

Office of Highway Safety and Justice  
Programs



**south carolina**  
**DEPARTMENT** *of* **PUBLIC SAFETY**  
**PROTECT. EDUCATE. SERVE.**

**Justice Programs:  
Specialized Investigation  
Grant  
Application Tool**

## Preface

*This document is provided for law enforcement officials who are assessing their present methods or progress in combating \_\_\_\_\_ and have come to the conclusion that there is potential for greater success if one investigator or a group of investigators concentrated on this aspect of criminality in their jurisdiction. It is intended to provide guidance to the applicant on the content expected in select programmatic sections of the grant application. Information provided by the applicant on each subject area should be applicable to their particular jurisdiction and should be tailored to meet the needs of the community in which the program would be implemented. However, the applicant is invited to utilize the "Standard Examples" provided in this document when applicable. The South Carolina Department of Public Safety, Office of Highway Safety and Justice Programs, supports placement of role-specific investigators in local law enforcement agencies that demonstrate a need and recommends that any agency interested in pursuing this concept seek training opportunities. If this program is implemented correctly, the law enforcement agency can play an important role in reducing the number of incidents of \_\_\_\_\_ and in increasing the number of cases that are prosecuted.*

## **Problem Statement**

- ❖ Specific and current information from your jurisdiction must be included in this section.

The Problem Statement presents the reason that you are applying for the grant. (It **should not** include what you will do with the grant funds).

- 1) Discuss **the actual problem that exists** in your community.

Talk about the nature of the problem and include any background information that helps to explain the difficulties.

- Population and economic level of city, unemployment rate, etc.
- Specific and serious criminal incidents that have recently occurred in the jurisdiction.
- Include any data/statistics that support your statements (from past 2-3 yrs.)
  - Calls for service
  - Breakdown of department's overall caseload (numbers, type)
  - Breakdown of individual investigator caseloads (overtime hours worked?)
  - Number of cases investigated
  - Case clearance rates
  - Current County ranking for offenses

- 2) The second part will discuss the current resources and existing efforts being made to address the problem.

- Explain what resources (personnel/equipment) your agency is currently using to address the problems and why they are insufficient.
  - Breakdown of department's personnel (patrol, investigators, etc.)
  - How are cases handled by the department now?
- Review the efforts being made by both the agency and any community/citizen groups to address the problems noted above.
- If the grant application is for a continuation grant, information should be taken from the Progress Reports to show progress of the project.
- Provide information on whether or not funding has been requested from your municipal/county government and results (i.e. partial funding received, funds not available in current budget or request denied)

## Project Purpose – Standard Example

### Broad Goals

The primary purpose of this program is to improve the investigation of \_\_\_\_\_ cases through increased resources, to improve coordination of the various agencies responsible for \_\_\_\_\_, and to increase the number of officers with specialization in the area of \_\_\_\_\_. A secondary purpose is to take a proactive stance in an effort to prevent further crime by raising public awareness regarding these problems. Together, these efforts should then cause a decline in the cases of \_\_\_\_\_ and other criminal activity associated with such acts.

### Specific Plan

The following tasks and activities will be employed to aggressively combat \_\_\_\_\_.

1. To increase their knowledge and skills, the \_\_\_\_\_ investigator will attend specialized training in \_\_\_\_\_ investigation.
2. The grant-funded \_\_\_\_\_ investigator will spend 100% of their time on \_\_\_\_\_ cases and activities. After regular office hours, cases of family violence which result in injuries requiring treatment or which result in death would require the investigator to be notified to respond.
3. The investigator will be involved in the screening process of \_\_\_\_\_-related cases to aid in the determination of proper referral, action plans, and minimizing trauma to the victim. By law, law enforcement must notify victims of the status of their case until it is resolved.
4. The investigator will coordinate their efforts with the victim advocate and all agencies that share responsibility for the welfare of \_\_\_\_\_ victims. Program literature will be provided to victims that describe services available and information about civil and criminal options that may be available.
5. The investigator will provide training to other investigators and to other agencies on new \_\_\_\_\_ law changes, \_\_\_\_\_ indicators and investigation processes, and raise public awareness through presentations to community groups.

## Project Objectives – Standard Example

❖ *Project objectives are outcome-oriented statements of what the project hopes to achieve. They are specific, quantifiable statements of the expected results of the project. Each objective must be described in terms of measurable events that can be realistically expected under time constraints and resources and are directly measured by a **matched** performance indicator.*

1. Increase the \_\_\_\_\_ investigator's knowledge and skills in conducting \_\_\_\_\_-related investigations.
2. Decrease the number of cases dismissed through enhanced case preparation, availability, and knowledge.
3. Expand coordination and cooperation among agencies responsible for providing services to victims of \_\_\_\_\_.
4. Provide training for department officers and other law enforcement agencies on updated \_\_\_\_\_ laws, indicators, and processes.
5. Raise the awareness of the public and community organizations regarding the problem of \_\_\_\_\_.

## **Performance Indicators – Standard Example**

- ❖ *Performance Indicators will initially focus on development of the program and then, as the project is implemented, on data that demonstrates that the number of individual victim interviews or the caseload has decreased, or the number of presentations to community groups has increased.*
  1. The investigator will attend training seminars and records will be maintained.
  2. Statistical data will be maintained on the disposition of cases and compared to data compiled from previous years to determine if fewer cases are being dismissed.
  3. The investigator will meet at least on a quarterly basis with local agencies responsible for services for \_\_\_\_\_ victims. A protocol will be developed that will be used to investigate \_\_\_\_\_ in the community and reduce trauma to the victim(s). Minutes of the meetings will be maintained by the investigator.
  4. The investigator will maintain documentation of the trainings he/she conducts for department officers, other agencies responsible for \_\_\_\_\_ services, and other law enforcement officers.
  5. A record will be maintained of training and public awareness presentations by the investigator to any schools and community organizations.

## **Project Evaluation – Standard Example**

- ❖ *The purpose of the evaluation report is to assess how well the project was implemented and the extent to which the project activities achieved the stated goals. The results of the completed evaluation report should be a major basis on which to modify and improve the project's goals and objectives to more effectively address \_\_\_\_\_.*
  
- ❖ *The evaluation plan must describe how the evaluation will be accomplished and the range of activities that will serve as vehicles for obtaining general qualitative and specific quantitative information. Special attention should be given to identifying the lessons learned during key stages of the implementation process, as well as the project as a whole. The plan should state who will gather what data and how often and by what process decision-makers will decide if adjustments need to be made in either the methods or objectives. An acceptable plan will include such elements as the following:*
  1. The evaluation of this grant will be conducted by the Project Director, who will compile information on all \_\_\_\_\_ cases reported to the local agency. Information on each case will include the following: investigator assigned, date of incident, incident heading, and the disposition of cases. Comparisons between current and past statistics will be made through this compilation of data in order to determine progress.
  2. The investigator will document all training received and given.
  3. Records of all meetings will be kept and reviewed by the investigator and the Project Director in order to determine what, if any, changes or additions need to be made.
  4. The Project Director will compile and submit progress reports as well as the year-end evaluation report.