of records.

3119.14 Cannibalization of FEPP - No cannibalization may be done without first the approval of the Forest Protection Chief. Any cannibalization of FEPP will be done in accordance with FEPP desk guide. A copy of the FEPP desk guide is located in the Central Warehouse and the Fire Management Unit.

3119.15 Turn-in of FEPP - A *Form 3119-8* must be completed prior to returning any FEPP no longer needed by the custodian. Then all FEPP is to be delivered to the Central Warehouse at Columbia Headquarters. The completed *Form 3119-8* must accompany the FEPP upon turn-in. Fire departments are responsible for transportation to the Central Warehouse of FEPP assigned to them.

3119.16 Disposal - Disposal of FEPP items will be requested by the FEPP Coordinator when the South Carolina Forestry Commission or rural fire department no longer needs the item. This request will be sent to the USFS Region Office which will forward the request to GSA. A police report will be needed for stolen or vandalized property. When the disposal process is completed by GSA, the Administrative Specialist will remove the accountable FEPP item from the inventory.

3119.17 Reviews - FEPP Reviews are conducted periodically by the USFS. A written report of the review will be submitted to the State Forester by the Fire and Aviation Section of Region 8.

3100 FOREST PROTECTION - LAW ENFORCEMENT

3130 - LAW ENFORCEMENT COMMISSIONS - PROCEDURE

3130.1 The following South Carolina Forestry Commission personnel will be commissioned law enforcement officers:

A. Supervisors, selected forest technicians, and selected state forest personnel
B. Investigators
C. Law Enforcement Program Manager
D. Other personnel approved by State Forester

3130.2 When a certified class 1 law enforcement officer is assigned to a non-law enforcement position, the officer may be allowed to attend the training required to maintain certification by the South Carolina Criminal Justice Academy for a period of not more than five years. Approval to maintain certification will be granted by the State Forester on a case by case basis, based on the recommendations of the current supervisory chain, the Law Enforcement Chief, and the Protection Chief.

During this period, the officer's service weapon and badge will be securely stored at their residence, unless prior approval to represent the Forestry Commission in a law enforcement capacity is obtained from the State Forester or Deputy State Forester, as requested by the Law Enforcement Chief and Protection Chief and. After five years of assignment in a non-law enforcement position, their certification will be allowed to expire.

3131 - FIREARMS - PROCEDURE

3131.1 Authorization for Firearms

3131.11 All Forestry Commission Law Enforcement Officers shall be authorized to carry an approved firearm. An agency approved on-duty firearm shall be:

A. A .40 caliber Glock semi-auto loading pistol
B. Except for grips, individual officers may make no modification to the weapon.

3131.12 A South Carolina Forestry Commission Officer shall be authorized to carry a firearm for training purposes only upon:

A. Receiving a copy of the South Carolina Forestry Commission's Firearms Policy.
B. Receiving instructions in the basic use of the approved firearm.
C. Signing a statement of receipt of policy and basic firearms instructions.

3131.13 A South Carolina Forestry Commission Officer shall be authorized to carry a firearm after meeting the requirements of paragraph 3131.12, satisfactorily completing the South Carolina Criminal Justice Academy's Basic Law Enforcement Course, and maintaining credit course hours to retain certification through the South Carolina Criminal Justice Academy as a law enforcement officer.

3131.14 Forestry Commission officers will carry their service weapon, badge, and credentials while on duty or while operating any law enforcement vehicle equipped with blue lights and/or law enforcement markings. While engaged in specific duties where wear of the weapon is clearly impractical or unacceptable, officers should lock their weapon out of view inside their vehicle.

3131.141 The badge and weapon shall not be worn independently of each other. The badge will not be worn without the weapon; anytime the weapon is worn, the badge must be worn. Notwithstanding, officers passing into a secure area of an airport, courthouse, detention facility etc., may secure their weapon temporarily in a lockbox until their business is completed without having to remove their badge.

3131.15 Firearms carried while in civilian clothing shall be as inconspicuous as possible. The officer shall have his badge and identification in his possession. If the firearm cannot be concealed, the badge and/or identification shall be displayed.

3131.151 Personal firearms carried as back-up weapons or as off-duty weapons must be approved and registered by the South Carolina Forestry Commission. Such weapons shall be 9mm or larger.

3131.16 The firearm shall be carried in a holster approved by the Law Enforcement Program Manager. An approved holster shall be of quality construction, compatible with the firearm, and equipped with appropriate security devices.

3131.17 Officers will carry only approved ammunition.

3131.18 An officer shall not remove a firearm from its holster other than in the proper performance of duty.

3131.181 Officers shall at all times provide reasonable and prudent security for all firearms in their custody.

3131.182 Immediate supervisors shall identify any officer whose record and/or activities provide evidence of instability or patterns questionable conduct. <u>In such cases, the immediate supervisor shall have the authority to temporarily limit or suspend the officer's authorization to carry a firearm.</u>

3131.183 The issue, transfer and turn-in of South Carolina Forestry Commission firearms shall handled by the State Law Enforcement Program Manager or his/her representative.

3131.184 An officer in good standing may, upon submitting a written request, retain his/her service weapon upon retirement. All issued law enforcement equipment must be turned in at the time of separation of employment the South Carolina Forestry Commission. Includes gun belt and accessories, magazines, badge, credentials and credential case handcuffs, body armor, etc.

3131.2 <u>Authorization For The Discharge of Firearms</u>

3131.21 A Forest Law Enforcement Officer is authorized and has the duty to prevent an attack with a deadly weapon on himself/herself, an officer or a member of the public by utilizing whatever force necessary including the use of firearms. An officer's decision to use deadly force must be based on his evaluation of the situation, including the following criteria:

1. The officer has to believe that the officer or another person is in <u>jeopardy</u> of death or serious bodily harm.

2. The officer has to believe that potential assailant has the <u>opportunity</u> to inflict death or great bodily harm.

3. The officer has to believe that the potential assailant has the <u>ability</u> to inflict death or great bodily harm.

3131.22 Officers are prohibited from discharging firearms in the following instances:

A. At a moving automobile or from a moving automobile, unless the occupant(s) of the automobile or a suspect(s) represents a direct threat to the life and/or safety of the officer or other innocent persons, and then only as a last resort.
B. As warning shots
C. In any situation when it appears likely that an innocent person may be injured.

3131.3 Discharge of Firearms Investigation

3131.31 The Law Enforcement Program Manager and regional investigators will investigate all incidents in which an officer discharges a firearm and will advise the Forest Protection Section Chief of the circumstances surrounding such incidents, and such information necessary to determine the necessity to request the assistance of the State Law Enforcement Division (SLED), except the following:

A. The discharge of firearms on the qualification range and other forms of target practice
B. Sporting events, to include hunting
C. The test firing of firearms
D. To destroy an animal that presents a threat to public safety, or as a humanitarian measure when an animal is seriously injured.

3131.32 Immediately following the discharge of a firearm at a person or vehicle (3131.22A), it will be the responsibility of the officer or officers involved to immediately notify his/her immediate supervisor who will notify the Law Enforcement Program Manager and the appropriate Regional Forester/Forest Director. The Law Enforcement Program Manager will dispatch a Regional Investigator to the scene and insure notification of the Forest Protection Chief, the Deputy State Forester, and the State Forester.

3131.33 When a discharge of firearms or other implementation of deadly force involving an officer results in death or injury of a person, the Law Enforcement Program Manager will immediately request an independent investigation by the State Law Enforcement Division.

In addition, the Law Enforcement Program Manager and Regional Investigator will conduct a thorough inquiry to determine if the officer's actions were in accordance with SCFC policy and procedure. (See 3131.391)
The local law enforcement jurisdiction is expected to assume immediate responsibility for the scene, to include:
A. designating, securing and protecting the sensitive area until relieved by investigators, and
B. documenting and/or detaining potential witnesses until investigators arrive.

3131.34 Vacant

3131.35 The officer involved will protect his/her weapon for examination by investigators by keeping it holstered until needed by the investigators. The weapon is not to be emptied or reloaded unless the officer feels that he further needs to protect himself or others.

A. When an officer is injured and has discharged his firearm, the immediate supervisor will secure and make available for examination, the officer's weapon.
B. When more than one officer has discharged a firearm in an incident, ballistics examination of all firearms discharged will be conducted.

3131.36 Vacant

3131.37 An officer responsible for a homicide shall be placed on administrative duties without loss of pay or benefits, pending the results of the investigation. The officer shall be available for interviews and statements regarding the case. The officer shall discuss the case with the proper authorities only and should have presence of counsel prior to giving any formal statements.

3131.38 All news media contacts concerning any discharge of firearms incident by a South Carolina Forestry Commission Law Enforcement Officer shall be handled by the South Carolina Forestry Commission's Agency Information Officer.

3131.39 The procedures to be followed during any discharge of firearms investigation are

not intended to imply or indicate that the officer(s) has in any way acted improperly.

3131.391 A discharge of firearms report shall be made each time an officer discharges a firearm, except those listed in Section 3131.31. The report should be completed as soon as possible and contain the following information:

A. Name and social security number of officer(s) who discharged the firearm (s).
B. Date and time of occurrence.
C. Location of occurrence.
D. Type, caliber and serial number of firearm(s) discharged.
E. Type and caliber of ammunition.
F. Number of shots fired and direction shots were fired.
G. Description of object fired at (if person, name, race, SSN, DOB, etc., if known. Distance to target).
H. Whether or not the object fired at was moving, standing, running, barricaded, etc.
I. Whether or not the officer(s) was moving in a vehicle, standing, running, barricaded, etc.
J. Results of shot(s) fired, extent of wounds, other objects struck, etc.
K. A sketch or diagram of the scene, showing the location of involved persons, vehicles, buildings/ etc. The sketch should be oriented by a North arrow and significant features should be related by distance measurements.
L. Name of supervisors and investigators responding to scene.
M. Other pertinent information concerning the incident written in narrative form. To be included, should be the reasons for use of firearm(s).

3131.4 Training

3131.41 Basic instructions in the operation, safety and maintenance of the approved firearm shall be given to all South Carolina Forestry Commission Law Enforcement officers prior to receiving authorization to carry such firearm.

3131.42 Firearms proficiency shall be conducted annually by all officers participating in a firearms proficiency maintenance course, which shall be conducted annually. A proficiency level of 75% shall be maintained by all officers. Officers will be qualified with the weapon assigned or approved for carry.

3131.43 Officers failing to maintain a 75% proficiency level will be given reasonable additional instruction. If, after receiving additional instruction, the officer does not maintain the 75% proficiency level, his/her duties as a law enforcement officer will be terminated until such time adequate proficiency is maintained.

3131.44 Qualification records will include the type of course conducted, names of officers participating, and a pass-fail designation for each participating officer

3131.45 All instructions shall be given by instructors certified and approved by the South Carolina Criminal Justice Academy.

3132 LAW ENFORCEMENT TRAINING - PROCEDURE

3132.1 New South Carolina Forestry Commission officers must meet the following training requirements before being commissioned:

A. Must successfully complete required South Carolina Criminal Justice Academy basic training.
B. Must successfully complete South Carolina Forestry Commission Law Enforcement Orientation course.
C. Must complete Forest Fire Investigation course as soon as scheduled by the

agency.

3132.2 Training requirements for South Carolina Forestry Commission commissioned officers are:

A. All courses required by the SC Criminal Justice Academy to maintain the officer's certification.
B. All courses required by the SC Forestry Commission.

3133 - USE OF BLUE LIGHTS - PROCEDURE

3133.1 Blue Lights Will Be Used Only by the Following Officers:
A. State Law Enforcement Manager
B. Regional Law Enforcement Managers
C. State Forest Law Enforcement Officers

3133.2 Conditions for Use:
A. To identify a Commission law enforcement vehicle when involved in law enforcement activity.
B. Lights are not to be used for vehicle stops or suspect pursuits.
C. Blue lights should be concealed from view except when turned on, and should not be permanently affixed to the vehicle.

3134 - FOREST PRODUCTS THEFT FRAUD AND RELATED VIOLATIONS - PROCEDURE

3134.1 The South Carolina Forestry Commission will investigate and prosecute offenses dealing with the theft of forest products or related violations.

3134.2 The local sheriff and/or other local authority will be notified of reported timber theft and related violations that occur within their jurisdictions.

3134.3 All timber theft type complaints will be referred to the Regional Law Enforcement Manager for preliminary investigation to determine if a law has been violated and a more in-depth investigation is warranted.

3134.4 Timber theft investigations will be supervised by the Regional Law Enforcement Manager or other designated officers who have received training and approval to lead that type investigation.

3134.5 Timber theft investigations and pending prosecutions must be approved by the State Law Enforcement Program Manager.

3135 - BODY ARMOR - PROCEDURE

3135.1 Issuance of Body Armor
A. All body armor issued must comply with the current protective standards prescribed by the National Institute of Justice.
B. All commissioned law enforcement officers shall be issued body armor.
C. Body armor that is damaged shall be replaced by the agency.
D. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.
E. Officers shall wear only agency-approved body armor.

3135.2 Use of Body Armor
A. Officers are required to wear issued body armor while engaged in field activities as follows:
a. When the officer is executing a search warrant.
b.. When the officer is executing an arrest warrant.

c. When the officer is engaged in any high risk assignment.

B. Body armor shall be worn during firearms training.

3135.3 Inspections of Body Armor

A. The State Law Enforcement Program Manager and Regional Law Enforcement Managers shall be responsible for ensuring that body armor is worn and maintained as required by this procedure.

B. All body armor will be inspected twice annually during firearms training for fit, cleanliness, signs of damage, abuse, and wear.

3135.4 Care and Maintenance of Body Armor

A. Each officer is responsible for the proper storage of body armor in accordance with manufacturer's instructions.

B. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning his/her body armor in accordance with the manufacturer's instructions.

C. Officers are responsible for reporting any damage or wear to the ballistic panels or cover to the Regional Law Enforcement Manager.

3136 - SLED/CJICS – FBI/NCIC – PROCEDURE

3136.1 Security - General

Under the joint rules and regulations of the NCIC management board and under the authority of subparts A and C of the United States Department of Justice Regulations governing the dissemination of criminal records and criminal history information in Title 28, part 20 it shall be incumbent upon the agency operating the NCIC system, or any electronic device capable of linking to the NCIC System, to implement the necessary procedures to make that device secure from unauthorized use. Any departure from this responsibility warrants the removal of the system, or department, from further NCIC participation. Persons found to have unlawfully requested, received or disseminated NCIC data shall be prosecuted to the full extent of the law on both the Federal and State levels as applicable.

3136.2 Physical Security

The NCIC device, or any electronic device capable of linking to the NCIC System, assigned to our agency must, by law, be located within a protected environment. This environment must meet certain minimum standards for the South Carolina Forestry Commission to retain the privilege of access to NCIC. As such, any electronic device capable of connecting to the NCIC System must be in a location where only authorized law enforcement personnel may attain access. The NCIC device, or any electronic device capable of linking to the NCIC System, must be situated in such a manner that casual observance of the computer screen is not possible by non-law enforcement personnel.

3136.3 Data Security

3136.31 Transmission of Data

All data received via any connection to the NCIC System is the sole property of the FBI and/or SLED/CJICS and, as such, is classified under the National Security Agency Code as Sensitive. Under no circumstance may NCIC data be transmitted by any means to anyone other than a law enforcement or criminal justice agency or agent.

Data originating within the jurisdiction of the South Carolina Forestry Commission, stored and maintained within the LawTrak Records Management System, is classified as the sole property of the South Carolina Forestry Commission. As such, this data may be disseminated by Administrative Personnel only, and only as follows:

- Incident Report Data may be made available to all citizens provided that data describing persons listed in any portion of the Incident Report contains no reference to their Date of Birth or Social Security Number. Administrative personnel are to redact these datum from printed reports prior to dissemination. All data of this type are, however, to remain intact in the LawTrak System.

- Follows the guidelines set forth by SLED on their web-site, conviction data may be made available to any citizen who can provide, without assistance from the South Carolina Forestry Commission, the full name, date of birth, race and sex of the individual about which they are inquiring. The dissemination of this data will be performed by Administrative Personnel only.

The following data may not be disseminated:

- Data concerning any person under the age of 17 years at the time the report, event or arrest was made. Except that it may be disseminated to the person themselves.

- Data containing anyone's date of birth or social security number.

- No Investigative Notes, Supplemental Reports, Investigative Reports, Field Interview Notes, or any non initial Incident Report.

3136.33 Destruction of Data

All printed material issued from the various computer systems must be destroyed as soon as possible after its usefulness has expired. Destruction must be by shredding, only.

3136.34 Requesting Authority

South Carolina Forestry Commission NCIC System Operators will accept requests for data accessed through the NCIC System or the LawTrak System from any law enforcement officer or criminal justice practitioner. The Operator is solely responsible for determining if the requesting party is, in fact, a law enforcement officer or criminal justice practitioner. If the Operator is not absolutely certain the requesting authority is of one these two statuses, then the Operator shall not consider that request for data. Operators refusing to provide NCIC System Data on these grounds will not be subject to any action resulting from that refusal.

3136.35 Data Recipient Responsibility

South Carolina Forestry Commission Law Enforcement Personnel, currently in good standing, have the authority to request information via the NCIC System providing the information is for official law enforcement purposes only. Upon receipt of this data South Carolina Forestry Commission Law Enforcement Personnel are to ensure that the material / data does not fall into non-law enforcement hands.

Material dispensed to law enforcement personnel by NCIC System Operators or other members of the South Carolina Forestry Commission Law Enforcement Personnel becomes the responsibility of the individual receiving the data. Each

recipient is then responsible for the proper dissemination and destruction of that material.

3136.36 Dissemination Responsibilities

No South Carolina Forestry Commission Law Enforcement Personnel shall disseminate any material obtained through the NCIC System to anyone not deemed to be a law enforcement agency or agent except the Solicitor's Office as directly authorized by the South Carolina Forestry Commission TAC.

3136.4 Personnel Security

3136.40 Devices having access to the NCIC System may only be used by an NCIC certified operator, as outlined in directives issued by the State Law Enforcement Division.

3136.41 Background Investigation

No South Carolina Forestry Commission employee who is authorized to have access to the NCIC System will be so authorized until that employee has been thoroughly investigated as to their criminal and moral background, to include but not limited to, their immediate and extended family.

3136.42 Criminal History

No NCIC System Operator shall be employed who has any conviction for any class of Felony; or any class 1 Misdemeanor. Nor shall any NCIC System Operator have access to an NCIC System Device during the time they are currently under indictment for such offenses.

3136.43 Criminal Involvement

If, at any time, it is determined that an NCIC System Operator is in any way involved in a criminal act either through aiding and abetting; accessory before, during or after the fact; married to or living with anyone convicted of a felony; providing alibi to anyone charged with a crime or under investigation for a crime where it is determined that the alibi is not truthful; shall be relieved of duty as a System operator and, upon authorization by the State Forester, an Internal Investigation by the Law Enforcement Chief shall be conducted to determine the Operator's status. If the Operator is found to be in violation - their NCIC certification will be suspended by the South Carolina Forestry Commission and a notification sent to SLED/CJICS to revoke the operators' NCIC certification.

If it is determined that NCIC related data has been misappropriated, unlawfully disseminated or in any way misused the information will be turned over to SLED and FBI for criminal prosecution and the offending South Carolina Forestry Commission employee will be placed on suspension pending the outcome of the criminal case against them.

3136.44 Annual Background Update

The Law Enforcement Chief will conduct, or cause to be conducted, annual background updates to ensure that all NCIC System Operators are in compliance with SLED/CJICS - FBI/NCIC rules, regulations, laws and the policies and procedures of the South Carolina Forestry Commission pertaining to access.

3136.45 Training

All personnel employed by the South Carolina Forestry Commission and having access to NCIC must, by law, successfully complete certain minimum certification courses in order to have lawful access to the NCIC System.

3136.46 Basic Certification

All users must, by law, successfully attend and complete, at the minimum, the sixteen hour NCIC System Operators Course. Failure to complete this course will result in the inability of the employee to access NCIC. This level of certification allows for the use of the NCIC System in the Inquiry Only mode.

3136.47 Advanced Certification

As the needs of the South Carolina Forestry Commission change various personnel, as approved by the State Forester, may be trained to higher levels of NCIC System access. These levels include Full NCIC System Certification and Instructor Certification. Full access allows for the entry of data into the NCIC System and Instructor access allows the individual to train, certify and enter test data.

3136.48 Demonstration of Abilities

Once certified as an NCIC System Operator, each Operator must exhibit they are proficient in the operations of the NCIC System. This includes, but is not limited to; all rules, regulations and laws pertaining to the System and its' operation; the various screen formats and their uses; the emergency operations of the System, etc. Frequent misuse, improper use or demonstrated lack of knowledge in the use of the System will result in suspension and possible termination of employment as outlined in this Order.

3136.49 Bi-Annual Recertification and Examination

SLED/CJICS requires that all System Operators be recertified on a periodic basis. Operators failing to recertify will be removed from NCIC access and thus their access to hardware capable of accessing the NCIC System and are subject to disciplinary action.

3136.491 Responsibility of Terminal Agency Coordinator (TAC)

The TAC will be responsible for implementing the designated reaffirmation procedure for each certified terminal operator as directed by SLED/CJIS NCIC training.

3136.5 Specific Operational Requirements

3136.51 Hit Confirmation

All NCIC System Operators will comply with all Hit Confirmation procedures in a manner consistent with established SLED/CJICS - FBI/NCIC policies. Failure to properly respond to Hit Confirmation Requests will result in disciplinary action as outlined in this Order.

3136.6 Disciplinary Actions

The attached procedure applies to Law Enforcement Personnel with NCIC clearance. The procedure will be considered under the South Carolina Forestry Commission Disciplinary Action policy 2527.4 offense “willful violation of written rules, regulations or policies”.

Violations related to FBI/NCIC subject to disciplinary action under the offense include but are not limited to the following:

1) Unauthorized disclosure of; receipt of SLED/CJICS-FBI/NCIC criminal justice information;
2) Release of driver's license or vehicle registration information to other than criminal justice agents;
3) Release of any Criminal History Records Information to private security personnel or firefighters;
4) Allowing the use of the NCIC system by personnel not certified by SLED, except for job training;
5) Failure to comply with the policies and procedures established in the CCAAPO SLED/CJICS-FBI/NCIC operations & procedures manual;
6) Failure to log information supplied to any criminal justice agency/agent, other than the S. C. Forestry Commission;
7) Improper record-keeping;
8) Criminal involvement;
9) Loss of certification;
10) Failure to respond to a hit confirmation request;
11) Failure to upload LawTrak files;
12) Failure to synchronize LawTrak files;
13) Violation of 180.5 (III)(c)

Disciplinary action for violations of this offense can range from written reprimand to termination. This policy is not separate from the SCFC Progressive Discipline policy 2527 and is therefore subject to all guidelines applicable to the agency's disciplinary policy.

3150 - MOTOR VEHICLE EQUIPMENT EXERCISE - PROCEDURE

3150.1 Equipment operators will start and exercise assigned trucks and tractors once each week of the year. Equipment will be exercised in all gears and for a sufficient period of time to bring engines up to normal operating temperatures. All moving parts (trucks, tractors, winches and plows) will be exercised. County operators will advise dispatcher when the exercising starts and stops and this time will be recorded on the dispatcher report.

3150.2 Particular attention should be directed to the polished surface of hydraulic cylinder shafts and other bare or unpainted surfaces. Shafts and other bare surfaces will be coated with a heavy grease to prevent rust.

3150.3 Operator will keep equipment cleaned of all dirt, mud, leaves and other debris.

3150.4 Operator will check to make sure the chain, ax, torch, shovel and fire extinguisher are on the unit, clean and in good working order.

3150.5 Once each week the vehicle operator will check all oil levels (hydraulic transmission and engine) to determine proper operating levels.

3150.51 During periods of heavy continuous usage, oil levels will be checked daily.

3150.6 Supervisors will be responsible for compliance of this procedure within the county and report major maintenance requirements to the Regional Maintenance Supervisor immediately.

3150.7 The Equipment Maintenance Manager will be responsible for compliance of this procedure at the regional level.

3150.8 The Central Repair Shop Supervising Mechanic will be responsible for compliance of this procedure at the Central Repair Shop.

3150.9 State Forest Directors, Nurserymen and Seed Orchard Managers will be responsible for compliance of this procedure at their areas of responsibility.

3151 - MOTOR VEHICLE SERVICING - PROCEDURE

3151.1 Motor vehicle equipment will be serviced at the field repair shops unless the work can be done more economically at the location of the equipment.

3151.11 Servicing schedules are as follows:

A. Pickup trucks, station wagons and vans: change engine oil, filter and grease every 5,000 miles or every 6 months, whichever comes first.
B. Transport trucks and truck tractors: change engine oil, filter and grease every 5,000 miles or every 6 months, whichever comes first.
C. Tractors - Fire Control: change engine oil once each year.
D. Tractors - Nurseries, State Forest and Seed Orchards: change oil, filters and grease in accordance with the manufacturers recommendation.
E. Plows -
   1. Grease once each month during county monthly motor vehicle equipment inspections.
   2. Grease weekly by the operator during periods of high activity.

3151.2 All trucks, tractors and plows will be greased at the field repair shops each time the equipment is called in for a scheduled inspection.

3151.3 All motor vehicle equipment will be checked for antifreeze requirements (-10°F) not later than October 1st of each year.

3151.4 The Equipment Maintenance Manager will be responsible for all equipment assigned to the regional shops and the county fire control organizations.

3151.5 The Central Repair Shop Supervising Mechanic will be responsible for all equipment assigned to the Central Headquarters area.

3151.6 State Forest Directors, Nurserymen and Seed Orchard Managers will be responsible for compliance of this procedure at their areas of responsibility.

3152 - USE OF STATE-OWNED VEHICLES - PROCEDURE

3152.1 Vehicle Use - State-owned vehicles are authorized for use in the performance of all travel or tasks necessary to accomplish official state business that is within the rated design capability of the vehicle. Use is not authorized for unofficial travel or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle.

3152.11 Authorized use of state-owned vehicles:

A. State-owned vehicles shall be driven only by employees of the state who have a valid drivers license.
B. Travel between place of vehicle headquarters and place of performance of official business.
C. When on official travel status, travel between place of temporary lodging and place of official business.
D. When on official travel status and not within reasonable walking distance of either of the following:
   1. Places to obtain suitable meals.
   2. Places to obtain medical assistance, including drugstores.
   3. Places of worship.
   4. Similar places required to sustain health and welfare or continued efficient performance of the user, exclusive of places of entertainment.
E. Transport of officers, official employees of official guests of the state.
F. Transport of professional or commercial representatives when in the direct interest of the state.
G. Transport of materials, supplies, parcels, luggage, kits or other items belonging to or serving the interests of the state.
H. Transport of any person or item in any emergency situation involving life or property.
I. Use of the vehicle when it is clearly serving the interest of the state.
J. The immediate family may accompany a state employee on an official trip provided:
   1. No additional cost/expense is incurred by the state of South Carolina for such travel.
   2. Prior approval is obtained from the immediate supervisor.

3152.12 Unauthorized use of state-owned vehicles:

A. Travel or task of a personal nature having no connection with the accomplishment of official business or beyond the rated capabilities of the vehicle.
B. Transport of friends, associates, or other persons who are not serving the interests of the state.
C. Transport of hitch-hikers.
D. Transport of items or cargo having no relation to the conduct of official business.
E. Transport of any item of equipment or cargo projecting from the side, front or rear of the vehicle in such a manner as to constitute a hazard to safe driving, to pedestrians or to other vehicles.
F. Extending the length of time or travel beyond that required to complete the official purposes of the trip.
G. Use of the vehicle to provide transportation between residence and place of

official business unless specifically authorized, in writing, by the State Forester.

H. Travel to or from social events unless acting as a representative of the state participating in an official function.

I. Use of a vehicle while on vacation.

J. State-owned vehicles are not to be driven by anyone under the influence of intoxicants or drugs and no alcoholic beverage is to be carried in state-owned vehicles

3153 - COMMERCIAL DRIVER'S LICENSE - PROCEDURE

A. All supervisors, wardens, and forest technicians who work under the supervision of a unit forester and reside in a county where a truck/tractor is assigned will be required to obtain and keep current a Class A commercial driver's license(CDL) with *P* restriction. Additionally, all Forestry Commission Mechanics and Equipment Operator III personnel will obtain a Class A CDL with *P* restriction. A *P* restriction allows a state employee to drive certain state vehicles on official business without having to meet physical examination requirements of an unrestricted license.

B. Any county personnel in a county where a truck/tractor is not assigned, all state forest technicians, selected regional, state forest, and nursery/seed orchard employees will have at least a Class B CDL with *P* restriction.

C. All employees requiring a commercial driver's license must have the general knowledge and air brake endorsement plus any other endorsement(s) required for their assigned equipment/position. They will take and pass written tests for general knowledge and all required endorsements before employment. They will secure an appointment within five(5) working days and obtain the commercial driver's license within thirty(30) working days of employment.

D. All employees requiring a commercial driver's license are subject to drug and alcohol testing in compliance with Policy and Procedure 2519.

3154 - CENTRAL HEADQUARTERS MOTOR POOL - PROCEDURE

3154.1 Requesting a vehicle. The Commission will have available passenger vehicles assigned to the central headquarters to transport its employees. Requests for vehicle use should be made to the central repair shop supervisor or in his absence, one of the shop mechanics at the central repair shop. The vehicles will be reserved on a first come first served basis, giving top priority to requests for out-of-town and out-of-state travel.

3154.2 The vans will be primarily used to transport personnel.

3154.3 The driver of the vehicle must have a valid driver's license.

3154.4 The person requesting the vehicle will be responsible for completing the trip log book and security of the keys and credit card assigned to the vehicle. When fuel is purchased from commercial sources state law requires self-service pumps be used.

3154.5 Should a vehicle be involved in an accident or vandalism please refer to and follow instructions in Accident Packet located in the vehicle glove box.

3154.6 At the completion of a trip, the vehicle should be filled up with gas before being returned to the central repair shop supervisor or, in his absence, one of the shop mechanics. Any mechanical problems experienced during the trip must be reported to the shop supervisor, along with all gas and repair invoices incurred.

3154.7 If the vehicle is returned after working hours, the keys and gas tickets should be placed in a box located outside the entrance to the central repair shop. A key to the shop gate will be provided on the key ring to the vehicle to allow access in the shop compound. If the vehicle is needed prior to 8:00 AM the vehicle should be picked up the preceding afternoon.

3154.8 Seat belts - State law requires all drivers and passengers to wear seat belts when using a state-owned vehicle. Occupants injured in an accident and not wearing a safety device, will be breaking the law and could be fined and subject to disciplinary action.

3154.9 Violations - Driver(s) are responsible for all fines or other fees imposed for violation of the law

3155 - EMERGENCY VEHICLE LIGHTING - PROCEDURE

3155.1 The warning light may be utilized when responding to an emergency.

3155.2 Traffic laws shall be observed at all times. The driver of the vehicle will not demand the right-of-way from any motorist when en route to an emergency.

3155.3 When Commission employees are engaged in prescribed burning, the warning light shall be used, if deemed necessary.

3155.4 All employees of the South Carolina Forestry Commission shall be held individually responsible for knowing and adherence to all procedures regarding emergency vehicle lighting.

3155.5 Supervisor vehicles will be equipped with a 22" to 34" bar light mounted on a bar. The light will be red on the driver's side and clear on the passenger's side.

3155.6 Transport trucks and pumper units will be equipped with a red (lens) dome light mounted on the driver's side of cab and a clear (lens) dome light mounted on the passenger's side of cab.

3155.7 Truck tractors will be equipped with red (lens) dome light mounted on driver's side of cab and a clear (lens) dome light mounted on the passenger's side of cab.

3155.8 Truck tractors will also be equipped with a dome light (amber lens) mounted on center of cab to designate wide load.

3155.9 Mechanic service vehicles will be equipped with a dome light (amber lens) mounted on center of cab.

3155.10 All lights will be halogen or strobe.

VEHICLE LIGHTING

1. Supervisor Pickup Trucks:

a) Equipped with a 22" to 34" bar light mounted on a bar.

CLEAR LENS RED LENS

Bar Light 22" to 34"

2. Transport Trucks:

a) Equipped with a red (lens) dome light mounted on the driver's side of cab and clear (lens) dome light mounted on passenger's side of cab.

3. Truck Tractors:
   a) Equipped with red (lens) dome light mounted on driver's side of cab and a clear (lens) dome light mounted on the passenger's side of cab.

   b) Also equipped with an amber (lens) dome light mounted on center of cab.

4. Mechanics' Vehicles:
   a) Equipped with an amber (lens) dome light mounted on cab.

NOTE: All lights will be halogen or strobe. Red lens will be on the driver's side and clear lens on the passenger's side.

3156 - EQUIPMENT INSPECTION REPORT-TRUCK, TRUCK TRACTOR, TRAILER, TRACTOR & PLOW - PROCEDURE

3156.1 The Supervisor and Warden will be responsible for inspecting the equipment by the 8th of each month. This will not relieve the warden from the responsibility of the continuous daily checks and maintenance. Each item will be considered and the Supervisor and Warden will make the necessary corrections. If the Supervisor cannot make the correction on any item, he will make notations to the effect.

3156.2 Form 3707-1 and Form 3707-2 will be prepared and distributed as follows: Supervisor will prepare form in duplicate retaining one copy. The Supervisor will forward one copy to the regional office for the supervising mechanic to take appropriate action on items needing repair. After items are repaired by the regional shop, the mechanic will sign and place form in the equipment file.

A. Supervisor will retain a copy for a period of three years and destroy.
B. The regional shop will retain copy in the equipment file for three years and destroy.

3156.3 Instructions for symbol use:

A. X-repairs needed: use for any inspection item or condition that does not meet maintenance standards.
B. S-service: use for sub-standard inspection items and conditions needing attention.
C. -Checked OK: use only when an inspection or condition fully meets specified standards.
D. --Not applicable: use for inspection items or conditions that do not apply to the equipment being inspected.

3156.4 Regional office will inspect equipment semi-annually (May and January). Retain one copy for equipment file and give one copy to Supervisor.

3156.5 State office will make unannounced spot inspections and forward one copy to the regional office.

3156.6 The regional shop will complete inspection form when annual service is performed on the vehicle/equipment and attach to the work order.

3156.7 Make a list of all repairs that cannot be performed by the Supervisor and Warden.

3157 - WORK ORDER INSTRUCTION - PROCEDURE

3157.1 Work order number will be pre-numbered on the form.

3157.2 Date in shop is the date vehicle/equipment comes to shop to be repaired and/or serviced.

3157.3 From stock budget - enter the stock budget code assigned to the South Carolina Forestry Commission shop where the work is being performed on the vehicle/equipment. Example: 52420 - Florence Stock.

3157.4 Charge to budget - enter the budget code the part(s) or item(s) are to be charged to. Example: 52110 - Florence Regional Office: 12015 - Motor Oil.

3157.5 Social security number - the social security number of the individual the vehicle/equipment is assigned to.

3157.6 Property decal number - number assigned to the vehicle/equipment. In case of federal excess property, the federal "E" number will be used.

3157.7 Assigned location - Enter (county, state forest, regional shop, nursery) where the vehicle/equipment is assigned.

3157.8 Date service begins - the date repair/service to the vehicle/equipment begins. (When work actually begins.)

3157.9 Speedometer/Hour - odometer reading on licensed vehicles - hour meter reading on tractors. If a vehicle/equipment does not have an odometer or hour meter, leave blank.

3157.10 License/Serial Number - enter license number of vehicle. Where there is no license number enter vehicle/equipment serial number.

3157.11 Year/Make/Type of Vehicle/Equipment - Example: Vehicle - 75 Chevy pickup, transport-tractors 77JD450C - other equipment write in name of equipment - Example: plow, trailer.

3157.12 The complaint and labor instructions will be recorded in this section. Example: steering clutch slipping - check adjustments, repair clutch. Hydraulic hose leaks - replace hose.

3157.13 Labor hours - total time the mechanic(s) spent repairing/servicing vehicle/equipment. This will be recorded to the nearest tenth of an hour - Example: .1 = 6 min.; .5 = 30 min.

3157.14 Mechanic - the call letter of mechanic(s) performing the repair/service.

3157.15 Total labor hours - total hours spent by mechanic(s) repairing/servicing vehicle/equipment.

3157.16 Shop labor cost - mechanic's labor hours multiplied by the labor rate.

3157.17 "S" (Stock) - if any part/item from stock is used to repair/service the vehicle/equipment, an "S" will be entered on the line beside the item/part. This will alert the accounting section to delete the part/item from your stock inventory.

3157.18 Vendor invoice number or commodity code - enter vendor invoice number if part/item is purchased from vendor, or if part/item is from stock, enter commodity code.

3157.19 Quantity - the number being installed.

3157.20 Vendor's name or description - enter vendor's name if part/item is purchased from a vendor or if part/item is from stock enter the name of part/item.

3157.21 Description - the name of part/item being placed on the vehicle/equipment if from stock.

3157.22 Price - obtain price from vendor invoice, or if "stock item", obtain price from stock card.

3157.23 Initials - initials of the individual who placed the part or item on vehicle/equipment.

3157.24 Outside repairs - this section will be filled out on any repairs done by commercial vendors outside the shop. The following information will be required: complaint; vendor's name (Ex. NAPA); invoice number; field purchase order number (FPO#). Example: Alternator rebuilt at alternator shop - if parts and labor are on the same

bill, separate parts, labor and tax on the work order only.

3157.25 Work completed by - when work is completed on the vehicle/equipment, the mechanic who performed the work will sign and enter date when work was completed.

3157.26 Picked up by - the operator of the vehicle/equipment will sign his name and enter the date when he picks up the vehicle/equipment.

3157.27 Work continuation form will be used when additional space is needed to enter items/parts from vendor or "stock" to repair/service the vehicle/equipment.

A. Work order # - enter the work order number from the first page.
B. "S" (stock) - if any part/item from stock is used to repair/service the vehicle/equipment, a "S" shall be entered on the line beside the item/part.
C. Vendor invoice number or commodity code - enter vendor invoice number if part/item is purchased from vendor or if part/item is from "stock" enter commodity code.
D. Quantity - the number being installed.
E. Vendor's name or description - enter vendor's name if part/item is purchased from a vendor or if part/item is from "Stock" enter the name of the part/item.
F. Price - obtain price from vendor invoice or if "Stock Item" obtain price from stock card.
G. Initials - initials of the individual who placed the part/item on vehicle/equipment.
H. The work order continuation form will be attached to the original work order.

3157.28 Special situations - all of the instructions which precede this section give basic information for complete work order. The variety of repair work performed at South Carolina Forestry Commission repair shops is limitless and it is not practical to offer detailed instructions for every situation. However, certain repair work is performed at our repair shops often enough that further explanation is necessary to assure uniformity of work orders. These situations are described below:

A. If a vehicle/equipment is repaired/serviced in the field (away from a Commission shop) by a South Carolina Forestry Commission mechanic, a work order will be completed by the mechanic as if the equipment/vehicle is repaired in a South Carolina Forestry Commission shop.

B. When a vehicle/equipment is repaired in the field by a South Carolina Forestry Commission employee other than a mechanic, the person performing the repair/service in the field will forward the vendor invoice to the region to be posted on the vehicle/equipment cost record card. The purchase order number and the property decal number of the vehicle/equipment should be written on the vendor invoice. The purchase order number will be used when posting the expenditure on the vehicle/equipment cost record card.

C. When a vehicle/equipment is repaired in a South Carolina Forestry Commission shop by an employee not assigned to the shop, a repair order will not be completed. The purchase order number and property decal number of the vehicle/equipment should be written on the vendor invoice. The purchase order will be used when posting the expenditure on the vehicle/equipment cost record card.

D. If a South Carolina Forestry Commission repair shop repairs/services a South Carolina Forestry Commission vehicle/ equipment that is not assigned to that region, a work order will be completed. The white copy of the work order will be mailed to Columbia, yellow copy to the region and the pink copy will be forwarded to the facility the vehicle/equipment is assigned to. The regional

shop repairing the vehicle/equipment should make a copy of the work order and retain on file.

E. If a South Carolina Forestry Commission repair shop repairs/services a vehicle belonging to another agency, the mechanic will write the name and address of the agency owning the vehicle on the work order and forward the white copy to the Columbia office. The yellow copy will be forwarded to the regional office and pink copy will be given to the operator of the vehicle. The regional shop repairing the vehicle/ equipment should make a copy of the work order and retain on file.

3157.29 A complete and accurate work order will be required for the service and/or repair of vehicles and equipment. The regional mechanic in charge of the service and/or repair will complete the work order on Form 3708-1. The regional mechanic will check each work order for completeness and accuracy and distribute as follows:
A. White Copy - to Columbia accounting section
B. Yellow Copy - to regional office to be posted on vehicle/equipment cost record card.
C. Pink Copy - to regional shop to retain in regional shop vehicle/equipment file.

3157.30 Correcting Errors: if a number of mistakes are made on a work order, it should be voided (the word "void" should be written across the work order) and a new work order completed. However, minor errors can be corrected to save time and forms. Corrections should be made by striking through the error and enter the correct information nearby. Corrections must be made on all copies.

If a work order is voided, all copies will be distributed in the following matter:
A. White Copy - to Columbia and kept in numerical file.
B. Yellow Copy - to regional office and kept in numerical file.
C. Pink Copy - to be retained at shop in a folder labeled "Voided Work Orders".

3157.31 Filing and length of record:
A. Repair shop - retain work order (pink copy) for the life of the vehicle/equipment.
B. Regional office - retain yellow copy of work orders in numerical file for a period of three years or until audited, then destroy.
C. Columbia office - will retain the original work order (white copy) in numerical file until authorized to discard by the Division of Archives and History.

3159- PROPERTY STOCK RECORD CARD (FORM 4510-1) INSTRUCTIONS - PROCEDURE

3159.1 Date - Date the item was issued from stock or item received in stock.

3159.2 Transaction number - the warehouse ticket or work order number the item was issued on or the delivery invoice number on which item was received. To identify the vendor's delivery invoice, enter the first initial of vendor's name followed by the vendor's invoice number.

3159.3 Quantity received - the number of item(s) received on a delivery invoice ticket.

3159.4 Decal/social security number - the decal number of vehicle/equipment or individual's social security number the item was issued to.

3159.5 Quantity issued - the number of item(s) issued on the warehouse ticket or work order.

3159.6 Inventory balance - quantity of item(s) on hand.

3159.7 Initial - the initials of the individual who issued the item(s).

3159.8 Commodity code - the number assigned to the item.

3159.9 Item/part name - name of the item/part.

3159.10 Location - the location of the item(s) in stock room. (Example: Row A, Bin 2)

3159.11 Unit of measure - unit of measure of item. (Example: Gallon, Quart, each)

3159.12 Unit price - price of the unit.

3159.13 Minimum stock - indicator to denote when stock item should be requisitioned.

3160 - VEHICLE/EQUIPMENT COST RECORD (FORM 3158)- PROCEDURE

3160.1 Enter fiscal year for which card is being kept.

3160.2 Property decal - the number assigned to the vehicle/equipment.

3160.3 Assigned location - enter county, state forest, regional shop where the vehicle/equipment is assigned.

3160.4 Warehouse ticket/purchase order/work order - enter the warehouse ticket (ex. W-00098), purchase order number completed to pay vendor invoice (ex. PO-00639) or work order number (ex. WO-15-0000151).

3160.5 Date the warehouse ticket, purchase order or work order when completed.

3160.6 Speedometer or hour meter - vehicles - enter odometer reading; tractors - enter hour meter reading.

3160.7 Parts cost - cost of parts from work order or purchase order.

3160.8 Shop labor cost - enter shop labor cost from work order.

3160.9 Outside labor cost - enter amount from work order spent on labor by commercial vendor.

3160.10 Motor oil - quantity - number of quarts received; cost - total cost of oil.

3160.11 Hydraulic oil - quantity - number of quarts received; cost - total cost of oil.

3160.12 Property decal - the number assigned to the vehicle/equipment.

3160.13 Assigned location - enter county, state forest, regional shop where the vehicle/equipment is assigned.

3160.14 Gas/diesel - circle which is used to power vehicle/equipment.

3160.15 Warehouse ticket/invoice - enter warehouse ticket or vendor invoice number.

3160.16 Date the warehouse ticket or vendor invoice was completed.

3160.17 Fuel - enter quantity and cost of fuel purchased from the state or commercial

facility in the appropriate column.

3160.18 Total fuel - total quantity and cost of fuel purchased.

3161 - CANNIBALIZATION OF VEHICLES AND EQUIPMENT FOR PARTS - PROCEDURE

3161.1 Vehicles and/or equipment may be cannibalized for parts during emergencies or where a part is on back order for another like vehicle or equipment.

3161.2 If a part is cannibalized, on a vehicle or equipment, a serviceable part must be placed back on the vehicle and/or equipment and restored to an operable condition.

3161.3 If a vehicle and/or equipment is permanently cannibalized, prior approval must be given by the equipment section. The request must be in writing.

3163 - PURCHASE OF REPAIR PARTS FOR EQUIPMENT - PROCEDURE

3163.1 Parts and supplies for vehicles and equipment will be purchased through state purchasing contracts when contracts are available.

3163.2 When parts and supplies are not available through State Purchasing contracts, the repair shops may purchase locally. S. C. Procurement Code and Commission guidelines will be followed.

3163.3 During emergencies, parts and supplies can be purchased locally in accordance with the S. C. Procurement Code and Commission guidelines.

3164 - INVENTORY CONTROL FOR VEHICLE AND EQUIPMENT REPAIR PARTS AND SUPPLIES - PROCEDURE

3164.1 Vehicle and equipment repair parts and supplies stocked by all South Carolina Forestry Commission repair shops will be inventoried annually (June of each year) by Columbia headquarters accounting section.

3164.2 Vehicle and equipment repair parts and supplies stocked by the state forests, nurseries, seed orchard and central repair shop will be inventoried annually (June of each year) by a disinterested party (someone not involved with the receipt or issue of parts).

3164.3 When vehicle and equipment repair parts and supplies are inventoried, the balance on hand will be noted in red ink on the property stock record cards.

3164.4 The shop supervisor of each repair shop must arrange to have all parts and supplies in stock secured at all times.

3164.5 Serviceable used vehicle and equipment repair parts can be maintained by regional repair shops providing the parts are kept on property stock cards separately from new parts purchased. These repair parts must be inventoried annually.

3165 - APPEARANCE OF EQUIPMENT - OPERATOR'S RESPONSIBILITIES - PROCEDURE

3165.1 Vehicles -The interior will be kept clean and free of clutter.

3165.2 The exterior will be washed on a regular interval and waxed semi-annually (fall and spring).

3165.3 The transport truck and lowboy trailer bed boards will be inspected on a regular interval for defects and will be replaced as needed.

3165.4 The truck bed metal frame will be painted as needed.

3165.5 Accessories installed on vehicles by field office will be painted as needed.

3165.6 South Carolina Forestry Commission seals and operator call letters will be replaced as needed.

3165.7 Identification numbers will be properly displayed and legible.

3165.8 Tractors -The tractor should be washed on a regular basis.

3165.9 The belly pan, undercarriage components, floor board and under the operator's seat will be kept free of dirt and debris.

3166 - DISPOSAL OF VEHICLE AND EQUIPMENT OBSOLETE PARTS - PROCEDURE

3166.1 Prior to following this procedure, maintenance facilities should contact one another to determine if items deemed obsolete in one facility may be utilized in another. If the items can be utilized, follow the proper channels to transfer the items.

3166.2 The maintenance facility will develop a listing of parts deemed obsolete. The parts will be removed from the shelf and boxed. Applicable entries will be made to the stock cards. Cards pertaining to obsolete equipment and parts should be pulled and retained.

3166.3 The maintenance facility should try to trade the items with local vendors and all paper work should be maintained for audit purposes.

3166.4 The maintenance facility will forward the listing of obsolete parts to the Administration Division.

3166.5 The Administration Division will prepare a turn-in document. A copy of the turn-in document will be forwarded to accounting so that inventory may be properly adjusted.

3166.6 A State Surplus Property representation will advise the South Carolina Forestry Commission of the appropriate method of disposal. If the parts are declared junk by State Surplus Property, the South Carolina Forestry Commission will dispose of according to the South Carolina Procurement Code and retain the proceeds to purchase parts of a similar nature.

3167 - FIELD SERVICE TRUCK - PROCEDURE

3167.1 This procedure will be followed for all field service trucks operated by the Forestry Commission.

3167.2 Stock will be issued from the stock room. Issuances will be recorded on a standard issuance form (3167).
Mechanics will sign the form acknowledging receipt of the stock. A copy will be retained by the mechanic and the original maintained at the applicable shop.

3167.3 The mechanic will be issued a series of designated workorders for each service truck.

3167.4 As stock is issued from the service truck, the mechanic will complete a workorder.

3167.5 The mechanic operating a field service truck will include travel time on the workorder as labor.

3167.6 The field service mechanics will have purchasing authority.

3167.7 The completed workorder and any invoices associated with the repair will be forwarded to the repair shop(s) as designated by the Regional Forester at the completion of the job.

3167.8 When the mechanic turns in the workorder, the clerk at the repair shop will adjust the original stock cards to reflect issuance of the part or item to a vehicle or piece of equipment. At this time, the mechanic will replenish his stock from the stock room.

3200 FOREST MANAGEMENT

3203 - WOODLAND EXAMINATIONS - PROCEDURE

3203.1 Records of Request Received - The project forester will keep a log of all forest management requests. Requests will be serviced on a "first come - first served" basis, except in high priority situations such as insect and disease outbreaks or salvage.

3203.2 Acknowledgment of Request - All requests will be promptly acknowledged (within 5 days) by the project forester, and the landowner will be informed as to the approximate date that his request can be serviced if within two weeks. When the workload prohibits making definite plans within two weeks, the landowner will be so advised and informed that he will be contacted when the request can be serviced.

3203.3 Preparation for Making Woodland Examination - A check of project forest management files will be made to determine if the landowner or the tract has received prior assistance. If so, review all the information to become familiar with the particular case.

3203.31 When acknowledging the request either by phone or letter, the landowner should be asked to provide information about history, current uses, financial expectations, sentimental uses, and other special concerns.

3203.32 When conditions warrant, such as a request for a detailed plan on a large tract, advise the landowner that it might be in his/her interest to employ a consulting forester or industry forester.

3203.33 If the landowner or agent cannot be present during the examination, the landowner should provide a plat, map, or description of the property sufficient to allow property lines to be located on the forester's aerial photograph.

3203.34 Arrange for the local technician to be present during the examination, when

possible or practical.

3203.4 Making the Woodland Examination - The woodland examination should include an assessment of all applicable forest resource opportunities and problems including timber, soil, water, wildlife habitat, forage, aesthetics, endangered species, and any special values mentioned by the owner.

3203.41 Sufficient information will be obtained during the examination to allow the forester to complete a data sheet (Form 3203-1) and draw a sketch map of the tract showing stands and timber types.

3203.5 After Making the Woodland Examination - Many times it will be desirable for the landowner and forester to discuss specific objectives after the forester has examined the tract and before the management plan is written. In this discussion the forester can provide professional expertise on financial, aesthetic, wildlife, and other various options of woodland management. When possible the forester should objectively present the landowner options as to the type, intensity and/or timing of cutting, site preparation, planting, etc. Any option recommended, however, should meet accepted management practice standards.

3203.51 A data sheet (Form 3203-1) will be prepared from information gathered from the landowner and from the examination of the tract. It will include all technical data, information and notes that might help the forester in writing the woodland management plan. The data sheet will be available to South Carolina Forestry Commission personnel only, and to the appropriate agency upon request.

3203.6 Writing the Woodland Examination Report - The report which includes data sheet, cover letter to landowner, and management plan and sketch map, should be written within a week of the examination date. If there is additional work to be done, such as marking, the report may be delayed and combined with the marking report if completed within a reasonable period of time, not to exceed two weeks.

3203.61 The management plan will be a complete plan for all major forested areas (or stands) examined, and appropriately referenced to a neat and complete sketch map (or copy of aerial photo). The plan should cover the recommended best management practices for the tract including multiple uses and benefits.

3203.62 A letter to the landowner should be attached to the front of the report. This cover letter should contain a short summary of major actions needed to be taken by the owner.

3203.63 Where tract size or the nature of the woodland examination results in a small number of recommendations, the cover letter and management plan may be combined.

3203.64 When a management plan is written by a forester that is not registered, the non-registered forester will sign the cover letter and a registered forester will review, approve, and initial the plan. The Unit Forester will spot check forest management plans to insure that standards are met.

3203.7 Criteria for Classifying Woodland Examination - A woodland examination report will be made and considered as such when either of the conditions listed below exist:

A. Each separate request from a landowner for handling his timber property or properties.
B. Tracts separated by adverse holdings, unless small and close together, will constitute a separate examination for each tract.

3203.71 Where a county line divides a woodland tract the following procedure will be

followed:

A. One woodland management plan and data sheet will be prepared; data sheet will indicate two counties involved and the acreage that occurs in each.
B. Where two Units are involved, a case file will be kept in the Unit where the majority of woodland occurs.

3203.72 A new examination is an examination of a woodland tract for the first time for the landowner. Each separate tract for a landowner is a new examination if it has not been examined before for the current owner. If landownership changes, an examination of the tract will be new for the new landownership, even though the tract was examined before for a previous owner.

3203.73 A reexamination is an examination of a woodland tract that has previously had this service for the same owner. When a re-examination is made and additional acreage is included (either acreage missed on the first examination, woodland added by adjacent acquisition or land changing from non-woodland to woodland) all the contiguous acreage will be included as reexamination.

3203.8 Distribution of Examination Reports -Distribution of completed examination reports will be as follows:

A. Original - Landowner
B. Copy - Project
C. Copy - Unit Office File (separate from project file)
D. Copy - cooperating agencies (NRCS, County Extension) if requests came through their office or if the report is beneficial to them by previous arrangements or agreements.

3203.9 Woodland Examination File Records - A file folder will be kept for each tract examined. This file will be kept at the project forester's office with a duplicate set of records kept at the Unit office.
When the project forester's office is located in the Unit office, a duplicate file will be kept in an appropriate separate building.

3203.91 The file folder should be identified by county, the name of the owner (put agent or plantation name under owner when applicable) and filed alphabetically.

3203.92 The following should be kept in the file folder:

A. All correspondence pertaining to the case, copy of the examination report with sketch map, the field data sheet.
B. Agreements for any service requested and/or done, timber marking tally, volume, follow up reports (Form 3203-2), etc.
C. Records, reports, data sheets from all forestry incentive programs.

3203.93 When names change within family ownerships, keep file with original name, but with reference to new file in new name.

3204 - TIMBER MARKING ASSISTANCE - PROCEDURE

3204.1 Field Procedure

3204.11 A forest management plan must be made prior to timber marking.

3204.12 "Request for Marking Forest Products" (Form 3204-1) will be signed by the landowner or his legally authorized agent and retained in the project case file.

3204.13 All trees selected for removal will be spotted with paint, one spot to remain on the stump and one spot at approximately eye level. Use sufficient paint to clearly identify trees to be cut: "X" cull trees and explain to landowner why this was done. Paint marks should be placed to fit the type of cutting operation. When the seed

tree system is used, seed trees will be marked at eye level visible from all sides and on stump with a different color of paint not normally used for cutting. These would not be tallied. Seed trees should be marked prior to marking trees to cut.

3204.14 A field tally will be used for marking jobs. A separate tally will be kept by species, species grouping or product. The field tally will be stapled to and filed with the copy of the "Report of Timber Marked for Cutting" (Form 3204-2).

3204.2 Office Procedure

3204.21 Sawtimber volume determination will be by the Scribner Rule from form class volume table in "Tables for Estimating Board-Foot Volume of Timber" by Mesavage and Girard. Hardwood sawtimber volume will also be calculated on the Doyle Rule and provided to the owner. All sawtimber marking charges will be based on Scribner Rule.

3204.22 Pulpwood volume will be determined by using the tenth tree method. In marking a stand of pulpwood, every tenth tree is to be accurately measured and tallied, including form class, and applied to the Tree Cordwood Volume Table by C.O. Minor form class 70-74 as found in the Service Foresters Handbook 1986 Edition. The field tally will be filed in the project case file.

3204.31 In addition to the marking report, the landowner will be provided all information needed to complete the timber sale. This will include a list of wood buyers, a sketch map or an aerial photocopy of the sale area, which shall include a statement that property lines are approximate as indicated by landowner, a sale area location map, a sample contract of sale and a sample bid notice.

3204.32 Boundary sales are acceptable in cases where other type sales are neither practical nor advisable. If a request for assistance with a boundary sale is received, the forester will first make a woodland examination of the area in question. If the size and volume is such that the sale could be handled by a consultant or other professional, this will be encouraged. If this is not practical and a boundary sale is advisable, the forester will furnish to the landowner the same information as in 3204.31 above, excluding the marking report. No volume estimate will be made. The project forester will encourage the landowner to solicit competitive bidding in this type sale.

3204.3 Sales Assistance

3204.33 Upon request from a landowner who has a cruised volume from other sources, or simply wants sales assistance/advice, the forester will provide a list of buyers, a sample contract, and a sample bid notice.

3204.34 Sealed bid lump sum sales will be encouraged except when other terms fit landowners situation best.

3204.35 Upon request from the landowner, the South Carolina Forestry Commission Forester may be present at the bid opening to answer questions that may arise related to the timber being sold.

3204.4 Charges and Billing

3204.41 Charges per thousand board feet Scribner Rule and per cord will be computed in accordance with the South Carolina Forestry Commission's fee schedule.

3204.42 Billing procedures will be as per prescribed policy.

3204.5 Timber Cutting Inspection

The landowner is the responsible individual who should check the cutting. The

project forester should report both positive and negative findings to the landowner.

3204.6 Timber Marking Assistance Limitations

3204.61 No charge will be made for salvage and demonstration marking up to 10,000 board feet and 15 cords.

3204.62 No more than five man days will be spent in providing management services to any one landownership during one fiscal year (July 1 - June 30). This includes both examination, office, and marking time.

3204.63 The size of timber tracts marked will be limited to tracts that are not practical to be handled by a consultant forester. This will vary with geographic location, volume per acre, topography, etc. Consultant forester assistance will be recommended on all tracts suitable for a consultant to handle.

3204.64 Acceptable forest practices include the following:

A. Selective thinning, salvage and improvement cuts
B. Shelterwood cuts
C. Seed tree cuts
D. Harvest cuts (Acceptable only when prescribed in management plan and related to reforestation)

3204.65 Cruising of timber; i.e., where each tree is not marked, is not allowed.

3204.66 The South Carolina Forestry Commission will not provide private landowners the following practices as related to timber sales:

A. Act as agent for landowner, timber buyer, or organization.
B. Establish property lines for landowners or provide title search assistance.
C. Show property lines to timber buyers.
D. Solicit or accept bids on timber.

3204.67 Exceptions

Any exceptions to any of above procedures on timber marking and/or sales assistance to private landowners must be approved by the State Forester.

3205 - REFERRALS TO REGISTERED CONSULTING FORESTERS - PROCEDURE

3205.1 Commission foresters will recommend private registered consulting foresters to landowners who's needs cannot be met within the time limit specified in Policy 3203, and for services not provided by the South Carolina Forestry Commission such as cruises, appraisals, establishing property lines, etc.

3205.2 A current list of registered consulting foresters providing services in the given area will be given to landowners when consultants are recommended.

3205.3 Commission foresters will work closely with consultants on services involving cost sharing programs to assure that the services comply with the programs and the landowner's needs.

3205.4 The listing of private registered consulting foresters will be updated annually.

3206 - REFERRALS TO FOREST INDUSTRY FORESTERS - PROCEDURE

3206.1 Commission foresters with responsibility for working with private landowners will maintain a working relationship with industry foresters in their area and be familiar with the services offered by these industries.

3206.2 A list of forest industries offering services in the given area will be provided to landowners when it appears that these services will meet the landowner's needs.

3206.3 Commission foresters will work closely with industry foresters on services involving cost sharing programs to assure that the services comply with the programs and the landowner's needs.

3207 - FOREST SERVICES - PROCEDURE

3207.1 Eligibility - The primary purpose of the Services Program is to provide forestry services to non-industrial private landowners of the state to assist them in afforestation, reforestation, and maximum production of their woodland. Appropriate services may also be provided to a group, partnership, association, trust, corporation not described in 3207.11 and, state or local government owning forest lands capable of producing commercial wood crops as long as there is no conflict with the primary purpose and other responsibilities of the South Carolina Forestry Commission.

3207.11 Private entities engaged in the business of manufacturing forest products, including, but not limited to, sawmills, pulp mills, paper mills, plywood plants, or oleoresin plants shall not be eligible for turn key burning or timber marking, but are eligible for other services. Any exceptions for these entities as to turn key burning or timber marking must be approved by the Deputy State Forester.

3207.2 Rates - Rates will be established, reviewed and approved by the Commission annually upon recommendation from the State Forester prior to the beginning of each fiscal year. Regional Foresters will report cost data and make recommendations to the management staff annually.

3207.3 Priority - First priority will be given to non-industrial private landowners. Other entities described in 3207.1 and 3207.11 will have second priority.

3207.31 To assure that services will be provided to as many landowners as possible, a limitation will be placed on individual applicants when a waiting list exists for the same service.
This limitation for a specific service will not apply if services requested on the waiting list cannot be accomplished due to weather conditions or other factors.
Limitation guidelines per area are as follows:
A. Firebreak Plowing - 24 hours of actual plowing per year.
B. Prescribed Burning - 5 crew days of actual burning per year.
C. Prescribed Burning Standby - 5 tractor unit days per year.
D. Water Bar Construction - 24 hours of construction time per year.
E. Equipment Rental - 10 working days.
F. Timber Marking - See Timber Marking Assistance Limitation (3204.6)

3207.4 Billing and Collecting - Billing and collecting will be handled according to Administration Procedure 2201. Billing should be direct to landowner except in cases where landowner has delegated responsibility to an agent. When a contractor or consultant acts as agent for the landowner, the landowner will be sent a copy of the bill and follow-up transactions. The person responsible for payment will be designated on the form along with SSN or Federal IDN.

3207.5 Utilization of Receipts - One hundred per cent of the receipts from services must be retained by the Commission for administration and operation of the forestry services program in the units (Regions) generating these receipts, except the receipts from processing forest tree seed may be used agency-wide. The Commission may carry forward unexpended funds to be used for these purposes.

3207.6 Firebreak Plowing - The South Carolina Forestry Commission may plow firebreaks for the purposes of fire protection and prescribed burning. The landowner or his

authorized agent, must designate exact location of breaks and property boundaries.

3207.61 To obtain assistance, the landowner or his agent must make formal application on Form 3207-1 to the South Carolina Forestry Commission and sign the request part of the form. The landowner will be given one copy. The original and one copy will be retained by the supervisor until the fire breaks are completed. The Commission employee providing this service will complete the Firebreak Plowing Assistance form and forward the original to the Regional Office. The form should be reviewed with the landowner before and after the firebreak plowing assistance to avoid misunderstanding or confusion concerning conditions of the agreement, responsibilities of both parties and charges.

3207.62 The Supervisor will determine when fire-breaks can be plowed. He/she will check daily fire occurrence and fire weather forecasts and keep posted on any changes or modifications. Personnel and fire equipment called upon to plow firebreaks are also responsible for prompt suppression of wildfires. Since wildfire control takes precedence over all other activities, the regional forester, unit forester, and Supervisor must coordinate this within basic fire protection requirements.

3207.7 Prescribed Burning - The South Carolina Forestry Commission prescribed burning assistance program will include the following: examination of the property, drafting a burning plan, preparing the property for burning, safeguarding the burning operation, and carrying out the actual burn. The South Carolina Forestry Commission may follow a burning plan submitted by the landowner provided it is approved by a registered South Carolina Forestry Commission forester. Services will not be provided on sites where risks are excessive due to fire danger, smoke or other factors. Burning will not include windrows or piled debris.

3207.71 South Carolina Forestry Commission personnel will conduct the entire burn and the landowner need not be present.

3207.72 All firebreaks necessary for a safe prescribed burn will be plowed in advance. Firebreak construction will be done and charged as a separate practice under the Firebreak Plowing Assistance Program.

3207.73 The unit forester will coordinate this program. The person in charge of the burn must have at least two years of practical experience with fire, have attended a prescribed burning school approved by the South Carolina Forestry Commission, and must be a certified prescribed burning manager.

3207.74 To obtain assistance, the landowner or his agent must make formal application on Form 3207-2 to the South Carolina Forestry Commission and sign the request part of the form. The landowner will be given a copy, and the original and one copy will be retained by the supervisor or forester. The South Carolina Forestry Commission employee supervising the burn will complete the "Prescribed Burning Assistance" form and forward the original to the regional office. The form should be reviewed with the landowner before and after the prescribed burning assistance to avoid misunderstanding or confusion concerning conditions of the agreement, responsibilities of both parties and charges.

3207.75 Following a formal request for assistance, a Commission forester will examine the property and prepare or approve a written "Burning Plan" (Form 3207-7) which will be submitted to and approved by a registered South Carolina Forestry Commission forester. A copy of the burning plan will be given to the landowner and copies kept on file at the unit office and the Supervisor's office. The burning plan should include the following information:

A. Name, address and phone number of person requesting assistance.
B. Location of the property with a map or sketch of the property, showing the location of firebreaks and natural barriers (roads, lakes, fields, streams, etc.)
C. Total number of acres proposed for burning.
D. Purpose of the burn: (1) Hazard reduction, (2) Site Preparation, (3) Undesirable species control, (4) Disease control, or (5) Improve accessibility.
E. Burning hazards which may be encountered, such as permanent improvements which may be endangered, heavy fuel accumulations and other probable hot spots, smoke drift towards highways and/or residential areas, risk to adjoining property owners, etc.
F. Basic burning instructions for individual property (where to start burning lines or blocks to burn first, location of personnel and equipment).
G. Favorable weather conditions for burning operations. (Temperature range, wind speed and direction, relative humidity, and other conditions which could affect fire behavior.)
H. Compliance with Notification of Intent to Burn Law and Smoke Management Guidelines.
I. Requirements for mechanized equipment, hand tools, and personnel.
J. Firing Techniques.
K. Emergency action in case fire gets out of control.

3207.76 The unit forester, or his representative, will determine the date to schedule the burning operation. If the date originally selected is not suitable for a satisfactory burn, or if hazardous wildfire conditions exist, the prescribed burning operation will be postponed. The burning plan must be at the site while burning is being conducted, and the plan must be followed in conducting the burn. A qualified South Carolina Forestry Commission employee on site will determine this compliance. The daily fire weather forecast shall be checked before starting to burn and the Supervisor shall keep posted on any changes or modifications. Personnel and equipment called upon to provide prescribed burning assistance are also responsible for prompt suppression of wildfires. Since wildfires take precedence over all other activities the supervisor must coordinate this assistance program within basic fire protection requirements.

3207.77 Persons who suffer serious reactions which require a medical doctor's care as a result of smoke from prescribed burning must provide a written statement from the doctor describing the condition. The supervisor will assign appropriate work to the employee based on the doctor's recommendations.

3207.78 The South Carolina Forestry Commission, or the landowner, may direct that burning be stopped at any time during the operation if, in their judgment, the fire is not achieving the purpose of the burn, if it becomes too destructive or hazardous, or if the potential or actual danger from wildfire reaches the point where personnel and equipment should return to their fire fighting activities. Before leaving the property Commission personnel assisting with the operation must be sure the fire is safe. In addition, there must be complete understanding with the landowner concerning the safety of the burning operation before the Commission personnel and equipment leave the fire.

3207.79 No burning will be done when the drought index exceeds 300. Exceptions to the drought index may by granted following special review and approval by the regional forester. No burning will be done when a Red Flag Alert is in effect. Smoke Management Guidelines will be followed under all circumstances.

3207.8 Prescribed Burning Standby Assistance - To obtain assistance, the landowner or his agent, must make formal application on Form 3207-3 to the South Carolina

Forestry Commission and sign the request part of the form. The landowner will be given a copy, and the original and one copy will be retained by the supervisor until completion of the standby assistance. When the standby assistance is completed , the South Carolina Forestry Commission employee handling the standby will complete and forward the original to the regional office. The form should be reviewed with the landowner before and after the standby assistance to avoid misunderstanding or confusion concerning the conditions of the agreement, responsibilities of both parties and charges.

3207.81 The South Carolina Forestry Commission will examine the property, write a burning plan (Form 3207-7), prepare the property for burning and stand by with fire suppression equipment during the burning operation. The landowner may furnish a plan, but a registered South Carolina Forestry Commission forester must approve the plan before standby assistance can be provided. Services will not be provided on sites where risks are excessive due to fire danger, smoke or other factors. The landowner or his authorized agent must assume responsibility for the use of fire on his property and must remain on the fire and actively conduct the burning throughout the operation.

3207.82 Firebreaks as prescribed in the burning plan will be plowed prior to the burning operation. Firebreak plowing is a separate service program of the South Carolina Forestry Commission and landowners will be billed at the current rate for firebreak plowing plus transportation cost. (When firebreak plowing and standby time require only one trip, mileage will be charged against the plowing operation only) Firebreak plowing which may be necessary after the burning operation begins will also be charged at the current firebreak plowing rate. Do not duplicate standby and additional plowing charges; that is, when the unit is plowing at the firebreak plowing rate, do not charge the hourly rate for standby.

3207.83 The burning plan should include the following information:

A. Name, address, and phone number of person requesting information.
B. Location of the property with a map or sketch of the property showing location of firebreaks and natural barriers (roads, lakes, fields, streams, etc.)
C. Total number of acres proposed for burning.
D. Purpose of the burn: (1) Hazard reduction, (2) Site preparation (3) Undesirable species control (4) Disease control, or (5) Improve accessibility.
E. Burning hazards which may be encountered, such as permanent improvements which may be endangered, heavy fuel accumulations and other probable hot spots, smoke drift towards highways and/or residential areas, risk to adjoining property, etc.
F. Basic burning instructions for individual property (where to start burning, lines or blocks to burn first, location of safety personnel and equipment.
G. Favorable weather conditions for burning operation. (Temperature range, wind speed and direction, relative humidity, energy release.)
H. Landowner responsibilities such as setting fire and fire responsibility, compliance with Notification of Intent to Burn Law, and other state laws or regulations.
I. Requirements for mechanized equipment, hand tools and personnel.
J. Emergency action in case fire gets out of control.

3207.84 In addition, the landowner will be furnished a copy of South Carolina Forest Fire Laws and the Smoke Management Guidelines. The burning plan must specify that all burning will be conducted to meet these requirements.

3207.85 Although the Supervisor may be present during the standby, he/she should not be

considered as part of the standby team. Other duties may require him/her to leave at any time.

3207.86 Upon request, the South Carolina Forestry Commission may lend the landowner fire tools such as backfire torches, backpack pumps, rakes and swatters to assist with the prescribed burning operation. However, the landowner must return all tools to the Supervisor within two days after completing the burn. A deposit equal to replacement cost will be required.

3207.87 The Supervisor, working closely with the landowner, will determine the date to schedule the burning operation. If the date originally selected is not suitable for a satisfactory burn, or if hazardous wildfire conditions exist, the prescribed burning standby assistance will be postponed. The burning plan must be at the site while burning is being conducted, and the plan must be followed in conducting the burn. A qualified South Carolina Forestry Commission employee on site will determine this compliance. The daily fire weather and smoke management forecast shall be checked before starting to burn and the Supervisor shall keep posted on any changes or modifications.
Personnel and equipment called upon to provide prescribed burning standby assistance are also responsible for prompt suppression of wildfires. Since wildfires take precedence over all other activities, the regional forester must coordinate this assistance program within basic protection requirements.

3207.88 The regional forester, unit forester, Supervisor, or landowner may direct that burning be terminated at any time during the burning operation if in their judgment the fire is not achieving the purpose of the burn, if it becomes too destructive or hazardous, or if the potential or actual danger from wildfire reaches the point where personnel and equipment should return to their standby stations. There must be complete understanding with the landowner concerning the safety of the burning operation before the Commission personnel and equipment leave the fire.

3207.9 Equipment Rental - The unit forester or another designated person, is responsible for administering the rental equipment program under the supervision of the regional forester.

3207.91 The rental agreement Form 3207-4 is to be used for all Commission rental equipment.

3207.92 The South Carolina Forestry Commission representative must get the name(s) and location(s) of the tract(s) involved from the renter, and check the equipment as often as practical. Field equipment checks should be made when a Commission representative is in the same area where a contractor is performing work. Training will be given Commission representatives on what and where to look for abuse, unusual wear and tear, worn out parts, proper lubrication and preventive maintenance.

3207.93 The regional mechanic is responsible for maintenance of equipment assigned to regional locations. If equipment is repaired while it is away from its assigned headquarters, the amount of cost involved must be forwarded to the regional forester where the equipment is assigned. A monthly inspection will be performed on all rental equipment, either in the regional repair shop or in the field. Major maintenance and repairs will be done in off season.

3207.94 If a renter wants equipment a region does not have available, then the unit forester will be responsible for locating the equipment needed, making sure the renter gets it, and will bill the renter for use, regardless of region where equipment is assigned. The using region will maintain the equipment and see that it is in satisfactory condition prior to sending it back to the region where assigned.

3207.95 A log book will be kept on all equipment transactions. This log to include: name of renter, type equipment, date of delivery, anticipated date of return, date of first billing, date of second billing, date of personal contact, date money collected, condition of equipment after received, and any other pertinent data.

3209 - FOREST MANAGEMENT ACCOMPLISHMENTS, RECORDS, AND REPORTS - PROCEDURE

3209.1 All Forest Management activities related to woodland exams and miscellaneous assistance will be reported monthly by entering county data into computer. Each project forester will record activities in the management case book as they occur.

3209.2 The Forest Management Section will compile a summary of forest management information from computer by county, unit, region, and state totals.

3209.3 Forest services activities will be kept by units/regions. This will be sent to the Forest Management Section at the end of each fiscal year.

3209.4 Rental equipment activities will by kept by units/regions. This will be sent to the Forest Management Section at the end of each fiscal year.

3209.5 The Forest Management Section will compile a state summary of rental equipment and forest services activities on an annual basis for the Annual Report.

3211 -COST SHARING PROGRAMS – EMPLOYEE/COMMISSIONER PARTICIPATION, RATES & PRACTICES – PROCEDURE –**UPDATED 2/7/2018**

3211.1 No employee will approve an application for cost share assistance on his or her own land (including spouse).

3211.2 No employee will approve his or her "blood" relative's land for any cost share assistance (specifically father, mother, brother, sister, uncle or aunt).

3211.3 No employee will approve his or her immediate in-law's land for any cost share assistance (specifically father-in-law, mother-in-law, brother-in-law or sister-in-law).

3211.4 South Carolina Forestry Commission employees who receive a cost share application to approve needs or compliance for himself (herself) or any relative as defined in the above procedure, will, in all cases, request in writing to his (her) supervisor that another qualified employee be assigned to handle the application.

3211.5 Upon receiving a written request from a South Carolina Forestry Commission employee who will benefit directly or indirectly, as defined above, from a cost sharing program, the supervisor of the employee will assign another qualified employee to handle the application.

3211.6 The employee assigned to handle the application in 3211.5 should not work under the supervision of the forester who will benefit, i.e. a project forester in an Unit office should not approve an application for the Unit forester or his relative.

3211.7 The Commissioners' Policy Review Committee will review all applications for financial assistance (e.g. cost share) that will directly or indirectly benefit the State Forester, Deputy State Forester, or any member of the Commission.

1. Applications for financial assistance by the State Forester, Deputy State Forester, or any member of the Commission will be reviewed by the Policy Review Committee to ensure applicable procedures have been followed and that the assistance is not a conflict of interest.
2. The review will occur after the Agency has given initial approval of the allocation of funding but before the financial benefit is provided.
3. The Policy Review Committee must give final approval of the allocation of funding before any financial benefit is provided to the State Forester, Deputy State Forester, or any member of the Commission. If the allocation of funding is disapproved by the Policy Review Committee the financial assistance funds will be deobligated.
4. This review applies only to financial assistance programs administered by the SC Forestry Commission.

3212 - DISASTER TO FOREST RESOURCES - PROCEDURE

3212.1 Field personnel will relay any knowledge of extensive timber damage to the Unit and Regional Forester. The Regional Forester will get preliminary reports for his region using phone, radio, ground surveys, and aerial observance if needed, and inform the central office of the preliminary reports.

3212.11 When preliminary reports indicate that life or health of citizens are in danger, the Regional Forester will take immediate action and use all necessary resources of the South Carolina Forestry Commission to assist citizens and local governments on public and private land until the threat to life or health is removed.

3212.12 South Carolina Forestry Commission personnel and equipment shall assist other state agencies, utility companies and cooperatives, in the clearing of transportation routes, and power and communication lines. The assistance will continue until public transportation routes are cleared, power and communications restored. The Regional Forester will inform the central office of actions taken.

3212.2 After receiving preliminary reports of timber damage, the State Forester may order a more thorough assessment to determine if the damage warrants declaring a disaster to timber. The State Forester will declare a disaster to timber when the amount of damage will require coordination and a work force beyond the normal. When a disaster to timber is declared the following action will be implemented.

3212.21 The following agencies or organizations will be notified by the agency spokesperson upon declaration of a disaster to timber: the Governor's Office, other natural resource related State and Federal Agencies, Clemson Extension, News Media, South Carolina Forestry Association, and Forest Industries.

3212.22 If conditions warrant, the State Forester may ask the Chairman of the Foresters Council of South Carolina to call an emergency meeting to seek its counsel and advice.

3212.23 After coordination and approval from Regional Forester and Deputy State Forester, detailed surveys will be conducted as necessary to determine the amount and extent of damage. This may include aerial and ground surveys. The survey will be intensive enough to give a reasonable estimate of damage. The survey will delineate total damage and salvageable volume.

3212.24 When the extent of damage is such that the cost of surveys and salvage assistance activities will exceed normal budget allotments, additional funds will be requested by the State Forester from State or Federal sources.

3212.25 South Carolina Forestry Commission personnel will assist landowners with salvage operations and reforestation plans of damaged areas. This will include notification through media and individual contacts, coordinating with forest industry, timber buyers, contractors, etc.

3212.26 When the volume of salvage is greater than the normal procurement in a given area, the State Forester will inform the forest industry and request their help in shifting quotas, and increasing purchases of damaged timber in the designated disaster area.

3212.27 A report of the amount of salvage will be made by county and unit. The report will also include acres needing reforestation so the nursery section can plan for additional seedlings, if needed, for the damaged areas.

3212.28 The State Forester may request the State Legislature or others to provide

emergency funds for re-establishment of forest stands.

3212.29 After salvage is complete and the situation is returned to normal, the State Forester will declare the disaster over and notify all agencies or organizations listed in 3212.21. A summary of the salvage activities and reforestation needs will be made available to all parties.

3213 - CONSERVATION RESERVE PROGRAM

3213.1 Agencies responsibilities

3213.11 The Farm Service Agency (FSA) will be responsible for the following:
A. Administer program
B. Determine producer eligibility
C. Accept or reject bids
D. Prepare contracts

3213.12 Natural Resources Conservation Service (NRCS) will be responsible for the following:
A. Determine land eligibility
B. Develop overall plan
C. Assist conservation districts

3213.13 South Carolina Forestry Commission will be responsible for the following:
A. Prepare plan for tree planting practice - (CP-3 Form). This will be a part of total plan which is prepared by SCS.
B. Provide landowner with information on seedlings and proper tree planting.
C. Inspect and certify tree planting.

3213.14 South Carolina Department of Natural Resources (DNR) will assist with wildlife plantings as a part of CP-3 and write plan on the wildlife practice (SC Department of Natural Resources Form CP-4).

3213.15 Soil Conservation Districts will approve the overall plans.

3213.2 Cost-sharing for Establishing Trees
A flat rate will be set for tree planting cost-sharing and for necessary site preparation related to tree planting. The rates will be consistent with other cost-share programs and set annually, based on average actual cost data. This procedure is done in conjunction with FSA guidelines describing each practice.

3213.3 Tree Planting Plan
This plan will include all information that a landowner will need to successfully complete the planting job. (See CP-3 plan outline).

3213.4 Planting Certification
Upon notification of completion of the planting job, the project forester or forestry technician will check the planting for certification. The planting must meet the requirements stated in "Tree Planting Technical Guidelines". If standards are not met, the landowner will be advised as to what he or she must do to meet the standards.

3213.5 Follow-Up
At the end of the first growing season the planting will be checked to see if an acceptable number of trees survived. If an acceptable number did not survive, the landowner will be advised and assisted with replanting information.

3213.6 Records
The project forester will keep a file of CRP cases for the project for reporting

purposes and future landowner assistance.

3214 - FOREST RENEWAL PROGRAM - PROCEDURE

3214.1 Eligibility

A. The Forest Renewal Program applies to private non-industrial forest lands in all counties. An individual, group, partnership, association, trust, corporation not engaged in processing wood products or other legal entity owning forest lands capable of producing industrial wood crops is eligible. Where forest land is owned jointly by more than one individual, group, association or corporation, as tenants in common, tenants by the entirety, or otherwise, the joint owners, shall be considered as one eligible landowner and shall be entitled to receive cost-sharing payments.

B. Private entities engaged in the business of manufacturing forest products, including, but not limited to, sawmills, pulp mills, paper mills, plywood plants, oleoresin plants or providing public utility services of any type or the subsidiaries of such entities shall not be eligible; however, private individual forest landowners who are stockholders in such businesses are eligible.

C. No governmental agency, federal, state, or local, shall be eligible for reforestation cost share payments from the forest renewal fund.

3214.2 Source of Funds

- Funds for cost sharing are derived from two sources: an appropriation from the General Assembly and an assessment on primary forest products. Both are credited to the Forest Renewal Fund. The assessment ratio of forest products to appropriated state funds is four to one. Assessments are collected quarterly and will not be collected for the remainder of each year once adequate funds are collected.

3214.3 Responsibilities

A. South Carolina Forestry Commission -

1. The State Forester will administer the Forest Renewal Program.
2. The State Forester will advise the Legislature on changes needed in the assessment rates to forest industry.
3. The State Forester will notify the Department of Revenue and Taxation within 30 days of certification of the state budget, of the need to collect the assessment and estimate the total assessment that shall be collectable in the next budget period. He shall inform the Budget and Control Board and the General Assembly, and provide the Department of Revenue and Taxation with a list of processors subject to the assessment. The processor list will be updated quarterly.
4. The State Forester will advise the Department of Revenue and Taxation in July of each year the total amount of collections needed for the year. If the total needed is reached before the end of the year, collections will not be made for the remaining quarters.
5. The State Forester shall suspend assessments in any fiscal year in which the General Assembly fails to make general fund appropriations to the Forest Renewal Fund. Collection of the assessment shall be suspended in any fiscal year in which there is carried forward from previous years a balance of unobligated funds in the Forest Renewal Fund greater than four times the amount appropriated from the general fund for that fiscal year.
6. The South Carolina Forestry Commission is the disbursing agency for funds deposited in and expended from the Forest Renewal Fund. Disbursements from the Forest Renewal Fund shall be equal, insofar as practicable, from state appropriated funds and the Forest Renewal Assessment revenues until appropriated funds are expended, after which expenditures shall come from assessment revenues. Any unexpended funds resulting from "slippage" shall be applied to cost sharing for additional landowners. "Slippage" refers to the difference in

funds earmarked in the management plan for an approved practice and funds actually earned when the practice is completed.

B. South Carolina Department of Revenue and Taxation
   1. The South Carolina Department of Revenue and Taxation has the responsibility of collecting the assessments.

3214.4 Assessment Rates - Assessment rates on primary forest products are:

A. Fifty cents ($0.50) per thousand board feet for softwood sawtimber, veneer logs and bolts, and all other softwood including cypress products normally measured in board feet.
B. Twenty-five cents ($0.25) per thousand board feet for hardwood sawtimber, veneer logs, and all other hardwood products normally measured in board feet.
C. Twenty cents ($0.20) per cord for softwood pulpwood and other softwood products normally measured in cords.
D. Seven cents ($0.07) per cord for hardwood pulpwood and other hardwood products normally measured in cords.

3214.5 Products Not Assessed

A. Christmas trees and associated greenery
B. Pine Straw
C. Material harvested from an individual's own lands and used by such individual for the construction of fences, buildings or other personal use.
D. Fuel harvested for personal use in individual homes.
E. Fence posts split only and cut in lengths.

3214.6 Expenditure Limitations

A. Additional money added to the Forest Renewal Fund in any fiscal year shall be limited to five times the amount of the state appropriation for the Forest Renewal Program for that year.
B. No more than five percent of the available funds generated by the Primary Forest Products Assessment Act in any fiscal year shall be used by the South Carolina Forestry Commission for program support.
C. The Department of Revenue and Taxation shall be reimbursed for actual expenditures incurred in collecting the assessment for the Forest Renewal Fund. The amount of actual expenditures shall not exceed fifty thousand dollars annually.
D. Funds used to purchase equipment shall be limited to state appropriations designated specifically for equipment purchase for the Forest Renewal Program.
E. No more than 35% of the available funds generated by the Primary Forest Products Assessment Act in any given year may be used by the Forestry Commission to support an annual inventory of the state's forest resources and Best Management Practices examinations and monitoring.

3214.7 Landowner Restrictions

A. There are no maximum ownership acreage requirements under this program. Ten acres is the minimum acreage that may be approved for any practice.
B. The maximum amount of Forest Renewal Funds allowed to any eligible landowner in one fiscal year shall be limited to the amount needed to complete approved practices on one hundred acres of land.
C. A landowner will be obligated to return all cost share payments if the forestry practice is not maintained under his tenure for ten years. A narrative report will be prepared by the Unit Forester which shall include acreage involved, cost share paid, date paid and statement as to why practice was not continued. The South Carolina Forestry Commission will bill the landowner.
D. If land reforested with forest renewal funds is sold prior to end of ten-year period, all cost-share funds will be returned unless the new landowner agrees to maintain the practice for the balance of the contract.

E. Eligible landowners may not use Forest Renewal funds if funds from any federal cost sharing program are used on the same acreage for forestry practices during the same fiscal year.

3214.8 Application for Cost Sharing – Revised 8/11/2015

A. Applications must be submitted to the Forestry Commission on form 3214-1
   1. ***Applications will not be accepted (i.e. will not be considered for funding) until a full application packet is completed and signed appropriately. A complete application packet consists of SCFC Form 3214-1, IRS Form W-9 and proof of ownership. The original IRS Form W-9 will be sent to Columbia and no copies of this form will be kept in the Field Offices.***
   2. The name of record on the application shall match the name of record on the title to the property where the practices will be applied. The landowner shall provide proof of ownership at the time of application. Proof of ownership can be a copy of the current title, deed, plat, or the most recent receipt of taxes paid. If the landowner cannot provide proof of ownership the Project Forester may determine ownership by checking County land ownership records.
   3. Applications will be given numbers in sequence as they are submitted to the South Carolina Forestry Commission, stamped with the date received and placed on a waiting list.
   4. If an approved management plan Form 3203-1, and sketch is on file, the forester or Commission designee will certify the need on the application and transmit the application to the Forest Management Section of the Central Office. The plan and sketch must be prepared prior to mailing the application.

B. The forest management plan must contain a description of present conditions and future courses of action and approved practices to assure maximum forest productivity and environmental protection.

C. An application will not be approved for any acres that will not produce 50 cubic feet of industrial wood per acre per year.

D. No application will be accepted until all merchantable commercial standing timber is removed from the area on which cost sharing is requested.

E. Approved species, as recorded in the management plan, must be from the "Approved Species" list. (See 3214.14)

F. The "Practices Applied For" on the application must be from the "Approved Practices" list.

G. An application for assistance not to exceed 100 acres will be accepted for a tract of land divided by one or more county lines. The application must be filed or listed in the county in which the owner resides. If the owner is an absentee owner, the application must be in the county in which most of the land occurs.

H. A landowner may file an application even though he has a federal program request on the same acreage. He cannot receive cost share from both programs on the same acreage the same fiscal year. If the request is funded through FRP, the Forestry Commission must notify the appropriate federal agency office and request the federal program practice be cancelled. The South Carolina Forestry Commission will automatically cancel FRP applications when notified that the same request has been funded under federal programs.

I. The project forester will record data needed for permanent records, from the application, and mail the application to the Central Office. The project office will keep the permanent records. A record of funding is also kept in the Central Office, Forest Management Section.

J. Changes in prescriptions may be made after an application has been submitted. An amended management plan approved by the South Carolina Forestry Commission's forester must be submitted. An amended application must be submitted and the old application cancelled.

K. The dollar value of an approved FRP application cannot be increased even though an amended management plan shows a change in acres, cost share rate, or acreage location.
L. A landowner may not apply for additional FRP cost share funds until completion of a pending application.
M. If a landowner with a valid application decides he does not want to participate in the FRP, he must either sign the application cancellation section or advise the project forester of same in writing. The Project Forester will transmit this to the Central Office.

3214.9 Allocation of Funds

A. County allocations - There will be 46 allocations annually, one per county, provided appropriated funds are made available each year. Fifty percent of the available cost share funds will be allocated based on acres of planting needs, and 50% based on commercial forest acres (hardwood and softwood) in each county. The qualifying acreage must be nonindustrial private forest land that will produce 50 cu. ft. or more of industrial wood per acre per year.
B. Hardwood Allocations - Five percent of the initial available funds annually will be earmarked for hardwood regeneration.
    1. Hardwood regeneration requests will be serviced from the earmarked funds.
    2. If all earmarked funds are allocated, any remaining hardwood applications will be serviced in sequence with all applications as they are submitted to the South Carolina Forestry Commission.
    3. Hardwood funds shall be considered unobligated if there are no hardwood applications pending funding in the entire state or funds become so small that applicants will not accept them.
C. Replanting Allocations - The State Forester has the option of designating funds for replanting in any given year.
    1. Replanting funds will be earmarked to provide cost share assistance to FRP participants that have properly implemented the FRP practices per the management plan and have unacceptable levels of mortality.
    2. If all earmarked funds are allocated any remaining replant applications will be serviced in sequence with all applications as they are submitted to the SC Forestry Commission.
    3. Replanting funds shall be considered unobligated if there are no replanting applications pending February 1 of each year or funds become so small that applicants will not accept them. (Replanting funds are available only at State Forester's option).
D. Initial Allocation – To be considered for Initial Allocation applications should be on file in Columbia Office on or before June 4th.
    1. Funds will be allocated initially to each individual County based on that County's allocation.
    2. Applications will be funded in order of application number for each county until all applications are funded in that county or until all funds are expended.
    3. If funds remain from the county allocation after all applications have been funded then those funds will be used to fund the oldest applications on record (based on date received stamp on the application or the landowner signature date if no date received is present) within the ZONE.
    4. If funds still remain after funding all applications within the ZONE then those remaining funds will be used to fund the oldest applications on record within the UNIT.
    5. If funds still remain after funding all applications within the UNIT then those remaining funds will be used to fund the oldest applications on record within the REGION.

6. If funds still remain after funding all applications within the REGION then those remaining funds will be used to fund the oldest applications on record within the STATE.
7. Initial Allocation funds shall be considered unobligated if there are no applications pending or funds become so small that applicants will not accept them.

E. Insufficient Funds - If funds are insufficient to cover an applicant's total request, he will be given the option of accepting or rejecting the funds available. If the funds are rejected the applicant will retain his/her position on their individual county list until funds becomes available. The rejected funds will be offered to other applicants in the same county until accepted. If no applicant on the county list utilizes the funds, the funds will be offered to other applicants using the procedure described in Initial Allocation (3214.9 D).

F. Unobligated Funds - Unobligated funds will be used to provide full funding, as funds become available, for any pending applications remaining after initial allocation has been completed for the current fiscal year.
   1. As unobligated funds become available those funds will be used to fund the oldest application on record (based on date received stamp on the application or the landowner signature date if no date received is present) within the STATE.
   2. Any small amount of unobligated funds remaining at the end of a fiscal year will be carried forward to the next fiscal year and added to the initial allocation for that year.

Declined Allocations - If a landowner is offered complete funding and declines the allocation due to a situation beyond his or her control, he or she will remain on the waiting list one full year in the same spot, if the situation has changed and the work is anticipated. If he or she declines the allocation the second time the application will be cancelled and he or she will have to file a new application, going to the bottom of the list.

3214.10 Cost Share Payments

A. Cost share payments will be processed when the landowner or his agent, notifies the South Carolina Forestry Commission that the component or total practice has been completed, the Commission representative certifies work performance and completes the performance section of Form 3214-1.
B. No more than two component payments will be made. Cost share for acreage performed shall be limited to the amount of acreage approved on the application.
C. Acreage measurement shall be by aerial photograph, hip chain, pacing, or GPS.
D. Cost share payments shall be paid to the landowner.
E. No cost share payments will be made for work done prior to written notice of fund allocation.

3214.11 Time Restraints - Revision April 25, 2013

A. A landowner will have 20 months after notification of approval to complete all practices. If the practices are not completed within the allotted time period an extension may be granted by Program Manager pending a review of extenuating circumstances. Landowners who wish to have an extension must submit their request in writing to the Program Manager 30 days prior to expiration.
B. An FRP applicant's time expiration will automatically be extended to the end of a planting season if the 20 month period expires during the planting season.
C. If site preparation work is completed during the late summer or fall immediately prior to a planting season and if the expiration date falls before that planting season, then that applicants expiration date will automatically be extended to the end of that planting season. The project forester must provide the Forest Management Section confirmation of the site prep performance.

3214.12 Approved Practices - Cost share practices will be evaluated annually by the State Forester. Field offices will be advised if changes are made. (See list of practices and rates at end of procedure).

3214.13 Approved Species - Approved species for pine planting are: loblolly pine, slash pine, longleaf pine, white pine, and shortleaf pine. Approved species for hardwood planting are: yellow poplar, sweetgum, sycamore, black walnut, oaks, and cottonwood. Other species may be approved after evaluation on a case by case basis and approved by the Forest Management Staff.

3214.14 Cost Share Rates

A. Cost share rates. Prior to May 1 of each fiscal year, each project forester will review the actual costs incurred for each practice performed during the fiscal year. These cost figures will be relayed to the Forest Management staff with recommendations through their respective Unit and Regional Foresters. The costs and proposed rates will be reviewed by the Forest Management staff and recommendations will be made to the State Forester. The State Forester will present the proposed rates to the Commissioners for approval. FRP rates will be forty percent of the actual cost to implement the practice not to exceed a maximum cost share rate established for each practice. The maximum cost share rate for any practice will be 40% of the average actual statewide costs.
B. Changes in the cost share rate, if any, will be made by the State Forester prior to July 1 each fiscal year. Field offices will be advised if any changes are made.
C. Should any cost share rates be upgraded, the higher rates will be reflected on each application on the waiting list. They will not be upgraded on funded applications.
D. The cost share rates for practices shall not exceed the cost sharing rate of any other compatible government forestry payment program that may be in effect.

3214.15 Evaluation - The management section staff will make spot reviews of prescriptions routinely to assure compliance and consistency statewide. Specific reviews may be done at any time there is a need.

3214.16 Reporting Changes of Processors Subject to the Primary Forest Products Assessment

A. A list of primary processors subject to assessment for each county will be maintained by Central Office staff.
B. Changes to this list will be determined by:
    1. Quarterly the Program Manager will review Timber Mart South “Openings and Closings” to determine if changes have occurred within the state.
    2. On the last day of the months of August, November, February and May the Resource Development Director and Unit Foresters will be surveyed to determine if any primary processors have opened or closed within the state.
    3. Biennially the Program Manager will compare the current list of primary processors to the SC Forestry Commission Mill Directory and Timber Product Output Survey data.
C. Changes to be reported include opening of new firms, closing of existing firms, name changes, permanent address changes, and inadvertent omissions from previous listings.
D. The Central Office will supply to the Department of Revenue and Taxation revisions to the list of processors not later than the 10th day of the months of September, December, March and June of the years when the assessment is in effect.

3214.17 Monitoring of FRP Practice Maintenance

A. Annually a list of FRP applications that require monitoring will be generated and sent to each project by the Central Office.
   1. The list will consist of all FRP applications that received final payment during the fiscal year nine years prior to current fiscal year.
   2. The list will be generated in July of each year.
B. Project Foresters will review the list to determine if the FRP practices have been maintained.
   1. Project Foresters will conduct a site visit or review current year aerial photography to determine if the practice has been maintained.
   2. Monitoring will be documented on Form 3214-M. A copy of the completed monitoring form will be kept in the project file and another copy will be sent to the Unit Forester for review.
   3. Project Foresters will have 6 months to complete their review of all applications on the monitoring list.
C. Unit Foresters will review completed monitoring forms and prepare a report for all practices not maintained using the procedure described in Landowner Restrictions (3214.7 C).
   1. A copy of the report shall be delivered to the Program Manager.
   2. Additional copies of the report should be placed in the project file and unit files as appropriate.

3214.18 Appeals - Landowners may appeal disagreement, disapproval of applications, or decisions on unsatisfactory completion of silvicultural or environmental practices.

A. 1st Appeal - To Regional Forester. A landowner must first appeal his dissatisfaction to his regional forester. The landowner shall have ten days to appeal a decision made by a representative of the South Carolina Forestry Commission. The appeal must be in writing, identifying the grievance, name of the Commission representative, and date.
   1. The Regional Forester shall have ten days after receipt of a complaint to review the appeal with the landowner. His decision shall be in writing; original mailed to the landowner, copy to State Forester.
   2. If dissatisfied with the Regional Forester's decision, the landowner may notify the regional forester and request further appeal. The Regional Forester shall then provide the landowner with reference to the rules and regulations governing the appeals process.
B. 2nd Appeal - Central Office Staff Appeals Committee - If the landowner is dissatisfied with the regional forester's decision after the initial review, he may appeal to the Central Office Staff Appeals Committee established by the State Forester.
   1. The landowner shall have ten days after receipt of the regional forester's decision to make the second appeal. His appeal request must be in writing identifying the grievance, date of initial grievance, date of regional forester's hearing, decision of regional forester and date of decision.
   2. The landowner shall receive at least 30 days notification from the State Forester advising him of the date of the hearing before the Central Office Staff Appeals Committee.
   3. The landowner may present his position orally before the Committee, or submit a written statement of his views.
   4. The Central Office Staff Appeals Committee shall render a written decision within ten days after the hearing. The Committee shall document the hearing and send a copy to the State Forester. A copy shall be sent to the Chairman of the South Carolina Forestry Commissioners if the landowner desires further appeal.
C. 3rd Appeal - South Carolina Forestry Commissioners - The landowner shall have ten days to appeal to the South Carolina Forestry Commissioners if he is not satisfied with the decision of the Central Office Staff Appeals Committee.

1. 2. The South Carolina Forestry Commissioners may, if an appeal is made to them, appoint one of their own as a hearing officer to conduct all or part of the hearing. The hearing officer, or the Commissioners, shall give the landowner at least 30 days notification of the date, time and place of hearing. The notice, pursuant to 1-23-320, Code of Laws of South Carolina, 1976, as amended, shall also contain reference to the Rules and Regulations establishing this appeal process and reference to the statutory provisions governing the Forest Renewal Program, and a short statement of the issues to be presented before the South Carolina Forestry Commission.
2. 3. This notification shall be by registered letter. The landowner will be advised that he may present oral arguments before the hearing officer or file written position statements.
3. 4. The Commission, or the hearing officer, shall be authorized to take all relevant evidence offered by any parties to the dispute and is responsible for compiling the complete record of the appeal.
4. 5. Each individual South Carolina Forestry Commissioner shall review the record of the hearing if the matter is presented to a hearing officer before making a final decision. The Commissioners may make a decision based upon the hearing officer's recommendation or may completely reverse the hearing officer if they deem the record warrants.
5. 6. The South Carolina Forestry Commissioners shall render their decision within 60 days following receipt by the individual Commissioners of the transcript recorded by the hearing officer, or within 30 days after the hearing if the matter is presented directly to the Commission.
6. 7. All parties shall be notified in writing (landowner by registered mail) of the Commissioner's decision and a record thereof shall be maintained at the South Carolina Forestry Commission's Central Office.

D. 4th and Final Appeal - An appeal of the final determination by the South Carolina Forestry Commission shall be governed by the provisions of Section 1-23-380 of the South Carolina Code of Laws, 1976, as amended.

3214.19 Glossary

A. "Commission" shall mean the South Carolina Forestry Commission.

B. "State Forester" shall mean the director of the South Carolina Forestry Commission.

C. "Commissioners" shall mean the nine member South Carolina Forestry Commission.

D. "Eligible landowner" shall mean an individual, group, partnership, association, corporation not engaged in processing wood products, or other legal entity owning nonindustrial private forest lands capable of producing industrial wood crops. Where forest land is owned jointly by more than one individual, group, association or corporation as tenants in common, tenants by the entirety, or otherwise the joint owners, that ownership shall be considered as one eligible landowner for the purposes of this chapter and shall be entitled to receive cost sharing payments as provided herein.

Private entities engaged in the business of manufacturing forest products, including, but not limited to, sawmills, pulp mills, paper mills, plywood plants, oleoresin plants or providing public utility services of any type or the subsidiaries of such entities shall not be included in such definition; but private individual forest landowners who are stockholders in such business are included.

E. "Eligible lands" shall mean land owned by an eligible landowner.

F. "Nonindustrial Forestlands" shall mean forestlands that are not owned by a private entity engaged in the business of manufacturing forest products,

including, but not limited to, sawmills, pulp mills, paper mills, plywood plants, oleoresin plants or providing public utility services of any type or the subsidiaries of such entities.

G. "Cost sharing payment" shall mean financial assistance to partially cover the cost of implementing approved practices in such amounts as the State Forester shall determine subject to the limitations of the Forest Renewal Program.

H. "Approved practices: shall mean those silvicultural practices approved by the State Forester for the purpose of commercially growing timber through the establishment of forest stands or of ensuring the proper regeneration of forest stands to commercial production levels following the harvest of timber. Such practices shall include those required to accomplish site preparation, natural and artificial reforestation, noncommercial removal of undesirable vegetation for silvicultural purposes and cultivation of established young growth of desirable trees. In each case, approved practices shall be determined by the needs of the individual forest stand. These practices shall include existing practices and such practices as may be developed in the future to ensure both maximum forest productivity and environmental protection. All approved practices must be in compliance with existing BMP's.

I. "Approved forest management plan" shall mean a forest management plan approved by the South Carolina Forestry Commission forester for an eligible landowner. Such plan shall include forest management practices to ensure both maximum forest productivity and environmental protection of the lands to be treated under the management plan.

J. "Forest Renewal Fund" shall mean the special nonlapsing fund provided by Section 48-28-100 established and designated as the Forest Renewal Fund.

K. "Forest Renewal Assessment" shall mean an assessment on primary forest products from timber severed in South Carolina for the funding of the Forest Renewal Program.

L. "Slippage" shall mean the difference in funds earmarked in the management plan for an approved practice and funds actually earned when the practice is completed.

M. A processor shall mean the individual, group, association or corporation that procures primary forest products at their initial point of concentration for conversion to secondary products.

NOTE: The Department of Revenue and Taxation does not interpret the conveyors of the "primary forest product" such as pulpwood dealers, contract loggers, or independent woodyards to be "processors" of the "primary forest product". In a situation where a conveyor actually converts the "primary forest product" into a secondary product he will be considered a processor and be liable for the assessment.

N. "Unobligated Funds" shall mean those funds in a county that are uncommitted for lack of applications, or funds become so small that applicants will not accept them. This includes initial allocation funds, annual allocated funds, replanting funds, hardwood funds, application cancellation funds and slippage funds.

O. "Annual Inventory of State's Forest Resources" shall mean the Forest Inventory Analysis (FIA) program conducted by the SC Forestry Commission in partnership with the USDA Forest Service Southern Research Station.

P. "BMP's" shall mean current guidelines in South Carolina's Best Management Practices for Forestry as published by the SC Forestry Commission.

3220 - 3220.1 DRAINING OF LAKES OR PONDS - PROCEDURE

The State Forester shall be notified of the intent to drain any lake or pond owned or administered by the South Carolina Forestry Commission at least 30 days prior to such action.

3220.2 The South Carolina Department of Natural Resources will be informed of the intended action to be taken and upon the Department's concurrence, will be asked to assign a representative to supervise the draining of the lake or pond, and the disposal of any fish taken. (Ref. S.C. Statute 50-13-1640).

3221 - HUNTING AND FISHING ON COMMISSION LANDS -PROCEDURE

3221.1 Commission personnel shall purchase appropriate federal, state, and county licenses, as well as required wildlife management permits, to hunt and fish on Commission lands.

3221.2 Commission personnel shall observe all game laws, rules, and regulations, as pertain to the public lands when they are hunting or fishing on South Carolina Forestry Commission property.

SALE OF FOREST PRODUCTS – PROCEDURE – NUMBER 3222 – REVISED 4/2014

PURPOSE

To provide proper internal control and to ensure that revenues from all forest products sales are recorded properly.

RESPONSIBILITIES

Forest Products Sales conducted on State Forests will be handled by the Forest Director. All other forest products sales on other South Carolina Forestry Commission holdings will be conducted by supervisory personnel as designated by the Deputy State Forester.

Each state forest and/or other applicable South Carolina Forestry Commission locations will maintain and keep an updated list of known, interested buyers to whom bid invitations will be sent. Bid invitations and inclusion to the bidders' list will be available to anyone upon request.

Authorized supervisors will write all forest products sales contracts, verify weight tickets for all per-unit sale contracts to payment receipts and deposit receipts in a designated bank. Weight tickets will be retained at each location pending audit inquiry.

Advertised sales will be placed in the classified section of a statewide newspaper (SCBO) at least fourteen (14) calendar days prior to the bid opening, as well as posted on the SCFC web site. The advertisement, will include location of sale, product(s) to be sold, estimated volume(s), estimated acres, name and phone number of South Carolina Forestry Commission contact person, date, time, and location of bid opening.

Prior to the award, the Commissioners will approve all forest products sales, both advertised and negotiated, if the value is in excess of $10,000.

BID PROCESS

Bid invitations will be sent to prospective bidders at least fourteen (14) calendar days prior to bid opening and will include: sale letter signed by the authorized supervisor stating product(s) to be sold, estimated volume(s) of product(s), how product(s) to be sold is so designated, estimated acres, special conditions, date, time, and location of bid opening, type of bid, method of payment, contract term, contact person, right of rejection statement, and location map of sale area(s).

Sealed bids may be accepted by hand delivery, or mail. All bids will be accepted only at designated location(s).

At the discretion of the authorized supervisor and/or appropriate Columbia staff, earnest money may be required with the bid Earnest money will be applied to the successful bidder's amount due or forfeited if bidder fails to complete the contract. Unsuccessful bidder's money will be returned.

Authorized supervisors will, upon bid opening, contact each bidder providing them with a list of bidders and bid amounts. A letter of approval or disapproval will then be sent to the Deputy State Forester for review and then to each State Forestry Commissioner for final approval if the sale amount is in excess of $10,000.

At the first available scheduled meeting, the Commissioners will confirm previously approved bids of $10,000 or larger. At the same time, sales of less than $10,000 value will be reported (report to include prior quarters bid sales used as bases for value determination) and discussed.

Upon Commission approval, if required, the forest products sales contract will be sent to the State Forester for signature. The contract will then be sent to the authorized supervisor who will instruct the buyer to come to the designated location within ten (10) calendar days from date of notification to deliver payment in full and sign the contract.

Payment will be by company check or cashier's check, payable to the South Carolina Forestry Commission. The authorized supervisor will deposit receipts in a local bank, which has been approved by the State Treasurer's Office. Numerical receipt slips, daily receipt spreadsheets, bank deposit slips, validated bank receipts and copies of contracts will be prepared by the authorized supervisor for each deposit and sent to the Accounting Technician at the Columbia Headquarters.

The Accounting Technician will record all transactions and send required documents to the State Treasurer's Office. All payments are recorded in the contract reconciliation book. Deposits for all contracts are reconciled to the total amount approved by the Commissioners.

The State Lands Coordinator will review all forest products sales contracts quarterly for compliance and initial the contract reconciliation book.

Forest product sales will be identified by the following:

(1) The location;
(2) In perpetuity number;
(3) Negotiated or Advertised and Type Product(s) sold, and;
(4) The fiscal year of the sale.

Location should be abbreviated. For example: SHSF, MSF, HSF, NSO, etc. The perpetuity number will be continuous for the location where the sale is made. The terms "Negotiated" or "Advertised" will be abbreviated as Neg. or Adv., and products sold will also be abbreviated as follows: Timber Sales - TS; Pine Straw - PS; Stump Sales - SS.

For example: Assuming that the last existing sale at Sand Hills State Forest was a pine straw sale with perpetuity number 598. The next sale is a negotiated sale of saw timber awarded on February 10, 1994. This sale would be identified as follows: SHSF 599 Neg. TS 93-94

SALES CONDITIONS

Performance bonds must be a condition of all sales. In the case of performance bonds for timber sales, the greater of $500 or 15% of the total purchase price (or SCFC determined value) will be required and held in escrow until satisfactory completion of the sales contract. In the case of performance bonds for pine straw sales, the greater of $500 or 1% of the total purchase price will be required and held in escrow until satisfactory completion of the sales contract.

A written request for refund of a performance bond must be obtained from the buyer prior to refund of the performance bond.

Upon written request, an extension of the termination date of the contract may be granted to the buyer. If, in the opinion of the South Carolina Forestry Commission, conditions warrant, the

Commission may require a fee to extend the termination date of the contract.

Anyone who defaults on or violates the terms of a contract sale will not be eligible to bid on South Carolina Forestry Commission sales for a minimum of one (1) year.

PER UNIT ADVERTISED SALES

Per unit advertised sales are defined as contract sales of a forest product in which the product is paid for as it is cut or removed from the forest.

The authorized supervisor will review weight tickets for conversion of weight to unit of sale. Calculation of payment will also be audited and cost will be compared to contract. Numerical receipts, receipt spreadsheets, bank deposit slips and validated bank receipts will be mailed to the Accounting Technician in Columbia.

The Accounting Technician will record all cash transactions and send required documents to the State Treasurer's Office. Payments are recorded in the contract reconciliation book. Deposits for all contracts are reconciled to the contract amount approved by the Commissioners.

Per unit advertised sales are subject to all other requirements as described above for sale of forest products.

NEGOTIATED SALES

Negotiated sales are defined as contract sales of forest products not sold on a bid basis and are a result of the following conditions. (1) Sale is of an emergency nature, i.e., damages to timber by storm, insects, disease or fire creating a need for emergency salvage; or (2) The value of forest products being sold is estimated to be less than $10,000.00 and negotiation is deemed appropriate by the State Forest Director and approved by the State Lands Coordinator.

Copies of negotiated contracts for "pay as you cut sales" will be sent to the Accounting Technician when the contract is completed. Negotiated sales contracts estimated to be less than $10,000.00 will begin and end within a single fiscal year. The contract number and unit of sale must be written on the receipt slip for each deposit.

Negotiated sales are subject to receiving a minimum of 50% of the average of the most current bid sales of like per unit products. All final payments received in July for contracts which expired on June 30 will be recorded as a receivable in the current fiscal year.

3223 - URBAN FORESTRY PROGRAM - PROCEDURE

3223.1 Organization

3223.11 The Urban Forestry Program will be coordinated by a staff forester in the Forest Management Section.

3223.12 Each project forester shall provide routine urban forestry service in the project area except where a special urban forestry project is in operation.

3223.13 In each of the three Regions, an Urban Forester shall be designated and placed as funds are available for such positions.

3223.14 All urban forestry work shall be administered by the Columbia Office Urban Forestry Coordinator.

3223.2 Training

3223.21 Training in urban forestry subjects will be provided by the Columbia Office Urban Forestry Coordinator. Training sessions for area or statewide personnel will be arranged by the Columbia Office Urban Forestry Coordinator in cooperation with the staff forester in charge of training.

3223.3 Recipients

3223.31 Foresters will seek a balanced program in urban areas. Time allotted to urban work should be equitably divided between individuals, groups and promotional activities. The forester will strive to reach as many people as possible with information or training on tree establishment, care, removal, and forestry in general.

A. Shade tree assists to individuals and businesses will be provided as time permits. Telephone and mail will be used to handle as many requests as practical.
B. Programs and tours can be an effective means of informing schools, civic clubs, youth and other organized groups about trees.
C. Rapport should be cultivated with builders, contractors, architects, landscapers, and tree service companies, with assistance provided as appropriate.
D. Foresters will provide tree program planning assistance to city or community governmental organizations, council, planning boards, beautification or tree committees.
E. The news media should be utilized to publicize timely information on trees, their establishment and care, plus other information that relates to urban and community forestry.

3223.4 Technical Services Provided

3223.41 It is important that efforts be made toward involvement in the planning stages of urban forestry activities.

A. Assist communities and organizations with the development and implementation of urban forestry grant projects when grant funds are provided by the US Forest Service.
B. Assist municipal governing agencies with review and preparation of tree protection ordinances.
C. Assist with the planning of tree projects along street rights-of-way, in parks, greenways, and other community property.
D. Assist communities with forestry plans which may include street tree inventories and long-range plans for tree establishment, care, and removal.
E. Assist developers with plans for tree protection, establishment, and care. Provide advice on establishing windbreaks, noise buffers, screens, and wildlife habitat.

F. Work with planning groups such as Regional Planning Councils, Chambers of Commerce and State Development Board to provide professional assistance with the protection and enhancement of the environment, especially with regard to trees.

3223.42 Provide advice on selecting species to plant, including spacing, location, and planting procedures.

3223.43 Provide advice and training in the maintenance and care of trees including watering, fertilizing, pruning, mulching, protective barriers, and protective chemicals.

3223.44 Assist with the detection, evaluation, prevention, and control of tree insects and disease in urban areas.

3223.45 Assist with determining the need to remove trees because of condition or location, and provide advice on their removal, disposal, and utilization. Provide names of reliable tree removal services where applicable.

3223.46 Provide advice for the management of forest land in urban areas. This would include selection of trees for removal in preparation for residential or commercial development, and protecting trees during construction from mechanical injury, fill, compaction, and drainage modification.

3223.47 Keep in mind that fostering professional urban forestry program development is the primary goal of the Urban Forestry Program.

A. Provide programs to groups on forestry subjects, especially those that involve urban forestry.
B. Promote and participate in Arbor Day programs including program planning.
C. Assist with the planning and conducting of tours and demonstrations concerning urban trees.
D. Prepare periodic and timely news releases on urban forestry subjects and activities.
E. Present urban forestry information on radio, television, or agency website as the opportunity arises or can be arranged.
F. Work with contractors, builders and architects to promote improved tree protection and care by them and their clients.

3223.5 Cooperation with Other Organizations

3223.51 The Commission's Urban Forestry Program will be coordinated with cooperating agencies/ organizations including the U.S. Forest Service, S.C. Urban and Community Forestry Council, the Clemson Extension Service and the Natural Resources Conservation Service. Development of partnerships with other organizations will be encouraged.

3223.6 Reporting Accomplishments

3223.61 Project foresters and urban foresters will report assists to urban areas on the Urban and Community Forestry Technical Assistance Monthly Report.

3223.62 Foresters in special urban projects will also report annually on assists made to individuals, businesses, and developers, and referrals made to tree service companies. They will also report urban woodlands examined, timber marked, and Forest Management activities when necessary.

3226 - PAYMENT TO COUNTIES CONTAINING STATE FOREST LANDS - PROCEDURE

3226.1 No later than October 1st, the State Lands Coordinator will transmit a request by

memorandum to the Director, Division of Administration, that vouchers be prepared for payments to counties containing state forest lands. The payments will represent twenty-five percent of gross receipts generated on each state forest for the previous fiscal year as per statute 48-23-260 of the SC Code of Laws.

3226.2 No later than October 15th, the Accounting Manager will take the necessary steps to have county payment checks prepared and on hand by November 1st and will notify the State Lands Coordinator by memorandum that county payment checks are on hand and ready for distribution.

3226.3 The State Lands Coordinator will request that checks are either to be mailed or hand delivered, at his discretion, to the County Treasurer of each county containing state forest lands. It will be the responsibility of the State Lands Coordinator to ensure that checks are received by the County Treasurer no later than November 1st.

3226.4 The Accounting Manager will submit a written report to the State Forester by November 15th, advising that payments, including amounts to each county, have been made and received by the county treasurers involved.

3300 ENVIRONMENTAL MANAGEMENT

3301 - BEST MANAGEMENT PRACTICES AND RELATED ENVIRONMENTAL ASPECTS OF FOREST MANAGEMENT - PROCEDURE

3301.1 The South Carolina Forestry Commission will develop & revise Best Management Practices (BMP's) as needed, based on monitoring results, new research, and changes in state and federal laws.

3301.2 The South Carolina Forestry Commission will develop and present educational programs dealing with silvicultural nonpoint source pollution problems and the implementation of BMP's to address those problems.

3301.3 The South Carolina Forestry Commission will develop Memorandums of Understanding (MOU) with state and federal agencies to reflect the responsibilities of each agency with regard to the forestry nonpoint source pollution program.

3301.4 The South Carolina Forestry Commission will develop and implement a statewide BMP implementation monitoring program to accurately track compliance with state BMP's over time. BMP implementation monitoring results will be published at the end of periodic surveys.

3301.5 The South Carolina Forestry Commission will implement a BMP courtesy exam program which will focus on a proactive approach to preventing nonpoint source pollution through the offer of courtesy exams by specially trained BMP Foresters. Courtesy exam results for the previous 30-day period will be provided on a monthly basis in response to written requests.

3301.6 BMP Foresters will offer courtesy exams to landowners and forestry operators who are planning or conducting forestry activities, including harvesting, road construction, site preparation, and minor drainage. BMP Foresters will routinely fly critical drainages in order to locate active forestry operations. Where non-compliance with BMPs has resulted in a likely off-site water quality impact or has altered the reach or flow of the nation's waters, the landowner/ forestry operator will be given reasonable opportunity to mitigate impacts through corrective BMPs before a final determination of BMP compliance is made.

3301.7 BMP Foresters will go onto property only with the consent of the landowner or his/her agent. If BMP Foresters are denied access when responding to suspected BMP violations or complaints, these cases will be noted in the monthly courtesy exam report as "access denied" and "unknown" or "suspected" impact.

3301.8 At the South Carolina Forestry Commission's state level, the Field Operations Support Division Director and the Environmental Management Section Chief will be the contact persons with federal and state agencies involving water quality and related issues where there is joint responsibility.

3301.9 At the South Carolina Forestry Commission's regional level, a designated BMP Forester will serve as coordinator of the BMP program. The BMP Forester will keep informed of developments on wetland and water quality issues as addressed in the Clean Water Act and any other federal, state, and local legislation that may be enacted. The BMP Forester will monitor local environmental issues related to forestry and advise the central office of concerns. The BMP Forester will assist in the training of project foresters, technicians, and others in the region as needed.

3301.10 The Environmental Management Section will assist the BMP Forester with technical questions and training to maintain statewide consistency.

3351 - WATER QUALITY AND RELATED ENVIRONMENTAL ASPECTS OF FOREST MANAGEMENT - PROCEDURE

3351.1 The South Carolina Forestry Commission will develop "Best Management Practices" (BMP's), using current technical data for forestry related practices. These recommended practices will be disseminated to federal and state agencies, forest industry, interested organizations, and the general public. Implementation to BMP's will be promoted and encouraged throughout the forestry community.

3351.2 At the state level, the Field Operations Support Division Director, and the Environmental Management Section Chief will be the contact persons with federal and other state agencies involving water quality and related issues where there is joint responsibility.

3351.3 Within each region a BMP forester will serve as coordinator of Best Management Practice implementation and related environmental issues. This forester will keep informed of developments on wetland issues as well as other water quality concerns as addressed in the Clean Water Act as revised in 1987 and any other federal, state or local legislation that may be enacted. This forester will monitor local environmental issues related to forestry and advise the central office of concerns. The designated forester will help train and assist project foresters, technicians and others in the region as the need arises.

3351.4 The Environmental Management Section will assist the regional BMP forester with technical questions and training to maintain statewide consistency.