

2019

ORANGEBURG DEPARTMENT OF PUBLIC SAFETY



2019 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 POLICING

Standard: 01.02.09 **Action:** Review

Division: Internal Affairs **Effective Dates:** January 01, 2019 – December 31, 2019

- 1.2.9** *The agency has a written directive governing bias-based policing and, at a minimum, includes the following provisions:*
- a) a prohibition against bias-based policing;*
 - b) initial training and annual training for affected personnel in bias-based issues including legal aspects; and*
 - c) a documented annual administrative review of agency practices including citizen concerns and any corrective measures taken.*

Annual Review

At least annually, the department 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 and any corrective measures taken;*
- 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. This review found that there were three complaints of Bias-Based Policing during the reporting period, and the percentage of traffic stops, arrests and public contacts indicates a fair representation of the demographic makeup of the jurisdiction.

Citizen concerns related to bias-based profiling or enforcement practices:

During the specified time period of this report, the Department received citizen groups or individuals reflecting concerns involving bias-based profiling. These reports were investigated by Internal Affairs in accordance with Departmental Policy. Appropriate actions, if needed, were taken by the Department to ensure that all complaints were resolved.

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 sworn members of the Department during 2019 issued a total of 3986 citations. This represents a 30% decrease in traffic citations from 2018 with a reported 4467 citations. The following data represents the gender and racial breakdown of the total number of citations:

Total	African American Males	African American Females	White Males	White Females	Other
3985	1910	1294	429	301	51

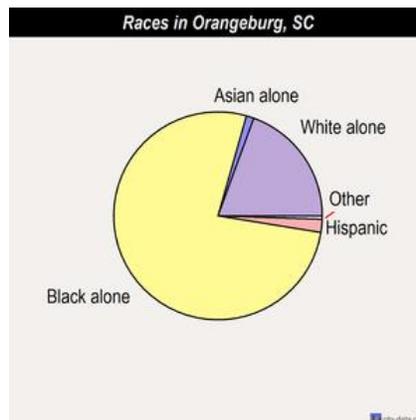
3204 citations were issued to **African American** violators, or **80%** of the total.

730 citations were issued to **White** violators, or **18%** of the total.

51 citations were issued to **Other/Unknown** violators, or **1.6%** of the total.

These percentages are similar to the 2018 report percentages (within 3%) 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%)



Administrative Review.

During the specified time period of this report, the Department received three (3) complaints of incidents related to biased-based profiling or related activities. These incidents were forwarded to the appropriate personnel (Internal Affairs) to be investigated. In addition, enforcement data for the period indicates that the racial breakdown of stops and citations is a fair representation of the demographic makeup of the jurisdiction. No changes to policy, procedures or training are warranted at this time.

USE OF FORCE REVIEW

Standard: 04.02.04 **Action:** Analysis

Division: Internal Affairs **Effective Dates:** January 01, 2019 – December 31, 2019

Annually, the agency conducts an analysis of its use of force activities, policies and practices. The analysis should identify:

- a. date and time of incidents;*
- b. types of encounters resulting in use of force;*
- c. trends or patterns related to race, age and gender of subjects involved;*
- d. trends or patterns resulting in injury to any person including employees; and*
- e. impact of findings on policies, practices, equipment, and training.*

Vehicle Pursuits

Section 03.03.1

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 analysis of all pursuits as specified by this policy.*

M. Review and Revision

- 1. This policy, as well as the vehicle pursuit reporting requirements shall be reviewed annually and revised as deemed necessary by the Director.*

This report is completed in compliance with Department Policy No. 05.01, Section E8. This report includes the type of force 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.

	2018	2019	% Change
Total Reports	17	20	+17%
Deadly Force	2	0	-100%
Intermediate Control	4	4	NC
Empty Hand Control	11	16	+45.5%
Other:	0	0	NC
Reason			
Effect an Arrest	16	16	NC
Prevent Escape or Fleeing	1	4	+300%
Race			
Caucasian	2	3	+50 %
African American	15	17	+13.3%
Other	0	0	NC
Sex			
Male	16	18	+12.5%
Female	1	2	+100%
Injuries			
Suspect	8	3	-62.5%
Officer	3	2	-33.3%

Summary:

During the reporting period of 2019, officers reported twenty (20) uses of force as compared to seventeen (17) uses of force during 2018. This represents a 17% increase in use of force incidents. Of the reported twenty (20) uses of force during 2019, officers used intermediate control in four (4) incidents. This represents no change from 2018. The primary device used during intermediate control types of incidents was the Taser on two (2) of the incidents. The percentage of male suspects involved in the use of force increased by 12.5% from the previous year. Because of these use of force incidents there were three (3) reported minor injuries to suspects, while two (2) officers also received minor injuries. One use of force incident included the use of a vehicle as a deadly weapon by the suspect while attempting an escape, which narrowly avoided injuring multiple officers from two

agencies. Fourteen (14) different officers were involved in Use of Force incidents during 2019; however, with one officer involved in five (5) use of force incidents. The experience of these officers ranged from one year to fourteen years.

The initial contact with the involved suspects was reported as:

Four - Traffic Stop

Two ea.- Loitering, Suspected Drug Use, Domestic Dispute, Assault

One ea. - Disturbance, Interfering, Trespass, Shoplifting, Public Disorderly Conduct, Warrant Service.

The actions resulting in the Use of Force incidents were reported as:

Fifteen – Resisting arrest.

Four - Fleeing arrest.

One – Interfering with an officer

During the reporting period, the agency had 1038 custodial arrests, which is a 6.8% decrease from the 1114 custodial arrests during the previous reporting period. This correlates to one Use of Force for every 52 arrests during the 2019 reporting year compared to one Use of Force for every 68 arrests during 2018. The following listing is a breakdown of each use of force incident by date and during the hour of the day in which the incident occurred:

1. 14 JAN 2019 – 2300
2. 21 JAN 2019 – 1700
3. 24 FEB 2019 – 0000
4. 24 FEB 2019 – 0100
5. 08 MAR 2019 – 0100
6. 19 APR 2019 – 0100
7. 29 APR 2019 – 0900 to 1000
8. 31 MAY 2019 – 1800
9. 13 JUN 2019 – 1900
10. 24 JUN 2019 – 1700
11. 24 JUN 2019 – 2300
12. 06 JUL 2019 – 2100
13. 21 JUL 2019 – 1300 to 1400
14. 28 JUL 2019 – 1000
15. 30 JUL 2019 – 1600 to 1800
16. 05 OCT 2019 – 1300 to 1400
17. 19 OCT 2019 – 2100
18. 03 NOV 2019 – 1700 to 2000
19. 13 NOV 2019 – 1700
20. 17 NOV 2019 – 1900

The only noted patterns in relation to type of offense was that 30% of the incidents involved Public Disorderly Conduct. In 25% of the incidents, it was reported that the suspects were intoxicated by either alcohol or narcotics. There was no obvious pattern for incidents occurring on certain days of the week, nor was there a pattern for a recurring time frame in which incidents occurred.

African Americans accounted for 85% of the suspects involved in these incidents while Caucasians accounted for 15%. These statistics show no change in the use of force statistics reported in 2018. These statistics show to be comparably like the demographics of the jurisdiction.

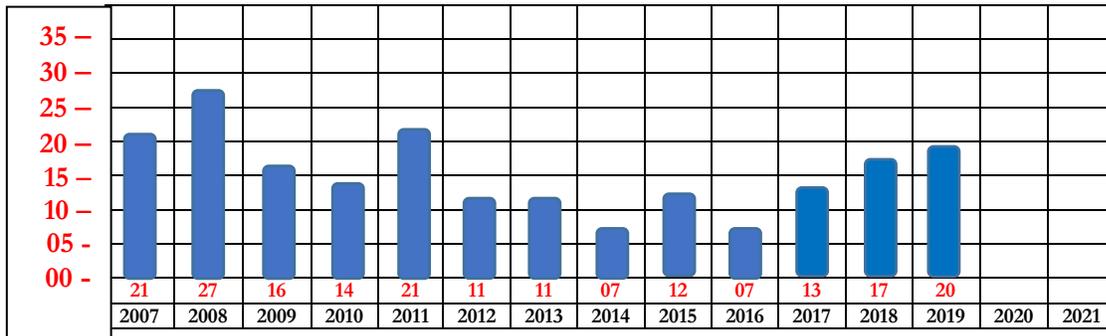
Administrative Review

All incidents were reviewed by the Training Office, which concluded that there were three (3) violations of the agencies training guidelines. In addition, an Administrative Review was conducted on each incident. The Administrative Review concluded that there were departmental policy violations in these three incidents as well. These violations resulted in disciplinary actions and remedial training for the officer involved. An overall Administrative Review of all Use of Force incidents revealed no established patterns or trends that require any policy revision or training modifications.

Assaults on Officers

There was one incident in 2019 during which a vehicle (driven by the suspect) was used as a deadly weapon during an attempt to flee officers from Public Safety and the Orangeburg County Sheriff's Office. The subject, who was also intoxicated, was approached for erratic driving in a parking lot on private property by officers from Public Safety; who were there for another call. During an attempt at contact by officers, the subject was ordered to turn off and exit the vehicle. The subject did not comply and sped off in the vehicle to escape. During this time, the suspect's vehicle narrowly missed striking multiple Public Safety Officers and Sheriff's Office Deputies who were around the vehicle and in the parking lot. The suspect's vehicle also struck a fully marked parked Public Safety K-9 vehicle with the officer's K-9 still inside. This vehicle also had its emergency lights activated.

Trends of Use of Force



GRIEVANCE PROCEDURES

Standard: 22.4.3 **Action:** Review

Division: Administrative Secretary **Effective Dates:** January 01, 2019 – December 31, 2019

22.4.3 *Annually, the agency conducts an analysis of its grievances, as well as supporting policies and practices, and is reviewed by the chief executive officer.*

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 check of records filed to the Administrative Secretary indicated that no grievances were filed against the Department during the 2019 calendar year.

Personnel Early Warning System

Standard: 35.1.9

Action:

Evaluation

Division:

Internal Affairs

Effective Dates:

January 01, 2019 – December 31, 2019

Appendix A:

A system for the early identification of agency employees who may need some type of corrective action or intervention and a procedure for collecting and evaluating materials required for implementing such corrective action.

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. No modifications of the system are deemed necessary at this time.

Vehicle Pursuit Report

Standard: 41.02.02 **Action:** Analysis

Division: All Divisions **Effective Dates:** January 01, 2019 – December 31, 2019

41.2.2 *A written directive governs pursuit of motor vehicles, to include:*
L. *Conducting a documented annual analysis of pursuit reports, to include a review of policy and reporting procedures, approved by the agency CEO.*

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 thirteen (13) motor vehicle pursuits during 2019, which was a 13% decrease from the previous reporting year. Of the thirteen (13) reported incidents, all were initiated by this agency. Six (6) of the pursuits went beyond the city limits of Orangeburg.

The initial violation in nine (9) of the incidents were traffic violations, two (2) in reference to assisting another agency, and one (1) each in reference to a burglary and an armed robbery. In four (4) of the incidents there was only one officer involved in the pursuit and the remaining nine (9) had two or more officers involved. There were no incidents where either roadblocks or tire deflating devices were utilized. There were three (3) incidents with reported collisions involving the suspect vehicle. As a result of these pursuits, nine (9) subjects were arrested, two (2) suspects escaped, and two (2) pursuits were terminated. After a review of pursuit policies and procedures, modifications to the policies and procedures may not be warranted at this time, however, it would be in the best interest of the agency to conduct thorough training on these policies and procedures and emphasize that the immediate apprehension of a suspect is never more important than the safety of innocent citizens or the public safety officer.

It should be noted that in 2019 there were 4,409 traffic stops. Of these, thirteen resulted in pursuits. In 2018, there were 4,467 traffic stops, of which, fifteen resulted in pursuits. Compared to the previous reporting period, traffic stops down 1%, with motor vehicle pursuits were down 13% during the same period. In addition, Alpha shift personnel were involved in six (6) of the thirteen

(13) pursuits (46%) in 2019. In contrast, Bravo shift was involved in four (4) pursuits, Charlie shift was involved in two (2) pursuits, and Investigators were involved in one (1) pursuit.

It is also worth noting that 77% of the incidents occurred during the months of January through April, with four (4) of these occurring in February, which was the most for any month. There was no obvious pattern for incidents occurring on certain days of the week, however, six (6) incidents (46%) occurred between the hours of 12 p.m. and 5 p.m., four (4) occurred between 11 p.m. and 3 a.m. However, 1 a.m. to 2 a.m. was the most prevalent time period accounting for 30% of all reported Vehicle Pursuits.

Below is a brief summary of review findings per incident:

Incident 1:

19-00154 01/18/19 11:44 Traffic Violation Escape

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

Incident 2:

19-00158 01/18/19 16:21 Traffic Violation Arrest

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

Incident 3:

19-00286 02/03/19 04:08 Stolen Vehicle Arrest

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

Incident 4:

19-00296 02/03/18 16:55 Assisting Another Agency Escape

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

Incident 5:

19-00383 02/13/19 01:40 Traffic Violation Terminated

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

Incident 6:

19-00451 02/21/19 01:38 Assisting Another Agency Arrest

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

Incident 7:

19-00584 03/08/19 01:09 Traffic Violation Arrest

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

Incident 8:

19-00586 03/08/19 01:27 Traffic Violation Terminated

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

Incident 9:

19-00777 03/27/19 14:12 Traffic Violation Arrest

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

Incident 10:

19-00981 04/20/19 23:51 Traffic Violation Arrest

Internal Affairs

Standard: 26.2.5 **Action:** Report

Division: Internal Affairs **Effective Dates:** January 01, 2019 – December 31, 2019

26.2.5 *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 six (6) instance during the reporting period where the Office of Professional Compliance conducted an Internal Affairs Investigations. They were as follows:

1. Sexual Harassment – Not Substantiated
2. Neglect of Duty – Unfounded
3. Three (3) Improper Procedure – 2 Employees Exonerated, 1 Unfounded
4. Racial Profiling – Unfounded

The general public may access this report online at the Department's website in its entirety. This will allow the community access to Public Safety's compliance with CALEA standards.

Central Records Computer Audit

Standard: 82.01.06 **Action:** Audit

Division: Special Operations **Effective Dates:** January 01, 2019 – December 31, 2019

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
<i>A. Security Precautions and Accessibility for Department Records</i>		
<i>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).</i>		
<i>2. In order to provide physical security and control access to department files, access to the Records Bureau is limited to the following persons:</i>		
<i>a) The Director of Public Safety;</i>		
<i>b) The Command Staff;</i>		
<i>c) The Records Supervisor;</i>		
<i>d) Public Safety Technicians; and</i>		
<i>e) Other persons authorized by the Records Bureau Supervisor.</i>		
<i>3. Central records information is always accessible to operations personnel through the department's RMS, or through the Records Bureau Supervisor on an on-call status.</i>		
<i>4. At least annually, the Records Bureau Supervisor will audit the RMS for verification of all passwords, access codes and any access violations.</i>		

The City of Orangeburg IT Director annually conducts a thorough review of Department's Computerized Records Management System (RMS) (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. Servers which host RMS and LE data are maintained off-site at City Hall by the IT Director in a secure environment and are saved ("backed up") daily to ensure that data loss is minimal in the case of a server outage or failure.

The Department utilizes RSA SecurID Key Fobs issued to all personnel who require access to the RMS and all applicable computer systems to ensure secure individual login identities. The IT Director also ensures passwords are maintained through automatic access controls native to the Windows Operating System environment; requiring a password change at least every 90 days to retain access to Departmental computers hosting the RMS. This is in addition to a separate password requirement within the RMS which also requires a unique password that is changed at least every 90 days.

Victim / Witness Assistance

Standard: 55.1.2 **Action:** Analysis

Division: Investigations **Effective Dates:** January 01, 2019 – December 31, 2019

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 two years.*

Victim/Witness Assistance Program **Section 06.01** **IV D**

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 1,035 victims an increase of 15% compared to the previous reporting period. The most prevalent incident in which victims received assistance beyond a victim's notification of rights was Domestic Violence. Victims of assault and property crimes (such as burglaries and thefts from auto) were also high recipients of aid beyond notification. There were four (4) homicides reported during 2019 and all cases involved in-depth services to the victims' families. 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.

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.

DV Investigator - Investigate all criminal acts in reference to Domestic Violence offenses, including providing all patrol officers with digital cameras to document all DV/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.

Criminal Intelligence Procedures

Standard: 40.2.3 **Action:** Analysis

Division: Investigations **Effective Dates:** January 01, 2019 – December 31, 2019

40.2.3 *If the agency collects criminal intelligence, a written directive addresses its processing and sharing with appropriate entities, to include:*

- a. purpose and responsibility of personnel;*
- b. procedures for safeguarding, securing, and storing information;*
- c. requirements and procedures for the distribution of information;*
- d. procedures for purging information; and*
- e. annual review of procedures and processes.*

Criminal Intelligence Procedures

Section 02.03

IV F

Analysis of Criminal Intelligence Procedures

On an annual basis, the Investigations Division Commander shall submit a documented review of the procedures and processes of the criminal intelligence function to the Director of Public Safety to ensure compliance and effectiveness; of which shall include the following:

- A. Criminal Intelligence Function*
- B. Collection of Intelligence Information*
- C. Use of Personnel and Techniques*
- D. Security of Intelligence Files*
- E. Training*
- F. Annual Review*

The annual report submitted by the Division Commander (Captain) to the director entails the collection, storage, use and destruction of all criminal intelligence information obtained by the Department and its personnel.

The criminal intelligence information collected by the Department is logged by form and presented to the Division Commander. This information is then passed to an Investigator, who shall validate and determine proper use or if further collection of information is required.

Criminal intelligence that is gathered is then stored in a secured location in the Investigations Division; which is accessible only by the Division Commander. The information is reviewed annually and if found to be of no further use, is destroyed by recommendation of the Division Commander.

Active Threats

Standard: 46.1.10 **Action:** Analysis

Division: Investigations/Patrol **Effective Dates:** January 01, 2019 – December 31, 2019

46.1.10 *The agency has a written directive addressing active threats to include:*

- a. public notifications for awareness and safety;*
- b. notification of additional public safety departments and other resources;*
- c. response to threats when lives are in imminent danger;*
- d. public sheltering and containment of the incident; and*
- e. documented annual review of policy and training needs.*

Active Threats

Section 08.14

IV D

D. Review and Revision

1. This policy as well as the training requirements outlined in this policy shall be reviewed annually and revised as deemed necessary by the Director.

The Department conducts various exercises and scenarios with local schools and large public venues within our jurisdiction. These exercises, which are either conducted via table-top or within the actual establishment itself, help train personnel and familiarize staff at the locations with active threat procedures.

The training division plans, conducts, and reviews exercises to help personnel prepare for the occurrence of an active threat incident. This includes patrol, special operations, investigations, and fire personnel. When possible, this training is conducted on-site involving both Departmental personnel and persons located at the venue. If no reasonable exercise can be conducted, a table-top exercise involving on-site personnel is conducted.

It is the Department's policy to respond to active threats within its jurisdiction with specialized tactics and training unique to this situation. The Department conducts training annually on response to active threat incidents. This training is reviewed by agency to ensure that personnel are provided with the latest and most effective tactics and procedures to respond to an active threat.

Juvenile Operations

Standard: 44.1.3 **Action:** Analysis

Division: Investigations **Effective Dates:** January 01, 2019 – December 31, 2019

44.1.3 A written directive requires annual review and written evaluation, approved by the agency's CEO, of all enforcement and prevention programs relating to juveniles.

Selective Enforcement Procedures

Section 04.01

IV A

IV. Procedures

A. Responsibility

1. The primary responsibility for juvenile operations and delinquency prevention rests with the Juvenile Services Bureau. The Juvenile Services Bureau is responsible for the following:

a. Designing and implementing programs intended to prevent and control delinquent and criminal behavior by youth

A written report is provided to the Agency's CEO of all juvenile enforcement and prevention efforts and programs. This report outlines the programs which the department uses to prevent and control delinquent and criminal behavior in the juvenile population while maintaining a positive effect on providing members of the community with children by encouraging participation in juvenile programs sponsored by the Department.

The Department conducts various youth programs annually. These include:

1. Annual Gang Conference
2. Working for Wheels Program
3. Department Summer Camp Program
4. Edisto Bike Club

Juvenile programs are offered each year and involve many resources from within the Department and the community. These programs are evaluated by the Department annually to determine their continued feasibility and value. These programs are constantly evolving each year in scope and procedure to meet the needs of youths and the community. Generally, the programs listed above provide a needed service to at-risk youths within the community and will continue to be implemented.

Temporary Detention Facilities

Standard: 71.4.3 **Action:** Analysis
Division: Patrol **Effective Dates:** January 01, 2019 – December 31, 2019

71.4.3. *A written directive governs the inspections of the temporary detention rooms and provides for the administrative review of temporary detention areas and procedures at least annually.*

Selective Enforcement Procedures

Section 03.27

IV G

G. Inspections and Administrative Review

- 1. The Patrol Division Commander or his designee, will conduct quarterly inspections of temporary detention rooms for equipment, cleanliness, and to determine if any unsafe conditions are developing.*
- 2. The Patrol Division Commander or his designee, will perform an annual administrative review of temporary detention rooms to ensure that:*
 - a. Department policies and procedures governing temporary detention are being followed;*
 - b. the original intent for authorization and use of the rooms continues to be adequate for the Department's needs; and*
 - c. recommendations are made as necessary for more adequate arrangements for detention.*

Within the Department there exist temporary holding facilities. These include the Interview room and the inmate holding area adjacent to the Municipal Court Room.

These areas are inspected by officers or investigators before each use and are inspected again after each use to ensure that there are adequate conditions present for persons being detained, interrogated or housed for court procedures. Inspection of these areas shall determine the cleanliness and safety of these areas while ensuring that persons detained therein are not exposed to risk or hazards.

There also exists within policy the need to conduct frequent quarterly inspections of these areas to ensure that Departmental policy is followed and that these areas meet the needs of the Department regarding size and scope. This responsibility falls to the Patrol Division Commander (Captain).

Traffic Enforcement Activities

Standard: 61.1.1 **Action:** Analysis
Division: Patrol **Effective Dates:** January 01, 2019 – December 31, 2019

61.1.1 *The agency shall perform a documented annual review of selective traffic enforcement activities.*

Selective Enforcement Procedures

Section 03.16

IV

The Patrol Division Commander will ensure the following:

1. *The Records Bureau Supervisor will collect data quarterly on all traffic accidents and compile a summary report.*
2. *This report will contain the following information:*
 - a) *Date;*
 - b) *Day of week;*
 - c) *Time;*
 - d) *Location; and*
 - e) *Cause factors.*
3. *Additional information on traffic enforcement activities will be collected via the computer system used by the Municipal Court to log traffic enforcement cases.*
4. *The data compiled monthly from the Records Bureau utilizing the collision and enforcement data will be analyzed and placed in a Quarterly Traffic Analysis Report.*

The Department is responsible for collecting data on a quarterly basis for monitoring traffic collisions, citation data and information on demographics of offenders.

This data is compiled in quarterly reports and made available for review. These reports are then used in planning selective enforcement actions, such as: traffic safety checkpoints, online social media awareness, public service announcements, extra patrol efforts, and area-specific traffic enforcement.

Upon request, further information can be compiled and analyzed from these reports to assist in operations planning at the request of a shift supervisor or commander.