

**Accountability Report Transmittal Form**

Agency Name South Carolina Commission on Prosecution Coordination

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# **South Carolina Commission on Prosecution Coordination**

## **Accountability Report for FY 2010/2011**

### **SECTION I. EXECUTIVE SUMMARY**

The Commission was created to coordinate all activities involving the prosecution of criminal cases in this State. The Commission is governed by Sections 1-7-910 through 1-7-1000 of the South Carolina Code of Laws. The Commission is composed of the Chairmen of the Senate and House Judiciary Committees or their legislative designees, the Chief of the South Carolina Law Enforcement Division, the Director of the Department of Public Safety, a director of a Judicial Circuit Pre-Trial Intervention Program (PTI), a Judicial Circuit Victim-Witness Assistance Advocate, and five Judicial Circuit Solicitors appointed by the Governor.

#### **1. Purpose, Mission, Vision and Values:**

The South Carolina on Prosecution Coordination (SCCPC) coordinates all administrative functions of the offices of the Solicitors and affiliate services to include: submission of the budgets; developing and providing legal education and training programs as well as materials; serving as a clearinghouse and distribution source for publications involving Solicitors and affiliate services; provision of blank indictments; and assisting the Solicitors in establishing and maintaining PTI and other diversion programs in each judicial circuit.

#### **2. Major Achievements from FY 2010/11:**

The Commission's major achievements from the past year are listed below.

- Education Efforts
  - Conducted four (4) offerings of the two-day *Prosecuting the Impaired Driver* (DUI) training program, which provided continuing legal education (CLE) credits for prosecutors, continuing law enforcement (CLEE) credits for officers, and judicial continuing legal education (JCLE) for judges;
  - Co-sponsored the multi-day Magistrates' Advisory Council's Intensive Training Seminar;
  - Conducted four (4) offerings of the one-day *South Carolina Highway Patrol* (focusing on DUI) training , which provided continuing law enforcement (CLEE) credits for Highway Patrol officers;
  - Conducted two (2) PTI training programs;
  - Updated and distributed the Child Abuse Prosecution notebook;
  - Conducted twenty-three (23) one-day trainings (6.5 hours or less) on various criminal law and forensic science issues (separate from other trainings listed herein), which provided, as appropriate, continuing legal education (CLE) credits for prosecutors, continuing law enforcement (CLEE) credits for officers, OVSEC credits for victim advocates, and judicial continuing legal education (JCLE) for judges;
  - Co-sponsored, with the South Carolina Solicitors' Association, and conducted the multi-day Winter Conference that was attended by victim/witness advocates and staff of all diversionary programs within the Solicitors' Offices;
  - Conducted one (1) multi-day "Prosecution Bootcamp" (14 hours of continuing legal education credits);

- Co-sponsored, with South Carolina Solicitors' Association, and conducted the multi-day 2010 Annual Fall Conference that was attended by prosecutors and investigators;
- Updated and distributed, to prosecutors with less than two years of experience who attended the *Prosecution Bootcamp* program, of the *Prosecution Bootcamp Manual*;
- Updated the *Prosecutor's Deskbook* for later distribution on CD to all attorneys within the Solicitors' Offices;
- Published and distributed by mail and email, to DUI prosecutors, law enforcement and judges, of *Behind the Wheel*, a newsletter focusing on issues related to DUI enforcement and prosecution;
- Published and distributed by email, to the Solicitors' Offices, of *The Prosecutor Report*, a newsletter containing summaries and excerpts from the published opinions issued the previous month(s) by the South Carolina Appellate Courts and the United States Supreme Court;
- Published and distributed, to the Solicitors' Offices, of *The Higher Standard*, a quarterly newsletter focusing on advocacy, legislative, investigative, legal, and prosecution issues and trends;
- Prepared and distributed one (1) Victim/Witness Assistance Advocates Circuit Directory;
- Applied for and/or received federal grants for staffing the Solicitors' Offices with DUI and CDV prosecutors, as well as training prosecutors on prosecuting capital (death penalty) cases;
- Acquired federal funding for the Child Victim/Witness Assistance Advocate position within the Commission on Prosecution Coordination;
- Submitted SOVA "Financial and Programmatic Reports" to the General Assembly
- State PTI Office processed approximately 13,000 applicants for participation in local PTI programs;
- Prosecuted and/or provided prosecution assistance to Solicitors' Offices in 49 child abuse or sexual assault cases, with 27 cases being disposed of during the year, and provided post-conviction services in an additional nine other cases;
- Responded to trial and research assistance requests from the Solicitors' Offices;
- Prepared and submitted statistics regarding CDV, DUI, and Violent Crime prosecutions;
- Reviewed criminal and criminal justice related legislation, and provided information to both the Solicitors and the Legislature; and
- Implemented additional SCEIS Accounting programs.

### 3. **Key Strategic Goals for the Present and Future Years**

- Restore funding for the Judicial Circuits State Support;
- Restore funding for the Victim Witness Assistance Programs;
- Creation of a new website that will allow for restricted access to more relevant and helpful information by the Solicitors' Offices, to include access to research, training materials, sample pleadings, and online registration for training programs, with a long-term goal of being able to offer streaming education videos online;
- Develop and install an Alcohol Education Program (AEP) software program between Office of Solicitor and SLED;
- Administer federal grant funding for Criminal Domestic Violence Prosecutors in each Judicial Circuit Solicitors' Offices;

- Victim/Witness Advocate (grant position) to work side-by-side with the Assistant Attorney Generals and Assistant Solicitors (on an as needed basis) in preparing cases involving victims for court;
- Administer federal grant funding for capital litigation training and the John R. Justice Student Loan Forgiveness program;
- Weekly publications of Legislative actions;
- Publication of budgetary actions by the General Assembly;
- Quarterly publication of “*Behind the Wheel*;”
- Publication of “*Prosecutor Reporter*;”
- Quarterly publication of “*Higher Standard*;”
- Provide timely notification and information to the Solicitors’ Offices on changes to or pronouncement/enactment of laws by the courts and legislature;
- Serve as a resource for prosecutors in trial or preparing for trial who have questions related to ethics, substantive criminal law, procedural criminal law, and evidence.
- Conduct monthly training programs – to include training for prosecutors, victim advocates, prosecution investigators, diversionary program staff, and other staff of the Solicitors’ Offices, law enforcement and judges – on topics such as capital litigation, DUI, evidence, forensic science, investigation, trial advocacy, and substantive and procedural criminal law; and
- Co-sponsor and/or support trainings of other agencies and organizations, including the Magistrates Intensive Training and the Conference(s) of the South Carolina Solicitors’ Association.

#### **4. Key Strategic Challenges**

Key strategic challenges include

- the number of criminal cases in both the General Sessions and Family Courts, as well as the increasing complexity of the cases and judicial requirements, which challenge the agency in fulfilling its statutory obligations; and
- the lack of resources needed to accomplish its goals, including
  - the lack of dedicated funding for victim advocates, DUI prosecutors, and CDV prosecutors in the Solicitors’ Offices;
  - the lack of dedicated funding for training;
  - the lack of funding to create and maintain a fully function-able website; and
  - the lack of dedicated funding for additional personnel needed to accomplish the goals.

#### **5. How the Accountability Report is Used to Improve Organizational Performance**

The Accountability Report will be used as a strategic planning tool by the agency. Its preparation and contents allow for a yearly review of the Commission’s goals and objectives in the context of what the Commission has done and is doing. It is useful in not only identifying long and short range goals, human resource needs, financial issues, and community based strategic challenges, but in also planning how to meet the goals and resolve the needs and challenges.

## SECTION II. ORGANIZATIONAL PROFILE

### 1. Main Products and Services and the Primary Methods by which these are Delivered:

- Coordination of all administrative functions of the offices of the Solicitors and any affiliate services operating in conjunction with the Solicitors' offices;
- Preparation and submission of the budgets of the Solicitors and their affiliate services to the General Assembly;
- Development and hosting of legal education programs and training programs for staff of the Solicitors' Office;
- Creation and publication of educational materials for the staff of the Solicitors' Offices, including training materials, books, and newsletters;
- Research assistance for the Solicitors' Offices on legal and ethics issues;
- Service as liaison between the Solicitors' Offices, as well as between the Solicitors' Offices and the South Carolina Legislature, the Solicitors' Offices and national criminal justice and prosecution organizations, and the Solicitors' Offices and prosecutors from other states;
- Assistance to the Solicitors in maintaining a PTI program in each Judicial Circuit; and
- Assistance to the Solicitors in maintaining other diversionary programs in each Judicial Circuit.

### 2. Key Customers

The key customers served by this agency are the sixteen (16) Judicial Circuit Solicitors and their staff: the deputy and assistant solicitors, the Judicial Circuit Victim/Witness Assistance Advocates, the Pretrial Intervention Directors, other diversionary program staff, Investigators, and other staff. Their key requirements/expectations are that the Commission will

- pursue full funding for their Offices from the Legislature and other sources;
- provide administrative support and human resources assistance for state and grant funded (through the Commission) personnel;
- provide administrative and technical assistance with statewide computer programs utilized by the Solicitors' Offices
- act as liaison between the Solicitors' Offices, as well as between the Solicitors' Offices and the South Carolina Legislature, the Solicitors' Offices and national criminal justice and prosecution organizations, and the Solicitors' Offices and prosecutors from other states;
- offer legal education and other training opportunities for the staff of the Solicitors' Offices and other members of the criminal justice community;
- provide administrative support for the Conferences of the South Carolina Solicitors' Association;
- monitor legislation and provide timely information on such to the Solicitors' Offices;
- draft legislation as requested by the Solicitors;
- monitor the South Carolina appellate courts and the Supreme Court of the United States and provide timely information on cases of interest to the Solicitors' Offices;
- work on amicus curiae pleadings as requested by the Solicitors' Offices; and
- respond to research, analytical, and strategic assistance requests from the Solicitors' Offices.

### **3. Key Stakeholders**

The key stakeholder groups in the Commission and its work, other than our customers identified above, are

- the citizens of South Carolina;
- victim advocacy groups;
- law enforcement agencies, institutions, and officers;
- South Carolina Attorney General's Office;
- the courts;
- the South Carolina Legislature;
- criminal justice agencies such as the South Carolina Department of Corrections, South Carolina Department of Juvenile Justice, South Carolina Department of Probation, Parole, and Pardon Services;
- other state and local agencies who serve individuals who are impacted by the commission of crime, such as the South Carolina Department of Disabilities & Special Needs, South Carolina Department of Social Services, and South Carolina Department of Mental Health; and
- the South Carolina Bar.

### **4. Key Suppliers and Partners:**

The key suppliers and partners are the sixteen Judicial Circuit Solicitors and their staff as well as the other criminal justice agencies.

### **5. Operating Location:**

The operation location of the South Carolina on Prosecution Coordination is: 1401 Main Street, Suite 825, Columbia, South Carolina (29201). Thirty-two of the Commission's 39 employees work out of the Judicial Circuit Solicitors' Offices, one (1) elected Solicitor and one (1) administrative assistant in each of the 16 Judicial Circuits.

### **6. Employees**

The Commission has a total of thirty-nine (39) full-time employees:

- one (1) Executive Director;
- one (1) Administrative Assistant;
- one (1) State PTI/Grants Coordinator;
- one (1) Education Coordinator;
- one (1) State Victim/Witness Assistance Coordinator (grant position);
- one (1) Traffic Safety Resource Prosecutor (grant position); and
- one (1) TSRP administrative assistant (grant position);
- sixteen (16) Judicial Circuit Solicitors, who are elected by the public; and
- sixteen (16) Administrative Assistants (each Office of the Solicitor has an Administrative Assistant who, by statute, is an employee of the Commission).

All employees are unclassified.

### **7. Regulatory Environment:**

The Commission complies with all federal and state regulatory requirements placed upon it as a state agency/business and as an employer. In addition, the attorneys employed by the Commission all must be admitted to practice before the South Carolina Supreme Court and

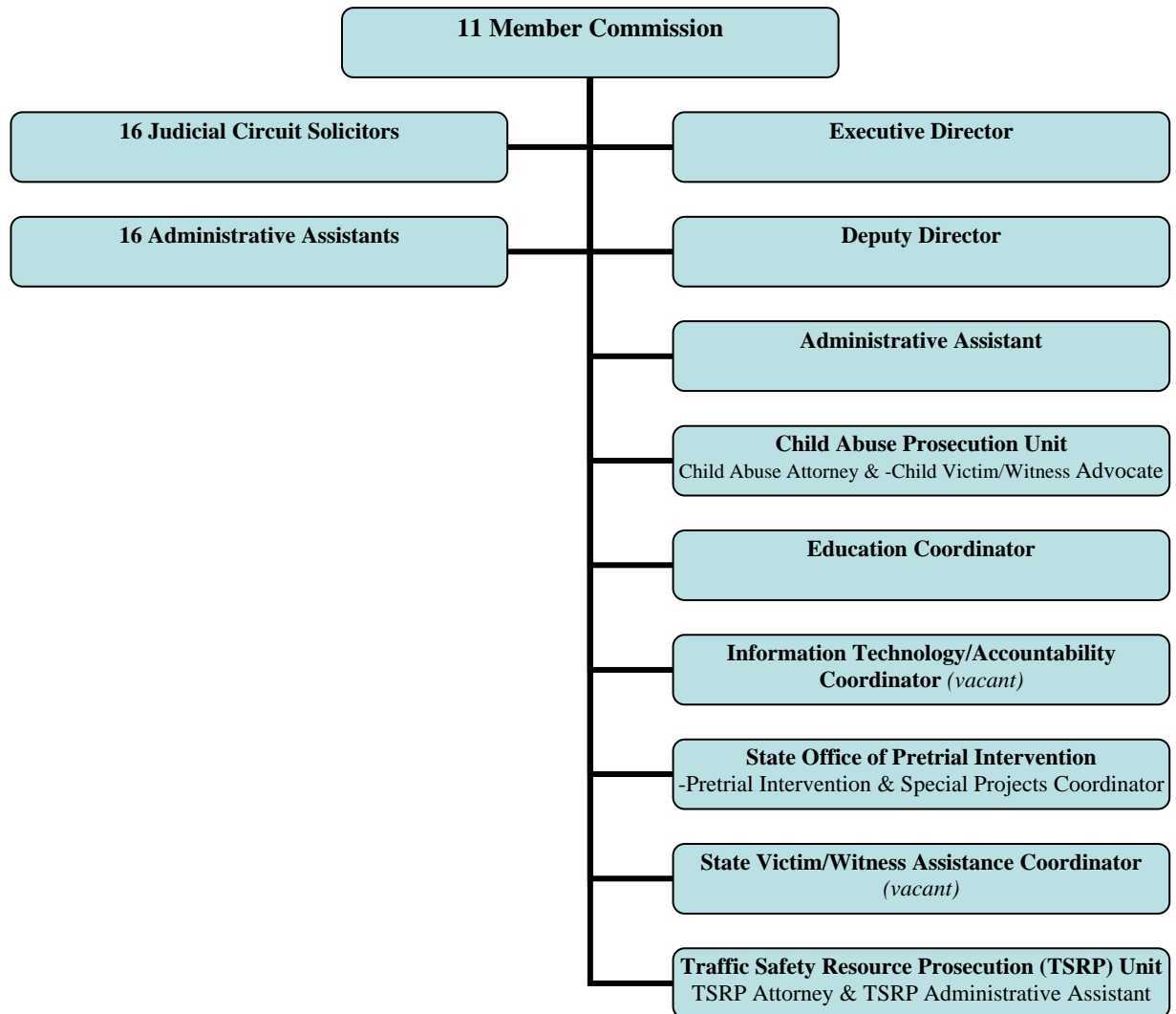
maintain their license with the South Carolina Bar and meet all continuing legal education requirements established by the Supreme Court. The Commission also has legislatively imposed reporting requirements (on numbers and disposition of certain types of criminal cases and diversionary program information) with which it complies, in addition to reporting requirements imposed as grant conditions.

**8. Performance Improvement System(s):**

The Commission receives feedback, both formal and informal, from not only its Key Customers, but also some from portions of its Key Stakeholder groups. The formal feedback is primarily solicited and received through written evaluations distributed at its training programs. Informal feedback is received year-long. Any constructive criticism is evaluated and, when appropriate, has resulted in changes. In addition, the Commission regularly solicits ideas and suggestions from its Key Customers; these are often used or implemented. A good example of this would be the use of suggestions when planning trainings and selecting speakers.

**9. Organizational Structure:**

For FY 2010/11, the Commission’s organizational chart was as follows.



**10. Expenditures/Appropriations Chart:**

For FY 2010/11, the Commission's Expenditures/Appropriations Chart was as follows.

**BASE BUDGET EXPENDITURES AND APPROPRIATIONS**

Major Budget Categories	FY 09-10 Actual Expenditures		FY 10-11 Actual Expenditures		FY 11-12 Appropriations Act	
	Total Funds	General Funds	Total Funds	General Funds	Total Funds	General Funds
Personal Service	\$3,255,971	\$3,093,055	\$3,199,612	\$3,067,491	\$3,132,414	\$3,049,692
Other Operating	\$ 368,749	\$ 281,193	\$ 327,172	\$ 234,657	\$ 263,683	\$ 206,609
Special Items	\$11,543,446	\$4,500,827	\$11,682,871	\$3,826,366	\$9,250,113	\$3,490,362
Permanent Improvements						
Case Services						
Distributions to Subdivisions						
Fringe Benefits	\$1,504,245	\$1,469,430	\$1,518,822	\$1,479,994	\$1,559,958	\$1,537,420
Non-recurring						
<b>Total</b>	\$16,672,411	\$9,344,505	\$16,728,477	\$8,608,508	\$14,206,168	\$8,284,083

**OTHER EXPENDITURES**

Sources of Funds	FY 09-10 Actual Expenditures	FY 10-11 Actual Expenditures
Supplemental Bills		
Capital Reserve Funds		
Bonds		



**MAJOR PROGRAM AREAS**

<b>Program Number and Title</b>	<b>Major Program Area Purpose (Brief)</b>	<b>FY 09-10 Budget Expenditures</b>	<b>FY 10-11 Budget Expenditures</b>	<b>Key Cross References for Financial Results*</b>
01050000 Administration	Judicial Circuits State Support	<b>State:</b> 4,033,164.00 <b>Federal:</b> <b>Other:</b> <b>Total:</b> <b>% of Total Budget:</b> 24%	<b>State:</b> 3,826,366.00 <b>Federal:</b> <b>Other:</b> <b>Total:</b> 3,826,366.00 <b>% of Total Budget:</b> 23%	
01010000 Administration	Personnel Services	<b>State:</b> 3,093,055.00 <b>Federal:</b> 155,473.00 <b>Other:</b> 7,443.00 <b>Total:</b> 3,255,971.00 <b>% of Total Budget:</b> 20%	<b>State:</b> 3,067,491.00 <b>Federal:</b> 124,223.00 <b>Other:</b> 7,898.00 <b>Total:</b> 3,199,612.00 <b>% of Total Budget:</b> 19%	
		<b>State:</b> <b>Federal:</b> <b>Other:</b> <b>Total:</b> <b>% of Total Budget:</b>	<b>State:</b> <b>Federal:</b> <b>Other:</b> <b>Total:</b> <b>% of Total Budget:</b>	

**Below: List any programs not included above and show the remainder of expenditures by source of funds.**

Other Operating, Employer Contributions, Drug Court Treatment Programs, Law Enforcement Funding

<b>Remainder of Expenditures:</b>	<b>State:</b>	5,767,060.00	<b>State:</b>	1,714,651.00
	<b>Federal:</b>	1,384,181.00	<b>Federal:</b>	1,777,876.00
	<b>Other:</b>	2,232,035.00	<b>Other:</b>	6,209,972.00
	<b>Total:</b>	9,383,276.00	<b>Total:</b>	9,702,499.00
	<b>% of Total Budget:</b>	56%	<b>% of Total Budget:</b>	58%

\* Key Cross-References are a link to the Category 7 - Business Results. These References provide a Chart number that is included in the 7th section of this document.

**SECTION III: ELEMENTS OF MALCOLM BALDRIDGE CRITERIA**

**1. Senior Leadership, Governance, and Social Responsibility:**

The Membership of the actual Commission is composed of the Chairmen of the Senate and House Judiciary Committees or their legislative designees, the Chief of the South Carolina Law Enforcement Division, the Director of the Department of Public Safety, a director of a Judicial Circuit Pretrial Intervention Program, a Judicial Circuit Victim-Witness Assistance Advocate, and five Judicial Circuit Solicitors appointed by the Governor. The Commission was created to coordinate all activities involving the prosecution of criminal cases in this State.

There is a permanent Executive Committee of the South Carolina Commission on Prosecution Coordination which is composed of the five Judicial Circuit Solicitors appointed by the Governor pursuant to S.C. Code Section 1-7-920(6) whose duties shall include the development and implementation of policies for a Commission Personnel Plan that shall include: establishment of policies and procedures for the employment and separation of employees; establishment of guidelines for the effective management and supervision of employees; and review staff requirements and needs of the Commission and Solicitors.

Within the staff of the Commission, there is an Executive Director who oversees and directs the day-to-day operation of the Commission..

The sixteen (16) Judicial Circuit Solicitors represent the various judicial circuits as established by law. There is one solicitor for each judicial circuit, to be elected by the qualified electors of the circuit, who holds his office for the term of four years. A solicitor must be licensed to practice law by the South Carolina Bar at the time of his election and throughout his term. The Solicitors of this State are full-time employees of the State of South Carolina. The Solicitors are officers of the Executive Department of this State. On behalf of the State, the Circuit Solicitor’s office prosecutes trial-level criminal cases and handles juvenile matters. The Solicitor attends the courts of General Sessions for their respective circuits. Preparation of the dockets for General Sessions Court is exclusively vested in the circuit solicitor and the solicitors determine the order in which the cases on the docket are called for trial. Their legal authorization is established in the Constitution of South Carolina, Article V, Section 20, and the Code of Laws of South Carolina, Title 1, Section 1-7-310 (1977), establishes the position of Circuit Solicitor.

**2. Strategic Planning**

<b>STRATEGIC PLANNING</b>			
<b>PROGRAM NUMBER AND TITLE</b>	<b>SUPPORTED AGENCY STRATEGIC PLANNING GOAL/OBJECTIVE</b>	<b>RELATED FY 10-11 AND BEYOND KEY AGENCY ACTION PLAN/PLAN/INITIATIVE(S) AND TIMELINE FOR ACCOMPLISHING THE PLAN(S)</b>	<b>KEY CROSS REFERENCES FOR PERFORMANCE MEASURES*</b>
Office of the Solicitor State Appropriations	Judicial Circuits State Support (per capita allocation); salary/fringe for 16 elected Judicial Circuit	These activities represent the total flow-thru recurring state dollars allocated to the Office of Solicitor. These activities include the per capita assistance to the Office of Solicitor, the salary/fringe	The South Carolina Court Administration is the State’s repository of criminal records for both General Sessions Court and Family Court. Court Administra-

	<p>Solicitors; expense allowance; salary/fringe for 16 Administrative Assistants (1 per Solicitor); and Richland, Kershaw and Saluda, 12th Judicial Circuit Drug Court Programs.</p>	<p>benefits and expense allowances to the 16 constitutional officers, and 16 state funded administrative assistant to assist the Solicitors as well as state support for the Richland, Kershaw and Saluda County and the 12th Judicial Circuit Drug Court programs. The “Judicial Circuits State Support” program aids the sixteen Judicial Circuit Solicitors. These monies are used to fund the Office of the Solicitor in the forty-six counties. This program enables the sixteen Judicial Circuit Solicitors to hire assistant solicitors, investigators and support staff for the prosecution of criminal cases in both General Sessions and Family Court. The “Judicial Circuits State Support” is apportioned among the circuits on a per capita basis.</p>	<p>tion’s year-end reports best describe the activities of the Office of Solicitor as it relates to adult and juvenile prosecutions. In the area of adult criminal prosecution for the fiscal year 2010-2011, the Solicitors of this State disposed of 113,721 General Sessions criminal warrants.</p>
<p>Administration</p>	<p>The Commission was created by Sections 1-7-910 through 1-7-1000 to coordinate all activities involving the prosecution of criminal cases in the State. This function provides executive leadership, support, policy development and review, financial services, facilities management, personnel services, communications, training programs, legislative representation, inter-agency coordination and other related administrative services.</p>	<ol style="list-style-type: none"> <li>1. Coordinate all administrative functions of the offices of the Solicitors and any affiliate services operating in conjunction with the Solicitors' offices;</li> <li>2. Submit the budgets of the Solicitors and their affiliate services to the General Assembly;</li> <li>3. Encourage and develop legal education programs and training programs for Solicitors and their affiliate services, organize and provide seminars to help increase the effectiveness and efficiency of the prosecution of criminal cases in this State, and act as a clearinghouse and distribution source for publications involving Solicitors and their affiliate services and provide legal updates on matters of law affecting the prosecution of cases in this State; and</li> <li>4. Assist the Solicitors in maintaining a Pretrial Intervention Program and other diversion programs in each Judicial Circuit.</li> </ol>	<p>The primary clientele served by this agency are the sixteen (16) Judicial Circuit Solicitors, the deputy and assistant solicitors throughout the State, the Judicial Circuit Victim/Witness Assistance Advocates and their programs, the Pretrial Intervention Directors and their programs representing the forty-six (46) counties of this State, and those Solicitor-based Investigators. The number of General Sessions Court and Family Court cases handled by the sixteen (16) Judicial Circuit Solicitors has consistently become more complex over the past decade. However, there is an increasing backlog of cases to be addressed. This increasing backlog is attributable to many factors including mandatory minimum sentences, 2 strikes/3 strikes statutory provisions, the implementation of Constitutional guarantees for victims, as well as increasing scientific and technological advancements in criminology. Without proper recurring funding of the Offices of Solicitor and other criminal</p>

			and juvenile justice agencies, the backlog will continue to increase and cases will become more stale as they await their dispositional dates.
State Office of Pretrial Intervention	Within the Commission is the State Office of Pretrial Intervention whose responsibility is to assist the Solicitor in each judicial circuit in establishing and maintaining a pretrial intervention program. The State Pretrial Intervention Coordinator and such staff which are necessary to assist in the implementation of the provisions of SC Code Sections 17-22-10 through 17-22-170 are within this office.	To enter approximately 13,000 statewide applications per year and the associated accepted/rejected information on each participant; run generation reports weekly; and provide statistical information to the Office of Solicitor upon request.	The State Office of Pretrial Intervention provides statewide training to all pretrial intervention personnel for compliance with the continuing educational requirements promulgated by the Commission.
Child Abuse Prosecution Unit	Within the Commission was the Child Abuse Prosecution Unit composed of an experienced attorney who prosecutes cases statewide involving traumatized child victims in rural districts/regions where resources are limited. A Child Victim/Witness Assistance Advocate assists the Child Abuse Attorney Specialist by performing certain duties as mandated by Article 1, Section 24 of the Constitution of South Carolina and SC Code Section 16-3-1505 et.seq.,	While most of the cases are assigned for prosecution, there are those which involve only consultation and advise to the local jurisdictions. The Child Abuse Prosecution Unit also participates in parole hearings on behalf of the victims. Victim services are provided to child victims of physical abuse or sexual assault, adults survivors of sexual assault, and parents or guardians of abuse victims. The Child Abuse Prosecution Unit provides much needed standardized training for law enforcement, judges, prosecutors, victim advocates, health care providers and social service representatives. The Child Abuse Prosecution Unit publishes resource materials, manuals and provides updates on changes in the law.	The primary clientele served by this agency are the sixteen (16) Judicial Circuit Solicitors, the deputy and assistant solicitors throughout the State, the Judicial Circuit Victim/Witness Assistance Advocates and their programs, the Pretrial Intervention Directors and their programs representing the forty-six (46) counties of this State, and those Solicitor-based Investigators.

	"Victim and Witness Service".		
Traffic Safety Resource Prosecution Unit	Within the Commission is the TSRP Unit composed of a TSRP Attorney Specialist and one (1) full-time Administrative Assistant. Currently, this program is being funded by the Department of Transportation, National Highway Traffic and Safety Administration through the SC Department of Public Safety. The goal of the grant is to establish a clearinghouse of DUI related information for prosecutors, law enforcement, judges, and other entities to enhance the effective prosecution of DUI cases.	The grant provides for training of prosecutors, law enforcement, and summary court judges; newsletter publications; and telephone assistance; legal updates; and public awareness campaigns.	The grant provides for four (4) 2-day DUI trainings for prosecutors, law enforcement and summary court judges; four (4) 1-day trainings for South Carolina Highway Patrol; (1) 2-day summary court judges training; 4 newsletters; and legal updates. Those attending the training programs are requested to complete and return evaluations, which are reviewed and considered.
Education Coordinator	Within the Commission there is an Education Coordinator whose primary responsibility is to provide resources to the prosecutors of South Carolina. The Education Coordinator is to coordinate and develop legal education programs and training programs for Solicitors and their affiliate services; to provide resource materials and legal updates to the Solicitors' Offices; and to respond to requests	<ol style="list-style-type: none"> <li>1. Offer legal education and training programs on a monthly basis.</li> <li>2. Create and electronically publish two newsletters: <i>The Higher Standard</i> and <i>The Prosecution Reporter</i>. <ol style="list-style-type: none"> <li>a. write case summaries for <i>The Prosecution Reporter</i>;</li> <li>b. write articles for <i>The Higher Standard</i>;</li> <li>c. solicit others to write articles for <i>The Higher Standard</i>; and</li> <li>d. locate articles of interest to reprint with permission in <i>The Higher Standard</i>.</li> </ol> </li> <li>3. Update <i>The Prosecutor's Deskbook</i> and the <i>Prosecution Bootcamp</i> books.</li> <li>4. Work on creating and collecting resource materials for use by others in the office, members of the Solicitors' Offices and eventual inclusion on the Commission's website.</li> <li>5. Work with others in the office on locating funding for and creating a new</li> </ol>	At each training conducted by the Commission, attendees are provided with evaluation forms; the responses are reviewed and criticisms and suggestions are considered and discussed with many leading to changes and/or new trainings and/or presentation topics and/or speakers. Feedback is also solicited, received, and evaluated in regard to publications, materials created, and resources collected and shared.

	for research and case analysis assistance as requested by members of the Solicitors' Office.	website. 6. Provide research and cases analysis assistance to members of the Solicitors' Offices. 7. Review, summarize, and/or draft legislation as needed.	
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**3. Customer and Market Focus**

The Commission serves the Offices of the sixteen (16) Judicial Circuit Solicitors and any affiliate services operating in conjunction with the Solicitors' offices. Currently, those affiliate services are as follows: Pretrial Intervention Programs, Victim/Witness Assistance Programs, Investigator Programs; Drug Treatment Courts, CDV Programs, Child Abuse Prosecutions, Alcohol Education Program, Traffic Education Programs and Juvenile Arbitration Programs.

**4. Measurement, Analysis and Knowledge Management**

During FY 10/22, the Commission provided statistical data to the Legislature, the Commission, the Solicitors, and others in five (5) areas. That data was gathered and compiled primarily by the PTI/Grants Coordinator.

The South Carolina Commission on Prosecution Coordination collects statistical and financial data as required by state law, grant awards, and as requested by the Commission or Solicitors. The information is collected from each of the Solicitors' Offices. Most legislatively required reports are required 60 days following the close of the fiscal year. The Commission collects data, compiles reports, and distributes the data and reports, including:

- Victim/Witness Assistance annual reports for SOVA;
- Reports on diversionary programs as required by S.C. Code of Laws §17-22-1120 (Drug Treatment Court Program information is maintained by the Commission as well as the contact information for the Education, Intervention, and Support Services within the Office of the Solicitor – Alcohol Education Program, Expungements, Drug Treatment Court Program, Juvenile Arbitration, Pretrial Intervention, and Worthless Check Units); and
- Reports on CDV, DUI, and Violent Crime cases and dispositions.

The Commission's State Office of Pretrial Intervention is responsible for assisting the Solicitor in each judicial circuit in establishing and maintaining a pretrial intervention program. The State Pretrial Intervention Coordinator and such staff as are necessary to assist in the implementation of the provisions of S.C. Code Sections 17-22-10 through 17-22-170 are within this office. Additionally, the General Assembly passed S1154 (A273, R262) of 2010 which provides for the gathering of statistics which begins July 1, 2010. The provisions are as follows:

Section 17-22-1120. (A) In addition to the information collected and processed by the Office of Pretrial Intervention Coordinator within the Commission on Prosecution Coordination pursuant to Articles 1, 3, 5, and 7, Chapter 22, Title 17, the Office of Pretrial Intervention Coordinator shall be responsible for collecting data on all programs administered by a circuit solicitor, the Commission on Prosecution Coordination, or a

court, which divert offenders from prosecution to an alternative program or treatment.

(B) This shall include programs administered by circuit solicitors, which are either statutorily mandated or established by judicial order, and shall include, but are not limited to: alcohol education programs; drug courts for adults or juveniles; traffic education programs; worthless checks units; pretrial intervention; mental health courts; or juvenile arbitration.

(C) Notwithstanding the provisions of Section 17-22-130, 17-22-360, 17-22-370, or 17-22-560, the Office of Pretrial Intervention Coordinator shall collect and make available for public inspection an annual report on the numbers of individuals who apply for a diversion program, the number of individuals who begin a diversion program or treatment, the number of individuals who successfully complete a program or treatment within a twelve-month period, the number of individuals who do not successfully complete a program or treatment within the same twelve-month period, but who are still participating in the program or treatment, the number of individuals who did not complete the program within the twelve-month period and who have been prosecuted for the offense committed, and the number of individuals with fees fully or partially waived for indigence. The data collected and made available for public inspection shall be listed by each county, by each program or treatment, and the offense originally committed, but shall not contain any identifying information of the participant.

The State Pretrial Intervention Coordinator collected the following data on cases referred to the PTI Offices within the Solicitors' Offices.

FY 2010/11 CASE VOLUME AND INFORMATION: (7/1/2010-6/30/11)

Applications	13,000
Accepted	9,690
Pending Acceptance	2,308
Rejected	1,511
Pending Completion	4,201
Successfully Completed	9,180
Unsuccessfully Completed	2,007
Total Community Service Hours	1,468,958.90
Total Restitution Paid to Victims	\$826,574.26
Total Cases with Restitution	9,816
Number of Applications of Magistrate Cases	3,387
Number of Applications of Municipal Cases	5,278

Number of Applications of General Sessions Cases	4,563
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**5. Workforce Focus**

At the end of FY 2010/2011, the Commission had a total of 39 full-time employees. There were sixteen (16) Judicial Circuit Solicitors who are elected by the public. Each Office of the Solicitor has an Administrative Assistant. There are (16) Administrative Assistants, one per judicial circuit. In the Columbia Office there is employed: (1) Executive Director; one (1) Administrative Assistant; one (1) State PTI/Grants Coordinator; one (1) Child Victim/Witness Assistance Advocate (grant position); one (1) Education Coordinator; one (1) Traffic Safety Resource Prosecutor (grant position); and one (1) full-time TSRP Support Personnel (grant position). All positions are unclassified.

The South Carolina Court Administration is the State’s repository of criminal records for both General Sessions Court and Family Court. Court Administration’s year-end reports best describe the activities of the Office of Solicitor as it relates to adult and juvenile prosecutions. In the area of adult criminal prosecution, please consider the following: In FY 2010/11, the Solicitors of this State disposed 113,721 in General Sessions Court.

To address the burgeoning caseload in workforce, the Commission encourages and develops legal education programs and training programs for solicitors and their affiliate services; organizes and provides seminars to help increase the effectiveness and efficiency of the prosecution of criminal cases in this State; acts as a clearinghouse and distribution source for publications involving solicitors and their affiliate services; and, provides legal updates on matters of law affecting the prosecution of cases in this State.

The Commission surveys the Solicitors’ offices and affiliate services to ascertain current needs in the following areas of the criminal and juvenile justice systems: funding; changes in state law; burgeoning caseloads; establishment of effective criminal and juvenile programs; legal seminars for prosecutors; training programs for affiliate services; networking; and publications.

**6. Process Management**

The Commission was created to coordinate all activities involving the prosecution of criminal cases in this State. The Commission is governed by Sections 1-7-910 through 1-7-1000 of the South Carolina Code of Laws. The pretrial intervention programs are governed by Sections 17-22-10 through 17-22-170 of the South Carolina Code of Laws.

**7. Key Results**

**CHILD ABUSE PROSECUTION UNIT:**

In FY 10/11, the Commission included a Child Abuse Prosecution Unit composed of an experienced attorney who prosecuted cases involving child victims in rural districts/regions (where resources are limited and /or other judicial circuits where specialized knowledge may be needed) and when the Solicitor’s Office had a conflict. A Child Victim/Witness Assistance Advocate assisted the Child Abuse Attorney Specialist by performing certain duties.



The Child Abuse Prosecution Unit compiled the following data on their work during the fiscal year.

Case Statistics:

Preparation and/or Assessment of Cases for Trial:	<b>49</b>	
Cases with final disposition:		<b>27</b>
Pled Guilty	10	
Trial	5	
Civilly Committed	1	
Reviewed with final recommendation	9	
Reviewed for charging recommendation	2	
 Additional cases with court preparation and/or assessment during annual period (includes pre-trial court proceedings, motions, victim meetings, etc.)		<b>22</b>
 Cases involving post-conviction services	<b>9</b>	
<b>Total:</b>	<b>58</b>	

Victim Services

Child Victims of Physical Abuse or Sexual Assault	99
Parents or Guardians of Abuse Victims	108
Additional cases involving post-conviction services	9
<b>Total:</b>	<b>216</b>

Training Presentations:

The Child Abuse Attorney served as a lecturer at the Commission’s

- July 30, 2010, training entitled “The Prosecution of Sexual Assault;” she spoke on “South Carolina Case Law Update: Sexual Assault Prosecutions.”
- December 17, 2010, training entitled “2010 in Review: Case Law, Legislation, and Other Developments of Interest to Prosecutors;” she spoke on “2010 Case Law Review: Significant Issues and Decisions.”

She also served as a speaker at the Darlington County MDT Training on February 2, 2011, in Hardeeville; she spoke on “Investigation of Child Abuse and Sexual Assault Crimes.”

Publications:

*Sexual Assault and Child Abuse Prosecutions - Trial Notebook*, revised and published July 2010 via CD-Rom

**PTI/GRANTS COORDINATOR:**

The State Pretrial Intervention Coordinator planned and coordinated meetings and training for PTI personnel and created resource materials as shown below.

- SCAPTI Fall Conference (*coordination*) October 2010
- 2011 Directory of Education, Intervention and Support Services within the Office of the Solicitor June 2011
- PTI Director’s Meetings:
  - September 2010
  - December 2010
  - January 2011
  - March 2011
  - May 2011
  - June 2011
- SCAPIP Meetings:
  - August 2010
  - September 2010
  - October 2010
  - January 2011
  - March 2011
  - May 2011
- NAPSA Conference: September 2010

The State Pretrial Intervention Coordinator also worked on program development as shown below.

- Alcohol Education Program Software;
- Traffic Education Program (date extended to July 1, 2011); and
- Diversion Programs (Quarterly Programmatic Reports).

**TRAFFIC SAFETY RESOURCE PROSECUTION UNIT:**

Within the Commission is the TSRP Unit composed of a Traffic Safety Resource Prosecutor and one (1) full-time Support Secretary. Currently, this program is being funded by the Department of Transportation, National Highway Traffic and Safety Administration through the SC Department of Public Safety. The goal of the grant is to establish a clearinghouse of DUI related information for prosecutors, law enforcement, judges, and other entities to enhance the effective prosecution of DUI cases. The Traffic Safety Resource Prosecutor (TSRP) Unit is composed on one prosecutor and one full-time support assistant. These positions are fully funded directly by a National Highway Traffic and Safety Administration (NHTSA) grant administered by the South Carolina Department of Public Safety Office of Highway Safety. In addition to the following trainings and engagements, the TSRP serves as a clearinghouse for DUI and traffic-related information for prosecutors, law enforcement, judges, and other entities involved in the enforcement, prosecution, adjudication, and prevention of DUI and traffic offenses. The TSRP additionally serves as a daily ‘on-call’ resource for any of the aforementioned entities regarding questions related to traffic law and DUI prosecution and enforcement.

During FY 10/11, the TSRP Unit accomplished the following.

- Publications
  - *Behind the Wheel* Newsletter
    - published Volume 10, Issue 3 – June, 2010;
    - published Volume 10, Issue 4 – September, 2010;



**Total Attendees** at Trainings (which coordinated/conducted and/or spoke): **519**

• **Other**

- Attended NHTSA Region IV LEL Conference (February 15-18, 2011, Panama City, FL)  
Discussed SC traffic and DUI issues with other regional TSRPs  
Planned 2012 TSRP Region IV meeting
- Attended NHTSA Workshop Conference (November 16-18, 2010, New Orleans, LA)  
Networked with other TSRPs, members of NHTSA, APRI, NAPC, MADD.  
TSRP breakout session to discuss effective DUI prosecution
- Attended SCDPS/OHS 2010 Law Enforcement DUI Challenge Ceremony  
January 21, 2011  
(Attended ceremony where local law enforcement from across the state were recognized for their hard work and dedication to traffic safety; over 300 law enforcement, Department of Public Safety, Office of Highway Safety, and members of statewide MADD chapters were in attendance.)
- Attended SCDPS/OHS 6<sup>th</sup> Annual DUI Enforcement Recognition Ceremony  
March 23, 2011
- Participated in SCCJA Crash Reconstruction Training – Lexington County Magistrate Office  
April 16, 2011  
(Assisted staff from SCCJA in observing and critiquing 25 newly-trained law enforcement officers for effective testimony in cases involving crash reconstruction.)
- Serve as Member of the South Carolina Impaired Driving Prevention Council  
(Member of Enforcement/Prosecution/Adjudication Subcommittee)
- Appeared in SCCJA training video regarding courtroom testimony by officers.  
May 23, 2011
- Attended the following SCLen Meetings Attended (with presentation/updates):
  - 7/21/10: 7<sup>th</sup> Circuit
  - 7/22/10: 1<sup>st</sup> Circuit
  - 8/6/10: 9<sup>th</sup> Circuit
  - 8/13/10: 5<sup>th</sup> Circuit
  - 8/26/10: 3<sup>rd</sup> Circuit
  - 10/19/10: 11<sup>th</sup> Circuit
  - 10/20/10: 7<sup>th</sup> Circuit
  - 10/22/10: 4<sup>th</sup> Circuit (attended checkpoint following meeting)
  - 10/26/10: 10<sup>th</sup> Circuit
  - 2/24/11: 13<sup>th</sup> Circuit
  - 3/18/11: 15<sup>th</sup> Circuit
  - 3/25/11: 5<sup>th</sup> Circuit
  - 4/21/11: 6<sup>th</sup> Circuit

**EDUCATION COORDINATOR:**

Within the Commission there is an Education Coordinator whose primary responsibility is to provide resources to the prosecutors of South Carolina. The Education Coordinator is to

coordinate and develop legal education programs and training programs for Solicitors and their affiliate services; to provide resource materials and legal updates to the Solicitors' Offices; and to respond to requests for research and case analysis assistance as requested by members of the Solicitors' Office.

- **Training Programs:**

The Education Coordinator is responsible for planning, coordinating, and conducting the training for staff of the Solicitors' Offices (excluding summary court DUI training for which the Traffic Safety Resource Prosecutor is responsible). In addition to soliciting ideas for trainings from all members of the Solicitors' Offices and outside sources, she meets with the Deputy Solicitors once or twice a year to discuss training and publications.

<b>Title of Training Program</b>	<b>Sponsor/ Cosponsor</b>	<b>Date(s)</b>	<b>Location</b>	<b>Attendees</b>
<i>The South Carolina Preservation of Evidence Act; Duties of and Liability for Evidence Custodians</i>	S.C.C.P.C.	July 16, 2010 (AM)	Columbia	106 (11 Prosecutors, 5 Prosecution Investigators, 76 Law Enforcement, 14 Other)
<i>The South Carolina Preservation of Evidence Act; Duties of and Liability for Evidence Custodians</i>	S.C.C.P.C.	July 16, 2010 (PM)	Columbia	48 (3 Prosecutors, 1 Prosecution Investigator, 26 Law Enforcement, 18 Other)
<i>The South Carolina Preservation of Evidence Act; Duties of and Liability for Evidence Custodians</i>	S.C.C.P.C.	July 21, 2010 (AM)	Columbia	89 (2 Prosecution Investigators, 74 Law Enforcement, 13 Other)
<i>The South Carolina Preservation of Evidence Act; Duties of and Liability for Evidence Custodians</i>	S.C.C.P.C.	July 21, 2010 (PM)	Columbia	39 (33 Law Enforcement, 6 Other)
<i>The South Carolina Preservation of Evidence Act; Duties of and Liability for Evidence Custodians</i>	S.C.C.P.C.	July 22, 2010 (AM)	Columbia	76 (72 Law Enforcement, 4 Other)
<i>The South Carolina Preservation of Evidence Act; Duties of and Liability for Evidence</i>	S.C.C.P.C.	July 22, 2010 (PM)	Columbia	44 (2 Prosecutors, 35 Law Enforcement, 2 Paralegals (prosecution), 5 Other)

<i>Custodians</i>				
<i>Stalking: Investigation, Risk Assessment, and Prosecution</i>	S.C.C.P.C. cosponsored (South Carolina Solicitor's Association)	July 30, 2010	Columbia	24 (9 Prosecutors, 2 Paralegals (prosecution), 4.5* Victim Advocates, 8.5* Law Enforcement)
<i>The Prosecution of Sexual Assault</i>	S.C.C.P.C. cosponsored (South Carolina Solicitor's Association)	July 30, 2010	Columbia	59 (48.5* Prosecutors, 5.5* Victim Advocates, 6 Law Enforcement)
<i>Prosecuting Cases in Family Court</i>	S.C.C.P.C.	August 16, 2010	Columbia	32 (30 Prosecutors, 2 Other)
<i>2010 South Carolina Solicitors' Association Fall Conference</i>	S.C.C.P.C. cosponsored (South Carolina Solicitor's Association)	September 26-29, 2010	Hilton Head	399 (340 Prosecutors, 42 Prosecution Investigators, 17 Other)
<i>Guilty Pleas: Negotiations, Conditions, and Plea Hearings</i>	S.C.C.P.C.	October 22, 2010	Columbia	28 (28 Prosecutors)
<i>From Behind the Wheel to Behind Bars: General Sessions DUI and BUI cases</i>	S.C.C.P.C.	November 19, 2010	Columbia	30 (25 Prosecutors, 5 Law Enforcement)
<i>Core Training for Victim Advocates on Crime Victims' Rights, Communication, Case Management, and Ethics</i>	S.C.C.P.C.	November 19, 2010	Columbia	18 (7.5 Prosecutors,* 11.5 Victim Advocates*)
<i>2010 in Review: Case Law, Legislation, and Other Developments of Interest to Prosecutors</i>	S.C.C.P.C.	December 17, 2010	Columbia	26 (25 Prosecutors, 1 Other)
<i>The Investigation and Prosecution of Criminal Domestic Violence</i>	S.C.C.P.C. (co-sponsored by 2 <sup>nd</sup> , 5 <sup>th</sup> , and 11 <sup>th</sup> Judicial Circuit Solicitors' Office)	January 28, 2011	Columbia	48 (22 Prosecutors, 12 Law Enforcement, 10 Victim Advocates, 4 Other)
<i>Prosecution Bootcamp</i>	S.C.C.P.C. (conducted during the 2011 Winter Conference of the	February 15-18, 2011	Isle of Palms	39 (39 Prosecutors)

	South Carolina Solicitor's Association)			
<i>Extraditions</i>	S.C.C.P.C.	March 18, 2011	Columbia	60 (5 Prosecutors, 16 Paralegals/Investigators/Other Prosecution Staff, 39 Law Enforcement)
<i>The South Carolina Preservation of Evidence Act; Duties of and Liability for Evidence Custodians</i>	S.C.C.P.C.	March 18, 2011	Columbia	55 (5 Prosecutors, 11 Prosecution staff, 39 Law Enforcement)
<i>The Investigation and Prosecution of Criminal Domestic Violence</i>	S.C.C.P.C. (co-sponsored by 3 <sup>rd</sup> , 4 <sup>th</sup> , 12 <sup>th</sup> , and 15 <sup>th</sup> Judicial Circuit Solicitors' Office)	March 30, 2011	Florence	58 (13 Prosecutors, 22 Law Enforcement, 14 Victim Advocates, 3 Judges, 6 Other)
<i>Search and Seizure for Law Enforcement Officers and Prosecutors</i>	S.C.C.P.C.	April 22, 2011	Columbia	45 (24 Prosecutors, 2 Prosecution Investigators, 19 Law Enforcement)
<i>Capital Litigation for Prosecutors Part II: Understanding and Rebutting Mental Illness Defenses and Mitigation Evidence</i>	S.C.C.P.C.	May 2-5, 2011	Myrtle Beach	47 (47 Prosecutors)
<i>The Investigation and Prosecution of Criminal Domestic Violence</i>	S.C.C.P.C. (co-sponsored by 14 <sup>th</sup> Judicial Circuit Solicitor's Office)	May 4, 2011	Hardeeville	62 (24 Prosecutors, 8 Law Enforcement, 15 Victim Advocates, 14 Judges, 1 Other)
<i>The Investigation and Prosecution of Criminal Domestic Violence</i>	S.C.C.P.C. (co-sponsored by 8 <sup>th</sup> , 10 <sup>th</sup> , and 13 <sup>th</sup> Judicial Circuit Solicitors' Office)	June 3, 2011	Anderson	23 (10 Prosecutors, 6 Law Enforcement, 6 Victim Advocates, 1 Other)
<i>The Investigation and Prosecution of Criminal Domestic Violence</i>	S.C.C.P.C. (co-sponsored by 6 <sup>th</sup> , 7 <sup>th</sup> , and 16 <sup>th</sup> Judicial Circuit Solicitors' Office)	June 24, 2011	Spartanburg	23 (10 Prosecutors, 1 Law Enforcement, 6 Victim Advocates, 2 Judges, 4 Other)
<i>Prosecuting Child Homicides: Understanding, Using, and Rebutting</i>	S.C.C.P.C. (co-sponsored by U.S.C. School of	June 24, 2011	Columbia	45 (29 Prosecutors, 1 Prosecution Investigator, 1 Victim Advocate, 8 Law

<i>Medical Evidence</i>	Law Children's Law Center)			Enforcement, 6 Other)
<p>* = An attendee has a job in which he/she performs functions of two offices (in two instances, attorney and victim advocate; and, in the other, victim advocate and law enforcement officer).</p> <p>NOTE: Even for those programs cosponsored by S.C.C.P.C., the Education Coordinator and the Commission were responsible for working with faculty members to create the training materials, registration and other administrative matters, and on-site management of the training (except for the on-site management of the "The Investigation and Prosecution of Criminal Domestic Violence" programs held in Florence, Anderson, Hardeeville, and Spartanburg, which was handled by the co-sponsoring Solicitors' Offices).</p>				
<b>Total Numbers for FY 2010-2011:</b>		<b>25 Training Programs</b>		
		<b>1523 Total Attendance at Training Programs</b>		

- **Training Presentations:**

For FY 2010-2011, the Education Coordinator prepared materials for and made the following presentations.

<b>Title of Training Program</b>	<b>Topic(s) of Presentation</b>	<b>Date</b>	<b>Location</b>	<b>Attendees</b>
<i>The Prosecution of Sexual Assault</i>	"Overview of the Omnibus Crime Reduction and Sentencing Reform Act of 2010 and Its Impact on Sexual Assault and Related Prosecutions"	July 30, 2010	Columbia	Prosecutors, Victim Advocates, and Law Enforcement
<i>"With Great Power Comes Great Responsibility" (2010 S.C. Solicitors' Association Fall Conference)</i>	"The Omnibus Crime Reduction and Sentencing Reform Act of 2010"	September 27, 2010	Hilton Head	Prosecutors and Investigators
<i>Guilty Pleas: Negotiations, Conditions, and Plea Hearings</i>	"Negotiations, Plea Agreements, and Immunity;" "Case Studies: Evaluation of Appellate Cases involving Issues related to Guilty Pleas;" and "Ethics and Professionalism: A Review of Special Ethics and Professionalism Issues and Considerations related to Plea Negotiations and the Entry of Guilty Pleas"	October 22, 2010	Columbia	Prosecutors



<i>Core Training for Victim Advocates on Crime Victims' Rights, Communication, Case Management, and Ethics</i>	"How to Effectively Communicate with Victims ( <i>Roundtable Discussion</i> )"	November 19, 2010	Columbia	Victim Advocates
<i>2010 in Review: Case Law, Legislation, and Other Developments of Interest to Prosecutors</i>	"2010 Case Law Review: Significant Issues and Decisions" and "Recent Developments and Issues in Prosecutor Ethics and Professionalism"	December 17, 2010	Columbia	Prosecutors
<i>The Investigation and Prosecution of Criminal Domestic Violence</i>	"He Said, She Said: The Admissibility of Out-of-Court Statements (Hearsay and a Defendant's Constitutional Right of Confrontation)" and "The Role and Function of 911 Operators, Dispatchers, and First Responders"	January 28, 2011	Columbia	Prosecutors, Investigators, Victim Advocates, and Law Enforcement
<i>Prosecution Bootcamp</i>	"Prosecutor Ethics and Professionalism"	February 18, 2011	Isle of Palms	Prosecutors
<i>Prosecuting the Impaired Driver</i>	"4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> Amendment Issues at Trial"	March 3, 2011	Columbia	Prosecutors, Judges, and Law Enforcement
<i>The South Carolina Preservation of Evidence Act: Duties of and Liability for Evidence Custodians</i>	"Review of the Act" and "Discussion Workshop"	March 18, 2011	Columbia	Prosecutors, Law Enforcement, and Others
<i>Prosecuting the Impaired Driver</i>	"4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> Amendment Issues at Trial"	March 31, 2011	Greenville	Prosecutors, Judges, and Law Enforcement
<i>Prosecuting the Impaired Driver</i>	"Presenting Evidence Effectively"	April 12, 2011	Columbia	Highway Patrol
<i>Prosecuting the Impaired Driver</i>	"Presenting Evidence Effectively"	April 19, 2011	Columbia	Highway Patrol
<i>Search and Seizure for Law Enforcement Officers and Prosecutors</i>	"Exceptions to the Search Warrant Requirement" and "Search and Seizure Group Discussion"	April 22, 2011	Columbia	Prosecutors and Law Enforcement
<i>Prosecuting the</i>	"Presenting Evidence Effectively"	April 26, 2011	Columbia	Highway Patrol

<i>Impaired Driver</i>				
<i>Prosecuting the Impaired Driver</i>	“Search & Seizure”	June 15, 2011	North Charleston	Prosecutors, Judges, and Law Enforcement

- **Publications:**

The Education Coordinator continues to publish issues of two different newsletters:

- *The Prosecution Reporter*, a semi-monthly newsletter containing summaries and excerpts from the published opinions issued the previous month(es) by the South Carolina appellate courts and the United States Supreme Court (criminal and other opinions of interest to prosecutors) were published. The Coordinator is the sole author of the materials included in this newsletter.
- *The Higher Standard*, a quarterly newsletter focusing on advocacy, investigative, legal, and prosecution issues and trends was published. For this newsletter, the Coordinator writes articles and solicits and edits articles written by others.

- **Resource Materials:**

The Education Coordinator worked on updating *The Prosecution Deskbook*, a reference manual for the Offices of Solicitor, for distribution later in 2011. This manual is reviewed and updated each year and then distributed on CD to all attorney members of the Solicitors’ Offices.

For purposes of the Prosecution Bootcamp program, the Education Coordinator edited, contributed to, and updated of *Prosecution Bootcamp: A Manual on South Carolina Criminal Law and Procedure for New Attorneys in South Carolina’s Solicitors’ Offices*. This manual, which consists of chapters written by Deputy Solicitors, senior Assistant Solicitors, and the Education Coordinator, is reviewed and updated each year.

A lengthy survey of relevant South Carolina appellate opinions (published) from September 1, 2007, through the present continues to be compiled and updated. The survey is set out in a chronological format so as to allow the readers to follow changes in the common law, but a topical index of all of the cases included has been prepared and included.

The Education Coordinator keeps abreast of judicial and legislative developments not only in South Carolina, but in other states and the federal courts as well. In between issues of the newsletters and when otherwise necessary, the Education Coordinator provides information on important issues, developments, or cases of interest to the Solicitors and their staff.

- **Consultation(s):**

The Education Coordinator has provided consultations and assistance to the Office of Solicitor on issues related to the prosecution function and substantive criminal law, prosecution duties, media relations, ethics, criminal procedure, statutory interpretation, evidence, constitutional law, and advocacy. The majority of these consultations and assists continue to be for prosecutors in trial or preparing for trial. She has also provided assistance to other agencies, coroners, and law

enforcement agencies, which have been directed to her by other members of the Commission staff or the Solicitors' Offices.

The Education Coordinator also serves as a liaison between the attorney staff of the various Solicitors' Offices – forwarding requests for assistance and sharing information submitted by prosecutors in one office with the others through the Deputy Solicitors. She does the same with information requested by or received from prosecutors in other states.

- **Legislation:**

As assigned, the Education Coordinator drafted legislation, monitored legislation, researched legislation, and provided information to the Commission and Solicitors on such. She also, when needed, attended meetings of various legislative Committees and Subcommittees. This year, she also testified, on behalf of the Solicitors, on proposed changes to the Omnibus Crime bill before the Oversight Committee.

The Education Coordinator also prepared summaries of several bills and enacted legislation for use by the Commission's Executive Director, as well as the Solicitors and their staff.

- **Amicus Curiae:**

The Education Coordinator also worked on a case in which the Solicitors are participating, in the Supreme Court of South Carolina, as *amicus curiae*. Her work has included research, coordination, and the drafting of a legal pleading.

- **Grants:**

The Education Coordinator worked on the Capital Litigation Initiative Grant received from the U.S. Department of Justice Office of Justice Programs. In addition to working on the prosecution training conducted under this grant, she worked on budget matters, grant revisions, and grant reporting. She also prepared the application for a two-year "renewal" of the grant for an award of \$233,499 (to be evenly divided between the Commission, for capital prosecution training, and the South Carolina Commission on Indigent Defense, for capital defense training).

In addition, the Education Coordinator assisted in the preparation of reports on the Criminal Domestic Violence grant.