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**SOUTH CAROLINA  
DEPARTMENT OF  
PUBLIC SAFETY**



**ANNUAL REPORT  
1993-1994**

Printed Under The Direction Of The  
State Budget And Control Board



**S.C. DEPARTMENT OF PUBLIC SAFETY**

**OFFICE OF THE DIRECTOR**

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*5410 Broad River Road  
Columbia, SC 29210 - 4026*

October 30, 1994

Honorable Carroll A. Campbell, Jr.  
Post Office Box 11369  
Columbia, South Carolina 29211

Dear Governor Campbell:

On behalf of the Department of Public Safety, I am pleased to present the Department's first Annual Report. I am submitting this report for fiscal year 1993-1994 pursuant to Section 57-3-760 S.C. Code of Laws Ann. (Law Co-op. 1976).

It is a pleasure to summarize the operations of the Department of Public Safety in its first year of existence. As we begin our second year, the Department will continue to review all operations with an eye towards finding new and novel ways to work smarter, while aggressively pursuing our main mission of "Enhancing public safety for all South Carolinians."

Respectfully submitted,

A handwritten signature in black ink, appearing to read "B. Boykin Rose".

B. Boykin Rose  
Director

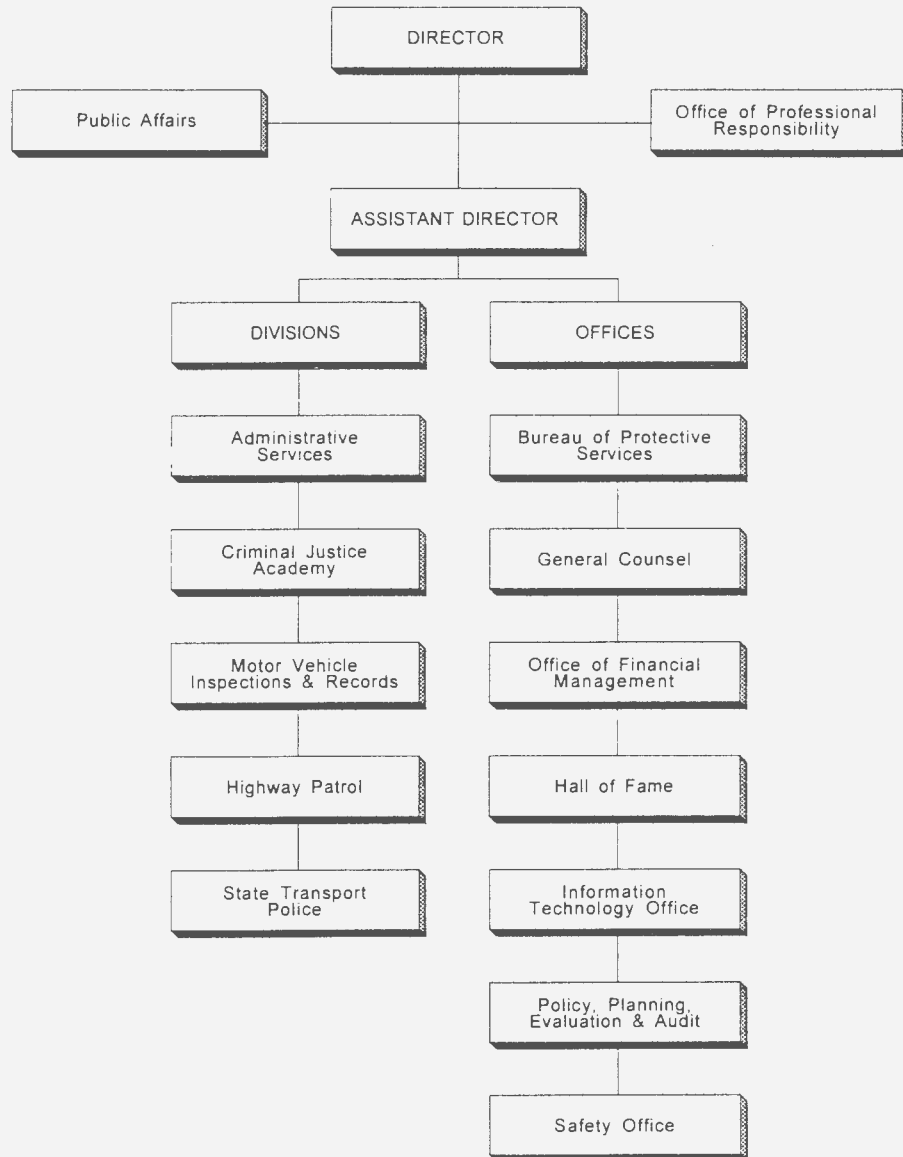
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# South Carolina Department of Public Safety

B. Boykin Rose, Director  
David M. Barden, Assistant Director

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## **BACKGROUND**

The South Carolina Department of Public Safety was established on July 1, 1993 following passage of the Government Restructuring Act by the South Carolina General Assembly. The Act effectively brought together under the aegis of the Department of Public Safety several agencies or components of agencies formerly known as The Criminal Justice Academy; The Law Enforcement Hall of Fame; The State Highway Patrol; The Public Service Commission Safety Enforcement Section; The Vehicle Inspection Administrative Services; Driver Records and Financial Responsibility Sections of the Department of Highways and Public Transportation; and The Division of Public Safety Programs in the Governor's Office. The union of these components into one independent state agency has substantially changed the way South Carolina's public safety system operates and offers an unparalleled opportunity to make government services provided by these offices more professional, efficient and responsible than ever before to the needs of the people of South Carolina.

On July 1, 1994, the Department of Public Safety became one year old. However, the consolidation of the various components into a new state agency presented unique administrative challenges during the first year, particularly since no administrative infrastructure existed when the Department was created. Thus, in order to achieve the goals set for the Department by restructuring, DPS ranks were staffed with individuals who would approach the issues facing the state's largest law enforcement function with a fresh perspective. It is the combined energy and enthusiasm of DPS employees that has allowed the Department to achieve success as a new agency of state government in the span of one year.

As part of the continuing process to provide for an organizational structure that is consistent with the mandates of the restructuring legislation, the Department of Public Safety Resource Board was created. The creation of the Board initiated the implementation of an integrated management system for the Department, focusing component management efforts on improving policy execution and achieving greater efficiency. Clearly the measure of the Department's achievements in its first year denotes the relevance of such management techniques which have long been utilized by the private sector. The Department continues to look for ways to make our allocated resources work smarter in our mission of servicing the public safety needs of South Carolina.

To that end, the Department Resource Board evaluates procedures currently utilized by DPS divisions and offices to eliminate extraneous administrative reporting procedures and to rid the department of any duplicative efforts or services. Many operations have been revamped internally during this

first year, resulting in cost savings in areas such as procurement and fleet management. Such evaluations have resulted in law enforcement officers being reassigned from clerical duties and placed back in vehicles on the road. Law enforcement operations targeting commercial motor vehicles have also been expanded to unprecedented levels for South Carolina. A Law Enforcement Research and Development Unit has been created to ensure that the men and women who risk their lives everyday to guarantee the public's safety have only state-of-the-art equipment with which to perform their duties in an efficient and effective manner.

While incredible progress has been made by the Department in its first year as a new agency of state government, there are a number of key issues remaining which must be addressed. For example, the Department still has many employees working in DOT and other non-DPS space throughout the state. There are some facilities in such deplorable conditions that they have been condemned upon inspection. In the coming year, DPS will address these and other key issues while continuing to achieve the goals established by restructuring for a more efficient, focused, and professional law enforcement agency of state government that has as its chief responsibility the public safety needs of South Carolina.

### **MISSION STATEMENT**

It is the mission of the Department of Public Safety to continually improve the safety of the highways of the State of South Carolina by enforcing all traffic, motor vehicle and commercial vehicle laws; by maintaining and controlling all drivers licensing records and imposing suspensions and revocations of driving privileges where warranted by law; by engaging in driver training and other related highway safety programs; by operating a comprehensive law enforcement personnel training program that certifies all state and local law enforcement officers; and by providing security and safety for the Governor of the State of South Carolina and for the grounds of our State's Capitol, Governor's Mansion, and Supreme Court.

## SUMMARY OF DEPARTMENT ACTIVITIES

### DIVISIONS

#### ADMINISTRATIVE SERVICES

896-7929

Joyce Smith	Deputy Director
Elaine Johnson	Assistant Deputy Director
Burke Fitzpatrick	Assistant Deputy Director
Paul Johnson	Assistant Deputy Director

This division of the Department of Public Safety has been charged with the responsibility of providing for the day-to-day operations of the Department including personnel, procurement, building services, and grants. The Administrative Division's primary emphasis during the 1993-1994 fiscal year has been centered around staffing as the Department was formed without an administrative infrastructure. The employees of this division expended in order to make the Department independent of the host agencies which previously supported our operations. A breakdown of the various sections within this division falls below.

#### **(A) Management Services**

This section developed procedures and guidelines for the procurement of goods and services utilized by the Department. A Supply Manager was hired to begin consolidation of all the Department's supply needs in an effort to maximize efficiency. In conjunction with the Accounting Office, this section conducted the Department's first fixed asset inventory and is currently working with the Information Technology Office (ITO) to design a property receipt and property transfer tracking system to ensure accountability of the fixed assets. As the section charged with overseeing the Department's fleet, Management Services worked with ITO in evaluating fleet management software to ensure efficient management of the Department's fleet. Management Services also assisted the Department's Accident Review Board and helped establish procedures for fleet safety. Other activities conducted by this section included assisting law enforcement in identifying requirements for inventory automation, assisting in the design of uniforms for certain law enforcement sections, and assisting in the establishment of numerous contracts to provide services and supplies for the Department in a more timely manner.

#### **(B) Office of Safety and Grants**

This office is charged with the responsibility of administering all grants

awarded to the Department of Public Safety. The major grants administered by this office during fiscal year 1993-1994 are as follows:

1. Drug Control and System Improvement Formula Grant Program (DCSIP): Funded through the Bureau of Justice Assistance and the U.S. Justice Department, this grant provides funds to assist state agencies and local governments in carrying out specific programs to enhance drug control and violent crime efforts. Approximately \$5.1 million was awarded under this grant in this past fiscal year to fund such projects as violent crime multi-jurisdictional task forces, the D.A.R.E. program and prison drug treatment programs.
2. Juvenile Justice: Awards totalling \$660,000 under this grant were used to fund programs which will ensure South Carolina's compliance with the mandates of the Juvenile Justice and Delinquency Prevention Act of 1974 which includes delinquency prevention and the removal of juveniles from adult jails and lock-ups.
3. Statistical Analysis Center (SAC): Primarily funded through a federal grant, this program provides South Carolina with the centralized capability to conduct analyses for meeting planning needs and addressing state-wide and system-wide policy issues. The SAC contributes to state-wide policy development by providing statistical services, research and evaluation.
4. Victims Of Crime Act (VOCA): Through grant awards, this program offers direct services to victims of violent crimes by providing funding for shelters for battered women, rape crisis centers and counseling for abused women and children.
5. State Victim Assistance Program (SVAP): Funded through a percentage of inmate work release wages, totalling approximately \$500,000, this program compliments and enhances VOCA programs and includes funding for victim rights advocates in the courts.
6. Closed-Circuit Televising of Child Victim Testimonies Grant: Provides funding to solicitor's offices for equipment and personnel training for closed circuit transmission of a child victim's testimony in criminal proceedings relating to child abuse.
7. Crime Prevention Program: As the nucleus of a comprehensive



state-wide crime prevention effort, this program coordinates the efforts of law enforcement crime prevention programs in all 46 counties. This program provides citizens with knowledge about crime prevention techniques and solicits their involvement in crime prevention programs and activities in order to bring about the reduction of crime and an abatement of the fear of crime.

8. Highway Safety Programs: Established in compliance with the Highway Safety Act of 1966, this program develops projects and activities throughout the state to help reduce traffic accidents, injuries and fatalities.

#### **(C) Facilities Management**

This office has been charged with the responsibility of overseeing the Department's facilities, including building maintenance and grounds upkeep. During fiscal year 1993-1994, this office handled the completion of construction of a one hundred bed dorm for the Criminal Justice Academy along with the addition of thirty-three thousand square feet of leased office space. This office also neared completion of a fiber optic network project that will connect this facility with SLED, the Department of Corrections, the Forestry Department, the Fire Academy and Geological Survey. During fiscal year 1993-1994, the Department received recognition from the State Energy Office and SCE&G for our lamping and ballast retrofit which earned the Department approximately \$10,000 in rebates. These rebates are directly traceable to the work of the Facilities Management staff.

#### **(D) Printing Services**

During the 1993-1994 fiscal year, this office evaluated the Department's copy/duplicator center. Efforts are under way to renovate, update and install technology offering the Department network capabilities that would allow employees to initiate requests for the production of documents from the desktops of their work stations and transfer such work to the network publisher for printing. In an effort to reduce storage problems, this section is also working on developing electronic storage of manuals, forms and other related documents. During the past fiscal year, this section assisted the various divisions and offices of the Department in the preparation and production of numerous manuals and forms.

#### **(E) Nursing Services**

This office is charged with the responsibility of providing and coordinating on a daily basis the medical and health services for all employees of the

Department. Among the programs developed by this office during fiscal year 1993-1994 was a program on how to handle job related stress. This program was presented to the Highway Patrol's telecommunications operators during their in-service training. Approximately 350 hours were spent this year administering the Department's Bloodborne Pathogen Control Plan to the Department's uniformed law enforcement officers. This training involved annual and new employee training in bloodborne pathogens regulations, administration of hepatitis B vaccine to existing and new employees per CDC guidelines, and conducting follow-up procedures for bloodborne pathogen post-exposure situations.

**(F) Human Resources Office**

This office is responsible for posting vacancies, screening applications and processing approvals to fill vacancies for all uniformed and non-uniformed positions. This office also manages the Department's employee relations functions, consults with managers in imposing disciplinary actions, reviews and approves requests for disciplinary actions, oversees grievance appeals through the grievance process, responds to grievance appeals and EEOC complaints, manages the Department's Affirmative Action Program, and develops policies and procedures relating to personnel matters. An important responsibility gained by this office during fiscal year 1993-1994 was the administration of the Promotion Policies for all commissioned positions. In the area of compensation, this office processes all salary actions for employees, evaluates reclassification requests, conducts classification/pay equity studies and analyzes all hire-above-minimum requests and other exceptional pay requests. This office also advises employees on all questions concerning benefits, maintains official personnel files, maintains the Department's leave system, coordinates Worker's Compensation claims and administers the Employee Performance Management System (EPMS) for the Department.

**CRIMINAL JUSTICE ACADEMY**

896-7777

William "Billy" C. Gibson

Acting Deputy Director

In an effort to improve the quality of law enforcement services in South Carolina the Criminal Justice Academy provides training for all local law enforcement agencies throughout the state. The Academy faculty is comprised of 32 instructors in each of the nine training units. The law enforcement units within the Department of Public Safety receiving these training and educational services are the Highway Patrol, State Transport Police, and Bureau of Protective Services. The Academy is responsible for the operation of a dining hall and dormitory utilized by law enforcement officers during their in-service training

period. During fiscal year 1993-1994, the Criminal Justice Academy completed construction of the addition of a one hundred bed dormitory. By law the Academy is charged with the responsibility of certifying all law enforcement personnel and is required to maintain their certification files. Originally formed in the fall of 1992 with the primary mission of designing and implementing testing procedures for all Academy based testing, the Academy's Office of Human Services and Assessments now provides personnel selection services to the Department and other law enforcement agencies in the state.

### **MOTOR VEHICLE INSPECTION & RECORDS**

737-1175

Rusty Easler

Deputy Director

This division of the Department of Public Safety handles license suspensions and revocations including the related administrative hearings required for these procedures and maintains an automated storage and retrieval of driver's licensing records. These responsibilities require this division to record driving violations of South Carolina motorists and, under the Drivers Compact Act, to forward to other states notices of violations issued to non-residents. During fiscal year 1993-1994, administrative hearings on the implied consent statute, financial responsibility and vehicle inspection violations and other matters were conducted throughout the state by nine hearing officers stationed in Charleston, Chester, Columbia, Florence, Greenville and Greenwood. Additional duties exercised by this division included enforcing the regulations governing the licensing of vehicle inspection stations and suspending or revoking the licenses of vehicle inspection stations determined to be in violation of the regulations. The financial responsibility section of this division maintains the certifications of proof of liability coverage provided by vehicle owners at the time vehicles are registered. This section also oversees the processing of applications by businesses who wish to self-insure their company vehicles.

## SOUTH CAROLINA HIGHWAY PATROL

896-7920

James Caulder	Colonel
Donald R. Lane	Lieutenant Colonel
Major J.H. Hood	Logistics Major
Major L.W. Mixson	Field Major
Major G.A. Wilson	Field Major
Captain S.D. Wilson	Administrative Captain
Captain R.W. Cooper	District 1
Captain D.W. Williams	District 2
Captain W.S. Reid	District 3
Lt. M.D. Carr	District 4 (Acting Captain)
Lt. W.D. Reed	District 5 (Acting Captain)
Captain R.W. Luther	District 6
Captain D.G. Deering	District 7
Captain J.E. Braddock	Investigative Unit
Captain T.L. Taylor	Aggressive Criminal Enforcement (ACE) Team

As the largest division of the Department of Public Safety, a number of changes were implemented during the 1993-1994 fiscal year to improve the responsiveness and effectiveness of law enforcement in this state. Chief among these changes involved replacing the firearm previously issued to officers of the Highway Patrol with the Glock semi-automatic, a weapon which more closely matches the power of the street weapons our officers and troopers face in the performance of their duties. Another measure taken during this past fiscal year to enhance the safety of our officers was the issuance of bullet-proof vests to all uniformed personnel.

Changes targeted specifically at traffic enforcement included the installation of 130 Hawk Radars and 10 additional in-car video cameras. By providing a recording of roadside stops by our law enforcement officers and erratic driving of motorists, this video technology has already proven to be beneficial in the prosecution of DUI offenses and reckless driving offenses in the courtrooms of our state. During the past fiscal year, the Highway Patrol introduced to its fleet three Harley-Davidson and three Kawasaki motorcycles. Anticipating that these motorcycles will be particularly useful for traffic control in high congestion areas where a quick response by a standard vehicle could be hampered, these six motorcycles are being used in a pilot program to determine whether the use of motorcycles helps the Department of Public Safety meet its law enforcement mission.

Continuing its enforcement efforts with other law enforcement agencies

in the state, the Highway Patrol's Aggressive Criminal Enforcement (ACE) Team received an Award of Excellence from the U.S. Department of Transportation for its superior drug enforcement efforts. The Highway Patrol's drug enforcement efforts were bolstered during the 1993-1994 fiscal year by the establishment of the Drug Interdiction Enforcement Team (DIET) in Districts 3, 4, and 5. Understanding that communication between law enforcement personnel is vital to effective and responsive law enforcement efforts, the Highway Patrol placed all telecommunication centers and operators under a central authority to ensure uniformity in training and operation, implemented a handheld 800 MHZ radio system in 8 counties, and began a search for a replacement to the Highway Patrol's current two-way radio system which is becoming increasingly outdated and does not support effective communications with other law enforcement agencies in our state. As a result of the Patrol's commitment to maintain a professional appearance, this division was selected as the Best Dressed Highway Patrol Organization in the nation by the National Association of Uniform Manufacturer and Distributors (NAUMD).

**STATE TRANSPORT POLICE**

731-1407

Curtis Thomas

John W. Valdario

Deputy Director

Commander

Comprised of officers formerly with the Office of Enforcement within the Transportation division of the Public Service Commission and the Weight Section of the Highway Patrol, this Division of the Department of Public Safety is charged with the responsibility of enforcing size, weight and safety enforcement statutes relating to commercial motor vehicles, including federal and state laws. In accordance with Federal guidelines, State Transport Police conduct safety evaluation reviews involving on-site assessments to determine if a motor carrier has adequate safety management controls in place and is operating in a fashion that meets safety fitness standards. These safety reviews are bolstered by the administration of an Inspection, Repair and Audit Program (IRAP) which monitors claims by interstate and intrastate motor carriers and repair facilities that mechanical repairs and driver violations have been corrected. This division of the Department of Public Safety has entered into a nationwide compact with the Commercial Vehicle Safety Alliance (CVSA) thus providing for the issuance of CVSA inspection decals to vehicles found to be free of violations and allowing carriers with a CVSA inspection sticker free movement throughout the various states.

South Carolina State Transport Police are charged with operating eleven permanent scale facilities, two of which are equipped with weigh-in-motion

equipment and are in operation twenty-four hours per day. The administration of these programs and facilities ensures our compliance with federal and state regulations and statutes, thereby assuring the state's eligibility for certain federal highway funds. State Transport Police officers are now being crosstrained with members of the Highway Patrol to maximize their benefit to the law enforcement efforts of the Department and, in fact, during the 1993-1994 fiscal year, several officers within State Transport Police have worked closely with members of the Highway Patrol's ACE Team and the U.S. Attorney's LECC subcommittee on environmental crimes and other federal agencies in task force operations addressing hazardous materials and safety.

## **OFFICES**

To establish the proper organizational structure necessary to meet the goals of restructuring, the Department of Public Safety created the following offices to focus upon specific facets of the Department's mission.

### **BUREAU OF PROTECTIVE SERVICES**

737-8230

Ron Sims

Commander

In February of 1994, as part of the state's pursuit of a more efficient and streamlined government through restructuring, the law enforcement responsibilities of the Capitol Police, formerly under the State Law Enforcement Division (SLED), were transferred to the Department of Public Safety. Now known as the Bureau of Protective Services, this office of the Department of Public Safety provides security for the Governor's Mansion, the State Capitol and Capitol Grounds, South Carolina Supreme Court, South Carolina Court of Appeals and other government facilities. Through specialized training provided by the South Carolina Criminal Justice Academy, the Bureau of Protective Services provides professional, effective security and policing for the state's executive, legislative, judicial and administrative operations. New electronic technology has been installed to reinforce existing security within the Governor's Mansion, the state's highest courts, and other sensitive public facilities, thereby affording our state's elected, appointed and judicial officials immediate and accurate electronic security and surveillance. In addition to its uniform patrol functions, the Bureau of Protective Services serves as the Governor's primary contact during times of natural disasters and other emergencies such as nuclear incidents. Through extensive training and continuous participation in state-run exercises, the Bureau of Protective Services continually prepares to effectively inform and coordinate with the Governor's Office and other state agencies for

state-wide disasters.

**CRIMINAL JUSTICE HALL OF FAME**

896-7646

Jami Bennett

Administrator

Since its completion in the fall of 1979, the Criminal Justice Hall of Fame has displayed the various trends of law enforcement agencies in our state through exhibits of both contemporary and historical weapons, vehicles, uniforms and other equipment of law enforcement officers. In recognition of the risks associated with the law enforcement profession and in tribute to all who assume those risks, the Hall of Fame maintains a memorial dedicated to all members of the South Carolina law enforcement profession who lost their lives in the line of duty. This memorial is composed of separate plaques displaying the names of every South Carolina law enforcement officer who has been killed in the line of duty. During the 1993-1994 fiscal year, the Hall of Fame provided tours of the museum to schools, civic groups and the public in general. The Hall of Fame also maintains a film library on topics of criminal justice which are used in conjunction with organized tours. Believing that it is never too early to educate even our youngest citizens on safety issues, in the spring of 1994, the Hall of Fame launched a new program entitled "Safety City". Carried to elementary schools across the state in a uniquely painted school bus, "Safety City" is a miniature city toured by kindergartners and first graders on "big wheel" bikes. The program teaches children about such safety issues as the proper action to take when approached by a stranger, fire safety, railroad crossing safety, bicycle safety and seat belt usage.

**OFFICE OF FINANCIAL MANAGEMENT**

896-7900

Clare Turner

Chief Financial Officer

William Bray

Assistant Chief Financial Officer

Budget Office

Debbie Brumbaugh

Assistant Chief Financial Officer

Accounting Office

The Department's Office of Financial Management was established in the spring of 1994. The overall responsibility of this office is to provide the fiscal resource guidance and budget formulation necessary to administer the mission of this agency. Additionally, the Office of Financial Management is responsible for the day-to-day accounting and budgeting activities for the Department. Fiscal



year 1993-1994 was a transitional year for the Office of Financial Management. During this time period, all accounting transactions were processed through our "host" agencies. In late May, 1994, the Department began processing payables from the "host" agencies and completed the transition of all payable transactions to the Department's system by June 15, 1994. Beginning in March 1994 the Department gradually began to add the payroll functions from the "host" agencies and continued additions to the payroll until April 1994. As of June 30, 1994, approximately 400 employees were on the Department of Public Safety's payroll leaving approximately 1,400 employees from the Highway Patrol and the Division of Motor Vehicles being handled by the Department of Transportation with transfers of funds being made to reimburse the cost of the payroll and fringe benefits. During fiscal year 1993-1994, the Office of Financial Management utilized the State Agency Budgetary Accounting and Reporting System (SABAR) previously used by the Criminal Justice Academy. The SABAR system will be utilized until a new accounting system is in place and has been tested and approved by the Comptroller General's Office.

As the office responsible for administering the Department's budget, this office's duties included preparing the Department's detailed budget, requesting authorization for federal and other funds, and monitoring of Department's expenditures as they relate to budget. As a Department formed only one year ago by the merger of components from other agencies of state government during restructuring, the Department lacked the historical data necessary to formulate efficiency and effectiveness factors for fiscal year 1993-1994. The South Carolina State Auditor's Office awarded a three-year audit contract, beginning with fiscal year 1993-1994, to the external CPA firm of Burkett, Burkett and Burkett. As a part of this agreement, the external CPA firm will complete an annual audit of DPS, will prepare all required closing packages, and will prepare the Department's annual financial statements. As evidenced by the attached letter of September 30, 1994, from the Burkett firm to the State Auditor, the 1993-1994 annual audit of the Department of Public Safety cannot be completed because the Department of Transportation's annual audit must be completed before the Burkett firm can issue an opinion regarding the financial statements of the Department of Public Safety.

**OFFICE OF GENERAL COUNSEL**

896-7882

Val Valenta

General Counsel

The Office of General Counsel is responsible for providing legal services to all areas of the Department of Public Safety which is primarily accomplished by providing legal advice to the Director, Assistant Director, Deputy Directors



and Department Heads. The Office of General Counsel works closely with staff of the Office of Professional Responsibility to provide legal advice during ongoing investigations of alleged improper conduct by employees and aids the Human Resources Office when considering the proper course of personnel action to take after reviewing the results of such investigations. This office reviews major contracts negotiated by the various divisions and offices, evaluates the applications for certification and re-certification of law enforcement officers received by the Criminal Justice Academy, and reviews requests for information under the Freedom Of Information Act. Another major function of this office is to provide legal instruction in classes for law enforcement officers at the Criminal Justice Academy, Highway Patrol basic instruction, and Highway Patrol recertification programs. Department attorneys act as the Department's legal representatives in criminal trials and in both criminal and civil appeals. Legal assistance is provided upon request to the Highway Patrol in a variety of situations, including those in which the arresting officers need assistance prosecuting criminal cases and in difficult investigations of automobile dealers. Similar help is provided to our other law enforcement divisions and offices. Attorneys also assist outside counsel hired by the Insurance Reserve Fund to handle damage claims and civil suits filed against the Department and its employees.

**INFORMATION TECHNOLOGY OFFICE**

896-7890

Jimmy Earley  
Susan Cecil

Manager  
Manager

This office of the Department of Public Safety is charged with the responsibility of developing and installing a comprehensive agency-wide information system that addresses the current and future needs of the Department of Public Safety in a timely and cost effective manner. During the 1993-1994 fiscal year, ITO began a needs assessment study of the various components of the Department to examine existing office automation systems and identify technology needs of user groups. Based on these studies, ITO recommended the development and installation of a local area network. This network serves as a centralized, cost-effective system providing data storage, sharing of data, sharing of LAN resources, and allowance of electronic communication for the entire agency. At the end of fiscal year 1993-1994, the local area network had been installed for approximately 150 DPS employees in the Department's Headquarters, accounting, budget, policy, procurement, legal, and personnel offices as well the State Transport Police. In addition to the installation of a Department network, ITO established standards for the acquisition of hardware and software and policies and procedures were created to ensure reliable and safe

operation of the network.

The acquisition and development of the DPS accounting and personnel system also began during the 1993-1994 fiscal year. After an extensive evaluation of various software programs, the accounting system used by the Department of Wildlife and Natural Resources was chosen and converted for use on the DPS Unisys A-11 mainframe computer. ITO, with the assistance of the Comptroller General's Office, recently began testing of this system. Testing, modifications and enhancements continue to be made to this system as we proceed with the development of this software.

**OFFICE OF THE OMBUDSMAN**

896-7999

Rhonda Simmons

Ombudsman

In order to provide more accessible and efficient services to the public, the South Carolina Department of Public Safety has made available an agency Ombudsman who routinely handles inquiries and complaints relating to agency services. Citizens who experience problems with the delivery of any agency service can receive information and assistance in all phases of agency operation, including processing of procedural requirements or resolving a service complaint.

**OFFICE OF POLICY, PLANNING, EVALUATION & AUDIT**

896-7947

Lora Lee Doerring

Deputy Assistant Director

The primary activity of this office during fiscal year 1993-1994 was the development of all policies for the Department of Public Safety. All proposed policies are forwarded to this office from the various functions for review and any changes deemed necessary to meet Departmental goals are made by the office. If the Director so desires, these draft policies are then forwarded by the office to every Departmental head for comment prior to obtaining the Director's final approval. Key policies developed by this office during fiscal year 1993-1994 were in the personnel area. The Department's Disciplinary and Grievance Procedure policies, required by state law, were created in conjunction with staff of the Department's Human Resources Office. At the request of the Director, this office initiated the process to become nationally accredited by the Commission for Accreditation by Law Enforcement Agencies (CALEA). During fiscal year 1993-1994, this office worked with other divisions and offices of the Department to developing policies which meet with CALEA standards. Other major policies adopted during this fiscal year include Promotion Policies for the

Highway Patrol, State Transport Police and the Bureau of Protective Services. These policies were adopted to provide equitable and established procedures for the promotion of commissioned law enforcement personnel.

Other services provided by this office include responding to numerous inquiries from citizens and members of the General Assembly regarding Department activities, evaluation of forms and procedures utilized by the various Department divisions and offices, preparing reports required by restructuring legislation, and initiating the process for the establishment of a records management system for the Department. The Internal Audit section of this office is responsible for formulating inspection programs and directing the inspection process of all components of the Department. To ensure that all operations of this Department are conducted so as to maximize all assets in the promotion of the various missions of this Department, the Internal Audit staff independently and objectively analyze, review, and evaluate existing procedures and activities, report on conditions found and, when necessary, recommend changes or other actions for the consideration of executive management and operating officials.

**OFFICE OF PROFESSIONAL RESPONSIBILITY**

896-7959

Robert H.W. Cathey	Chief Inspector
Jerry D. Moore	Assistant Chief Inspector
A. Dean McGaha	Assistant Chief Inspector

Formally established on May 17, 1994, pursuant to Department of Public Safety Policy Directive 94-122, this office conducts investigations and issues reports based on complaints of employee misconduct filed against Department employees, including civil and criminal investigations. The Office of Professional Responsibility (OPR) is managed by the Chief Inspector who reports directly to the Director of the Department. To ensure access to OPR investigators by employees and citizens on a state-wide basis, the Department installed a toll free number (1-800-256-8341) which connects exclusively to the Office of Professional Responsibility. This toll free number has been circulated to all offices of the Department throughout the state.

**OFFICE OF PUBLIC AFFAIRS**

896-7923

Lou Fontana	Administrator
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Charged with the responsibility of serving as the communication link

between the Department of Public Safety and members of the general public, this office oversees all contact between the Department and members of the media. During fiscal year 1993-1994, members of this office supervised the scheduling of several press conferences and the preparation of numerous press releases concerning Department activities. To facilitate in the prompt passage of information to the community, during the 1993-1994 fiscal year this office established public information officers in each of the Department's seven Highway Patrol Districts. To ensure access to Department spokespersons at all times, the Office of Public Affairs established a 24-hour on-call system for the media. Working with other divisions of the Department, the Office of Public Affairs helped plan and publicize various safety programs, such as the continuation of the "Highways or Dieways?" campaign, the introduction of Occupant Protection, Selective Traffic Enforcement Program (OPSTEP) designed to increase safety belt usage in our state, and Work Zone Safety Effort, a joint effort with the Department of Transportation designed to decrease accidents and fatalities in highway work zones.

#### **SAFETY OFFICE**

737-1162

Max Young

Assistant Administrator

Previously under the former South Carolina Department of Highways and Public Transportation, this office of the Department of Public Safety coordinates highway safety efforts of the Department, such as the award-winning "Highways or Dieways" campaign now in its sixth year of operation. This office has continued to develop new campaigns designed to heighten the public's awareness of ways safety can be enhanced on a daily basis. One such campaign unveiled during the 1993-1994 fiscal year is the "Occupant Protection, Selective Traffic Enforcement Program" (OP STEP). Designed to increase safety belt usage by South Carolina motorists, OP STEP utilizes the continuation of the "Thank You" ticket campaign initiated during Operation Buckle-Up, press releases, billboard displays, bumper stickers as well as other promotional techniques to remind motorist of the seat belt law and of the benefits of seat belt usage. The Safety Office is also charged with the operation of an automated computer system used to record and store information about traffic accidents, deaths and injuries. This information is furnished to federal, state and local entities for their use in planning and administering highway safety improvement programs aimed at reducing the number and severity of traffic accidents. Data collected by this system is also used in conducting highway related research studies and for regular statistical tabulations. Accident data from thousands of collision reports submitted by state, city and county police agencies are entered into this system and the compilation of this data becomes the basis of all accident statistics for the state

and is the primary source of all year-end summary data. These statistics help identify high accident locations based on number of accidents and on traffic volumes and are utilized by appropriate officials for engineering investigations, selective traffic enforcement and education.

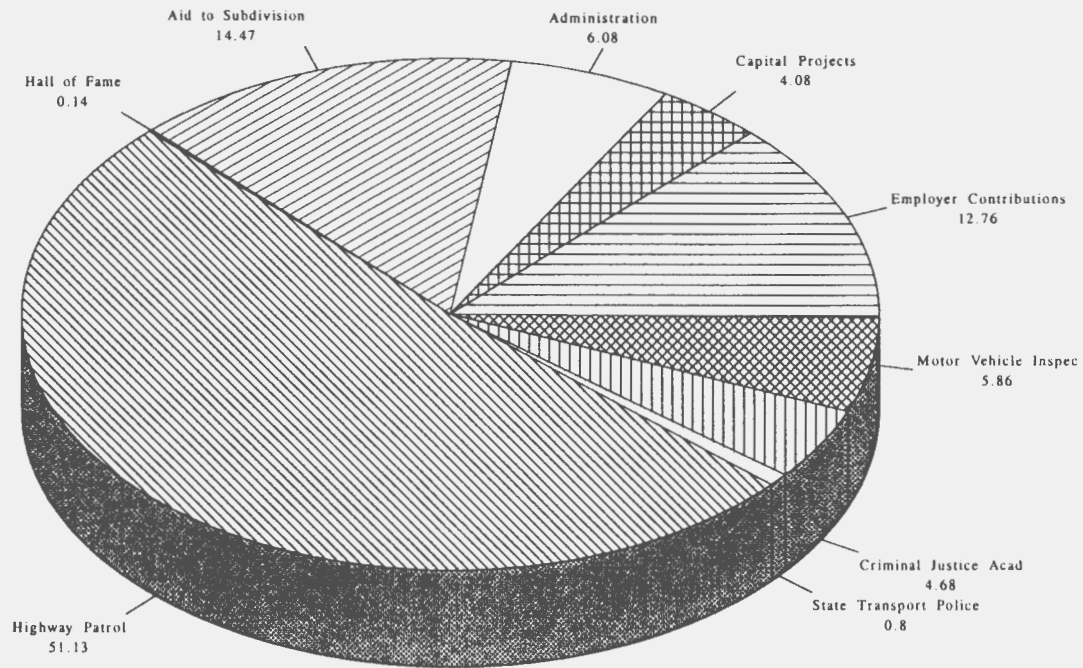
S.C. Department of Public Safety  
Fiscal Year 1993-94  
Expenditures to Budget  
(Unaudited)

	Adjusted Appropriations	YTD Expenditures	Ending Balance
I. Administration			
Director	58,583.00	58,582.80	0.20
Classified Positions	2,940,520.25	1,905,970.10	1,034,550.15
Other Personnel Service	297,325.68	253,771.90	43,553.78
Other Operating Expense	3,333,331.01	2,243,415.71	1,089,915.30
Total Administration	6,629,759.94	4,461,740.51	2,168,019.43
Hall of Fame			
Classified Positions	86,812.00	82,022.59	4,789.41
Other Personnel Service	2,000.00	0.00	2,000.00
Other Operating Expense	68,826.00	50,027.05	18,798.95
Total Hall of Fame	157,638.00	132,049.64	25,588.36
Aid to Subdivision			
Aid to Subdivision	15,782,809.69	6,040,609.93	9,742,199.76
Total Aid to Subdivision	15,782,809.69	6,040,609.93	9,742,199.76
II. Highway Patrol			
Classified Positions	37,472,896.94	34,249,203.62	3,223,693.32
Other Personnel Service	83,729.54	83,729.54	(0.00)
Other Operating Expense	18,209,551.60	17,313,702.12	895,849.48
Total Highway Patrol	55,766,178.08	51,646,635.28	4,119,542.80
III. State Transport Police			
Classified Positions	692,449.07	692,449.07	0.00
Other Operating Expense	179,438.39	179,438.39	0.00
Total State Transport Police	871,887.46	871,887.46	0.00
IV. Criminal Justice Academy			
Classified Positions	2,626,769.71	2,286,364.43	340,405.28
Other Personnel Service	88,464.00	84,799.24	3,664.76
Other Operating Expense	2,385,902.93	1,482,771.68	903,131.25
Total Criminal Justice Academy	5,101,136.64	3,853,935.35	1,247,201.29
V. Motor Vehicle Inspection & Records			
Classified Positions	4,727,422.46	3,659,755.34	1,067,667.12
Other Personnel Service	22,100.00	0.00	22,100.00
Other Operating Expense	1,642,141.80	1,399,025.47	243,116.33
Total Motor Veh. Insp. & Rec.	6,391,664.26	5,058,780.81	1,332,883.45
VI. Employer Contributions			
Employer Contributions	13,916,971.04	11,776,695.00	2,140,276.04
Total Employer Contributions	13,916,971.04	11,776,695.00	2,140,276.04
VII. Capital Projects			
Capital Projects	4,447,751.81	2,578,043.66	1,869,708.15
Total Capital Projects	4,447,751.81	2,578,043.66	1,869,708.15
Total Dept. of Public Safety	109,065,796.92	86,420,377.64	22,645,419.28

# FY 1993-94 ADJUSTED APPROPRIATIONS

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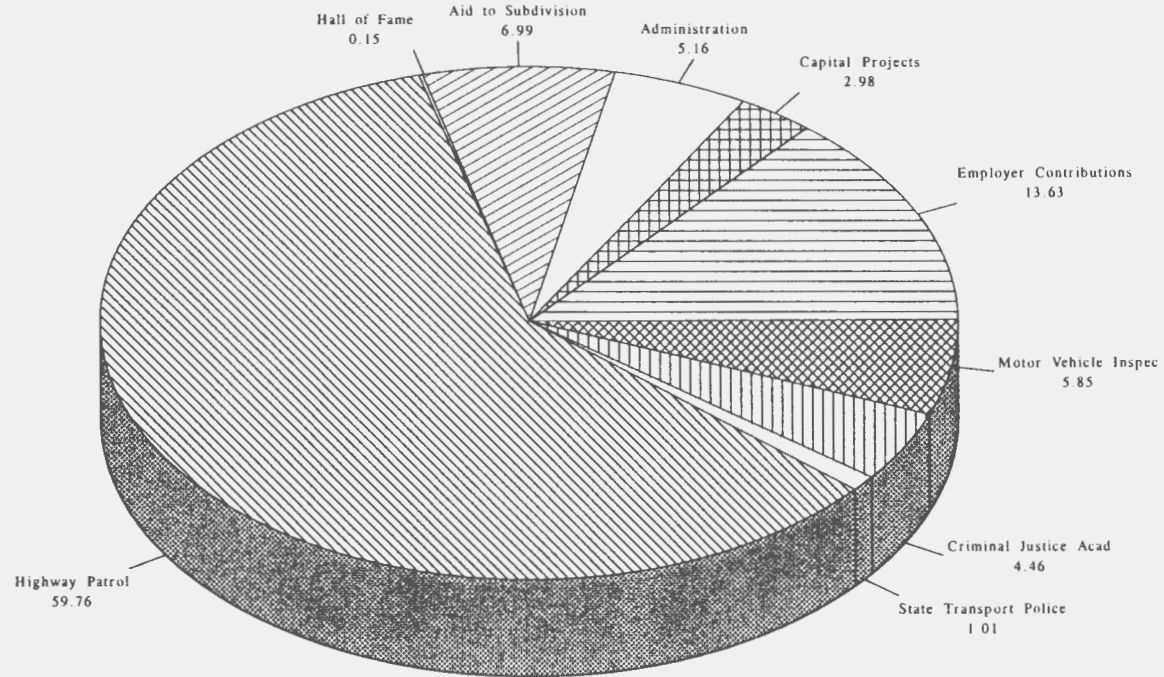
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1. Unaudited

# YTD EXPENDITURES

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1. Unaudited



BURKETT  
BURKETT & BURKETT

CERTIFIED PUBLIC ACCOUNTANTS, PA

September 30, 1994

OFFICERS

DONALD H. BURKETT

RONALD H. BURKETT

ROBERT A. KEISLER

CPAs

BARBARA P. ADAMS

MARGARET PRUIT BREWER

J. RICHARD COE

MAX L. CUMBERBEE, JR.

SANDRA EDWARDS

HARVEY C. HEISE

TAMERA S. HOLMES

DEANNA HOLMES

LEAH W. LADD

JOHN TODD

WENDY P. WILSON

Edgar A. Vaughn, Jr.  
State Auditor  
1401 Main Street  
Suite 1200  
P.O. Box 11333  
Columbia, SC 29211

Dear Ed:

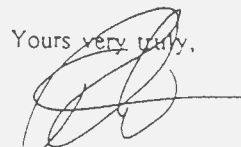
This letter is written to update you on the audit of the South Carolina Department of Public Safety. As of September 30, 1994, the majority of field work has been completed. In discussing the progress with the Audit Manager, transaction testing has been completed at most of the state agencies that had components moved to the Department of Public Safety, as well as at the department itself.

▼ As you are aware, the majority of the transactions for fiscal year 1994 for the Department of Public Safety were recorded by the Department of Transportation. In discussion with members of Rogers, Montgomery and Company, the public accounting firm auditing the Department of Transportation, they estimate that their audit will not be completed before October 31, 1994. Due to the large number of transactions that took place and the inability to segregate the transactions only pertaining to the Department of Public Safety, we will be unable to issue an opinion on the financial statements of the Department of Public Safety until after the Department of Transportation audit is substantially completed. This will insure that transactions are properly handled between the component units. As soon as the Department of Transportation audit is complete, we will be able to finish our audit.

▼ The Department of Public Safety personnel have been very helpful and have supplied all information requested on a timely basis. We wish to emphasize that the completion of this audit is beyond control of both the Department of Public Safety and ourselves.

I will keep you posted of any changes as they occur. If you have any questions, please feel free to contact me.

Yours very truly,



Robert A. Keisler, CPA, CFP  
Burkett, Burkett & Burkett  
Certified Public Accountants, P.A.  
cc: Debbie Brumbaugh, DPS

RAK/rb

Total Number of Documents Printed	<u>255</u>
Cost Per Unit	\$ <u>1.24</u>
Printing Cost - S.C. State Budget & Control Board (up to 255 copies)	\$ <u>317.18</u>
Printing Cost - Individual Agency (requesting over 255 copies and/or halftones)	\$ <u>—</u>
Total Printing Cost	\$ <u>317.18</u>