

ORANGEBURG DEPARTMENT OF PUBLIC SAFETY



2008 ANNUAL COMPLIANCE REPORT



“A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY”

1320 MIDDLETON STREET
ORANGEBURG, SC 29115

TABLE OF CONTENTS

Mission, Vision, and Values Statement	03
Bias Based Profiling Review	04
Use of Force Analysis	06
Review of Specialized Assignments	09
Review of Employee Grievances	15
Personnel Early Warning System Evaluation	16
Vehicle Pursuit Analysis	17
Internal Affairs Statistical Report	20
Central Record Computer Audit	21
Victim / Witness Assistance	23

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, 2008 – December 31, 2008

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:

Total	African American Males	African American Females	White Males	White Females	Other
9967	4575	3086	1339	803	164

7,661 citations were issued to **African American** violators, or **76%** of the total.

2,142 citations were issued to **White** violators, or **21%** of the total.

164 citations were issued to **Other** violators, or **2%** of the total.

These figures are consistent with the 2007 report.

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

Patrol Division Commander

Investigations Division Commander

Special Operations Division Commander

USE OF FORCE REVIEW

Standard: 01.03.13 **Action:** Analysis

Division: Special Operations **Effective Dates:** January 01, 2008 – December 31, 2008

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.

	2007	2008	% Change
Total Reports	21	27	+32%
Deadly Force	1	2	+100%
Intermediate Control	18	21	+14%
Empty Hand Control	2	4	+200%
Other:	0	0	NC
Reason			
Effect an Arrest	18	27	+33%
Restrain for Safety	3	0	-300%
Race			
Caucasian	2	5	+60%
African American	18	22	+18%
Other	1	0	-100%
Sex			
Male	18	26	+31%
Female	2	1	-50%
Injuries			
Suspect	6	8	+25%
Officer	2	4	+200%

Summary:

During the reporting period officers reported twenty seven (27) uses of force during 2008 as compared to thirty one (31) uses of force during 2007. This represents a 32% increase in uses of force incidents. The largest type of use of force was in the use of intermediate control in order to affect an arrest. Intermediate control is defined as the use of baton, chemical agents, or the department's taser devices. Of the reported twenty-seven (27) uses of force during 2008, officers used intermediate control on twenty-one (21) incidents. This is a 14% increase from 2007. The primary device used during these types of incidents was the taser. The percentage of male suspects involved in the use of force remained consistent for 2007 and 2008. As a result of these use of force incidents there were (8) reported suspects injured (injuries appeared to be minor, primarily bruises

and abrasions, with the exception of one suspect that suffered multiple gunshot wounds.), and four (4) officers. Twenty-two (22) different officers were involved in use of force incidents during 2008; ten (10) officers were involved in multiple incidents. The only deadly force incident involved the termination of an injured deer pursuant to departmental policy. 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.

Training Office Supervisor

SPECIALIZED ASSIGNMENTS

Standard: 16.02.01 **Action:** Review

Division: All **Effective Dates:** January 01, 2008 – December 31, 2008

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) the 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:** 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.

2. **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.
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:** Gang Investigator
Division: Investigator
Purpose: To investigate criminal gang activity, develop criminal charges, apprehend perpetrators, prepare cases, and assist in their prosecution.
Reason for the Position: Gang 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 gang activity places limits on the ordinary officer's capabilities. The Department has established the Gang 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.

7. **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.

8. **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.

9. **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.

10. **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.

11. **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.

12. **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 mandate 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.

13. **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.

14. **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.
15. **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.
16. **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.
17. **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.

18. **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.
19. **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.
20. **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 14, 2009**, it is determined that all of them will be continued to address the initial concern that prompted their implementation and to support the Department's mission.

Director of Public Safety

Patrol Division Commander

Investigations Division Commander

Special Operations Division Commander

EMPLOYEE GRIEVANCES

Standard: 25.01.03 **Action:** Review

Division: Investigations **Effective Dates:** January 01, 2008 – December 31, 2008

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

Grievance Procedures

Section 01.30.1

IV B

Annual Analysis

- 1. 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.**
- 2. The annual analysis will be in a form prescribed by the Director of Public Safety.**

A review of departmental records for the past calendar year indicates that there were no employee grievances filed with the Office of the City Administrator on behalf of employees of the Orangeburg Department of Public Safety.

Personnel Early Warning System

Standard: 35.01.09 **Action:** Evaluation

Division: All **Effective Dates:** January 01, 2008 – December 31, 2008

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 were no instances in which the Personnel Early Warning System was activated pursuant to department policy.

Pursuit Report

Standard: 41.02.02 **Action:** Analysis

Division: All **Effective Dates:** January 01, 2008 – December 31, 2008

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 intrajurisdictional pursuits involving personnel from the agency and/or other jurisdictions;
- i) requiring a written report and an administrative review of each pursuit; and
- j) conducting an annual, documented analysis of those reports.**

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.**

The Orangeburg Department of Public Safety engaged in a total of fourteen (14) motor vehicle pursuits during 2009. Of the fourteen (14) reported incidents, thirteen (13) were initiated by this agency, and none went outside Orangeburg County. The initial violation in eight (8) incidents were for some type of traffic violation, three (3) for other criminal violations and the remaining three (3) in reference to a reported felony involved vehicle. The reason for the pursuit in three (3) of the fourteen (14) incidents was the attempted apprehension of a felony suspect, while the remaining eleven (11) were due to the evasion of the suspect, and officers attempting to collect vehicle information. In four (4) of the incidents there was only one officer involved in the pursuit, and the remaining incidents involved multiple officers. There were no incidents where either road blocks or tire deflating devices were utilized. There were four (4) incidents with reported injuries, and /or

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. The immediate apprehension of a suspect is never more important than the safety of innocent citizens or the public safety officer.

Internal Affairs

Standard: 52.02.05 **Action:** Report

Division: All **Effective Dates:** January 01, 2008 – December 31, 2008

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 employees of the Orangeburg Department of Public Safety during the specified time period of this report.

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

Non-Substantiated	0
Exonerated	1
Substantiated	1

Central Records Computer Audit

Standard: 82.01.06 **Action:** Audit

Division: Special Operations **Effective Dates:** January 01, 2008 – December 31, 2008

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 departments 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 Departments Computerized Records Management System (RMS). This audit includes a review of passwords issued to agency personnel, user rights, access codes, and a determination of any access violations.

User rights are defined as follows:

1. ALL - Allows the operator to perform data entry, view all data, make system modifications, delete data, perform validations, approve data and print data.
2. VIEW - Allows the operator to view data only.
3. ADD - Allows the operator to perform data entry only.

The following is a list of personnel authorized to access the RMS:

Captain Mike Adams	All rights
Captain Ed Conner	All rights
Captain Thad Turner	All rights
Jo Crews, System Admin/Records	All rights
Gary Bader, IT Supervisor	All rights
Allen Crow, IT Dept.	All rights
Tripp Miller, IT Dept.	All rights
Lt. Walter Smoak	View, Add
Lt. Keith Scharf	View, Add
Sgt. Stewart Haig, Asst. Accred. Mgr.	All rights
Cpl. Krista Bailey, Plann/Research	All rights
Debbie Barnard, Admin. Assistant	All rights
Debby Byrd, Evidence Custodian	All rights, Evidence
Tina Dantzer, TAC/Dispatcher	All rights
Det. Bobby Rivers	View, Add
Det. Cindy Smoak	All rights, Evidence
Det. David Thompson	View, Add
Lt. Dennis Romanstine	View, Add
Lt. Rebecca Whitman	View, Add
Lt. Loretta Davis, Juvenile Investigator	View, Add, Juveniles
Det. Michael Smalls	View, Add
Det. Victor Cordon	View, Add
Sgt. Jennifer Haig, CDV Investigator	View, Add, Juveniles
Cpl. Lorianne Garrison, Victim Advoc.	View, Add
Sherry T. Parham, Detective Sec.	All rights, Warrants
Sgt. Randy Hughes, Gang Investigator	View, Add
Lillie Nelson, Record Tech 11	All rights
Brenda Jamison , Record Tech 11	All rights
Tonya Norris, Record Tech 1	All rights
Sgt. Jeff Mitchum, Admin. Sgt.	View, Add

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, 2008 – December 31, 2008

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. The most prevalent offenses are simple assault and battery and criminal domestic violence. During this period we served approximately 59 victims of simple assault and battery and 90 victims of criminal domestic violence. This is a 48% decrease from 2007. 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, assistance with medical bills and/or funeral expenses.

Victim assistance and related community services available in service area:

ODPS Victims Advocate B 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 Victim=s Assistance (SOVA) B Crime victims= fund to assist with medical, counseling and funeral bills as well as lost wages.

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

CASA B 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 B Shelter for victims with no place to stay

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

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

Alcoholic=s Anonymous B 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 B Orders of Protection

Magistrates B Restraining orders

Identification of Unfulfilled needs:

There currently are no unfulfilled needs at the present time; however increases in the City's Hispanic population may require more 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.

Identification of needs that is appropriate for the agency to meet:

Notification of victim/witness rights and responsibilities, information on SOVA victims fund, information on what to do if harassed or threatened phone numbers for other agencies that can provide assistance and information of support for victims of crime.