

ORANGEBURG DEPARTMENT OF PUBLIC SAFETY



2016 ANNUAL COMPLIANCE REPORT



“A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY”

1320 MIDDLETON STREET
ORANGEBURG, SC 29115

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MISSION

It is the mission of the Orangeburg Department of Public Safety to create and maintain an atmosphere of mutual cooperation with our community through innovative partnerships directed toward a common goal of protecting life and property through professional law enforcement and fire protection services.

We will remain pro-active and diligent in our efforts to enhance the quality of life in our community through professional development, supported by loyalty, courage, commitment, and integrity with equitable and dignified treatment for all citizens we serve.

VISION

The Orangeburg Department of Public Safety is dedicated to providing the highest level of law enforcement and fire protection services to all citizens in our community, incorporating professionalism, dignity and courtesy.

Furthermore, we understand the need for community support and feel compelled to develop and implement positive programs to foster mutual respect between all citizens and the department while preserving life, liberty and property.

VALUES

Loyalty:	Commitment to the agency and its organizational objectives above that of any individual.
Integrity:	Moral code of conduct that reflects honesty, accountability, and respect.
Trustworthy:	The agency must nurture community trust by performing its function in a professional and equitable manner.
Commitment:	Dedication to the community, department personnel, training, and professionalism.
Courage:	Meeting challenges and adversity without fear of scorn or ridicule recognizing the higher standards for which we are accountable.
Innovation:	Constantly searching to enhance the services provided to our community through improved technology, personal development and training.

BIAS BASED PROFILING

Standard: 01.02.09 **Action:** Review

Division: Special Operations **Effective Dates:** January 01, 2016 – December 31, 2016

1.2.9 *The agency has a written directive governing bias based profiling and, at a minimum, includes the following provisions:*

- a) a prohibition against bias based profiling in traffic contacts, field contacts and in asset seizure and forfeiture efforts;*
- b) training agency enforcement personnel in bias based profiling issues including legal aspects;*
- c) corrective measures if bias based profiling occurs; and*
- d) an annual administrative review of agency practices including citizen concerns.*

Bias Based Profiling

Section 01.47

IV D

Annual Review

At least annually, the department's command staff and the director will review agency practices that could be associated with bias based profiling. This review will include, but is not limited to:

- 1. Citizen concerns related to bias based profiling;*
- 2. Evaluation of traffic enforcement stops to include race and gender of vehicle drivers; and*
- 3. A review of all complaints received by the department related to bias based profiling.*

As required by Department Policy No. 01.47, "Bias Based Profiling", an annual administrative review has been conducted of all agency practices including citizen concerns related to this issue.

Citizen concerns related to bias based profiling or enforcement practices:

During the specified time period of this report, the Department did not receive any reports or comments from citizen groups or individuals reflecting concerns involving bias based profiling.

An evaluation of traffic enforcement stop data related to race/gender of the violator:

An analysis of traffic citations issued during this same period shows that a total of 3946 citations were issued by sworn members of the Department during 2016. This represents a 24.8% decrease in

traffic citations from 2015 with a reported 5,246 citations. The following data represents the gender and racial breakdown of the total number of citation:

Total	African American Males	African American Females	White Males	White Females	Other
3946	1814	1291	467	299	75

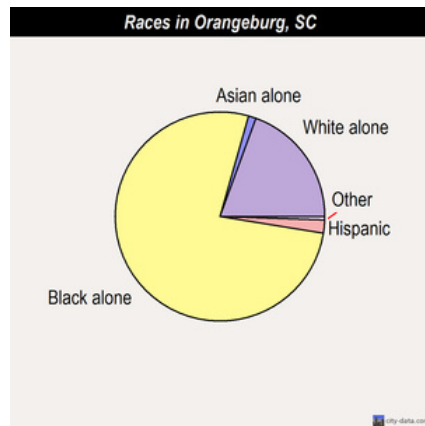
3105 citations were issued to **African American** violators, or **78.7%** of the total.

769 citations were issued to **White** violators, or **19.5%** of the total.

75 citations were issued to **Other/Unknown** violators, or **1.8%** of the total.

These percentages are similar to the 2015 report percentages and are a fair representation of the demographic makeup of the jurisdiction as can be seen in the table below.

- Black alone - 10,548 (75.8%)
- White alone - 2,869 (20.6%)
- Hispanic - 229 (1.6%)
- Asian alone - 178 (1.3%)
- Two or more races - 77 (0.6%)
- American Indian alone - 9 (0.06%)



A review of all complaints with accusations of bias based profiling as the focus.

During the specified time period of this report, the Department did not receive any complaints with accusations of bias based profiling.

USE OF FORCE REVIEW

Standard: 01.03.13 **Action:** Analysis

Division: Special Operations **Effective Dates:** January 01, 2016 – December 31, 2016

1.3.13 *The agency conducts a documented annual analysis of those reports required by standard 1.3.6.*

Use of Force

Section 05.01

IV E

Use of Force Review

1. *Supervisory review of all reports generated under Section D1 of this policy will be required.*
2. *Supervisors are required to sign and comment on the use of force report prior to forwarding it to the appropriate Duty Captain*
3. *The Duty Captain will ensure that the use of force report, accompanied by a copy of the incident report, is forwarded to the Department's Training Office.*
4. *The Training Office will review the incident and determine if the use of force was consistent with agency training, and return the use of force form and incident report to the Division Commander within 12 hours.*
5. *The Division Commander will indicate his findings and comments on the use of force report, make recommendations on, or take appropriate disciplinary action, and forward all associated paperwork and documentation to the Director of Public Safety.*
6. *The Director of Public Safety will review all use of force reports and make final determination regarding administrative actions affiliated with the use of force.*
7. *Use of force reports will be kept on file in the Director's Office for a period of five (5) years and purged thereafter according to the provisions of the South Carolina Department of Archives and History Record Retention Schedule.*
8. *Annually, the Department's Training Office will review all use of force reports and prepare a use of force analysis to be included in the Department's Annual Report.*

This report is completed in compliance with Department Policy No. 05.01, Section E8. This report includes the type of force that was used, number of incidents by type of force, the incident type and an indication if the use of force was or was not consistent with Department training.

	2015	2016	% Change
Total Reports	12	7	-41%
Deadly Force	0	0	NC
Intermediate Control	11	6	-45%
Empty Hand Control	0	1	0%
Other:	1	0	NC
Reason			
Effect an Arrest	12	7	-41%
Restrain for Safety	0	0	NC
Race			
Caucasian	2	0	-100%
African American	10	7	-30%
Other	0	0	NC
Sex			
Male	11	5	-54%
Female	1	2	+100%
Injuries			
Suspect	3	4	+33%
Officer	0	0	NC

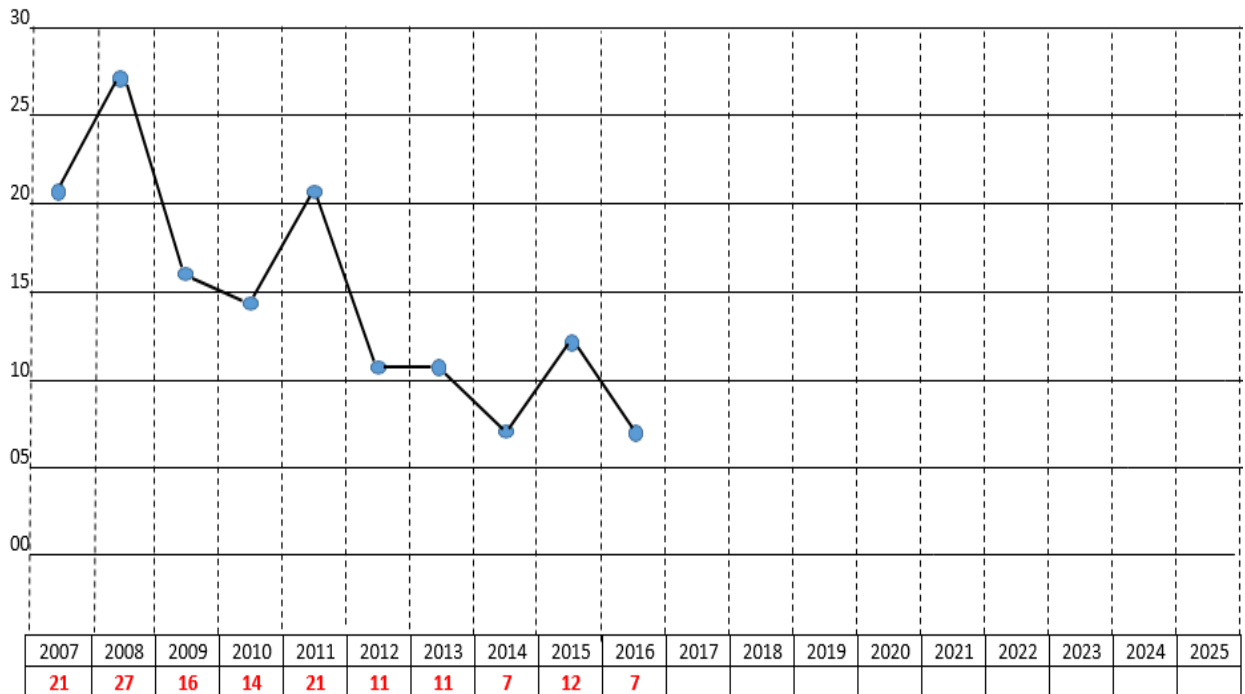
Summary:

During the reporting period officers reported seven (7) uses of force during 2016 as compared to twelve (12) uses of force during 2015. This represents a 41% decrease in uses of force incidents. Of the reported seven (7) uses of force during 2016, officers used intermediate control in six (6) incidents. This is a 45% decrease from 2015. The primary device used during intermediate control types of incidents was the Tazer on five (5) of the incidents. The percentage of male suspects involved in the use of force decreased 54% from the previous year. As a result of these use of force incidents there were no reported injuries to the officers and four minor injuries to the suspects

involved. Seven (7) different officers were involved in use of force incidents during 2016; two (2) or more officers were involved in four (4) incidents. The Department’s Training Officer reviewed all incidents and determined that all of these incidents were in compliance with departmental policy, and training guidelines. An overall review of these incidents reveals no established patterns or trends that require any policy revisions or training modifications.

USE OF FORCE

• Rectangular Snip



SPECIALIZED ASSIGNMENTS

Standard: 16.02.01 **Action:** Review

Division: All **Effective Dates:** January 01, 2016 – December 31, 2016

16.2.1 *A written directive requires an annual documented review of each specialized assignment for the purpose of determining whether it should be continued. This review shall include:*

- a) a listing of the agency's specialized assignments;*
- b) a statement of purpose for each listed assignment; and*
- c) evaluation of the initial problem or condition that required the implementation of the specialized assignment.*

Allocation and Distribution of Personnel

Section 01.20

IVC 1

Specialized Assignments

- 1) The department shall maintain a list of Specialized Assignments. Each Specialized Assignment shall be reviewed annually to determine whether the position should be continued. The annual review shall include:
 - a. A listing of the department's Specialized Assignments;*
 - b. A statement of purpose for each listed assignment; and*
 - c. The evaluation of the initial problem or condition that required the implementation of the Specialized Assignment.**

The following information is a review of the specialized assignments within the Department. These assignments are reviewed annually by the Director of Public Safety and the Command Staff to ensure their necessity in supporting the Department's mission.

- 1. **Position:** Canine Officer
Division: Patrol
Purpose: To improve the Department's investigation and apprehension capabilities through the operations of a comprehensive canine program.
Reason for the Position: The Department experiences numerous events where the services of a well trained law enforcement canine would be beneficial. These events include narcotics enforcement operations, tracking suspects, suspect apprehension, property location and arson detection. Law enforcement canines have long been a very viable tool to assist agencies with these tasks.

Review: Maintaining this position in its current status is required to support the Department's mission.

2. **Position:** Criminal Investigator

Division: Investigations

Purpose: To investigate criminal activity, develop criminal charges, apprehend perpetrators, prepare cases, and assist in their prosecution.

Reason for the Position: Criminal investigations may require specialized training, techniques and equipment that are not readily available to other officers in the Department. The necessary time needed to accomplish the responsibilities of investigating criminal activity places limits on the ordinary officer's capabilities. The Department has established the Criminal Investigators position to fulfill agency objectives related to this task.

Review: Maintaining this position in its current status is required to support the Department's mission.

3. **Position:** Juvenile Investigator

Division: Investigations

Purpose: To investigate juvenile criminal activity, develop criminal charges, apprehend perpetrators, prepare cases, and assist in their prosecution.

Reason for the Position: Juvenile investigations may require specialized training, techniques and equipment that are not readily available to other officers in the Department. The necessary time needed to accomplish the responsibilities of investigating juvenile activity places limits on the ordinary officer's capabilities. The Department has established the Juvenile Investigator position to fulfill agency objectives related to this task.

Review: Maintaining this position in its current status is required to support the Department's mission.

4. **Position:** Criminal Domestic Violence Investigator

Division: Investigations

Purpose: To improve the Department's capabilities to effectively investigate and prosecute offenders of South Carolina's Domestic Violence law.

Reason for the Position: The Department is committed to reducing domestic violence and promoting the effective prosecution of persons committing crimes in this category. This position was originally funded under a grant through the Stop Violence Against Women Act administered through the South Carolina Office of Justice Programs. This position provides the Department a full time investigator dedicated to the investigation and prosecution of domestic violence incidents.

Review: Maintaining this position in its current status is required to support the Department's mission.

5. **Position:** Victim's Advocate

Division: Investigations

Purpose: To provide legally mandated services to victims of crime.

Reason for the Position: The State of South Carolina requires that law enforcement agencies provide certain services to victims of crime within their jurisdiction. These services are extensive in some cases and include specialized training in order to successfully complete. The services provided by the Victim's Advocate are beyond the scope and capabilities of other Public Safety Officers and require full time dedication.

Review: Maintaining this position in its current status is required to support the Department's mission.

6. **Position:** School Resource Officer
Division: Investigations
Purpose: To provide certain services and a law enforcement presence in the public school system within the Department's jurisdiction.
Reason for the Position: The Department established a School Resource Officer program to help foster understanding and respect for law enforcement among young school children, particularly in middle school. The Department utilizes the SRO for a multitude of tasks related to the school and its affiliation with the community. The SRO provides a continuous law enforcement presence to intervene in disruptive behavior, educate school children on subjects such as, but not limited to, drug use and abuse, alcohol use and abuse, crime prevention, violence prevention, anger management, etc... These activities are very time consuming and require specialized training to accomplish.
Review: Maintaining this position in its current status is required to support the Department's mission.

7. **Position:** Crime Scene Investigator
Division: Investigations
Purpose: To assist in the collection and preservation of evidence.
Reason for the Position: The Department recognizes the need for the collection and preservation of evidence at crime scenes, and the technical knowledge in the collection of some evidence which may be beyond the capabilities of patrol officers and investigators. This position assists in the day to day collection and preservation of evidence from crime scenes, testing and analysis of said evidence and any other activities as assigned by the Investigations Division Commander.
Review: Maintaining this position in its current status is required to support the Department's mission.

8. **Position:** Forensic Chemist
Division: Investigations
Purpose: To assist the Department in the identification and preservation of certain forensic evidence.
Reason for the Position: The Department recognizes the need for the timely identification and preservation of evidence, and the technical knowledge in the identification and preservation of some evidence. This position conducts physical, microscopic, chemical and instrumental analyses on evidence submitted to the agency, prepares written reports based on the analyst's interpretation of the results, provides expert testimony in federal, state and local courts, and any other activities as assigned by the Investigations Division Commander.
Review: Maintaining this position in its current status is required to support the Department's mission.

9. **Position:** Warrants Officer
Division: Investigations
Purpose: To process and serve agency arrest warrants in support of patrol and investigations divisions.
Reason for the Position: The Department recognizes the need to employ a full time warrants service officer to assist the agency with the timely service of arrest warrants. The position is responsible for processing and serving the agencies arrest warrants as well as maintaining a close working relationship with the Municipal Court in order to

assist with bench warrant service, and at times will contact and cooperate with other law enforcement agencies in relation to the apprehension of offenders.

Review: Maintaining this position in its current status is required to support the Department's mission.

10. **Position:** Training Officer

Division: Special Operations

Purpose: To organize, schedule, and instruct agency personnel in all in-service training necessary to maintain their law enforcement and fire service certifications.

Reason for the Position: State law mandates that law enforcement officers receive a set number of in-service training hours on an annual basis to maintain their certification. Likewise, the effective operation of the Department ultimately depends on the knowledge and abilities of its officers. The Training Officer position was implemented to ensure all agency personnel are suitably trained as required by law and Department policy.

Review: Maintaining this position in its current status is required to support the Department's mission.

11. **Position:** Accreditation Manager

Division: Special Operations

Purpose: To organize, evaluate and ensure the Department fulfills the necessary requirements to meet and sustain the standards of the Commission on Accreditation for Law Enforcement Agencies.

Reason for the Position: The Department's goal of obtaining accreditation from CALEA is a major step towards recognition as a professional agency among its peers and in the community. The time consuming requirements of maintaining the standards files and other related tasks mandate that the Department utilize a person in a full time capacity for this assignment.

Review: Maintaining this position in its current status is required to support the Department's mission.

12. **Position:** Planning/Research; Crime Analyst

Division: Special Operations

Purpose: To provide planning and research into Department programs and events, as well as, perform crime mapping and crime analyst duties.

Reason for the Position: The Department has numerous projects and objectives that require research into specific technologies and practices to accomplish. This research and planning takes an inordinate amount of time that would normally hinder the productivity of an officer with other specific duties. Some of the functions that this position would be required to perform would include, but is not limited to, preparing requisitions and equipment specifications, task analysis surveys, policy and procedure research and development, crime mapping, crime analysis, traffic enforcement and collision analysis, etc. This position requires extensive training in software applications and research methodologies consistent with those needed to accomplish tasks.

Review: Maintaining this position in its current status is required to support the Department's mission.

13. **Position:** Evidence/Property Custodian

Division: Special Operations

Purpose: To maintain accountability and protection of the Department's evidence and property.

Reason for the Position: The Department established a full time evidence and property custodian dedicated to maintaining all evidentiary and custodial property in the agency's possession. This position is vital in support of the Department's mission and serves to fix accountability for chain of custody and property protection.

Review: Maintaining this position in its current status is required to support the Department's mission.

14. **Position:** Fire Inspector

Division: Special Operations

Purpose: To organize, schedule and conduct fire inspections as well as pre-fire plans within the Departments fire jurisdiction.

Reason for the Position: The Department recognizes the benefits of conducting fire inspections as well as pre-fire plans for the protection of life and property. This position assists the agency with fire code inspections, pre-fire planning, cause and origin determination, fire training, supervision of equipment and station maintenance, fire suppression, fire prevention, police patrol and related public safety activities.

Review: Maintaining this position in its current status is required to support the Department's mission.

15. **Position:** Crime Prevention/Community Policing Liaison Officer

Division: Special Operations

Purpose: To organize, conduct and supervise all Department crime prevention efforts.

Reason for the Position: The Department recognizes that a unique cooperative relationship between the community and law enforcement is necessary for successful crime reduction and enforcement. Even though the Department operates under an agency wide Community Policing philosophy, there are certain specialized tasks and programs that require specific training and knowledge to successfully accomplish. This position dedicates personnel to developing and maintaining those relationships on a continuous basis and serves as a liaison between all other Department members and specific community organizations.

Review: Maintaining this position in its current status is required to support the Department's mission.

16. **Position:** Narcotics/Vice Officer

Division: Investigations

Purpose: To perform specialized law enforcement work in the investigation of drug related crimes and similar law enforcement problems.

Reason for the Position: The department recognizes the need for officers that specialize in the field of narcotics and vice crimes. This position investigates crimes involving the illegal use and sale of controlled substances and alcohol and crimes involving organized crime and vice including fencing operations, gambling, pornography, prostitution, and illegal weapons.

Review: Maintaining this position in its current status is required to support the Department's mission.

17. **Position:** Administrative Patrol Sergeant

Division: Patrol

Purpose: To assist the Patrol Division Commander in day to day operations of patrol division.

Reason for the Position: The Department recognizes that varied activities assigned to the patrol division on a day to day basis. This position assists in the day to day activities

of the patrol division to include but not limited to: vehicle maintenance, equipment re-supply, and any other activities as assigned by the Patrol Division Commander.

Review: Maintaining this position in its current status is required to support the Department's mission.

18. **Position:** Recruitment/Retention Officer

Division: Special Operations

Purpose: To assist the agency with locating and processing viable candidates for employment and maintaining agency staff levels.

Reason for the Position: The department strives to employ a qualified staff that exemplifies the professional standards of this agency. This position assists the department with location, testing and placement of the successful applicants. This position also assists the department in retaining employees in order to maintain agency staff levels.

Review: Maintaining this position in its current status is required to support the Department's mission.

After reviewing the specialized positions on January 12, 2017, it is determined that all of the above listed positions will be continued to address the initial concern that prompted their implementation and to support the Department's mission.

EMPLOYEE GRIEVANCES

Standard: 25.01.03 **Action:** Review

Division: Investigations **Effective Dates:** January 01, 2016 – December 31, 2016

25.1.3 *A written directive requires a documented annual analysis of grievances.*

Grievance Procedures	Section 01.30.1	IV B
<u>Annual Analysis</u>		
<ol style="list-style-type: none">1. <i>The Director of Public Safety will ensure that an analysis of all grievances filed against the department is conducted on an annual basis. The analysis will be utilized to determine if a trend exists in filed grievances and evaluate steps necessary to limit future grievances.</i>2. <i>The annual analysis will be in a form prescribed by the Director of Public Safety.</i>		

A review of departmental records for the past calendar year indicates that there was one employee grievance filed with the Office of the City Administrator on behalf of an employee of the Orangeburg Department of Public Safety. The grievance was in response to an officer who received a three-day suspension without pay and was demoted from the rank of probationary Corporal to the rank of probationary PSO II after he was involved in a single car collision. After a review of the collision, the department found that the officer was guilty of; engaging in unsafe practices, negligence, and failure to operate his patrol vehicle with due regard for the safety of the general public. The Grievance Committee was unanimous in upholding the disciplinary action. The final review by Orangeburg City Council confirmed the decision of the Grievance Committee. No modifications of the system are deemed necessary at this time.

Personnel Early Warning System

Standard: 35.01.09 **Action:** Evaluation

Division: All **Effective Dates:** January 01, 2016 – December 31, 2016

35.1.9 *A written directive establishes a Personnel Early Warning System to identify agency employees who may require agency intervention efforts. The system shall include procedures for:*

- a) provisions to initiate a review based on current patterns of collected material;*
- b) agency reporting requirements of conduct and behavior;*
- c) documented annual evaluation of the system;*
- d) the role of first and second level supervision;*
- e) remedial action; and*
- f) some type of employee assistance such as a formal Employee Assistance Program, peer counseling, etc.*

Personnel Early Warning System Section 01.48 III E

System Evaluation

The Director of Public Safety will review and evaluate the Personnel Early Warning System annually and make modifications when necessary.

A review of departmental records for the past calendar year indicates that there was one (1) instance in which the Personnel Early Warning System was activated pursuant to department policy. This instance resulted from an employee having two at-fault accidents within a six-month time frame. Once the employee completed the required remedial training and probationary period, he was released from probation. No modifications of the system are deemed necessary at this time.

Pursuit Report

Standard: 41.02.02 **Action:** Analysis

Division: All **Effective Dates:** January 01, 2016 – December 31, 2016

41.2.2 *A written directive governs pursuit of motor vehicles, to include:*

- a) evaluating the circumstances;*
- b) initiating officer's responsibilities;*
- c) designating secondary unit's responsibilities;*
- d) specifying roles and restrictions pertinent to marked, unmarked, or other types of police vehicle involvement in the pursuit;*
- e) assigning dispatcher's responsibilities;*
- f) describing supervisor's responsibilities;*
- g) specifying when to terminate pursuit;*
- h) engaging in inter and intra jurisdictional pursuits involving personnel from the agency and/or other jurisdictions;*
- i) requiring a written report and an administrative review of each pursuit;*
- j) conducting an annual, documented analysis of those reports; and*
- k) conducting an annual review of those policies and procedures.*

Vehicle Pursuit

Section 03.03.1

IV L

Critique of Pursuits

- 1. When an officer is involved in a vehicular pursuit, the field supervisor shall complete a "Vehicle Pursuit Critique Form", and forward it in a timely manner through the chain command to the Director of Public Safety.*
- 2. The department will conduct an annual review of all pursuits as specified by this policy.*
- 3. The department will conduct an annual review of all policies and procedures pertaining to vehicle pursuits.*

The Orangeburg Department of Public Safety engaged in a total of sixteen (16) motor vehicle pursuits during 2016 which was a 60% increase from the previous reporting year. Of the sixteen (16) reported incidents all but two (2) were initiated by this agency, and none left Orangeburg County. The initial violation in ten (10) of the incidents were for some type of traffic violation, three (3) in reference to a reported stolen vehicle, one (1) for shoplifting, one (1) for investigation of threats, and one (1) was the suspect in a hit and run with property damage. In nine (9) of the incidents there was only one officer involved in the pursuit and the remaining seven (7) had two or more officers

Incident 6:

16-00596 03/18/16 02:25 Hit & Run Vehicle Escape

The initial traffic stop was justified by the officer, and the pursuit at its face appears proper.

Incident 7:

16-00747 04/02/16 01:00 Stolen Vehicle Terminated

The initial traffic stop was justified by the officer, and the pursuit at its face appears proper.

Incident 8:

16-00831 04/10/16 03:57 Stolen Vehicle Arrest

The initial traffic stop was justified by the officer, and the pursuit at its face appears proper.

Incident 9:

16-00922 04/18/16 20:27 Traffic Violation Escape

The initial traffic stop was justified by the officer, and the pursuit on its face appears proper.

Incident 10:

16-01331 06/05/16 01:43 Traffic Violation Terminated

The initial traffic stop was justified by the officer, and the pursuit on its face appears proper.

Incident 11:

16-01586 07/02/16 20:17 Shoplifting Arrest

The initial traffic stop was justified by the officer, and the pursuit on its face appears proper.

Incident 12:

16-01709 07/14/16 20:46 Traffic Violation Terminated

The initial traffic stop was justified by the officer, and the pursuit on its face appears proper.

Incident 13:

16-02206 09/12/16 01:58 Inv. Of Threats Terminated

The initial traffic stop was justified by the officer, and the pursuit on its face appears proper.

Incident 14:

16-02485 10/15/16 02:05 Traffic Violation Escape

The initial traffic stop was justified by the officer, and the pursuit on its face appears proper.

Incident 15:

16-02649 10/30/16 12:20 Stolen Vehicle Arrest

The initial traffic stop was justified by the officer, and the pursuit on its face appears proper.

Incident 16:

16-02843 11/25/16 13:53 Traffic Violation Escape

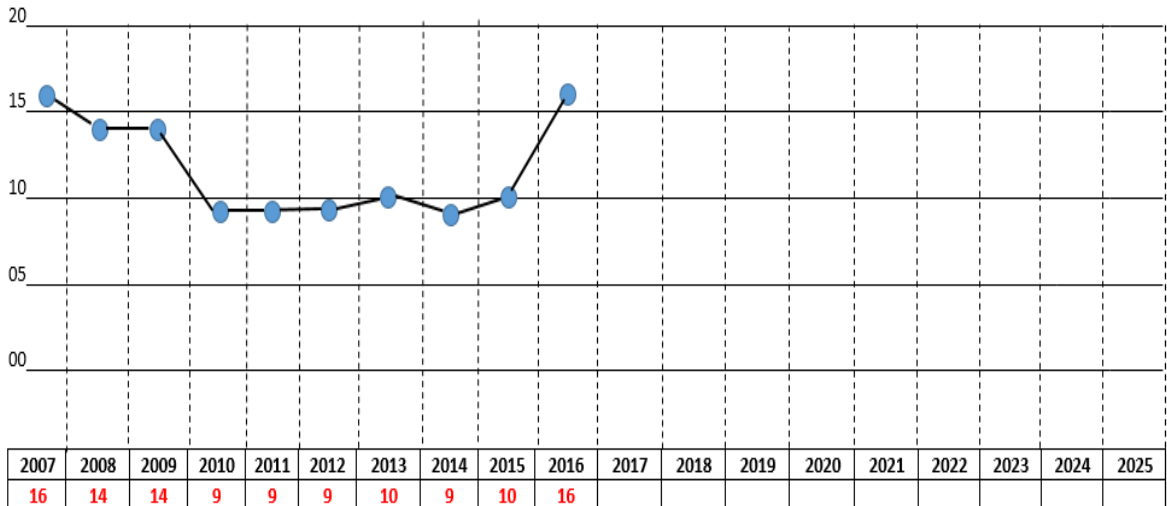
The initial traffic stop was justified by the officer, and the pursuit on its face appears proper.

Summary:

The Orangeburg Department of Public Safety, whenever possible, seeks alternative methods of apprehending suspects, when it is likely a vehicle pursuit will occur. However, in those situations where no reasonable alternative exists, officers may pursue known wanted criminals who fail to yield upon receiving proper notice; conditional upon the requirements of the Department’s policy and City of Orangeburg and State of South Carolina laws governing operations of emergency vehicles.

The discretionary decision to initiate a pursuit shall be based upon the seriousness of the crime, the possibility of apprehension, the condition and type of police vehicle, the traffic and roadway conditions, the light conditions, and the type of area in which the pursuit is occurring.

Rectangular Sign
PURSUIT



Internal Affairs

Standard: 52.02.05 **Action:** Report

Division: All **Effective Dates:** January 01, 2016 – December 31, 2016

52.1.5 *The agency compiles annual statistical summaries, based upon records of internal affairs investigations, which are made available to the public and agency employees.*

Complaint Review & Professional Compliance Section 01.37

IV J

Annual Statistical Summaries and Public Information

- 1. The Office of Professional Compliance shall be responsible for compiling annual statistical summaries, based upon the records of complaints and internal investigations. This summary shall be distributed to department command staff and lieutenants for availability to agency personnel. This summary shall also be made available to the general public.*
- 2. The department shall make available information to the public on procedures to be followed in filing complaints against the department or its employees.*

There were no instances during the reporting period where the Office of Professional Compliance conducted any Internal Affairs Investigations.

Central Records Computer Audit

Standard: 82.01.06 **Action:** Audit

Division: Special Operations **Effective Dates:** January 01, 2016 – December 31, 2016

82.1.6 *The agency has a process for maintaining security of central records computer systems, to include:*

- a) Data back-up;*
- b) Storage;*
- c) Access security; and*
- d) Password audits, at least annually.*

Records Management

Section 06.07

IV A

A. Security Precautions and Accessibility for Department Records

- 1. The Records Bureau Supervisor will control the accessibility of all reports, records, and other information stored in the Records Bureau. Sensitive information shall be placed in locked file cabinets or under a limited access code in the department's computerized records management system (RMS).*
- 2. In order to provide physical security and control access to department files, access to the Records Bureau is limited to the following persons:*
 - a) The Director of Public Safety;*
 - b) The Command Staff;*
 - c) The Records Supervisor;*
 - d) Public Safety Technicians; and*
 - e) Other persons authorized by the Records Bureau Supervisor.*
- 3. Central records information is accessible to operations personnel at all times through the department's RMS, or through the Records Bureau Supervisor on an on-call status.*
- 4. At least annually, the Records Bureau Supervisor will audit the RMS for verification of all passwords, access codes and any access violations.*

After a thorough review of Department's Computerized Records Management System (LawTrak), no access violations to the RMS were discovered during the specified time period. This audit includes a review of passwords issued to agency personnel, user rights, access codes, and a determination of any access violations.

Victim / Witness Assistance

Standard: 55.01.02 **Action:** Analysis

Division: Investigations **Effective Dates:** January 01, 2016 – December 31, 2016

55.1.2 *The agency completes a documented review of victim/witness assistance needs and available services within the agency's service area at least once every three years.*

Victim/Witness Assistance Program

Section 06.01

IV A

D *Analysis of Victims and Witnesses Needs and Services*

The Victim=s Advocate will perform an annual analysis which shall include the following:

- 1. The extent and major types of victimization within the agency=s service area.*
- 2. An inventory of information and service needs of victims and witnesses in general, including homicide and suicide survivors and special victims, such as those victimized by domestic violence, abuse and neglect (especially children and elderly), sexual crimes, and drunk drivers.*
- 3. Victim assistance and related community services available within the service area.*
- 4. Identification of all unfulfilled needs and the selection of those that are appropriate for the Department to meet.*

The extent and major types of victimization within the agency's service area:

The Orangeburg Department of Public Safety's Victim/Witness Assistance Program serves all individual victims of crimes. During the reporting period Victim Services provided assistance to 848 victims an increase of 25% compared to the previous reporting period. The most prevalent offenses are simple assault and battery and criminal domestic violence, which accounted for 383 of the 848 clients that were served which reflect a 14% decrease compared to the previous reporting period. Of these 383 victims, 245 were victims of simple assault and battery which reflects a 19% decrease from the previous reporting period, and 138 victims of criminal domestic violence which reflects a 4% decrease from the previous reporting period. Other major crime victims that are served include victims of armed robbery, assault and battery with intent to kill, and adult and child victims of sexual assaults.

An inventory of information and service needs of victims/witnesses in general and special victims such as victims of domestic violence, abuse and neglect, sexual crimes and drunk drivers:

All Victims - Notification of victim/witness rights, SOVA victim's assistance, SCVAN emergency fund, notification of court proceedings, bond hearings, and release, phone numbers and information of referral sources, information on victim/witness responsibilities and what to do if harassed or threatened.

Homicide/Suicide - Counseling services, information on crime scene clean up, support groups, court assistance, and assistance with funeral expenses and medical bills for homicide victims.

Abuse and neglect - Counseling services and assistance with medical bills.

Criminal Domestic Violence - Counseling services, support groups, classes for victims and batterers, assistance with medical bills, safety plan, resources for independent living, court assistance, and shelter.

Sexual Crimes - Counseling services, support groups, assistance with medical bills, court assistance and clothing.

Drunk Driving - Counseling services, support groups, court assistance, and assistance with medical bills and/or funeral expenses.

Victim assistance and related community services available in service area:

ODPS Victims Advocate - referrals, assistance with paperwork for SOVA and emergency fund, court assistance, transportation and notification of rights, court information and hearings.

CDV Investigator - (In 2004 ODPS received a grant to hire a CDV investigator) Investigate all criminal acts in reference to Criminal Domestic Violence offenses, including providing all patrol officers with digital cameras to document all CDV/Domestic cases to enhance victimless prosecutions.

State Office of Victims Assistance (SOVA) - Crime victims fund to assist with medical, counseling and funeral bills as well as lost wages.

South Carolina Victim Assistance Network (SCVAN) - Emergency fund to assist with medication, glasses, medical equipment, clothing, shelter, food, and crime scene cleanup.

CASA - Counseling for victims of domestic violence and sexual assault, anger management classes for domestic violence perpetrators, support groups and shelter for victims of domestic violence.

American Red Cross - Assistance with rent, utilities and food when available.

Mental Health - Crisis counseling, mental health counseling and anger management classes.

Alcoholics Anonymous - Counseling for victims and suspects with problems with alcohol abuse.

The William J. McCord Center - counseling for victims and suspects in the age range of 13 to 18 with problems of alcohol and drug abuse.

The Dawn Center - counseling for adult victims and suspects with alcohol and drug problems.

Pathways Program - counseling groups for both the students and their parents, located in the middle schools of district five.

Family Court - Orders of Protection

Magistrates - Restraining orders

Identification of Unfulfilled needs:

Presently, there has been a steady increase in the City's Hispanic population which may, in the future require specialized training for line officers. This segment within our community faces many barriers with regards to law enforcement from language to cultural differences which may affect delivery of service. In addition to the Hispanic population, the agency should explore additional Victim's Services options specifically designed for victims of the LGBT community within our jurisdiction.