

# South Carolina Law Enforcement Network Procedures

## **Article 1: Name**

South Carolina Law Enforcement Network (hereafter, "SCLEN")

## **Article 2: Background**

The SC Department of Public Safety's Office of Highway Safety and Justice Programs (OHSJP) has created 16 regional law enforcement networks that encompass all 46 South Carolina counties. The networks are comprised of local and state traffic enforcement officers, members of Federal law enforcement agencies and prosecutors from each region of the state. Each network has a designated LEN Circuit Coordinator and Assistant LEN Circuit Coordinator who are full time law enforcement officers volunteering their time and efforts to highway safety. The networks meet regularly to provide information, training and networking opportunities to the attending officers. Prosecutors, judges and non-traditional traffic enforcement agencies often attend the meetings and offer assistance for traffic enforcement training and initiatives. The networks are utilized to efficiently mobilize law enforcement statewide for traffic enforcement initiatives and have become an outstanding networking, training and communication tool for South Carolina's traffic enforcement community.

## **Article 3: Purpose**

The purpose of the SCLEN shall be to gather, share, and disseminate information among network members; coordinate joint traffic enforcement and media events; identify and provide training for network members; and support statewide traffic safety campaigns.

## **Article 3: Organization**

The SCLEN shall be comprised of 16 individual circuit law enforcement networks (LEN) from across the State, organized in accordance with the layout of the State's 16 judicial circuits. Each network shall have a host agency, designated coordinator located therein, and assistant coordinator.

## **Article 4: Membership**

The membership of a LEN shall be comprised of representatives from local, state, and federal law enforcement agencies, and prosecutorial/judiciary personnel from within the respective judicial circuit. Other entities or individuals with a vested interest in highway safety may also attend network meetings.

## **Article 5: Host Agency**

Each LEN shall have a law enforcement entity within its network to serve as its host agency. The host agency must be in compliance with the provisions of SC state statute §56-5-6560 which requires reporting of data on non-arrest and non-citation traffic stops to the SC Department of Public Safety.

The host agency will serve as the recipient of Highway Safety grant funds to support the LEN. Each host agency shall serve in that capacity for a two-year term, which begins October 1 of an election year and concludes on September 30 of the next election year.

The Host Agency will be selected every two years by **self-nomination** and **secret ballot vote** of the circuit network body. The vote shall take place during odd-numbered years in the month of August for the following two-year term, with an effective date of October 1 of the election year. An OHSJP representative must be present at the election. The agency receiving the most votes will be deemed the winner. If two (2) or more agencies are nominated for host agency and the voting results in a tie, a blind draw will be held by the OHSJP representative to determine the winner. If three (3) or more agencies are nominated for host agency and after the voting there is a tie between two (2) agencies, a runoff vote will be held. If the runoff vote results in a tie, a blind draw will be held by the OHSJP representative to determine the winner. Ballots will be disseminated, collected, and counted by the OHSJP representative. Law enforcement agencies within the circuit network are eligible to vote. However, Federal and State Agencies that do not conduct traffic enforcement as part of their normal enforcement are not eligible to vote, nor are support groups (exs: State Constables, MADD, Solicitors and Coroners). In addition, for purposes of this policy, law enforcement divisions of the SC Department of Public Safety (SCDPS) are not eligible to vote. An agency must have at least one certified law enforcement officer physically present at the meeting at the time of the vote in order to cast a vote. Only one vote per agency will be counted at the election meeting. No proxies will be counted.

**Any request to review the ballots of an election must be submitted to the Director of the Office of Highway Safety and Justice Programs at the South Carolina Department of Public Safety.**

In the event that an elected host agency is unable to complete its two-year term as host agency, a special election will be held following the same procedures outlined above for the balance of the unexpired term.

#### **Article 6: Host Agency Requirements and Responsibilities**

Each of the 16 Host Agencies must accept certain responsibilities and adhere to certain requirements as established by the SC Department of Public Safety's Office of Highway Safety and Justice Programs (OHSJP), if grant funding is provided. The following list reflects the requirements and responsibilities of each Host Agency:

- The head law enforcement official within a Host Agency will appoint an officer to serve as coordinator for that network and notify the OHSJP, in writing, of his or her selection. The Host Agency should allow the LEN Circuit Coordinator the time needed to successfully coordinate the efforts of the LEN.
- Selection of an Assistant LEN Circuit Coordinator, who may be a representative of the Host Agency or another law enforcement agency within the respective LEN, by the appointed LEN Circuit Coordinator.
- Administration of grant funds, either by the LEN Circuit Coordinator or a grants coordinator within the Host Agency. Each Host Agency may be awarded a Federal network grant to be spent on traffic enforcement-related items exclusively. A list of allowable items is available

from the OHSJP. A portion of the network grant funding will be allocated for LEN operations, and a portion may be allocated for expenditure by the Host Agency. Use of grant funds must comply with rules and regulations set forth by the National Highway Traffic Safety Administration and the OHSJP. In the expenditure of grant funds, an LEN Host Agency must abide by the SC Consolidated Procurement Code or the Host Agency's own procurement code, whichever is stricter.

- Ensure proper and timely reporting on the network grant to the OHSJP.

#### **Article 7: LEN Circuit Coordinator**

The LEN Circuit Coordinator is responsible for all network functions and responsibilities, including, but not limited to:

- Notifying his/her Regional Law Enforcement Network Coordinator (OHSJP staff) of the date, time and location of scheduled network meeting a **minimum of 10 days prior** to the meeting.
- Organization of regular LEN meetings. The OHSJP recommends that LEN's conduct monthly meetings. However, the LEN Coordinator shall agree to conduct at least bi-monthly meetings of the LEN. Meetings must include a written agenda, sign-in sheet and pre-determined speaker(s).
- Coordination of joint traffic enforcement activity. LEN's are encouraged to engage in multi-jurisdictional traffic enforcement activity as part of the ongoing operation of the individual LEN. LEN's are expected to support and participate in all aspects (enforcement, education and media) of national and statewide enforcement campaigns, such as *Buckle up, South Carolina. It's the law, and it's enforced.*, *Sober or Slammer!*, and the Statewide Law Enforcement DUI Challenge.
- Organization and planning of media events. LEN's are expected to generate media attention for enforcement activities, campaign participation and ongoing activities of the LEN.
- Submit to the OHSJP required monthly and campaign reports of enforcement, educational and media activity due by established deadlines for the Host Agency and will make attempts to gather monthly and campaign reports of enforcement, educational and media activity from LEN member agencies. The OHSJP will furnish each LEN Circuit Coordinator with a list of reporting agencies for a specific period of time as requested.
- Dissemination of information from the OHSJP to the network members.
- Coordination of traffic enforcement training courses for law enforcement as proposed by the OHSJP.

**Article 8: Assistant LEN Circuit Coordinator**

**8.1 Selection:** This position is appointed by the LEN Circuit Coordinator and shall be filled by a current certified law enforcement officer within the network who is in good standing with his/her employing agency. In the event that the Assistant LEN Circuit Coordinator is removed, or he/she resigns from the position, the LEN Circuit Coordinator will appoint a new person into this position.

**8.2 Duties:** The Assistant LEN Circuit Coordinator's duties are to assist the LEN Circuit Coordinator in the responsibilities outlined above, as well as to assist in achieving the goals of the Law Enforcement Network.

**Article 9: LEN Enforcement and Other Events**

Networks shall coordinate, when possible, multi-jurisdictional enforcement, media, and training events. Participation in such events is not required by network members, but is encouraged by the OHSJP.

**South Carolina Law Enforcement Network  
Organizational Chart**

**Law Enforcement Network  
State Coordinator**

**Law Enforcement Network  
Region 1 Coordinator**

**Law Enforcement Network  
Region 2 Coordinator**

**5<sup>th</sup> Circuit LEN  
(Richland & Kershaw)**

**1<sup>st</sup> Circuit LEN  
(Orangeburg, Calhoun & Dorchester)**

**6<sup>th</sup> Circuit LEN  
(Chester, Fairfield & Lancaster)**

**2<sup>nd</sup> Circuit LEN  
(Aiken, Bamberg & Barnwell)**

**7<sup>th</sup> Circuit LEN  
(Cherokee & Spartanburg)**

**3<sup>rd</sup> Circuit LEN  
(Clarendon, Lee, Sumter & Williamsburg)**

**8<sup>th</sup> Circuit LEN  
(Abbeville, Greenwood, Laurens & Newberry)**

**4<sup>th</sup> Circuit LEN  
(Chesterfield, Darlington, Dillon & Marlboro)**

**10<sup>th</sup> Circuit LEN  
(Anderson & Oconee)**

**9<sup>th</sup> Circuit LEN  
(Berkeley & Charleston)**

**11<sup>th</sup> Circuit LEN  
(Lexington, Edgefield, Saluda & McCormick)**

**12<sup>th</sup> Circuit LEN  
(Florence & Marion)**

**13<sup>th</sup> Circuit Network  
(Greenville & Pickens)**

**14<sup>th</sup> Circuit LEN  
(Allendale, Hampton, Colleton, Jasper & Beaufort)**

**16<sup>th</sup> Circuit Network  
(Union & York)**

**15<sup>th</sup> Circuit LEN  
(Horry & Georgetown)**