

Vacant
District #1

Roger M. Poston
District #2

Alphonso Bradley
District #3

Mitchell Kirby
District #4

Kent C. Caudle
District #5

Russell W. Culberson
District #6

Waymon Mumford
District #7

James T. Schofield
District #8

Willard Dorriety, Jr.
District #9

AGENDA
FLORENCE COUNTY COUNCIL
SPECIAL CALLED MEETING
CITY-COUNTY COMPLEX
180 N. IRBY STREET
COUNCIL CHAMBERS, ROOM 803
FLORENCE, SOUTH CAROLINA
THURSDAY, MARCH 7, 2013
9:00 A. M.

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- I. **CALL TO ORDER:** JAMES T. SCHOFIELD, CHAIRMAN
- II. **INVOCATION:** WAYMON MUMFORD, SECRETARY/CHAPLAIN
- III. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG:**
ALPHONSO BRADLEY, VICE CHAIRMAN
- IV. **WELCOME:** JAMES T. SCHOFIELD, CHAIRMAN
- V. **REPORTS TO COUNCIL:**
- A. **COUNTY COUNCIL**
- CONSULTANT'S REPORT ON EMS**
Presentation By Chairman Schofield And Discussion Of Consultant's
Report On EMS.

B. PROBATE JUDGE/HUMAN RESOURCES

INCREASE IN SALARY

Authorize An Increase In Salary For A Legal Record Clerk IV (Slot #006) In The Amount Of \$859.68 Annually To Be Funded From FY13 Budgeted Funds And Required To Be Funded In The FY14 Budget.

C. SHERIFF

PREA DIRECTOR

Authorize A Budget Neutral Reclassification Of A Correctional Officer Position At The Law Enforcement Center To A PREA Investigator In Order To Comply With Revised National Standards Established By The Justice Department.

VI. EXECUTIVE SESSION:

Pursuant to Section 30-4-70 of the South Carolina Code of Laws 1976, as amended.

VII. ADJOURN:

**FLORENCE COUNTY COUNCIL
SPECIAL CALLED MEETING**

March 7, 2013

AGENDA ITEM: Reports to Council
Consultant's Report on EMS

DEPARTMENT: County Council

ISSUE UNDER CONSIDERATION:
Presentation By Chairman Schofield And Discussion Of Consultant's Report On EMS.

**FLORENCE COUNTY COUNCIL
SPECIAL CALLED MEETING**

March 7, 2013

AGENDA ITEM: Report to Council

DEPARTMENT: Probate Judge
Human Resources

ISSUE UNDER CONSIDERATION:

Authorize An Increase In Salary For A Legal Records Clerk IV (Slot #006) in Probate Court In The Amount Of \$859.68 Annually To Be Funded From FY 13 Budgeted Funds and Required To Be Funded in the FY 14 Budget.

POINTS TO CONSIDER

Section 9.9 of the Personnel Policy Manual requires Council authorization for a merit pay increase or general pay adjustment for designated employees.

FUNDING FACTORS:

\$859.68 = Total funds needed (including fringes) to be funded in the FY 14 budget.

OPTIONS:

1. Approve as presented.
2. Provide an alternate directive.

**FLORENCE COUNTY COUNCIL
SPECIAL CALLED MEETING**

March 7, 2013

AGENDA ITEM: Report to Council

DEPARTMENT: Sheriff's Office
Human Resources

ISSUE UNDER CONSIDERATION:

Authorize A Budget Neutral Reclassification Of A Correctional Officer Position At The Law Enforcement Center To A PREA Investigator In Order To Comply With Revised National Standards Established By The Justice Department.

POINTS TO CONSIDER:

The Sheriff's Office is required to establish a PREA Investigator position to comply with the Justice Department and other minimum standards and requirements for detention facilities operated by local government.

FUNDING FACTORS:

The request is budget neutral for current and future fiscal years and includes no new net positions.

OPTIONS:

1. Approve as presented.
2. Provide an alternate directive.

ATTACHMENTS:

The PREA Investigator job description.

**FLORENCE COUNTY, SOUTH CAROLINA
JOB DESCRIPTION, MARCH 2013**

**JOB TITLE: PREA INVESTIGATOR
DETENTION CENTER**

GENERAL STATEMENT OF JOB

Under regular supervision, must be mentally and physically capable of conducting routine investigations of crimes or suspected criminal activity committed in the County in order to ensure the enforcement of state and local laws relating to public safety and welfare. Present cases in court; performs other law enforcement duties as required. Reports to the Lieutenant – Advocate Services & Registry

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Conducts criminal, rape, officer misconduct, and/or other investigations as assigned. Visits crime scenes; collects and packages physical evidence; makes arrangements for analysis of evidence; reviews reports as needed; interviews victims and witnesses; questions suspects; etc.

Completes and submits required investigative reports and other reports as required. Maintains Jail procedures and policies for compliance with PREA Standards.

Must review criminal background checks, state child abuse registry and check with former employer prior to a candidate obtaining employment. Checks must be repeated every five years on current employees. Responsible for all contract workers background checks, they are subject to the same requirements

Keeps supervisor informed of case developments and problems.

Performs general law enforcement duties, including apprehending and arresting criminal suspects and law violators, participating in drug and vice operations, responding to public calls for assistance, serving civil papers, etc.

Prepares cases for court by organizing all evidence and facts, completing reports and ensuring that witnesses appear; provides court testimony as necessary.

Safeguards recovered property, tagging, stamping and reporting on all lost, stolen or found property coming into possession.

Is on-call at all times for emergency situations.

Works under stressful, high-risk conditions.

Provides assistance to other departments as necessary.

Attends required periodic training sessions and seminars; participates in required physical fitness activities. Maintains required level of proficiency in the use of firearms and evasive action/driving skills.

Performs computer data entry to record and retrieve various information and to prepare reports and correspondence.

**PREA INVESTIGATOR
DETENTION CENTER**

Receives, reviews, prepares and/or submits a variety of documents including incident reports, statements, investigative reports, laboratory reports, autopsy reports, criminal histories, court dockets, crime scene charts, case files, booking reports, arrest warrants, search warrants, consent forms, property records, photographs, crime scene diagrams, correspondence, etc.

Interacts and communicates with various groups and individuals including the immediate supervisor, Sheriff, Chief Deputy, co-workers, subordinates, attorneys, suspects, victims, witnesses, court personnel, community leaders, city department, FBI, SLED, ATF, ABC agents, medical personnel, Coroner, other state and federal agencies, etc.

Maintains contracts with SCDC and other local agencies concerning PREA compliance and reciprocity.

Operates and maintains a police vehicle, computer, printer, copier, radio, typewriter, calculator, telephone, firearms, restraining devices, tape recorder, surveillance equipment, VCR, camera, fingerprint kit, hand tools, and various other equipment. Exercises care and safety in the use of equipment and tools required to complete assigned tasks.

ADDITIONAL JOB FUNCTIONS

Performs general law enforcement duties, including apprehending and arresting criminal suspects and law violators, participating in drug and vice operations, responding to public calls for assistance, serving civil papers, completing required records, etc.

Performs all other related duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma, completion of required training and education at the S. C. Criminal Justice Academy and certification in basic law enforcement, supplemented by three to five years of law enforcement experience, or an equivalent combination of education, training and experience that provides the required skills, knowledge, and experience. Must possess certification in basic law enforcement, and/or other specific areas as required. Must possess a valid state driver's license and certification in first aid CPR.

EFFECTIVE DATE: 3/21/13