

Office of Highway Safety and Justice
Programs



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

Justice Programs:
Specialized Prosecution Grant
Application Tool

Preface

This document is provided for law enforcement and court officials who are assessing their present methods or progress in reducing case backlogs and have come to the conclusion that more effective prosecution would be achieved if one prosecutor or a group of prosecutors and investigators concentrated on a specific aspect of criminality, such as violent crime or domestic violence. 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 prosecutors and investigators in Solicitor's Offices that demonstrate a need and recommends that any agency interested in pursuing this concept seek training opportunities. If this program is implemented correctly, the Specialized Prosecutor can play an important role in reducing the number of cases of specific types of crimes as well as insuring a more successful prosecution rate.

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 circuit, unemployment rates, etc.
- Specific and serious criminal incidents that have occurred in circuit
- Include any data/statistics that support your statements (from past 2-3 yrs.)
 - Breakdown of caseloads for each County within the circuit (numbers, type). Include individual Prosecutor caseloads for each County within the circuit. (You may offer comparisons to caseloads for similar Solicitor's Offices.)
 - Describe the breakdown of pending cases for the types of crime in which you are requesting personnel (violent crime, etc.)
 - Include the number of days it takes cases to reach disposition
 - Provide the number/type of terms of court each year for each County within the circuit, discuss if this number is expected to increase
- Discuss any lack of personnel and/or specialized training

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 applicable Solicitor's Office personnel (Prosecutors/Investigators)
- 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 county or state 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 decrease the backlog and/or reduce the number of cases through the active and successful prosecution of such cases. A dedicated team consisting of Assistant Solicitor(s) and Investigators would be involved in the full-time investigation, preparation and prosecution of (Specialized) cases.

Specific Plan

The following tasks and activities will be employed to provide for the active and successful prosecution of cases.

1. The Assistant Solicitor (s) will attend to the day-to-day direction of case preparation and will prosecute _____ cases in both _____ and _____ Counties. In addition, they will interview potential witnesses, correspond with counsel for the defendant and the Court, research legal issues, and coordinate the logistics of the actual trial.
2. The duties of the Investigator are the identification of and contact with potential witnesses, the identification and collection of documentation and evidence, the coordination of law enforcement assets including follow-up of aspects of the investigation by the initial agency. *****For projects with investigators only*****

Project Objectives – Standard Example

Project objectives are outcome-oriented statements of what the project hopes to achieve. They are specific, quantifiable 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 available resources and is directly measured by a *matched* performance indicator.

1. Adequately and efficiently prepare cases for trial to reduce the backlog of _____ cases.
2. Decrease the amount of time it takes to bring a _____ case to trial.
3. Decrease, at all levels of court, the number of repeat offenders who go on to commit similar offenses.
4. Increase the knowledge of the Prosecutor and other grant-funded personnel in the specialized area of _____.
5. Increase the quality of case investigations and help decrease the backlog of cases to be investigated. *****For projects with investigators only*****

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. (Note: each Performance Indicator directly measures one objective. i.e. Objective 1 is measured by Performance Indicator 1.)

1. Data will be compiled to document the number of cases pending at the end of the grant year. This will be compared to the number of pending cases from the previous year.
2. Data will be maintained on the amount of time cases are taking to get from receipt to trial or guilty plea.
3. Data will be compiled on the number of cases identified as being related to _____. The offender will be identified and data will be compared to that of previous years to identify trends.
4. Records will be maintained of all training events that are attended by grant-funded personnel.
5. Records will be maintained on the number of investigations conducted to include the number of victim/witness interviews, evidence examined and a list of tasks performed.
*****For projects with investigators only*****

Project Evaluation – Standard Example

The purpose of the project 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 should be a major basis on which to modify and improve the project's goals and objectives to more effectively address the identified problem.

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. Information on each case will include the following: case number, date of the incident, incident heading, victim name, and disposition of case. Comparisons between current and past statistics will be made through this compilation of data in order to determine progress.
 2. The Project Director will document all training received and given.
 3. This information will be analyzed as follows:
 - a. The number of new _____ cases will be compared to numbers from previous years to determine increases or decreases in the number of cases since project implementation.
 - b. The number of _____ cases scheduled for trial will be compared to scheduled cases in previous years to determine increases or decreases in scheduled terms for _____ cases by Court Administration since the implementation of the project.
 - c. The number of cases disposed of will be compared to cases disposed of in previous years to determine increases or decreases in _____ since project implementation.
 4. The Project Director will compile and submit progress reports as well as the year-end evaluation report.