

South Carolina Department of Public Safety

Office of Highway Safety and Justice Programs

##### Justice Assistance Grant (JAG) Program

Child/Elder Abuse Investigator

###### APPLICATION TOOL

Preface

*This document is provided for law enforcement officials who are assessing their present methods or progress in combating child and elder abuse 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 child and elderly abuse and 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 jurisdiction, 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 child abuse and elder abuse cases investigated
	+ Number of child abuse and elder abuse cases referred from DSS
	+ Case clearance rates

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 child/elder 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 child/elder abuse cases through increased resources, to improve coordination of the various agencies responsible for child/elder welfare, and to increase the number of officers with specialization in the areas of child and elder abuse. A secondary purpose is to take a proactive stance in an effort to prevent further abuse by raising public awareness regarding these problems. Together, these efforts should then cause a decline in the cases of child abuse, elder abuse, and other criminal activity associated with these acts.

Specific Plan

The following tasks and activities will be employed to aggressively combat child/elder abuse.

1. To increase his/her knowledge and skills, the child/elder abuse investigator will attend specialized training in child/elder abuse investigations.
2. The grant-funded child/elder abuse investigator will spend 100% of their time on child/elder abuse cases and activities.
3. The investigator will be involved in the screening process of child/elder abuse cases to aid in the determination of proper referral, action plans, and minimizing trauma to the victim.
4. The investigator will coordinate his/her efforts with all agencies that share responsibility for child/elder welfare.
5. The investigator will provide training to other investigators and to other agencies on child/elder abuse indicators and investigation processes and will attempt to 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, quantified statements of 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 is directly measured by a* ***matched*** *performance indicator.*
1. Increase child/elder abuse investigator’s knowledge and skills in conducting child/elder abuse investigations.
2. Expand coordination and cooperation among agencies responsible for providing services to victims of child/elder abuse.
3. Provide training for fellow officers and law enforcement agencies on child/elder abuse indicators and processes.
4. Raise the awareness of the public and community organizations regarding the problem of child/elder abuse.
5. Increase the number of child/elder abuse cases that are prosecuted in court by improving case investigation and the victim’s preparation for the courtroom.

**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 has decreased or that the caseload or the number of presentations to community groups has increased.*
1. Investigator will attend courses related to child/elder abuse investigation.
2. The investigator will meet at least on a quarterly basis with local agencies responsible for child/elder abuse welfare. A protocol will be developed and provided to OHSJP that will be used to investigate child/elder abuse in the community and reduce trauma to the victim(s). Minutes of the meetings will be maintained by the Investigator.
3. A record will be maintained of child/elder abuse training presented by the investigator to other law enforcement officers within his department, as well as other local law enforcement agencies.
4. A record will be maintained of training and public awareness presentations by the investigator to other agencies responsible for child/elder welfare and community organizations.
5. The investigator will coordinate with the Solicitor’s Office and maintain records of cases referred to solicitor and the outcome of each case.

**Project Evaluation – Standard Example**

* *The purpose of the evaluation 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 child and elderly abuse.*
* *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 example.*
1. The evaluation of this grant will be conducted by the Project Director, who will compile information on all child/elder abuse cases reported to the local agency. Information on each case will include the following: Investigator assigned, date of incident, incident heading, and disposition of case. Comparison between current and past statistics will be made through this compilation of data to determine progress.
2. The investigator(s) will also document training received and given.
3. Records of all meetings and coordinated efforts with other agencies responsible for child/elder welfare will be kept and reviewed by the investigator(s) 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.