

# ORANGEBURG DEPARTMENT OF PUBLIC SAFETY



## 2014 ANNUAL COMPLIANCE REPORT

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“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, 2014 – December 31, 2014

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**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 6,267 citations were issued by sworn members of the Department during 2014. This represents a 4.5% decrease in

traffic citations from 2013 with a reported 76,559 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
6267	2841	2070	773	505	78

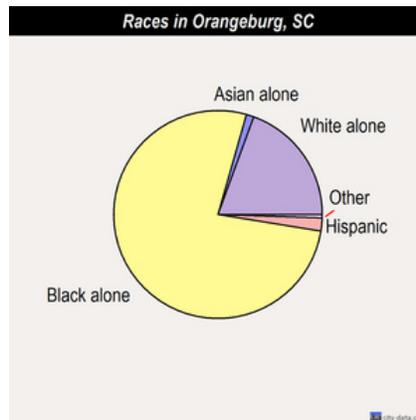
4,911 citations were issued to **African American** violators, or **78.4%** of the total.

1,278 citations were issued to **White** violators, or **20.4%** of the total.

78 citations were issued to **Other/Unknown** violators, or **1.2%** of the total.

These percentages are similar to the 2013 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.

\_\_\_\_\_  
Director of Public Safety

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Patrol Division Commander

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Investigations Division Commander

\_\_\_\_\_  
Special Operations Division Commande

# USE OF FORCE REVIEW

**Standard:** 01.03.13 **Action:** Analysis

**Division:** Special Operations **Effective Dates:** January 01, 2014 – December 31, 2014

**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.

	2013	2014	% Change
<b>Total Reports</b>	11	7	-37%
Deadly Force	1	0	-100%
Intermediate Control	7	4	-43%
Empty Hand Control	3	3	NC
Other:	0	0	NC
<b>Reason</b>			
Effect an Arrest	11	7	-37%
Restrain for Safety	0	0	NC
<b>Race</b>			
Caucasian	3	0	100%
African American	8	7	-12.5%
Other	0	0	NC
<b>Sex</b>			
Male	9	6	-33%
Female	1	1	NC
<b>Injuries</b>			
Suspect	1	0	-100%
Officer	2	0	-100%

**Summary:**

During the reporting period officers reported seven (7) uses of force during 2014 as compared to eleven (11) uses of force during 2013. This represents a 37% decrease in uses of force incidents. Of the reported seven (7) uses of force during 2014, officers used intermediate control in four (4) incidents. This is a 43% decrease from 2013. The primary device used during intermediate control types of incidents was the Tazer on all four (4) of the incidents. The percentage of male suspects involved in the use of force decreased 33% from the previous year. As a result of these use of force incidents there were no reported injuries to the officers or the suspects involved. Eight (8) different officers were involved in use of force incidents during 2014; two (2) officers were involved in two (2) 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.

# SPECIALIZED ASSIGNMENTS

**Standard:** 16.02.01 **Action:** Review

**Division:** All **Effective Dates:** January 01, 2014 – December 31, 2014

**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:** DUI/Traffic Officer

**Division:** Patrol

**Purpose:** To improve the Department's investigation and apprehension of DUI offenders through the operation of a comprehensive DUI enforcement program.

**Reason for the Position:** The Department recognizes dangers present to local citizen as a result of impaired operation of motor vehicles. This position assists in the day to day activities of the patrol division to include but not limited to: DUI enforcement, traffic safety education, and any other activities as assigned by the Patrol Division Commander.

**Review:** New position obtained through grant funding. Maintaining this position in its current status is required to support the Department's mission.

3. **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.

4. **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.

5. **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.

6. **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.
  
7. **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.
  
8. **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.
  
9. **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.

10. **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.

11. **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.

12. **Position:** Accreditation Manager

**Division:** Special Operations

**Purpose:** To organize, evaluate and ensure the Department fulfils 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.

13. **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.

14. **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.

15. **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.

16. **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.

17. **Position:** Downtown Officer

**Division:** Special Operations

**Purpose:** To maintain a continuous presence in the central business district enforcing parking regulations and supporting business needs.

**Reason for the Position:** The department recognizes that the historic, downtown business district has specific needs that require a dedicated downtown officer. This

position concentrates on parking enforcement, pedestrian safety and has continuous interaction with the merchants to address any concerns related to crime.

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

18. **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.

After reviewing the specialized positions on January 22, 2014, 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.

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Director of Public Safety

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Patrol Division Commander

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Investigations Division Commander

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Special Operations Division Commander

# EMPLOYEE GRIEVANCES

**Standard:** 25.01.03 **Action:** Review

**Division:** Investigations **Effective Dates:** January 01, 2014 – December 31, 2014

**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"><li><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></li><li><i>The annual analysis will be in a form prescribed by the Director of Public Safety.</i></li></ol>		

A review of departmental records for the past calendar year indicates that there were two employee grievances filed with the Office of the City Administrator on behalf of an employee of the Orangeburg Department of Public Safety. One grievance was in response to a termination of an employee. The Grievance Committee as well as City Council upheld the agencies position in the matter. The second grievance was filed in response to a written reprimand of an employee. The grievance committee unanimously upheld the position of the agency; however the reprimand was overturned by City Council. 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, 2014 – December 31, 2014

**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 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. The employee resigned his position with the agency before he completed the required remedial training and 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, 2014 – December 31, 2014

**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 nine (9) motor vehicle pursuits during 2014 which was a 10% decrease from the previous reporting year.. Of the nine (9) reported incidents all were initiated by this agency, and none left Orangeburg County. The initial violation in six (6) of the incidents were for some type of traffic violation, with the remaining three (3) in reference to a reported felony involved vehicle. In six (6) of the incidents there was only one officer involved in the pursuit and the remaining three (3) had two officers involved. There were no incidents where either road blocks or tire deflating devices were utilized. There was no incidents

with reported injuries, or reported property damage. As a result of these pursuits four (4) subjects were arrested two suspects escaped and three pursuits were terminated by the officer. After a review of pursuit policies and procedures, no modifications are warranted at this time.

Below is a brief summary of review findings per incident:

**Incident 1:**

**14-00051      01/09/14   16:21   Felony Vehicle                      Arrest**

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

**Incident 2:**

**14-00057      01/11/14   03:07   Traffic Violation                      Terminated**

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

**Incident 3:**

**14-01443      06/30/14   16:57   Traffic Violation                      Arrest**

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

**Incident 4:**

**14-01490      07/07/14   16:49   Felony Vehicle                      Arrest**

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

**Incident 5:**

**14-02230      09/27/14   02:51   Traffic Violation                      Escape**

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

**Incident 6:**

**14-02271      09/30/14   23:18   Felony Vehicle                      Terminated**

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

**Incident 7:**

**14-2275      10/01/14   22:56   Traffic Violation                      Escape**

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



# Internal Affairs

**Standard:** 52.02.05 **Action:** Report

**Division:** All **Effective Dates:** January 01, 2014 – December 31, 2014

**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.*

Professional Compliance conducted two (2) internal investigations on two different employees of the Orangeburg Department of Public Safety for unrelated incidents during the specified time period of this report. The disciplinary outcome of these cases is as follows; both cases were substantiated and resulted in the termination of one employee while the second employee resigned in lieu of termination.

The following is a statistical breakdown of the conclusion of facts of those investigations:

Non-Substantiated	0
Exonerated	0
Substantiated	2
Other	0

# Central Records Computer Audit

**Standard:** 82.01.06 **Action:** Audit

**Division:** Special Operations **Effective Dates:** January 01, 2013 – December 31, 2013

**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.*

The following audit contains information which documents a review of the Department's Computerized Records Management System (LawTrak). This audit includes a review of passwords issued to agency personnel, user rights, access codes, and a determination of any access violations.

## Officer Listing - Active Only

<b>Name</b>	<b>Type</b>	<b>Description</b>
Aaron Maier	User	Public Safety Officer
Aaron Pough	User	Public Safety Officer
Aiken Still	User	Public Safety Officer
Akwele Polidore	User	
Albert Black	User	Public Safety Investigator
Alfred Alexander	User	Public Safety Lt.
Alfred Doctor	User	
Angelena Rickenbaker	User	Public Safety Officer
Anthony Robinson	User	Public Safety Lt.
Arney Lucas	User	Public Safety Investigator
Berry Gambrell	User	Engineer
Billy Hickson	User	Engineer
Billy Morton	User	Engineer
Bobby Rivers	User	Public Safety Investigator
Brenda Jamison	User	Records Tech
Carl Shultz	User	Public Safety CSI
Chancey Priester	User	Chaplain
Charles Cooper	User	Public Safety Officer
Chris Danforth	User	Public Safety Officer
Chris Murdaugh	User	Public Safety Lt.
Cliff Fairey	User	Public Safety Officer
Danny Brightwell	User	Public Safety Cpl.
Danny Dantzler	User	Accreditation Officer
David Martin	User	Forensic Chemist
Debbie Byrd	User	Evidence Custodian
Deborah Barnard	User	Executive Secretary
Delores Felder	User	Public Safety Officer
Delvin Williams	User	Public Safety Investigator
Demorian Priester	User	Public Safety Officer
Dennis Romanstine	User	Public Safety Investigator
Donnell Shuler	User	Public Safety Sgt.
Edward Conner	User	Patrol Captain
Eric Free	User	Public Safety Officer
Georgia Jefferson	User	Public Safety Officer
Hall Fischer	User	Narcotics Investigator
Henry Griffith	User	Public Safety Officer
Henry Jennings	User	Public Safety Sgt.
Jack Jeffords	User	Public Safety Officer
Jason K. Nelson	User	Public Safety Officer
Jason Sturkie	User	Public Safety Cpl.

Jay White	User	DPS
Jeff Mitchum	User	Public Safety Sgt.
Jennifer Haig	User	CDV Investigator
Jerry Proveaux	User	Public Safety Officer
Jimmy Jones	User	Public Safety Cpl.
John Caddell	User	Public Safety Sgt.
John Sandifer	User	Public Safety Officer
John Smith	User	Grants Writer
Jonathan Winningham	User	Engineer
Jordan Hawkins	User	Public Safety Officer
Joseph Dubose	User	Public Safety Engineer
Josh Hales	User	Engineer
Justin Daff	User	Public Safety Officer
Justin Harris	User	Public Safety Officer
Karl Coughman	User	Chaplain
Keith Scharf	User	Public Safety Lt.
Ken Pifer	User	Public Safety Officer
Kevin Dukes	User	Public Safety Officer
Kimberly Fleming	User	Public Safety Officer
Krista Bailey	User	Public Safety Cpl.
Latisha Cokley	User	Public Safety Cpl.
Lawtrak Mail	User	Lawtrak Server Email Address
Lewis Metts	User	Public Safety Officer
Lillie Nelson	User	Records Tech
Michael Adams	User	Investigations Captain
Mitchell Jackson	User	Public Safety Cpl.
Mitchell Timmons	User	Engineer
Norma Hester	User	Chaplain
Paul Leedecke	User	Engineer
Paul Wise	User	Public Safety Cpl.
Ralph Crapse	User	Public Safety Officer
Randy Hughes	User	Narcotics Investigator
Reginald Conyers	User	Public Safety Officer
Riley Whitten	User	Engineer
Robert Davis	User	Engineer
Robert Decelles	User	Public Safety Officer
Robert Gill	User	Public Safety Officer
Robert Hill	User	Grants and Planning Officer
Robert Walker	User	Recruitment Officer
Robert Warington	User	Public Safety Officer
Ronald Hester	User	Chaplain
Roy Givens	User	Fire Inspector
Ryan Cornforth	User	Public Safety Officer

Samuel Jenkins	User	Public Safety Investigator
Sean Ramirez	User	Public Safety Officer
Seth Wolfe	User	Engineer
		Investigations Administrative Assistant
Sherrie Parham	User	
Stephanie Rudd	User	Animal Control Officer
Stephanie Scott	User	Public Safety Officer
Steve Murdaugh	User	Engineer
Steven Kuck	User	Public Safety Cpl.
Tanesha Bellinger	User	Public Safety Officer
Tasha Steedley	User	Records Tech
Thomas Gibson	User	Public Safety Investigator
Tina Dantzler	User	TAC Officer
Trevor Hall	User	Public Safety Officer
Victor Cordon	User	Public Safety Lt.
Walter Smoak	User	Public Safety Lt.
Wendell Davis	User	Public Safety Director
William L. Murphy	User	Public Safety Cpl.
Angela Driggers	User	Communications Operator
Daniel Howard	User	Communications Operator
Sabrina Richburg	User	Communications Operator
Shanee Muller	User	Communications Operator
Taminka Duckson	User	Communications Operator
Tracy Ashby	User	Communications Operator

There were no access violations to the RMS during the specified time period.

# Victim / Witness Assistance

**Standard:** 55.01.02 **Action:** Analysis

**Division:** Investigations **Effective Dates:** January 01, 2014 – December 31, 2014

**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 546 victims an increase of 17% compared to the previous reporting period. The most prevalent offenses are simple assault and battery and criminal domestic violence, which accounted for 227 of the 546 clients that were served which reflect an 8% increase compared to the previous reporting period. Of these 227 victims, 124 were victims of simple assault and battery which reflects a 5% increase from the previous reporting period, and 103 victims of criminal domestic violence which reflects an 11.6% increase from the previous reporting period. Other major crime victims that are served include victims of armed robbery, assault and battery with intent to kill, homicide, 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.

Samaritan House - Shelter for victims with no place to stay

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.