

<b>AGENCY NAME:</b>	<b>SC COMMISSION ON PROSECUTION COORDINATION</b>		
<b>AGENCY CODE:</b>	<b>E210</b>	<b>SECTION:</b>	<b>60</b>

**Fiscal Year 2019-2020  
Accountability Report**

**SUBMISSION FORM**

<b>AGENCY MISSION</b>	<p>The mission of the South Carolina Commission on Prosecution Coordination (SCCPC) is to improve South Carolina’s Criminal Justice System and enhance the professionalism, effectiveness and efficiency of South Carolina’s Circuit Solicitors and their staff by providing training, continuing education programs, administrative and programmatic support, and technical legal assistance for the Offices of Solicitor; by collecting, analyzing and distributing meaningful criminal justice data; and by collaborating with and assisting the General Assembly as well as federal, state and local criminal justice partners.</p> <p>The SCCPC was created in 1990 to develop, coordinate and provide training, resources, and support services for the state’s sixteen (16) Circuit Solicitors and their staff, and to promote fair, just and uniform administration of justice in the prosecution of criminal cases. The SCCPC is governed by Sections 1-7-910 through 1-7-1000 of the South Carolina Code of Laws. The Commission’s eleven statutory members are 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 (PTI), a Judicial Circuit Victim-Witness Assistance Advocate, and five (5) Judicial Circuit Solicitors appointed by the Governor.</p> <p>In furtherance of its mission, the SCCPC’s primary responsibilities include:</p> <ul style="list-style-type: none"> <li>• Development and coordination of efforts to improve the prosecution and disposition of criminal cases in a timely and efficient manner;</li> <li>• Administrative and programmatic functional support for the Offices of the Solicitor;</li> <li>• Collection of revenues and expenditures of the Offices of Solicitor as well as programmatic data for reporting as required by the South Carolina General Assembly;</li> <li>• Coordination of pretrial intervention and other diversionary programs within the Solicitors’ offices;</li> <li>• Development of training and legal education programs for solicitors and their staff to help improve the legal knowledge and advocacy skills of prosecutors, the investigation of crimes, the administration of diversion programs, and the provision of victim services;</li> <li>• Publication of newsletters, manuals and other materials to help Circuit Solicitors and staff achieve peak job performance;</li> <li>• Provision of information and assistance on legal and ethics issues;</li> </ul>
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	<ul style="list-style-type: none"> <li>• Coordination of efforts with other federal, state and local government agencies involved in the criminal justice system; and</li> <li>• Communication with non-governmental entities involved in the criminal justice system, including the South Carolina Bar, and entities representing the interests of crime victims and criminal defendants.</li> </ul>
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<b>AGENCY VISION</b>	The vision of the South Carolina Commission on Prosecution Coordination (SCCPC) is to enhance the professionalism and effectiveness of South Carolina's Circuit Solicitors and their staff in seeking the fair administration of justice by delivering the highest quality and most up-to-date resources, training and information available.
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Does the agency have any major or minor recommendations (internal or external) that would allow the agency to operate more effectively and efficiently?

<b>RESTRUCTURING RECOMMENDATIONS:</b>	<b>Yes</b>	<b>No</b>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is the agency in compliance with S.C. Code Ann. § 2-1-230, which requires submission of certain reports to the Legislative Services Agency for publication online and the State Library? See also S.C. Code Ann. § 60-2-30.

<b>REPORT SUBMISSION COMPLIANCE:</b>	<b>Yes</b>	<b>No</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is the agency in compliance with various requirements to transfer its records, including electronic ones, to the Department of Archives and History? See the Public Records Act (S.C. Code Ann. § 30-1-10 through 30-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-6-210).

<b>RECORDS MANAGEMENT COMPLIANCE:</b>	<b>Yes</b>	<b>No</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Is the agency in compliance with S.C. Code Ann. § 1-23-120(J), which requires an agency to conduct a formal review of its regulations every five years?

	<b>Yes</b>	<b>No</b>
<b>REGULATION REVIEW:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please identify your agency’s preferred contacts for this year’s accountability report.

	<u><i>Name</i></u>	<u><i>Phone</i></u>	<u><i>Email</i></u>
<b>PRIMARY CONTACT:</b>	Lisa H. Catalanotto	803-343-0765	<a href="mailto:lisacatalanotto@cpc.sc.gov">lisacatalanotto@cpc.sc.gov</a>
<b>SECONDARY CONTACT:</b>	Tina Thompson	803-343-0765	<a href="mailto:tinathompson@cpc.sc.gov">tinathompson@cpc.sc.gov</a>

I have reviewed and approved the enclosed FY 2018–2019 Accountability Report, which is complete and accurate to the extent of my knowledge.

<b>AGENCY DIRECTOR (SIGN AND DATE):</b>	Signature on file
<b>(TYPE/PRINT NAME):</b>	Lisa H. Catalanotto

<b>BOARD/CMSN CHAIR (SIGN AND DATE):</b>	Signature on file
<b>(TYPE/PRINT NAME):</b>	Isaac McDuffie Stone III

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**AGENCY’S DISCUSSION AND ANALYSIS**

**I. AGENCY OVERVIEW OF FY 2019-20 AND FUTURE PLANS**

**Internal & External Factors Affecting Performance:**

FY 2019-20 was a year of great success and progress for the SCCPC despite several internal and external factors impacting the agency. Within the SCCPC, the lack of modern technology, adequate staffing and the necessary funding to support either continue to inhibit the ability to move forward with the agency’s plans and goals. Additionally, external factors such as the COVID-19 pandemic, lack of modern technology within the statewide Offices of Solicitor, lack of available funding, reductions to existing funding, and growing shortages of prosecution staff in the Offices of Solicitor resulting from continued growth in population and criminal charges have also slowed progress on goals prioritized by both the SCCPC and circuit solicitors.

**Current Efforts and Results:**

The effectiveness, professionalism and efficiency of South Carolina prosecutors are of utmost importance to the SCCPC as well as the sixteen elected circuit solicitors statewide and several efforts promoting these qualities were developed and implemented in FY 20, despite the lack of available resources.

The COVID-19 emergency impacted SCCPC’s trainings starting in March 2020 when the Governor’s Executive Order and CDC recommendations led to the cancellation of the week-long Prosecution Bootcamp program scheduled for the week of March 23. In response to the ongoing need to safely provide continuing education and training programs to prosecution staff across the state, SCCPC staff researched virtual training platforms, requested guidance from licensing and accreditation agencies on satisfying continuing education requirements through virtual trainings, obtained necessary Zoom™ licenses to conduct trainings, and educated themselves on the use of the platforms and programs to be utilized. The agency’s first virtual training was held on May 29 and four (4) additional virtual trainings were conducted before the end of June. The SCCPC has already held additional virtual trainings since the start of the new FY 21 and has planned addition virtual trainings through the remainder of the calendar year.

The SCCPC continued its partnerships with the Circuit Directors of Diversion Programs in the sixteen (16) circuits, other program coordinators, and the Commission’s Task Force on Diversion Programs to continue coordination of effort and processes among diversion programs across the state and improve accessibility to data on statewide diversion program participation. As a result of the work in FY 20 by everyone involved, new South Carolina Diversion/Intervention Standards were adopted and implemented, a report of initial recommendations for the Commission’s Diversion Programs Comprehensive Enhancement Plan was drafted and provided for the review and consideration of the circuit solicitors and Commission members, and Phase I of the new diversion programs database is in final testing before launching. Perhaps most importantly, ongoing communication and information shared between diversion program directors and coordinators across the state continues to promote the group exchange of ideas and problem solving.

In addition to managing two (2) existing grant awards, SCCPC researched and applied for additional grant opportunities in FY 20 to assist with its technology funding needs and expenses incurred in response to the COVID-19 pandemic. The SCCPC has recently been awarded funds for one such grant opportunity that will assist the agency with virtual training equipment needs.

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The SCCPC was also very active in FY 20 assisting the solicitors and General Assembly with the review and development of proposed legislation of interest to the legislature on a variety of criminal law matters. Additionally, the SCCPC updated a number of statutorily required reports and the formats thereof to streamline and simplify the process for both the SCCPC and solicitors' offices, clarify the parameters of requested data for solicitor staff responsible for gathering data, and improve the accuracy of data in final statewide reports. Despite these improvements, the compilation of data collected and preparation of final reports by the SCCPC are done manually through Excel. The availability of data also varies greatly among the circuit solicitors' offices depending on the capabilities of their existing and antiquated prosecution case management systems, even between circuits with the same case management system. These issues are a primary reason for the SCCPC's and solicitors' repeated requests for technology funding.

**Plans under Development to Introduce Additional Changes:**

The SCCPC, in coordination with the Offices of Solicitor, has developed plans and goals for several initiatives, many of which will require a commitment of additional funding. As the roles, responsibilities and programs of the Offices of Solicitor continue to expand, so must, too, the resources available to both the SCCPC and Offices of Solicitor. Chief among the prioritized plans, which require an investment of recurring and non-recurring funding, is a technology plan that requires modern prosecution case management systems for all circuit solicitors, a central database at the SCCPC for the collection and reporting of prosecution data, and IT staff for the SCCPC.

The technology gap between the antiquated and inadequate technology available to the SCCPC and circuit solicitors and the modern technology available to other agencies and criminal justice offices in the state is significant. The technology plan developed by the SCCPC and solicitors, and the funding necessary to implement it, will support several initiatives, including: (a) generation of automated reports; (b) interface between solicitors and with criminal justice partners; (c) identification and analysis of criminal activity trends; and (d) remote data accessibility. The prosecution case management systems utilized by most circuit solicitors are old and lack many abilities of newer systems funded for other state justice entities. Likewise, the SCCPC lacks a central database to compile, compute and report various statewide criminal justice data. The resulting technology gap and the challenges presented by such a gap, therefore, continue to grow. The SCCPC and Circuit Solicitors will, as they have for many years, continue to seek funding to enable the purchase of case management systems, a central database and other technology needs.

As the population in South Carolina grows, so does criminal activity and the responsibilities of circuit solicitors. The demands on the SCCPC for training, legal research and assistance, and reporting have likewise increased. The ability for circuit solicitors to retain experienced prosecution staff and hire additional prosecution staff to meet increased demands is more important than ever; however, with no additional funding and, in fact, declining revenues, solicitors struggle to maintain existing staff because of higher paying jobs elsewhere, stress from increased workloads, or a combination of both. The Commission has developed and approved a funding plan that would support solicitors' ability to hire and retain staff, but until the necessary additional funding is allocated, this will be an ongoing issue.

Likewise, a plan requiring an investment of state funding for additional SCCPC staff has also been developed. The SCCPC has no IT staff, no administrative assistant, and no statistician. In fact, current recurring funding is not enough to pay the full salaries of the SCCPC's existing four (4) state FTEs and one (1) Federal FTE. In order to successfully implement the Agency's goals and meet the growing demands of solicitors' offices, additional state funding for the SCCPC is needed to allow existing staff salaries to be paid entirely with recurring funds and to hire the necessary IT, administrative and legal staff.

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This additional staffing will not only support the agency’s technology plans but will also assist with the agency’s further development of its training programs.

**II. NOTABLE ACHIEVEMENTS AND RESULTS IN FY 2019-20**

The SCCPC achieved the following during FY 2019-20 in furtherance of the agency’s mission:

- Of the fifteen (15) total training offered in FY 20, thirteen (13) one-day or shorter training sessions were provided for 626 individuals on topics relevant to the investigation, prosecution, and trial of crimes in South Carolina’s state courts, including:
  - Family Court Prosecutions;
  - Restitution;
  - Driving Under the Influence Prosecutions;
  - Sexual Assault Prosecutions;
  - Victims’ Rights and Advocacy;
  - Ethics and Professionalism;
  - Freedom of Information Act; and
  - Crisis Communications

These trainings provided 34.21 continuing education hours for prosecutors, 13.75 hours for victim advocates, and 5.75 hours for investigators and officers. Fewer trainings were held in FY 20 than originally planned because of the COVID-19 pandemic; however, the SCCPC used this as an opportunity to develop a virtual training platform. The first virtual training was held on May 29, 2020, and four (4) additional virtual trainings were conducted before the end of FY 20.

- Co-sponsored with the South Carolina Solicitors’ Association the annual four-day South Carolina Solicitors’ Conference for 770 attendees. The conference sessions provided 14.0 continuing education hours for prosecutors, 13.75 hours for victim advocates, and 14.50 hours for investigators. The SCCPC develops and organizes every aspect of the conference, a particularly complex, multi-track event that brings together solicitors, prosecutors, diversion program staff, prosecution investigators, prosecution victim advocates, paralegals, administrative staff, speakers and guests from across the State for training, required legal education, and developmental program and division meetings. The conference provided attendees the opportunity to hear from experienced prosecutors (including SCCPC staff), judges, investigators, victim advocates, diversion program staff, and speakers from other states.
- Co-sponsored two (2) days of training (11.75 hours of Judicial Continuing Legal Education) at the “2019 Magistrates Advisory Council Intensive Training Seminar” for 85 Summary Court judges. The SCCPC planned the training, recruited prosecution and law enforcement speakers, spoke and/or otherwise participated in the seminar, and assembled all speaker presentation materials.
- Streamlined and expanded the use of the agency’s online registration process and other online platforms used for the presentation of training programs for all staff of the Solicitors’ and other prosecution offices, as well as law enforcement agencies.
- Provided legal updates to the Offices of Solicitor immediately upon the release of significant decisions by the Supreme Court of the United States and South Carolina’s appellate courts, enactment of criminal legislation by the South Carolina General Assembly, and other significant government pronouncements impacting the criminal justice and court systems.
- Applied for, received and managed federal grant funds for the John R. Justice Student Loan Forgiveness Program to recognize twenty-four (24) South Carolina prosecutor and public defender

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applicants, who have demonstrated a commitment to public service, with an award to lessen the financial strain of existing student loan debt.

- Awarded grant funds for a Traffic Safety Resource Prosecutor (TSRP). The grant is administered and allocated in South Carolina by the Department of Public Safety, Office of Highway Safety and Justice Programs. Pursuant to grant requirements, the SCCPC conducts trainings for prosecutors, law enforcement, and summary court judges on traffic safety enforcement, prosecution, and adjudication, with a specific focus on DUI and traffic-related offenses.
- Applied for and received federal grant funds through the National Association of Prosecutor Coordinators’ Cooperative Agreement with NHTSA to fund a four-day “Train the Trainer” course for future speakers to serve as volunteer faculty at “Prosecuting the Impaired Driver” training programs coordinated by the SCCPC’s TSRP for prosecutors and law enforcement officers. The volunteer faculty will be comprised of experienced DUI prosecutors, Drug Recognition Experts, Standardized Field Sobriety Test (SFST) Instructors, and other experienced law enforcement officers, breath testing program officials (SLED Implied Consent Agents) and Forensic Toxicologists employed by the State in the SLED Toxicology Laboratory.
- Provided technical legal support on trial, appellate, and research issues for Circuit Solicitor prosecution team members.
- Pursuant to state law, collected data from the Offices of Solicitor and prepared annual reports on:
  - Expenditures and Revenue (state, local, federal and non-governmental funding sources)
  - South Carolina Diversion Programs
  - Domestic Violence (DV) prosecutions
  - Driving Under the Influence (DUI) prosecutions
- Responded to inquiries from and provided input to the South Carolina General Assembly on legislation, budget requests and fiscal impacts.
- Organized and supported the work of the Task Force on Diversion Programs to update and obtain Commission approval of the South Carolina Diversion/Intervention Standards. Five in-person meetings were held.
- Coordinated and facilitated one (1) in-person and two (2) conference call meetings of the sixteen (16) Circuit Directors of Diversion Programs.
- Organized and managed the development of the SCCPC’s Diversion Programs Comprehensive Enhancement Plan (“Diversion CEP”) initiative to obtain comprehensive information about South Carolina’s solicitor-run diversion programs; identify the strengths and weaknesses of various diversion programs; identify diversion program successes and obstacles statewide; foster collaboration among diversion program coordinators; increase communication with and information provided to law enforcement, courts and defendants about diversion programs; promote uniformity and consistency while also protecting the constitutional and statutory discretion of Circuit Solicitors in the operation of diversion programs; develop recommendations to improve diversion program opportunities, and identify additional resources needed. The SCCPC established three (3) working groups of the Diversion CEP and continues to manage and support their work. The working groups held a total of seven (7) meetings, either in-person or by conference call, and individual working group members frequently communicated with the SCCPC throughout the Diversion CEP’s development of initial recommendations.

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- Accomplished significant progress, in coordination with SLED, toward the completion and launch of the new diversion programs database, which will house records with expanded data on all solicitor-run diversion programs including Traffic Education Programs (TEP), Alcohol Education Programs (AEP), Drug Court, and Pretrial Intervention (PTI). The SCCPC has worked closely with Circuit Directors of Diversion Programs in FY 20 to update current PTI records in the current system for successful migration to the new database. Circuit Directors of Diversion Programs and their staff corrected more than 3,500 data errors so that the current PTI records could successfully migrate to the new system. Despite delays caused by the COVID-19 pandemic, user testing, final system corrections and migration of all data from the old system to the new database will be complete by the second quarter of FY 2020-21.

### III. DISCUSSION OF AGENCY PLANS FOR FY 2020-21 AND BEYOND

An overview of plans the SCCPC has developed or that are under development is provided in Section I. A more detailed description of these plans, the continued efforts of the SCCPC, and the goals expected to be achieved through implementation of these planned initiatives and ongoing efforts follows:

1. **Develop, coordinate and conduct regular training and continuing education for Circuit Solicitors, prosecutors and staff.** Chief among the services the SCCPC provides for the Offices of Solicitor is regular training for all prosecution staff, and the agency will continue to coordinate and conduct trainings in FY 21 tailored to the needs of prosecutors, paralegals, investigators, victim advocates, diversion program staff and administrative staff and will provide resource materials for every training that is conducted for future reference and use. The SCCPC also serves as a legal resource on prosecution, ethics, evidence, trial, appellate and research issues for solicitors and their staff; provides updates on legislation, case law, and government orders; responds to legal questions; assists with research; and reviews pleadings. Agency staff will continue to provide timely updates to the Offices of Solicitor on legislative changes, rule changes, and impactful appellate opinions, and will provide trial assistance as requested.

An unfortunate consequence of the COVID-19 pandemic during FY 20 was that some of the SCCPC’s programs were cancelled or postponed in order to mitigate the spread of COVID-19. This provided the opportunity, however, for the SCCPC to develop a virtual training model so that continuing education for prosecution staff could continue. In FY 21, the SCCPC will continue to develop and provide virtual training to enhance the agency’s education and training program. Additional virtual trainings have already been planned through the remainder of calendar year 2020.

The 2020 Prosecution Bootcamp Program (a five-day criminal law, ethics, and trial advocacy training for prosecutors with less than two (2) years’ experience) was one of the SCCPC’s training programs that was cancelled due to the COVID-19 pandemic. This critical training for new prosecutors is specifically designed for face-to-face training, so the SCCPC will conduct this program for a larger number of participants in FY 21. The annual Solicitors’ Conference, the SCCPC’s largest training event each year, will also not be held in-person in 2020. Instead, the SCCPC is converting the multi-day event to a virtual format approved for continuing education credits for prosecutors and law enforcement.



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A four-day in-person “Train the Trainer” program is also being planned and developed through the SCCPC’s Traffic Safety Resource Prosecutor (TSRP) program to train highly experienced volunteers to serve as faculty for future training programs for prosecutors and law enforcement officers on the prosecution of impaired drivers.

The SCCPC plans to conduct 20-30 total trainings during FY 21 varying from one (1) hour to multiple days, with most of those being virtual trainings. Once the COVID-19 emergency ends and in-person training may safely resume, the agency will continue to provide regular virtual training because it allows participation without the loss of time to travel to a training site. This will be particularly important as, once the courts begin to operate more normally, the backlog of cases building since the emergency period began will need to be resolved as quickly as possible and will result in more demands on the time of the Solicitors’ staff.

The SCCPC will continue to obtain accreditation for its FY 21 trainings from the SC Supreme Court’s Commission on CLE and Specialization, South Carolina Bar, South Carolina Criminal Justice Academy, and/or Department of Crime Victim Services Training, Provider Certification & Statistical Analysis. Evaluations will continue to be utilized to determine the effectiveness of each training.

New recurring funding is needed to establish and maintain a training account that will be used to provide specialized in-person training opportunities and to support the SCCPC’s grant-funded Traffic Safety Resource Prosecutor (TSRP) program by replacing a reduction in funds awarded by SCDPS. The TSRP grant funding has fallen from \$174,895 in FY 12 to \$125,523 in FY 20. The SCCPC recently applied for and was awarded grant funding to support much of the additional software and equipment needed to provide virtual training for prosecution staff.

Neither the awarded grant funds nor the SCCPC’s existing budget support the cost of necessary renovations to existing unfinished office space to meet virtual and face-to-face training, video recording and meeting space demands. Additional funding will be needed for these renovations to ensure a useful training environment, uniform sound quality and internet stability. The training room will be used for virtual trainings, in-person trainings, and a combination of both to serve the needs of South Carolina’s prosecutors during and after the COVID-19 emergency.

2. **Pay salaries of existing staff entirely from recurring funds, hire additional agency staff, and provide staff with necessary resources to perform job duties.** The SCCPC has developed a strategic organizational plan that identifies appropriate staffing necessary to enable the agency to accomplish ongoing efforts, new plans under development and, ultimately, the responsibilities and mission of the agency. Before additional personnel needs can be tackled, the agency must be able to pay existing staff salaries entirely with recurring funds. Currently, a portion of salary expenses must be paid from carryforward balances. Additional recurring funding to support the salaries of existing staff has been the agency’s top budget request priority for the past two (2) budget cycles.

Once the recurring funding needs to fully support existing staff are satisfied, additional staff needed for effective agency operation includes five (5) positions: a technology operations manager (Information Technology Manager II), administrative assistant (Executive Assistant I), a statistician (Statistician II), a staff attorney (Attorney III), and database administrator (Database Administrator I). Funding will be required, however, to implement this staffing plan.

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The SCCPC operates with a limited staff of four (4) state-funded FTEs and one grant-funded FTE. Three of the additional positions identified (technology operations manager, administrative assistant and statistician) are critically needed to support the existing operations and demands of the agency, sustain and maintain existing services provided for the Offices of Solicitor, and allow the SCCPC to remain responsive to circuit solicitors and their staff, legislators, the Judicial Department, criminal justice partners, and interested non-governmental entities.

Despite technological advances, security requirements and data collection needs that are constantly evolving, the SCCPC operates with no IT staff. The vital importance of technology has increased dramatically and the demand for the efficiencies and value of virtual training and other technology-based resources has grown and will continue to do so. Funding is desperately needed to hire a technology operations manager to help fill the agency’s technology gap compared to other agencies, provide in-house technology and IT support for the SCCPC, provide centralized coordinated IT support for the Offices of Solicitor, develop and implement processes and technology for efficient data collection, and develop and manage technology plans.

The SCCPC also lacks an administrative assistant. An executive assistant is needed to support the executive director and assist with officewide operations and projects. A statistician is also needed to develop formats for complex reporting requirements, identify prosecution data accessible by all solicitors with their current case management systems, and develop data measures and reporting formats to be incorporated in prosecution case management systems acquired by solicitors in the future and in a central prosecution data collection database planned for development by the SCCPC.

Two of the additional positions identified in the SCCPC’s organizational plan (staff attorney and database administrator) are needed to enable the agency to meet increased demands and to enhance and continually improve the successful operation of and support provided for the Offices of Solicitor. SCCPC staff operates efficiently to provide legal support, human resources assistance, administrative support, programmatic support, and prosecution training for the Offices of Solicitor. However, the workloads, responsibilities and staffing of the Offices of Solicitor continue to increase, and criminal laws and procedures have become more complex and are constantly changing. As the demands of the Offices of Solicitor have increased, likewise, the support, training and reporting requirement demands of the SCCPC have increased.

Funding is needed to hire a Staff Attorney to assist with trainings, providing technical assistance to the Offices of Solicitor, and providing legal updates and other education materials. New funding is also needed to hire a Database Administrator to operate and maintain a data collection system (explained further in Section 3 below) to be developed with funding also requested, build and incorporate data fields and reports, and provide technical assistance on the database to users (SCCPC and Offices of Circuit Solicitor).

- 3. Develop and implement a Prosecution Data Collection System.** In FY 19, the SCCPC, with assistance from the SC Department of Administration’s Division of Technology Operations (DTO) and in consultation with commercial case management system vendors and IT staff in solicitors’ offices, developed a long-range technology plan for the collection and reporting of information and data from the Offices of Solicitor statewide. The development and implementation of a Prosecution Data Collection System has been identified as the most efficient solution for streamlining and maximizing the accurate and efficient collection of existing statewide data to meet reporting

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requirements, analyzing case data and trends, and measuring the programmatic and operational effectiveness of the Offices of Solicitor.

Funding is needed for the development of a Prosecution Data Collection System to be maintained by the SCCPC. A data collection system is vital for enabling staff to carry out the mission of the agency; support the Offices of Solicitor; enhance the performance and efficiency of the SCCPC; enable centralized IT support for and data collection, reporting and sharing among the Offices of Solicitor and SCCPC office; and promote the development and collection of uniform data measurements.

4. **Implement Phase I of the newly developed diversion programs database.** In FY 19, the SCCPC worked with the Circuit Solicitors and their Directors of Diversion Programs to finalize the needs and goals for a new diversion programs database being developed under contract with SLED that will be used to verify offender eligibility, monitor participant progress and assess program effectiveness. Upon completion of Phase I of this project, the database will incorporate and track diversion participant and programmatic information and analysis for Pretrial Intervention, Alcohol Education Program, Traffic Education Program, and Drug Court programs. The COVID-19 pandemic has delayed Phase I completion of the new database, but final testing and migration of all data from the old system to the new database is expected by the second quarter of FY 21. The SCCPC is facilitating the efforts of Circuit Solicitors, the Circuit Directors of Diversion Programs and SLED to migrate data from the current system to the new system. Migration of data from the old database (with data on the Pretrial Intervention program only) and implementation will be complete in FY 21. Following implementation of Phase I of the database project, the SCCPC and SLED will begin work on Phase II of the project to add all remaining diversion programs. The new database will replace the current diversion directory, which is maintained by SLED, is limited to pretrial intervention program participants only, is antiquated, and has frequent accessibility issues.
  
5. **Assist with the development and implementation of statewide diversion program initiatives.** In FY 19, the SCCPC organized and started work on its Diversion Programs Comprehensive Enhancement Plan (“Diversion CEP”) to identify the needs of South Carolina’s diversion programs and develop recommendations to address those needs. Through a series of meetings and communications, three working groups, led by SCCPC staff, developed an initial set of recommendations with a focus on three areas: 1) Data and Measurements of Success; 2) Community; and 3) External Feedback. The working groups consist of Circuit Directors of Diversion Programs, general sessions prosecutors and juvenile prosecutors. All approved recommendations will be used by the solicitors to implement program changes within their offices; pursue statutory changes; request additional funding and resources needed for diversion program operations; implement strategies for building community partnerships; and educate the public, law enforcement, courts and the defense about available diversion programs.

The SCCPC will continue to partner with Circuit Directors of Diversion Programs to identify and bring to the circuit solicitors’ attention various areas of concern and issues affecting the performance of statewide diversion programs. The draft Diversion CEP report with initial recommendations was completed in FY 20 and submitted to the elected solicitors for review and comment. A final report of initial recommendations will be presented to the Commission for approval in FY 21, and the Diversion CEP working groups will continue their work to develop additional recommendations. The Diversion CEP working groups have identified initial resource shortages for the operation of solicitor-operated diversion programs. Recently, funding shortages of diversion programs have been magnified by the

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loss of revenue and shutdown of many court operations resulting from the COVID-19 pandemic. The SCCPC will continue to notify the elected solicitors and Commission members about the funding shortages of diversion programs and facilitate discussion to develop internal solutions as well as funding requests for executive and legislative consideration.

In addition to the ongoing work of the Diversion CEP working groups, the SCCPC-appointed Task Force on Diversion Programs actively works to develop uniform standards and procedures for the operation of and participation in diversion programs statewide. The task force worked with SCCPC staff to develop new “South Carolina Diversion/Intervention Standards,” which were adopted by the Commission in September 2019. The new Standards replaced the old Pretrial Intervention program standards and apply to all solicitor-operated diversion/intervention programs. With the assistance of SCCPC staff, the task force is now developing standardized procedures unique to each diversion/intervention program type beginning with Pretrial Intervention, the most comprehensive of diversion programs. The Task Force has already met twice in FY 21 and will finalize recommended Pretrial Intervention Standardized Procedures for the Commission’s consideration, then continue its work by developing recommended standardized procedures for other diversion programs. A unified diversion/intervention mission statement that was drafted by the Diversion CEP Community Working Group will be included in each of the Standardized Procedures.

#### **IV. CIRCUIT SOLICITOR PLANS FOR THE CURRENT FISCAL YEAR AND BEYOND**

The ongoing efforts and new initiatives of the sixteen (16) elected circuit solicitors support the fair and swift prosecution of criminal cases, rehabilitation of offenders through diversion and treatment court programs, support for crime victims and witnesses, and public safety. The SCCPC’s role is to coordinate and provide training programs, legal and legislative research and assistance, statewide prosecution data, legal and legislative updates and responses, and project assistance to support the solicitors’ efforts. While the outcomes for the efforts and initiatives of the solicitors’ offices are not directly under the control of or influenced by the SCCPC, the ability of the solicitors’ to carry out their efforts and initiatives is of utmost importance to the SCCPC and directly affects the ability of the SCCPC to effectively carry out the Commission’s ongoing efforts and planned initiatives. Therefore, a brief description of these solicitor goals and plans follows:

- 1. Acquire and implement modern, web-based prosecution case management systems for the Offices of Solicitor.** IT Infrastructure and web-based prosecution case management systems for the Offices of Solicitor are needed to allow solicitors to maintain, access and share case data and information and to enable accurate and uniform data collection and reporting. Funding to enable acquisition of these systems has been a top priority for years for the Commission and circuit solicitors because they will significantly increase the efficiencies and capabilities of the Offices of Solicitor and because interface and connectivity with courts, law enforcement, public defenders, and other criminal justice partners that already have web-based case management systems is not possible until Circuit Solicitors, too, are able to purchase modern prosecution case management systems with the same capabilities. The interface capabilities supported by modern prosecution case management systems will enable Circuit Solicitors to transfer case data to clerks of court and the Judicial Department, and can be used together with evidence management software to maximize digital storage of discovery and reduce travel and other costs associated with delivering discovery.

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2. **Hire and retain prosecution staff.** The Offices of Solicitor must maintain an adequate number of prosecutors to handle the growth in criminal charges statewide and to thoroughly assess and fairly dispose of those charges efficiently. The ability of solicitors to hire and retain prosecution staff ultimately protects citizens and communities and provides effective, efficient and fair prosecution of those who violate the law. Accordingly, the goal of the circuit solicitors is to retain experienced prosecutors and to have enough prosecutors so that general sessions caseloads do not exceed 200 warrants per prosecutor. No additional state funding has been provided since 2016 to hire new prosecutors and retain experienced prosecutors. Since that time, prosecutor caseloads have continued to grow as the number of new warrants statewide has increased from 120,678 warrants in FY 16 to a three-year average (FY 18 through FY 20) of 131,966 warrants at the close of FY 20, a 9.35% increase.

Additional prosecutors are also needed to handle lower level DUI cases in magistrates' court and municipal court that are currently often prosecuted by law enforcement officers. The administrative assistants that are statutorily provided for each circuit solicitor provide invaluable support for the solicitors and their offices; however, state funding for these 16 positions is not enough to support the mid-range of the applicable pay band for these positions. Thus, the solicitors' goal of retaining staff in these positions is difficult. Additional funding, which has been requested by the solicitors for the past two (2) fiscal years, is needed to support all three goals.

The Commission has also prioritized a budget request for the reinstatement of funding for Proviso 117.62 of the FY 20 Appropriations Act (Prosecutors and Defenders Public Service Incentive Program) to assist with the retention of experienced prosecutors, as well as public defenders. The intent of Proviso 117.62 was to offer partial student loan forgiveness for prosecutors and public defenders who demonstrate commitment to public service over accepting higher paying jobs. This proviso has not been funded for several years; however, such funding would assist with efforts to retain talented prosecutors and public defenders.

3. **Establish a fair measure of circuit backlog for pending cases.** The Commission and circuit solicitors have developed a plan to compare the number of criminal warrants disposed of annually with both the number of new warrants during the same period, as well as the number of warrants disposed in prior years. This approach to measuring "backlog" recognizes the various factors that contribute to the volume of felony cases pending on a docket, which include prosecutor caseloads, the annual number of new warrants, the percentage of violent crime warrants on the docket, the number of court terms, the availability of court reporters and case complexity.

A significant obstacle to acquiring accurate backlog data is that the data maintained by the Judicial Department is inaccurate and/or misleading. The number of pending cases reported by the Judicial Department inaccurately includes cases disposed of through alternative court-ordered conditional discharge or participation in solicitor diversion/intervention and treatment court programs. Placement or acceptance into one of these programs removes cases from further court action (unless and until offender performance requirements are determined to have not been met), but the Court's case management system still reports these cases as pending. Cases that have been diverted from the docket for an alternative disposition, such as conditional discharge and pretrial diversion/intervention, should be removed from the docket unless restored for failure to successfully complete the program. This would ensure that the numbers of pending warrants reported by the Judicial Department accurately reflect only those cases on court dockets.

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This data is also not currently accessible on many of the antiquated prosecution case management systems circuit solicitors currently have. The circuit solicitors’ goal to have modern prosecution case management systems in all solicitors’ offices will support accurate and uniform reporting on the number and age of pending cases for statewide analysis. Implementation of this goal requires funding for IT infrastructure and prosecution case management systems for the Circuit Solicitors and a central database for the collection of prosecution data for the SCCPC.

## **V. RESTRUCTURING RECOMMENDATIONS**

The SCCPC does not have any restructuring recommendations for the elimination or combination of existing agency programs. In fact, with an annual state budget that supports only the Executive Director and partial funding for four (4) state-funded FTEs, the SCCPC is requesting funding for FY 22 to allow the agency to operate and sustain its core services.

## **VI. RISK ASSESSMENT AND MITIGATION STRATEGIES**

If the SCCPC does not meet its goals and objectives, the criminal justice system and the safety of South Carolina’s local communities will be adversely impacted. The SCCPC coordinates communication and collaboration among the Offices of Solicitor and criminal justice partners; gathers and reports data and information for the benefit of the General Assembly, Circuit Solicitors, other criminal justice agencies and the public; develops and provides training for prosecutors, law enforcement, judges, diversion coordinators, victim advocates and others; and provides legal assistance to the Offices of Solicitor.

Circuit solicitors face a number of challenges requiring enhanced prosecutor training and continuing legal education, and additional support and assistance from the SCCPC. For example, the number of statewide criminal charges have increased an average of 9.35% over the past three (3) years and prosecutor caseloads have increased as a result. The Offices of Solicitor must have adequate numbers of prosecutors and staff to handle the increased volume of criminal cases and the ability to retain experience and talent. As the number and experience of prosecutors within the solicitors’ offices change, the demands on the SCCPC continue to increase.

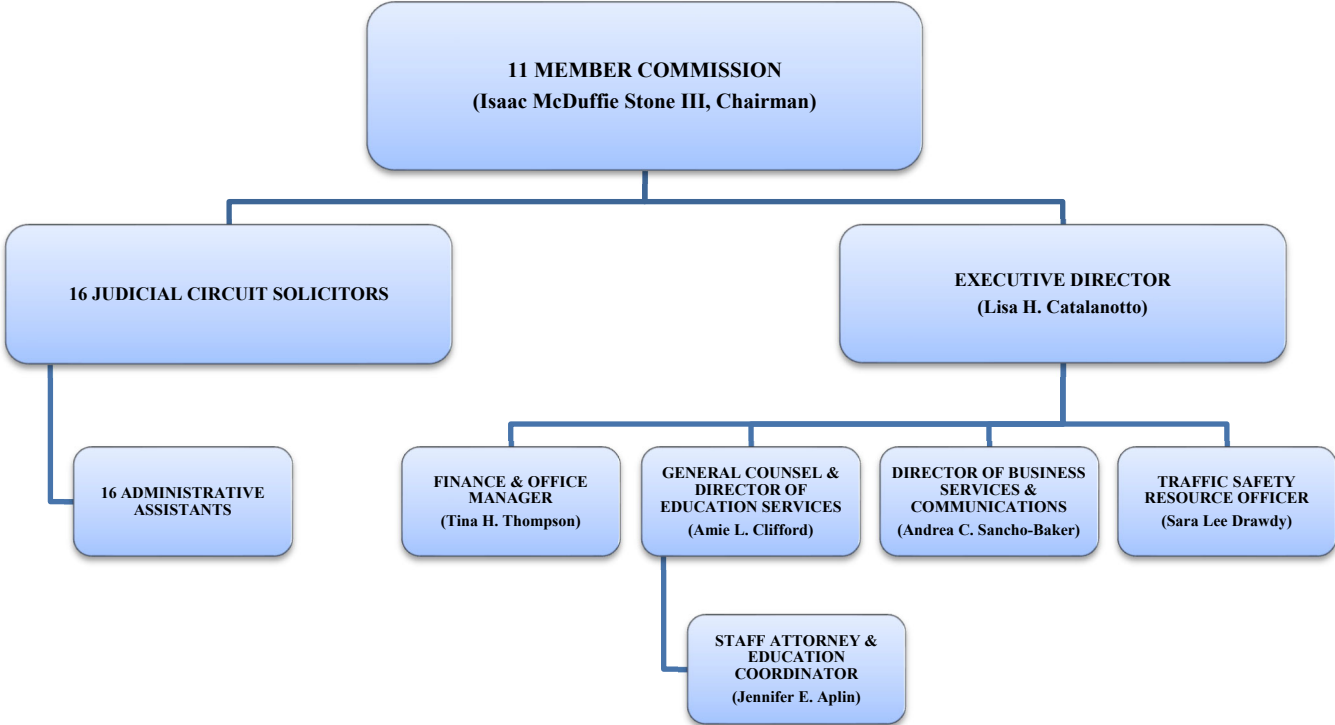
As another example, while the use of advanced technology by criminals over the past ten (10) years has dramatically increased, the technology available to the circuit solicitors and to the SCCPC has remained stagnant. Cell phone and social media use is prevalent in our society and criminals take advantage of it to plan, execute, photograph and publish their crimes, and to threaten, bully and exploit people. Technology can and must be used to stop crime as well. Accordingly, Solicitors need to have modern technology, including web-based prosecution case management systems, to deal with these issues. The SCCPC, too, needs a database for the central collection of statewide prosecution and an IT staff.

For the SCCPC, limited resources remain the primary challenge. The SCCPC’s administrative responsibilities continue to increase as the level of project management and legal assistance provided for Circuit Solicitors also increases. With a minimal budget for a staff of only four (4) state-funded FTEs, one (1) grant-funded FTE, the agency’s Executive Director and operational expenses, the SCCPC needs additional funding for additional staffing, technology, and other capital and operational expenses to maintain existing services and meet increased demands for services and support.

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**VII. ORGANIZATION CHART**

**SOUTH CAROLINA COMMISSION ON PROSECUTION COORDINATION**



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		Goal	Strategy	Measure		Base	Target	Actual				
Maintaining Safety, Integrity and Security	G	1			Protect citizens and communities by effectively, efficiently and fairly prosecuting those who violate the law							
	S	1.1			Support the efficient disposition of general sessions warrants							
	M		1.1.1	Growth in the number of general sessions prosecutors in the Offices of Solicitor to manage continued growth in the volume of new incoming general sessions warrants annually, subject to the needs of each circuit and the availability of funding.  NOTE: THIS MEASURE IS NOT INFLUENCED BY THE SCCPC AND HAS BEEN REMOVED FOR FY 21.	355 Prosecutors + 16 Elected Solicitors / 131,966 3-yr. avg. # new warrants	660 Full-time Prosecutors	350 Prosecutors + 16 Elected Solicitors / 133,580 3-yr. avg. # new warrants  (REMOVED AS AN AGENCY MEASURE FOR FY 21)	07/01/19-06/30/20	Number of general sessions prosecutors-- provided by Solicitors upon request / 3-year average of the annual number of new incoming warrants-- provided by Judicial Department annually (NOTE: The ability to meet this measure is contingent on the appropriation of additional funding to hire additional prosecutors and retain existing prosecutors.)	The SCCPC's general sessions caseload reduction goal is 200 warrants per prosecutor. Based on SC Judicial Department data, the 3-year average (FY 17-FY 19) of new incoming general sessions warrants for the 16 circuits is 131,966. 660 general sessions prosecutors are needed to reach an average caseload of 200 warrants (131,966/200=660).	Supports Circuit Solicitors' efforts to efficiently move cases in a manner that promotes justice, reduces general sessions prosecutor caseloads to 200, and allows for an increase in the volume of warrants disposed of annually. As the number of new incoming warrants increases, the number of prosecutors and support staff should also increase to handle the additional workloads. Current funding levels at the Offices of Solicitor do not enable hiring additional FTEs or limiting attrition.	
	M		1.1.2	Efficient disposition of cases to minimize the % of pending general sessions warrants that are older than 365 days.  NOTE: THIS MEASURE IS NOT INFLUENCED BY THE SCCPC AND HAS BEEN REMOVED FOR FY 21.	31.53% Pending Cases older than 365 days / Judicial Data (See NOTE under "Data Source & Avail.")	Generally less than 40% depending on the complexity of pending cases and completion of diversion or court programs	36% Pending Cases older than 365 days / Judicial Data (See NOTE under "Data Source & Avail.")  (REMOVED AS AN AGENCY MEASURE FOR FY 21)	07/01/19-06/30/20	The percentage of pending warrants older than 365 days is not accurately assessed by the Judicial Department and is not easily attainable by the SCCPC or Solicitors due to the lack of or antiquated technology. The Judicial Department's calculation of pending warrants does not subtract warrant dispositions pending completion of diversion or other alternative programs.	The number of pending cases reported by the judicial department inaccurately includes cases accepted in conditional discharge, diversion & treatment court programs, or transferred to the attorney general. The average age calculated based on an incorrect number of cases is, therefore, also incorrect. IT funding requested for solicitor prosecution case management systems and an agency database would support accurate calculations and reporting of both the number and age of pending cases.	Supports the rights of defendants, victims and the community to speedy trials; and supports the efforts of Circuit Solicitors to reduce prosecutor caseloads. As the number of new incoming warrants increases, the number of prosecutors and support staff should also increase to handle the additional workloads. Current funding levels at the Offices of Solicitor do not enable hiring additional FTEs or limiting attrition.	



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		Goal	Strategy	Measure		Base	Target	Actual				
	M			1.1.3	Maintain or increase the number of warrants disposed of annually (to include dispositions by placement in diversion or treatment court programs and by orders of conditional discharge), and the disposition of more general sessions warrants than the number of new incoming general sessions warrants annually.  NOTE: THIS MEASURE IS NOT INFLUENCED BY THE SCCPC AND HAS BEEN REMOVED FOR FY 21.	131,286 disposed warrants / 135,400 new warrants Judicial Data (See NOTE under "Data Source & Avail.")	Annual # of disposed warrants => previous year and, with appropriate staffing levels, > annual # of new warrants	111,162 disposed warrants / 125,567 new warrants Judicial Data (See NOTE under "Data Source & Avail.")  (REMOVED AS AN AGENCY MEASURE FOR FY 21)	07/01/19-06/30/20	Judicial reporting of annual incoming warrants and dispositions is not accurate. New warrants and dispositions are often not entered timely by Clerks of Court, and Judicial dispositions reports do not subtract placements in diversion and court programs or orders of conditional discharge. This highlights the need for prosecution case management systems and a central database at the SCCPC. Interface capabilities of such systems would improve access to accurate, consistent and up-to-date information for assessing and improving programs.	Per circuit, the total number of warrants disposed of annually compared to the total number of new warrants placed on the docket during the same period.	Recognizes various factors that affect the rate of warrant dispositions (high prosecutor caseloads, increase in annual new warrants, increase in violent crime/felony arrests, judicial docket management, varied case complexity, and additional requirements imposed by statutes, rules and court orders) when assessing a circuit's docket management efficiency. As the number of new incoming warrants increases, the number of prosecutors and support staff should also increase to handle the additional workloads. Current funding levels at the Offices of Solicitor do not enable hiring additional FTEs or limiting attrition.
	S			1.2	<b>Support efforts that enable all driving under the influence (DUI) cases to be prosecuted by the Offices of Solicitor</b>							
	M			1.2.1	Increase in the number of DUI dispositions handled annually by Circuit Solicitors' prosecutors when compared to the total number of DUI warrants issued during the year.  NOTE: THIS MEASURE IS NOT INFLUENCED BY THE SCCPC AND HAS BEEN REMOVED FOR FY 21.	7,579 prosecutor disposed DUI warrants / 13,957 new DUI warrants per SCDMV Data (See NOTE under "Data Source & Avail.")	Annual # of disposed DUI warrants => annual # of new DUI warrants, subject to availability of funding for additional prosecutors	NOT AVAILABLE FROM SCDMV  (REMOVED AS AN AGENCY MEASURE FOR FY 21)	07/01/19-06/30/20	Annual DUI dispositions by prosecutors--provided by Solicitors upon request / Annual DUI warrants--SCDMV annually upon request.	The number of DUI warrants disposed of annually by Circuit Solicitors' prosecutors in magistrate and summary courts compared to the total number of new incoming DUI warrants for each court type during the same period.	Allows for a more just and consistent approach to DUI prosecution by having lower level DUI cases prosecuted by lawyer-prosecutors employed by Circuit Solicitors. DUI warrant dispositions that are not handled by prosecutors in magistrate and summary courts are handled by law enforcement officers. An increase in the number of DUI dispositions that are handled by prosecutors, therefore, indicates a reduction in the percentage of lower level DUI dispositions that are prosecuted by law enforcement officers. Current funding levels at the Offices of Solicitor do not enable hiring additional prosecutors to handle additional DUI cases in magistrate and summary courts.

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		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	G	2			Support and enhance the programmatic and administrative operations of the Offices of Solicitor							
	S	2.1			Provide administrative support for the Offices of Solicitor							
	M		2.1.1	Delivery of quality human resources, state funding, and budgetary assistance to the 16 Circuit Solicitors and their administrative assistants (one assistant per Circuit Solicitor); and assistance with funding efforts to improve prosecutor retention and caseload equalization among circuits.	Provided ongoing assistance & support on a daily basis in FY 19	Provide ongoing assistance & support on a daily basis	Provided ongoing assistance & support on a daily basis in FY 20	07/01/19-06/30/20	Human resource, funding allocation and budget assistance--provided by SCCPC throughout year.	Discussions with Circuit Solicitors	Contributes to the successful operation of the Offices of Solicitor, reduces prosecutor turnover rates, and enhances the level of experience contained within the Offices of Solicitor.	
	M		2.1.2	Delivery of administrative and programmatic support to diversion program coordinators and victim advocates within the Offices of the Solicitor.	Provided ongoing assistance & support on a daily basis in FY 19	Provide ongoing assistance & support on a daily basis	Provided ongoing assistance & support on a daily basis in FY 20	07/01/19-06/30/20	Administrative and programmatic support--provided by SCCPC throughout year.	Discussions with Circuit Solicitors, diversion program directors and victim advocates	Facilitates the development, implementation and/or distribution of statutory reporting requirements, communication with other Solicitors' offices and criminal justice partners, procedures, educational resources, trainings, meetings and information.	
	M		2.1.3	Assistance with the development and implementation of sound financial management practices and protocol for the Offices of Solicitor.  NOTE: THIS MEASURE IS NOT MEASURABLE AND HAS BEEN REMOVED FOR FY 21.	Provided research, assistance & support as requested by commission members.	Provide research, assistance & support	Provided research, assistance & support as requested by commission members.  (REMOVED AS AN AGENCY MEASURE FOR FY 21)	07/01/19-06/30/20	Development of protocol	As developed by the SCCPC Task Force and approved by the SCCPC	Enhances the professionalism and effectiveness of the Offices of Solicitor, ensures fair and just administration of justice, and supports the Circuit Solicitors by providing standards and measures to continually improve the financial management of and recordkeeping within their offices.	
	S	2.2			Provide legal support and training for the Offices of Solicitor to enable uniform application of laws, standards, procedures, analysis and resources							
	M		2.2.1	Develop, coordinate and conduct regular training and continuing education for Circuit Solicitors, prosecutors and staff.	13 trainings/ 134.25 credit hours/ 1,017 people	15-20 trainings/ 100 credit hours/ 1,000 people	15 trainings/ 109.71 credit hours/ 1481 people	07/01/19-06/30/20	SCCPC--throughout the year	Number of trainings held, continuing education credit hours offered, and persons trained.	Enhances the professionalism and effectiveness of South Carolina's Solicitors and their staff, and ensures the fair and just administration of justice. In In FY 19, there were fewer trainings compared with FY 18 primarily due to having to reschedule and re-organize in the same fiscal year the annual 700+ person Solicitors' Conference as a result of the impacts from Hurricane Florence.	

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		Goal	Strategy	Measure		Base	Target	Actual				
	M			2.2.2	Delivery of technical legal assistance, legislative updates and judicial/case law updates to the Offices of Solicitor in all sixteen circuits.	16 circuits	16 circuits	16 circuits	07/01/19-06/30/20	SCCPC--daily	Number of Circuits assisted with feedback from Circuit Solicitors and staff.	Enhances the knowledge, skills, ethics, professionalism, and effectiveness of South Carolina's Solicitors and their staff, and ensures the fair and just administration of justice.
	M			2.2.3	Identification of and communication on local, state and national issues; trends; legislation and case law affecting prosecutors and their criminal justice partners.  NOTE: THIS MEASURE IS NOT MEASURABLE AND HAS BEEN REMOVED FOR FY 21.	Provided ongoing assistance & support on a daily basis in FY 19	Provide ongoing assistance & support on a daily basis	Provided ongoing assistance & support on a daily basis in FY 20	07/01/19-06/30/20	SCCPC--throughout the year	Feedback from Solicitors	Ensures that South Carolina's Solicitors and their staff are current on the law and emerging issues so as to ensure the fair and just administration of justice.
	S			2.3	<b>Assist with the development of a comprehensive offender database that tracks participation in and measures the success of diversion programs</b>							
	M			2.3.1	Identification of specific needs and goals for a new diversion programs database and delivery of requested information and assistance to SLED for the completion of a real-time secure directory listing of participants of all diversion programs that, because of the sensitivity of information regarding program participants, is only accessible by SLED, the Commission, and the Offices of Solicitor, under which all diversion programs operate.	In FY 19, completed needs and goals for a new diversion database being developed under contract with SLED; assisted and delivered information as requested to SLED	Identify needs and goals for a new diversion database being developed under contract with SLED; assist and deliver information as requested to SLED; launch new database in March 2020.	Completed as to those items influence by the SCCPC. Now, the database will launch once migration is complete.	07/01/19-06/30/20	SCCPC, Circuit Directors of Diversion Programs & SLED-- upon request	Feedback from Solicitors, Staff, and SLED	When complete, the new diversion programs database will support participant data and programmatic information and analysis of all diversion programs operating under Offices of Solicitor, and will be used to verify offender eligibility, monitor participant progress and assess the program effectiveness. (NOTE: Current diversion directory, which is maintained by SLED, is limited to Pre-trial Intervention program participants only, is antiquated, and has frequent accessibility issues, leaving the process of verifying of program eligibility time consuming and unsound.)

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		Goal	Strategy	Measure		Base	Target	Actual					
	M			2.3.2	Facilitate the collection and correction of diversion program data maintained in the existing database with SLED and diversion program directors and staff in the Offices of Solicitor for migration into the new diversion database/directory being developed under contract with SLED.  NOTE: THIS MEASURE IS NOT INFLUENCED BY THE SCCPC AND HAS BEEN REMOVED FOR FY 21.	August 2019- Information on data entries requiring correction received; facilitation of corrections with Offices of Solicitor started	Enable and provide assistance to migrate existing database entries to a new diversion database as contracted with SLED	Completed (REMOVED AS AN AGENCY MEASURE FOR FY 21)	08/01/19-01/31/20	SCCPC, Circuit Directors of Diversion Programs & SLED-- upon request	Correction and clarification of existing database entries facilitated with Circuit Directors of Diversion Programs as directed by SLED.	See 2.3.1. File entries requiring correction in order to be migrated to the new database were identified and explained by SLED in August 2019. Diversion program staff in the Offices of Solicitor are making necessary corrections or have completed all corrections. The SCCPC is assisting the circuits to ensure that as much information from the existing database as possible can be migrated into the new database.	
	M			2.3.3	Final testing and implementation of the new diversion database/directory.  NOTE: THIS MEASURE IS NOT INFLUENCED BY THE SCCPC AND HAS BEEN REMOVED FOR FY 21.	Testing and go-live date for the new database to be determined by SLED; expected to occur in FY 20	Enable testing and a go-live date for the new database in FY 20	Delayed due to COVID-19. SLED plans implementation in FY 21.  (REMOVED AS AN AGENCY MEASURE FOR FY 21)	11/01/19-06/30/20	SCCPC, Circuit Directors of Diversion Programs & SLED-- upon request	Feedback from Solicitors, Staff, and SLED	See 2.3.1	
	S			2.4	<b>Support the programmatic operations of the Offices of Solicitor</b>								
	M			2.4.1	Support efforts to maintain balance between the numbers of full-time support staff and prosecutors working in the Offices of Solicitor, subject to the needs of each circuit and the availability of funding.  NOTE: THIS MEASURE IS NOT INFLUENCED BY THE SCCPC AND HAS BEEN REMOVED FOR FY 21.	714 Support Staff FTEs to 433 Total Prosecutor FTEs = 1.65 to 1 Ratio	1.75 Support Staff FTEs to 1 prosecutor FTE	LISA	07/01/19-06/30/20	Number of support staff and prosecutors -- provided by Solicitors upon request (NOTE: The ability to meet this measure is contingent on the appropriation of funding to hire and maintain additional support staff at a ratio of 1.75 support staff FTEs to 1 prosecutor FTE.)	The calculation of support staff FTEs per circuit includes investigators, victim/witness advocates, diversion program coordinators, drug court coordinators, paralegals and administrative staff. The calculation of 1.75 support staff per 1 prosecutor does not include additional support staff that would be needed for the implementation or expansion of additional programs or services.	Supports Circuit Solicitors' efforts to efficiently move cases in a manner that promotes justice, reduces general sessions prosecutor caseloads, and allows for an increase in the volume of warrants disposed of annually. Also supports the operation of diversion programs and other treatment services under the Solicitors' offices for eligible offenders. As the volume of new incoming warrants increases, the number of prosecutors and support staff should also increase to handle the additional workloads. Solicitors' current funding levels do not enable hiring additional FTEs or limit attrition.	

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		Goal	Strategy	Measure		Base	Target	Actual				
	M			2.4.2	1) Development and implementation of a Statewide Diversion Programs Comprehensive Enhancement Plan ("Diversion CEP") that identifies areas of success, need, and improvement in solicitor diversion programs and identifies strategies and actions for the continued improvement and availability of diversion programs in the Offices of Solicitor; 2) Continued assistance with and coordination of efforts of the following three working groups, which are comprised of SCCPC staff, general sessions and juvenile prosecutors, and all sixteen Circuit Directors of Diversion Programs: i) Data and Measurements of Success; ii) Community; and iii) External Feedback; and 3) Completion of a final report of approved recommendations to the Commission and Circuit Solicitors for implementing diversion program changes within the Offices of Solicitor, pursuing statutory changes, and requesting funding for diversion program operations and resources.	Identified project goals, established working groups, coordinated and held meetings	Development and Commission approval of recommendations and implementation of the approved plan	Draft report completed	07/01/19-06/30/21	SCCPC & Circuit Directors of Diversion Programs--upon completion of the Diversion CEP	Implementation of strategies and recommendations identified in the Diversion CEP	Upon completion of a final report, the Diversion CEP will identify the needs of South Carolina's diversion programs and present strategies and action plans to address those needs as follows: (1) Internal actions and strategies that can be made within the diversion programs with current resources; (2) Legislative proposals to address issues identified; and (3) Funding needs and budget request priorities based on observations and data collected from the three working groups. The initial recommendations of the working groups will be presented to the Commission and Circuit Solicitors for approval and incorporation in a final report.
Government and Citizens	G			3	<b>Operate in an effective and efficient manner that enables staff to accomplish the mission of the agency</b>							
	S			3.1	<b>Enable staff to perform job duties, work effectively and efficiently, and accomplish the agency's mission by providing appropriate technology and staffing support</b>							
	M			3.1.1	1) Identification of SCCPC staffing and resources necessary for the agency to operate; accomplish increased requirements and demands; support and train the Offices of Solicitor; and maintain service levels for the Offices of Solicitor and keep pace with funding, programmatic and staffing increases and expansion in the Solicitors' offices. 2) Communication of additional funding and FTE authorization required to acquire staffing and resource needs identified. 3) Use of funding and authorization received for the intended purposes.	For FY 20 A) General Fund Distribution= 2.96% Agency-retained /97.04% Pass-through B) New Funding= \$392,900 Requested / \$0 received C) New FTEs= 3 requested / 0 received	A) 8% of total general fund budget agency-retained; requested funding; B) receipt of requested FTEs	For FY 20 A) General Fund Distribution= NO CHANGE B) New Funding= \$392,900 Requested / \$0 received C) New FTEs= 4 requested / 0 received	07/01/19-06/30/21	General Assembly--passage of General Appropriations Act; SCCPC & Solicitors--upon receipt of funding	A) Of total general funds received, the percentage of both pass-through and agency-retained funding compared to the historical funding distribution using the same funding distribution ratio ratio; B) funding increase received annually compared to percent requested; & C) New FTEs authorized compared to the number requested.	Informs the Commission, Circuit Solicitors and General Assembly of the additional funding necessary for the agency to effectively and efficiently perform their duties; keep pace with increased workloads of and demands accomplish increased judicial and legislative demands and requirements. The services provided by, demands placed upon and caseloads of the Offices of Solicitor have significantly increased. These increases require enhanced prosecutor training and continuing legal education, and additional support and assistance from the SCCPC.

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Statewide Enterprise Strategic Objective	Type	Item #			Description	Base	2019-20		Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure			Target	Actual				
	M			3.1.2	Acquisition of additional agency legal and administrative staff to assist with existing projects and begin other projects and initiatives that are on hold due to current staff workloads, and to create balance in the number of funded and authorized Administration FTEs within the SCCPC compared to it's parallel agency partner, the SC Commission on Indigent Defense. This measure may only be achieved with additional General Fund appropriations and FTEs.	5 FTEs	Administration Staff= 9.5 FTEs	5 FTEs (NO CHANGE)	07/01/19-06/30/20	General Assembly--passage of General Appropriations Act; SCCPC--upon receipt of funding	The number of state-funded and authorized Administration Staff FTEs at the SCCPC compared to the same number at the SC Commission on Indigent Defense (SCCID), currently 9.5 FTEs, and the need for staff relative to workloads and open projects and developed initiatives in line to begin work on.	Creates balance in the staffing of agencies with similar missions. In this case, the SCCPC and SCCID are both state agencies and criminal justice partners performing very similar work. The SCCPC serves the State's 16 Circuit Solicitors and their offices while the SCCID serves the State's 16 Public Defenders and their offices.
	M			3.1.3	Delivery of sufficient resources for staff, including software and technology that enables staff to accomplish the responsibilities of the agency, equipment and materials for the development and performance of trainings, and educational opportunities for career development. Communication of additional funding necessary for the acquisition and implementation of resources identified.	\$0	Funding for a new data collection software system and expenses of trainings developed and held by the SCCPC	\$0	07/01/19-06/30/20	SCCPC--daily	Feedback from SCCPC Staff and Solicitors	Allows SCCPC staff to perform their duties.
	S			3.2	<b>Provide non-confidential information, as appropriate, requested by citizens, governmental entities, and non-governmental entities outside the Offices of the Solicitor</b>							
	M			3.2.1	Delivery of information and/or documentation to individuals and the public (including subpoenas and Freedom of Information Requests).  NOTE: THIS MEASURE IS NOT MEASURABLE AND HAS BEEN REMOVED FOR FY 21.	Provided as requested in FY 19	Deliver info. and documents as requested	Provided as requested in FY 20	07/01/19-06/30/20	SCCPC--upon request	Public feedback	Satisfies legal obligation and promotes public trust.
	M			3.2.2	Timely response to inquiries and requests for assistance from federal, state, county and local governmental entities.  NOTE: THIS MEASURE IS NOT MEASURABLE AND HAS BEEN REMOVED FOR FY 21.	Provided timely responses as requested in FY 19	Provide timely responses as requested	Provided timely responses as requested in FY 20	07/01/19-06/30/20	SCCPC--upon request	Feedback from requesting entities	Satisfies legal obligation and promotes public trust.
	M			3.2.3	Timely response to inquiries and requests for assistance from non-governmental criminal justice and affiliated or interested entities.  NOTE: THIS MEASURE IS NOT MEASURABLE AND HAS BEEN REMOVED FOR FY 21.	Provided timely responses as requested in FY 19	Provide timely responses as requested	Provided timely responses as requested in FY 20	07/01/19-06/30/20	SCCPC--upon request	Feedback from requesting entities	Satisfies legal obligation and promotes public trust.

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Statewide Enterprise Strategic Objective	Type	Item #			Description	2019-20			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	G	4			Strengthen and modernize the collection, analysis and distribution of meaningful criminal justice data							
	S	4.1			Enable the collection and analysis of prosecution data to address community needs, improve public safety and pursue justice goals, and streamline and maximize the accuracy and efficiency of existing statewide reporting requirements.							
	M		4.1.1	Development and implementation of a Prosecution Data Collection System maintained by the SCCPC to streamline and maximize the accurate and efficient collection of existing statewide reporting requirements, analyze case data and trends, and measure the programmatic and operational effectiveness of the Offices of Solicitor; acquisition of SCCPC IT staff for IT hardware and software development, database and technology management, and both agency and circuit solicitor IT support and coordination, subject to the availability of funding.	\$0 / 0 FTEs	\$417,940 Recurring / \$589,300 Non-Recurring / 2 FTEs to the SCCPC for a Prosecution Data Collection System and IT staff	\$0 / 0 FTEs	07/01/19-06/30/20	General Assembly--passage of General Appropriations Act; SCCPC--upon receipt of funding	Amount of general funds appropriated and distributed to the SCCPC for Agency Technology and IT Staff	SCCPC Funding and FTE authorization for a Prosecution Data Collection System and IT staff will enable the SCCPC to acquire its first IT staffing and acquire basic software for the collection and analysis of statewide circuit solicitor data and information. A data collection system is vital to enable staff to carry out the mission of the agency and support the Offices of Solicitor. These measures will enhance the performance and efficiency of the SCCPC; enable centralized IT support for and data collection, reporting and sharing among the Offices of Solicitor and SCCPC office; and promote the development and collection of uniform data measurements.	
	M		4.1.2	A) Support and coordinate Circuit Solicitor acquisition and implementation of Prosecution Case Management Systems and IT Infrastructure to replace existing case management systems that are 20 years old and do not support interface with other databases or case management systems, despite that current solicitor and court systems were intended to interface with one other and, under the direction of the Judicial Department, were developed simultaneously by the same developer. B) Implement specifications and requirements for and manage Circuit Solicitor acquisition of prosecution case management systems, upon funding required to do so, to: i. enable solicitors to acquire systems tailored to their specific needs, ii. implement uniform data metrics, iii. ensure interface compatibility with other solicitor's prosecution case management systems, and iv. allow for interface with and/or data pushing to existing or future centralized databases managed by the SCCPC, Judicial Department, law enforcement and/or other criminal justice partners.	New Funding=\$0	\$1,609,600 Recurring / \$2,704,000 Non-Recurring new funding	New Funding=\$0 (NO CHANGE)	07/01/19-06/30/20	General Assembly--passage of General Appropriations Act; SCCPC & Solicitors--upon receipt of funding	Amount of general funds appropriated and distributed to the Offices of Solicitor for IT Infrastructure and Prosecution Case Management Systems.	Circuit Solicitor Funding of IT Infrastructure and Prosecution Case Management Systems will support interface with other circuit solicitors and courts, and allows for accurate and uniform data collection and reporting. Interface and connectivity with courts, law enforcement, public defenders and other criminal justice partners is not possible until Circuit Solicitors are able to purchase and maintain modern prosecution case management systems capable of supporting interface and connectivity.	

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		Goal	Strategy	Measure			Target	Actual				
	S	4.2			Lead the development and coordination of efforts that promote the modernization and efficient sharing and transfer of data between criminal justice partners							
	M		4.2.1	Enable Circuit Solicitor acquisition and implementation of cloud-based evidence management software with accessibility for criminal justice partners, subject to the availability of funding.  NOTE: THIS MEASURE IS NOT CONTROLLED BY THE SCCPC AND HAS BEEN REMOVED FOR FY 21.	New Funding= \$0	\$1,609,600 Recurring / \$2,704,000 Non- Recurring	New Funding= \$0 (NO CHANGE)	07/01/19- 06/30/20	General Assembly--passage of General Appropriations Act; SCCPC--upon receipt of funding	Amount of general funds appropriated and distributed to the Offices of Solicitor for IT Infrastructure and Prosecution Case Management Systems.	Funding of IT Infrastructure and Prosecution Case Management Systems will support acquisition of evidence management software to: (1) maximize access to and storage of discovery; (2) enable efficient communication, information-sharing and data-transfer between prosecutors, law enforcement agencies, public defenders and judges; (3) reduce travel and other costs associated with delivering discovery; and (4) alleviate a portion of law enforcement data storage needs and expenses.	
	M		4.2.2	Enable the transfer of statistical data to court administration for the reporting of high-level statewide reports.  NOTE: THIS MEASURE IS NOT CONTROLLED BY THE SCCPC AND HAS BEEN REMOVED FOR FY 21.	New Funding= \$0	\$1,609,600 Recurring / \$2,704,000 Non- Recurring	New Funding= \$0 (NO CHANGE)	07/01/19- 06/30/20	General Assembly--passage of General Appropriations Act; SCCPC--upon receipt of funding	Amount of general funds appropriated and distributed to the Offices of Solicitor for IT Infrastructure and Prosecution Case Management Systems.	Funding of IT Infrastructure and Prosecution Case Management Systems will enable interface with clerks of court and Court Administration, and the transfer of accurate prosecution statistical data as required by the Judicial Department.	



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		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	G	1			Provide administrative and programmatic support for the Offices of Solicitor							
	S	1.1			Operate in an effective and efficient manner with available resources and seek funding for the additional staff and resources needed to accomplish the mission of the agency							
	M		1.1.1	Use of available funding to provide resources for staff that enable services and support for the Offices of Solicitor to be delivered as effectively as possible.	100%	100%		07/01/20-06/30/21	SCCPC-- 07/01/20-06/30/21	Percentage of allocated funding for SCCPC operations that is used or earmarked for resources, technology and equipment to enable staff to accomplish the mission of the agency.	Resources such as technology, equipment, supplies and educational opportunities enable staff to accomplish the responsibilities of the agency, provide trainings for prosecution staff statewide and supports career development. Additional funding is needed for the agency to improve the efficiency of the services and support provided for the Offices of Solicitor.	
	M		1.1.2	Communication of additional funding necessary to acquire staffing and resources needed for the operation of the agency. Delivery of the agency's state budget request documents and supporting data reports for the General Assembly by October 1, 2021 and updated as necessary through the legislative session. Delivery of all required information and documentation to support the budget requests to the Executive Budget Office (EBO), the legislature, and legislative budget staff throughout the appropriations process for the FY 22 state budget.	100%	100%		07/01/20-06/30/21	SCCPC, EBO, Senate Finance Committee, House Ways & Means Committee-- upon passage of the General Appropriations Act	Percentage of Circuit Solicitor budget request plans and supporting documentation provided	Informs the Commission, Circuit Solicitors and General Assembly of the additional funding necessary for the agency to effectively and efficiently perform their duties; keep pace with increased workloads of and demands on the Offices of Solicitor; and accomplish increased judicial and legislative demands and requirements. The services provided by, demands placed upon and caseloads of the Offices of Solicitor have significantly increased. These increases require enhanced prosecutor training and continuing legal education, and additional support and assistance from the SCCPC.	
	S	1.2			Strengthen and modernize the collection, analysis and distribution of meaningful criminal justice data							
	M		1.2.1	Procure funding and a vendor to develop a database to be known as the "Prosecution Data Collection System" and maintained by the SCCPC to streamline and maximize the accurate and efficient collection of existing statewide reporting requirements, analyze case data and trends, and measure the programmatic and operational effectiveness of the Offices of Solicitor	0%	100%		07/01/20-06/30/21	SCCPC-- after the close of FY 21 (06/30/21)	Percent completion of the goal to procure a vendor and acquire funding for a database.	Enable centralized and streamlined collection and analysis of statewide circuit solicitor data; maximize the accuracy of existing statewide reporting requirements; increase the performance and efficiency of the SCCPC; and promote uniform data measurements tracked by the Offices of Solicitor statewide.	

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		Goal	Strategy	Measure		Base	Target	Actual				
				1.2.2	Development and completion of a statewide report that summarizes and compares the collection of revenues and expenditures as reported individually by each circuit solicitors' office.	50%	100%		07/01/20-06/30/21	SCCPC-- 6/30/21		The Offices of Solicitor report their revenue and expenditures annually; however, there is no report that compiles and summarizes the information reported by all the circuits. When completed, this statewide summary report will provide useful information for solicitors and legislators regarding funding provided to each office, the continued decrease in court fees and fines received, the differences in funding provided by counties, and operational expenses.
	M			1.2.3	Final testing and implementation of Phase I of the new diversion database/directory being developed under contract with and maintained at SLED.	Testing and go-live date for the new database was expected to occur in FY 20 but was delayed as a result of the COVID-19 pandemic.	100% completion of Phase I		6/30/2021	SCCPC, Circuit Directors of Diversion Programs & SLED-- upon request	Percent completion of Phase I of the diversion database.	The new database will be used to verify offender eligibility, monitor participant progress and assess program effectiveness. Phase I will incorporate and track diversion participant and programmatic information and analysis for Pretrial Intervention (PTI), Alcohol Education Program (AEP), Traffic Education Program (TEP), and Drug Court programs. The COVID-19 pandemic has delayed Phase I completion is expected by the second quarter of FY 21. After Phase I implementation, work will continue on Phase II to add all remaining diversion programs. The current diversion directory being replaced is limited to PTI participants only and has limited data.
	S			1.3	<b>Support the programmatic and administrative operations of the Offices of Solicitor</b>							
	M			1.3.1	A minimum of twelve (12) meetings are coordinated and held with the elected Circuit Solicitors to discuss prosecution and technical legal issues, technology issues and development; statutory and case law, legislative activity and actions, office management, budgetary agendas, and other matters.	11 Meetings	12 Meetings		07/01/20-06/30/21	SCCPC; Circuit Solicitors-- by June 30, 2021	Number of meeting held; percentage of initial Circuit Solicitor budget request plans completed	Contributes to the successful operation of the Offices of Solicitor, increases communication and collaboration among the elected solicitors, and provides clear direction on the services, support, operations, initiatives and plans the SCCPC provides for the Circuit Solicitors and their offices.

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Statewide Enterprise Strategic Objective	Type	Item #			Description	2020-21			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
	M			1.3.2	A minimum of seven (7) meetings are coordinated and held with prosecution staff responsible with the management or operation of diversion programs, including the sixteen (16) Judicial Circuit Directors of Diversion Programs and the Commission's Task Force on Diversion Programs to establish, develop and support statewide diversion program initiatives. Completion and implementation of standardized procedures (unique to each type of diversion program) for Pre-trial Intervention Programs by June 30, 2021.	14 Meetings; Completion of draft report of Diversion Enhancement Plan recommendations; Completion of South Carolina Diversion/Intervention Standards (applicable to all diversion programs)	7 Meetings; 100% completion of the Pre-trial Diversion Standardized Procedures		07/01/20-06/30/21	SCCPC; Circuit Directors of Diversion Programs; Task Force on Diversion Programs-- by June 30, 2021	Number of meetings held; percentage of Pre-Trial Diversion Standardized Procedures completed	Measures the agency's interactions with solicitors' offices on diversion program matters and the effectiveness of the agency's administrative and programmatic support in the development and implementation of strategic plans for South Carolina's diversion programs including: (1) Internal actions and strategies that can be made within the diversion programs with current resources; (2) uniformity of program procedures; (3) Legislative proposals to address issues identified; and (4) Funding needs and priorities.
	M			1.3.3	Twenty-five (25) or more e-mail communications sent to the Circuit Solicitors providing updates legislative activity; judicial orders; case law; and articles on local, state and national criminal justice issues.	25	25		07/01/20-06/30/21	SCCPC; Circuit Solicitors-- throughout the year with a focus during the legislative session	Number of e-mail updates provided	Ensures that South Carolina's Solicitors and their staff are current on the law, legislative and judicial activity, and emerging issues. Assists solicitors with identifying legislative priorities.
	M			1.3.4	Distribution of salaries and management of employee benefits for the sixteen (16) Circuit Solicitors and their (16) Administrative Assistants as State FTEs, and distribution of state and other funds throughout the fiscal year to the Offices of Solicitor.	100%	100%		07/01/20-06/30/21	SCCPC; Circuit Solicitors-- by June 30, 2021	Percent of FY 21 state and other funding allocated to or received as pass-through to the SCCPC for the Offices of Circuit Solicitor that is then distributed to the Offices of Circuit Solicitor.	Contributes to the successful operation of the Offices of Solicitor, reduces prosecutor turnover rates, and enhances the level of experience contained within the Offices of Solicitor.
Government and Citizens	G			2	<b>Provide legal support and training to enable uniform application of laws, standards, procedures, analysis and resources</b>							
	S			2.1	<b>Develop, coordinate and conduct regular training and continuing education for Circuit Solicitors, prosecutors and staff.</b>							
	M			2.1.1	At least one hundred (100) credit hours of continuing education conducted on topics relevant to the investigation, prosecution, and trial of crimes in South Carolina's state courts.	109.71 credit hours	100 credit hours		07/01/20-06/30/21	SCCPC--throughout the year	Number continuing education credit hours offered	Enhances the knowledge, skills, ethics, professionalism, and effectiveness of South Carolina's Solicitors and their staff, and ensures the fair and just administration of justice.

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		Goal	Strategy	Measure			Target	Actual				
	M			2.1.2	Training provided for twelve (12) - fifteen (15) highly experienced prosecutors and law enforcement officers to serve as volunteer faculty for future regional training programs on the prosecution of impaired drivers. This new four-day "Train the Trainer" program that is being developed and and will be provided through the SCCPC's Traffic Safety Resource Prosecutor (TSRP) program with National Highway Traffic Safety Administration (NHTSA) grant funds awarded for this purpose.	0	12-15 student trainers		07/01/20-06/30/21	SCCPC; NHTSA funding--upon complete development of the program	Number of student trainers selected for and participating in a "Train the Trainer" program being coordinated and developed by the agency's TSRP.	Enhances the availability and accessibility of uniform regional training for prosecutors and law enforcement officers by developing speakers to teach standardized Prosecuting the Impaired Driver courses statewide. The volunteer faculty selected for the "Train the Trainer" program will be comprised of experienced DUI prosecutors, Drug Recognition Experts, SFST Instructors, and other experienced law enforcement officers, breath testing program officials (SLED Implied Consent Agents) and Forensic Toxicologists employed by the State in the SLED Toxicology Laboratory.
	S			2.2	<b>Improve accessibility of legal training and assistance to prosecution staff statewide.</b>							
				2.2.1	Increase by 10% the number of participants trained by increasing accessibility and convenience through virtual training opportunities.	1481	1629		07/01/20-06/30/21	SCCPC-- after the close of FY 21 (06/30/21)	Percent increase in the annual number of SCCPC training participants.	The convenience of virtual training through webinars and recordings minimizes lost work and court time lost due to travel to and from in-person trainings. The increased accessibility virtual training offers allows more people to participate in these trainings. Increased participation in SCCPC trainings increases the knowledge and skill of prosecution staff.

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		Goal	Strategy	Measure		Base	Target	Actual				
				2.2.2	Expenditure of 100% of Cares Act Emergency Supplemental Funding awarded for the acquisition and implementation of equipment and technology needs to further develop the agency's new virtual training platform launched in the 4th quarter of FY 21.	0%	100%		01/01/20-12/31/20	SCCPC; Cares Act Emergency Supplemental Funding (CESF)	Percentage of equipment and technology needs acquired with grant funds awarded.	Enables distance learning offerings for the training, continuing education and professional development of prosecutors, paralegals, investigators, victim advocates, diversion program staff and law enforcement statewide while preventing the spread of COVID-19. While the funding awarded through the CESF Program does not cover all the associated expenses, it will provide for the acquisition of a majority of the upfront equipment needs for the new virtual training program.
Government and Citizens	G			3	Development and coordination of efforts to ensure justice is served and to improve the prosecution and disposition of criminal cases in a timely and efficient manner							
	S			3.1	Coordinate legislative efforts with the General Assembly and state agencies involved in the criminal justice system.							
	M			3.1.1	Completion of Circuit Solicitors' state budget request documents and supporting data reports for the General Assembly by October 1, 2021 and updated as necessary through the legislative session. Delivery of all required information and documentation to support the budget requests to the Executive Budget Office (EBO), the legislature, and legislative budget staff throughout the appropriations process for the FY 22 state budget.	100%	100%		07/01/20-06/30/21	SCCPC, EBO, Senate Finance Committee, House Ways & Means Committee-- upon passage of the General Appropriations Act	Percentage of Circuit Solicitor budget request plans and supporting documentation provided	The SCCPC assists solicitors with the development and presentation of state-level budget requests for the Circuit Solicitors. The SCCPC prepares and submits the budget request documentation for the Circuit Solicitors' to the EBO and General Assembly. State funding supports the basic operation of the Offices of Solicitor, including staffing and technology. The top priority for the Office of Solicitors is funding for the acquisition of modern prosecution case management systems in all 16 circuits. These much needed case management systems will support interface with other circuit solicitors and courts, and allows for accurate and uniform data collection and reporting. The solicitors' existing case management systems are more than 20 years old.

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		Goal	Strategy	Measure		Base	Target	Actual				
	M			3.1.2	A minimum of fifteen (15) meetings are conducted and held with state criminal justice agencies. Assist legislators with the review and/or development of as needed on criminal justice legislation.	10-15 Meetings	15		07/01/20-06/30/21	SCCPC	Number of meetings held with state-level stakeholders on criminal justice statutory matters	Promotes collaboration on projects involving multiple agencies and educates legislators about the SCCPC, the programs within the Offices of Solicitor, the involvement of the solicitors in the court system, and the impact of proposed legislation on the prosecution and disposition of charges.
	S			3.2	<b>Communicate regularly with non-governmental entities involved with criminal justice efforts and participate in initiatives that promote coordination of efforts and information sharing among criminal justice partners.</b>							
	M			3.2.1	Engage in discussions and collaboration with at least four (4) entities that represent the interests of crime victims and criminal defendants.	4	4		07/01/20-06/30/21		Number of non-governmental entities collaborated with.	Promotes greater understanding of issues and concerns affecting all parties and stakeholders involved in the court process, including victims, witnesses, defendants, treatment providers, etc.
	M			3.2.2	Active participation in at least one (1) local and one (1) national non-governmental organization that promote discussions on state and national criminal justice issues and processes.	2	2		07/01/20-06/30/21		Number of member organizations actively involved with.	Promotes greater understanding of issues and concerns at the state and national level, and assists with gathering information on the laws of and the successes of various efforts implemented in other states.

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Program/Title	Purpose	FY 2019-20 Expenditures (Actual)				FY 2020-21 Expenditures (Projected)				Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Administration	Provides and fulfills long-range planning, communication, information, reporting, legal counsel, training, financial accounting, administrative support and procurement services and obligations for the agency, which includes the coordination of administrative functions for the Offices of Solicitor	\$ 813,584	\$ -	\$ 125,339	\$ 938,923	\$ 587,119	\$ -	\$ 318,591	\$ 905,710	1.1.1, 1.1.2, 1.2.1, 1.2.2, 1.2.3, 1.3.1, 1.3.2, 1.3.3, 1.3.4, 2.1.1, 2.1.2, 2.2.1, 2.2.2
II. Offices of Circuit Solicitors	Fulfills constitutional and statutory requirements to prosecute criminal cases in South Carolina, oversee the operation of diversion programs, and provide services for victims of crimes	\$ 26,436,642	\$ 4,943,789	\$ -	\$ 31,380,431	\$ 25,750,607	\$ 8,325,000	\$ -	\$ 34,075,607	1.2.3, 1.3.1, 1.3.2, 1.3.3, 1.3.4, 3.1.1, 3.1.2, 3.2.1, 3.2.2
III. Employee Benefits	Allocates employer contributions for employee health insurance and retirement benefits									1.1.1, 1.1.2, 1.3.4
	<b>Administration (Agency)</b>	\$ 183,447	\$ -	\$ 28,144	\$ 211,591	\$ 189,181	\$ -	\$ 36,992	\$ 226,173	
	<b>Offices of Circuit Solicitor</b>	\$ 2,548,461	\$ -	\$ -	\$ 2,548,461	\$ 2,548,461	\$ -	\$ -	\$ 2,548,461	
	<b>TOTAL:</b>	\$ 2,731,908	\$ -		\$ 2,731,908	\$ 2,737,642	\$ -	\$ 36,992	\$ 2,774,634	
AGENCY TOTAL (Administration & Employee Benefits):		\$ 997,031	\$ -	\$ 153,483	\$ 1,150,514	\$ 776,300	\$ -	\$ 355,583	\$ 1,131,883	
SOLICITOR TOTAL (Offices of Circuit Solicitors & Employee Benefits):		\$ 28,985,103	\$ 4,943,789	\$ -	\$ 33,928,892	\$ 28,299,068	\$ 8,325,000	\$ -	\$ 36,624,068	
<b>COMBINED TOTAL (ALL):</b>		<b>\$ 29,982,134</b>	<b>\$ 4,943,789</b>	<b>\$ 153,483</b>	<b>\$ 35,079,406</b>	<b>\$ 29,075,368</b>	<b>\$ 8,325,000</b>	<b>\$ 355,583</b>	<b>\$ 37,755,951</b>	

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Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	If yes, what type of service or product?	If other service or product, please specify what service or product.
1	1-5-40	State	Statute	Provides that the Secretary of State is to monitor positions on SCCPC's Commission.	No	No		
2	1-7-910	State	Statute	Creates SCCPC.	No	No		
3	1-7-920	State	Statute	Sets out the Commission membership for SCCPC.	No	No		
4	1-7-930	State	Statute	Sets out process of filling vacancies on SCCPC Commission.	No	No		
5	1-7-940	State	Statute	Outlines the duties of SCCPC: (1) coordinate all administrative functions of the Solicitors' offices and any affiliate services; (2) submit the budgets of the Solicitors and their affiliate services to the General Assembly; (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, act as a clearinghouse and distribution source for publications involving solicitors and their affiliate services, and provide legal updates on matters of law affecting prosecution of criminal cases; and (4) provide blank indictments for the Solicitors.	Yes	Yes	Other service or product our agency must/may provide	Requires SCCPC to (1) coordinate all administrative functions of the Solicitors' offices and any affiliate services; (2) submit the budgets of the Solicitors and their affiliate services to the General Assembly; (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, act as a clearinghouse and distribution source for publications involving solicitors and their affiliate services, and provide legal updates on matters of law affecting prosecution of criminal cases; and (4) provide blank indictments for the Solicitors.
6	1-7-950	State	Statute	Provides process for electing Chair and any other officers and determining quorum for SCCPC Commission	No	No		
7	1-7-960	State	Statute	Provides for the hiring of an Executive Director and other staff as needed.	No	No		
8	1-7-970	State	Statute	Provides that members of SCCPC Commission shall serve without pay, but are allowed expenses and Executive Director to approve any vouchers for such to be paid out of appropriations for SCCPC operating expenses.	No	No		
9	1-7-980	State	Statute	Provides that SCCPC operating funds must be derived from the per capita funding for State services for Solicitors based upon a formula to be determined by the Commission.	No	No		



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Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	<i>If yes, what type of service or product?</i>	<i>If other service or product, please specify what service or product.</i>
10	1-7-990	State	Statute	Provides that SCCPC may promulgate regulations necessary to perform its required duties.	No	No		
11	8-11-260	State	Statute	Provides that SCCPC employees are exempt from Article 3, Chapter 11, Title 8 (personnel administration and grievance procedure).	No	No		
12	8-13-770	State	Statute	Provides that members of the General Assembly are allowed to serve on SCCPC Commission.	No	No		
13	8-17-370	State	Statute	Provides that SCCPC employees are exempt from Article 5, Chapter 17, Title 8 (State employee grievance procedure).	No	No		
14	8-21-320	State	Statute	Provides that a portion of fees assessed on motions filed in common pleas and family courts (the first \$450,000 of fees collected) are to be used to fund drug court in the Third, Fourth, and Eleventh Judicial Circuits (funds are to pass through SCCPC)	Yes	Yes	Distribute funding to another entity	
15	14-1-204 (B)(1)	State	Statute	Provides that a portion (4.37%) of \$50 filing fee paid for filing complaints or petitions in common pleas and family court to be distributed to SCCPC to be retained, expended, and carried forward (other distributions are 67.96% to Judicial Department; 11.30% to SCPPP; and 16.37% to SCCID - 14.56% to Defense of Indigents per capita and 1.81% to Division of Appellate Defense.	No	No		
16	14-1-212	State	Statute	Provides that a portion (18.50%) of \$25 surcharge imposed on all fines, forfeitures, escheatments, or other monetary penalties imposed on all misdemeanor traffic offenses or non-traffic violations are distributed to Solicitors (pass through SCCPC)	Yes	Yes	Distribute funding to another entity	
17	14-1-213	State	Statute	\$150 surcharge on all drug convictions distributed to solicitors to be used only for drug courts (pass through SCCPC)	Yes	Yes	Distribute funding to another entity	
18	16-1-130	State	Statute	Exempts diversion programs operated by SCCPC and Solicitors from statutory eligibility guidelines.	No	No		
19	16-3-1430	State	Statute	Provides that SCCPC Executive Director or his designee is to serve on the Victim Services Coordinating Council.	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
20	16-3-1525	State	Statute	While imposing obligations on prosecuting agencies to notify victims of bond and juvenile detention hearings, exempts SCCPC and the Solicitors' Offices from requirement that a victim must be notified before a defendant released from diversion programs administered by SCCPC or the Solicitor's Office.	No	No		

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21	16-3-2050	State	Statute	Provides that a representative from SCCPC is to serve on the South Carolina Attorney General's interagency task force on the prevention of trafficking in persons.	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
22	16-17-530(D)	State	Statute	Provides that SCCPC is to apportion funds collected for conditional discharges of public disorderly conduct among the 16 judicial circuit Solicitors on a per capita basis equal to the population in that circuit compared to the population of the State as a whole based on the most recent official United States census, with funds for use solely for drug treatment court programs only.	Yes	Yes	Distribute funding to another entity	
23	16-25-720	State	Statute	In addition to requiring the Solicitors to each create a Circuit Domestic Violence Fatality Review Committee, and addressing membership and process, requires SCCPC to develop protocols for use by those Committees and by coroners and others conducting autopsies of persons who either died from or were a victim of domestic violence prior to death.	Yes	Yes	Other service or product our agency must/may provide	Requires SCCPC to develop protocols for use by those Committees and by coroners and others conducting autopsies of persons who either died from or were a victim of domestic violence prior to death.
24	17-22-30	State	Statute	Provides authority for the Solicitors to establish pre-trial intervention program, and requires SCCPC to oversee administrative procedures for such programs.	Yes	Yes	Other service or product our agency must/may provide	Requires SCCPC to oversee administrative procedures for such programs.
25	17-22-40	State	Statute	Creates the office of pretrial intervention coordinator within SCCPC to assist in establishing and maintaining the Solicitors' pre-trial intervention program, and requires that such be funded by an appropriation to SCCPC in the general appropriation act.	Yes	Yes	Other service or product our agency must/may provide	Requires creation of the office of pretrial intervention coordinator within SCCPC to assist in establishing and maintaining the Solicitors' pre-trial intervention program.
26	17-22-130	State	Statute	Provides for creation and retention of intervention records by the Solicitors; provision of information to SLED, and sharing of information with SCCPC for its compilation of annual reports.	Yes	Yes	Other service or product our agency must/may provide	Requires access to information for purpose of creating report.
27	17-22-310	State	Statute	Provides authority for the Solicitors to establish traffic education programs, requires each program to include a community service and educational component, and requires SCCPC to oversee administrative procedures for such programs.	Yes	Yes	Other service or product our agency must/may provide	Requires SCCPC to oversee administrative procedures for TEP programs.

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28	17-22-350(B) & (C)	State	Statute	Provides that Traffic Education Programs \$140 application fee for Summary Court level offenses - after 9.17% is paid to county government the balance is paid to treasurer and 6.74% distributed to solicitors per capita	Yes	Yes	Distribute funding to another entity	
29	17-22-360	State	Statute	Requires that each Solicitor with a traffic education program submit an annual report to the SCCPC, who shall make the reports available for public inspection. Also provides that SCCPC may establish guidelines for the annual reports, in addition to those set out in statute.	Yes	Yes	Report our agency must/may provide	
30	17-22-370	State	Statute	Requires the Solicitors to provide identifying information on all participants in the traffic education programs to SCCPC for use in determining eligibility for a traffic education program.	Yes	Yes	Other service or product our agency must/may provide	Requires Solicitors to provide information on TEP participants and SCCPC to use such in determining individuals' eligibility for participation in a TEP.
31	17-22-510	State	Statute	Provides authority for the Solicitors to establish alcohol education program, requires each program to include a community service and educational component, and requires SCCPC to oversee administrative procedures for such programs and consult with DAODAS before approving such.	Yes	Yes	Other service or product our agency must/may provide	Requires SCCPC to oversee administrative procedures for AEP programs and consult with DAODAS before approving such.
32	17-22-530	State	Statute	Provides for disposition of cases of successful and unsuccessful completion of an alcohol education program, and retention of records by SCCPC to ensure that a person does not benefit from the provisions of this article more than once.	Yes	Yes	Other service or product our agency must/may provide	Requires SCCPC to retain records to ensure that a person does not participate in an AEP more than once.
33	17-22-560	State	Statute	Requires the Solicitors to provide identifying information on all participants in the alcohol education programs to SCCPC for use in determining eligibility for an alcohol education program.	Yes	Yes	Other service or product our agency must/may provide	Requires Solicitors to provide information on AEP participants and SCCPC to use such in determining individuals' eligibility for participation in an AEP.
34	17-22-1120	State	Statute	Requires SCCPC to collect data on all programs administered by a circuit solicitor, SCCPC, or a court, which divert offenders from prosecution to an alternative program or treatment, to provide an annual report to the Sentencing Reform Oversight Committee, and to make the annual report available for public inspection.	Yes	Yes	Report our agency must/may provide	
35	43-35-310	State	Statute	Provides that SCCPC Executive Director or his designee is to serve on the Adult Protection Coordinating Council.	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	

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36	44-53-450(C)	State	Statute	Provides that conditional discharge fees (\$350 in General Sessions Court and \$150 in summary court) are to be distributed to solicitors per capita to be used only for drug courts (pass through SCCPC)	Yes	Yes	Distribute funding to another entity	
37	Section 60, Part 1A, 2019 Appropriations Act	State	Statute	State funds provided for Solicitors' Offices	Yes	Yes	Distribute funding to another entity	
38	Proviso 59.10, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Provides that, if funds in the South Carolina Victims' Compensation Fund exceed the amount required to operate the State Office of Victims Assistance and pay claims of crime victims, the first \$650,000 of such excess must be used for Victim/Witness programs by distribution to Judicial Circuits based on a formula and criteria developed by the policy committee.	No	No		
39	Proviso 60.1, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Provides for the salary of Solicitors (not less than a full-time circuit court judge) to be paid from pass-through funding appropriated to the SCCPC.	No	Yes	Distribute funding to another entity	
40	Proviso 60.2, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Provides for a \$1,000 monthly expense allowance for each Circuit Solicitor to be paid from pass-through funding appropriated to the SCCPC.	No	Yes	Distribute funding to another entity	
41	Proviso 60.3, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Provides for the apportionment of Judicial Circuits (16) State Support among the circuits to be paid from pass-through funding appropriated to the SCCPC.	No	Yes	Distribute funding to another entity	
42	Proviso 60.4, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Authorizes circuit solicitors to carry forward unexpended balances for the operation of the solicitors office relating to operational expenses.	No	No		
43	Proviso 60.5, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Provides that amounts appropriated by the General Assembly for solicitors' offices shall be in addition to any amounts presently being provided by the county for these services and may not be used to supplant funding already allocated for such services without any additional charges, and requires the Solicitors to notify the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee if a county reduces the amount of support provided to the solicitors office below the level provided in the prior fiscal year.	No	No		
44	Proviso 60.6, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Provides that when funds are available, amounts appropriated and authorized in Part 1A, Section 60 for Solicitors Victim/Witness Assistance Programs shall be apportioned among the circuits and sets out the manner of apportionment. Such funding shall be distributed from pass-through funding appropriated to the SCCPC.	Yes	Yes	Distribute funding to another entity	

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45	Proviso 60.7, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Provides that the amount appropriated for criminal domestic violence prosecution shall be apportioned among the circuits on a pro-rata basis. Such funding shall be distributed from pass-through funding appropriated to the SCCPC. Also requires SCCPC to collect and retain non-privileged information and data regarding criminal domestic violence prosecution and provide the General Assembly with an annual report. (This proviso is included twice in the Laws Chart because it imposes two deliverables - it is here for the deliverable of disbursing funds to the Solicitors' Offices.)	Yes	Yes	Distribute funding to another entity  Report our agency must/may provide	
46	Proviso 60.8, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Provides that amounts appropriated for Victim/Witness Programs must be apportioned among the circuits equally from pass-through funding appropriated to the SCCPC; requires that such funds must be used only for the purpose of establishing a Victim/Witness Program; sets out minimum services to be provided by a Victim/Witness Program; provides that the amounts appropriated by the General Assembly for solicitors offices shall be in addition to any amounts presently being provided by the county for these services and may not be used to supplant funding already allocated for such services; provides that any reduction by any county in funding for victim assistance programs in solicitors offices shall result in a corresponding decrease of state funds provided to the solicitors office in that county for victim assistance services; and requires that each Solicitor submit an annual financial and programmatic report describing the use of these funds to the Governor, the Attorney General, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee.	Yes	Yes	Distribute funding to another entity	
47	Proviso 60.9, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Provides that amounts appropriated for driving under the influence prosecution shall be apportioned among the circuits on a pro-rata basis from pass-through funding appropriated to the SCCPC; and requires SCCPC to collect and retain non-privileged information and data regarding driving under the influence prosecution and provide the General Assembly with an annual report.	Yes	Yes	Distribute funding to another entity  Report our agency must/may provide	
48	Proviso 60.10, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Provides that amounts appropriated for violent crime prosecution shall be apportioned among the circuits on a pro-rata basis	Yes	Yes	Distribute funding to another entity	
49	Proviso 60.11, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Provides for the distribution of Solicitor caseload equalization funding to be paid from pass-through funding appropriated to the SCCPC.	Yes	Yes	Distribute funding to another entity	

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50	Proviso 60.12, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Provides for the distribution of summary court domestic violence prosecution funding to be paid from pass-through funding appropriated to the SCCPC.	Yes	Yes	Distribute funding to another entity	
51	Proviso 67.6, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Provides for the distribution of funding for juvenile arbitration programs to all solicitors and for a community advocacy program in the First Judicial Circuit to be paid from pass-through funding appropriated to SCDJJ.	No	No		
52	Proviso 117.61, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Provides that hiring salaries and salary increases for the agency heads of SCCPC and SCCID shall be subject to all provisions related to agency heads covered by the Agency Head Salary Commission.	No	No		
53	Proviso 117.62, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Creates the Prosecutors and Defenders Public Service Incentive Program, which allows up to \$5,000 reimbursement per year (not to exceed \$40,000 total) for law school student loan payments based upon years of service and student loan. Also provides that the Prosecutors and Defenders Public Service Incentive Program, when funded, be administered by SCCPC and imposes reporting obligations in regard to the Program. <b>*This program is not currently funded.</b>	Yes	Yes	Other service or product our agency must/may provide  Report our agency must/may provide	Requires SCCPC to administer loan repayment program and distribute funding to qualified individuals (program not currently funded by General Assembly).
54	Proviso 117.106, Part 1B, 2019 Appropriations Act	State	FY 2019-20 Proviso	Requires SCCPC and SCCID to provide detailed expenditure reports and associated revenue streams for each individual circuit, revenue streams shall include, but not be limited to, state funds, local funds, federal funds, and also nongovernmental sources of funds, by no later than September first, on the prior fiscal year, to the appropriate commission, and then provide the Chairman of the House Ways and Means Committee and Chairman of the Senate Finance Committee with a combined report by September fifteenth of the current fiscal year.	Yes	Yes	Report our agency must/may provide	
55	S.C. Constitution Article V, Section 24	State	Constitution	Provides for, among other things, the office and election of the 16 Circuit Solicitors, their term of office, gives the General Assembly the authority to establish the requirements for the office of Solicitor, and designates the Attorney General as the chief prosecuting office of the state with the authority to supervise the prosecution of all criminal cases in courts of record.	No	No		

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Customer Template

Service/Product Provided to Customers	Customer Segments	<u>Specify only for the following Segments:</u> (1) Industry Name; (2) Professional Organization Name; (3) Public Demographics.	Divisions or Major Programs	Description
Administrative support for the Offices of Solicitor	Local Govts.		Administration	Support and enhance the administrative services of the Offices of Solicitor
Training and continuing education for Circuit Solicitors, prosecutors and staff	Local Govts.			Support and enhance the programmatic services of the Offices of Solicitor
Provision of technical assistance to Circuit Solicitors, prosecution and staff	Local Govts.		Administration	Support and enhance the programmatic services of the Offices of Solicitor through the provision of legal and other assistance
Coordination of and assistance with tools, procedures, training, education, and reporting for statewide diversion programs and victim advocacy services	Executive Branch/State Agencies Legislative Branch Local Govts.			Oversee Circuit Solicitors' diversion programs and victim advocacy services
Training and continuing education for non-Solicitor prosecutors, law enforcement, and others in the criminal justice system			Administration	Support and enhance the programmatic services of the Offices of Solicitor and other prosecution offices
Preparing and distributing information on changes to or interpretation of the law to Circuit Solicitors, prosecutors and staff			Administration	Support and enhance the programmatic services of the Offices of Solicitor and other prosecution offices
Sharing information on changes to or interpretation of the law to law enforcement			Administration	Support and enhance the programmatic services of the Offices of Solicitor and other prosecution offices (through spreading of awareness of changes in the law)
Hire, support (through adequate training, human resources, and career development support), and maintain appropriate staffing (both in numbers & experience) to accomplish the responsibilities and goals of the Commission on Prosecution Coordination	Executive Branch/State Agencies Legislative Branch Local Govts.			To the extent sufficient resources are made available to the agency (funding, authority, etc.), provide complete operational support for the Commission on Prosecution Coordination in accordance with its mission
Information, documentation, analysis, legislative assistance, and program development assistance outside the Offices of Solicitor and Commission on Prosecution Coordination	Executive Branch/State Agencies Legislative Branch Judicial Branch Local Govts. General Public	All demographics		Respond to inquiries and requests
<u>Current Services:</u> Manual collection of data from multiple sources, which are manually transferred and organized into formatted spreadsheets for the distribution and study of reports. <u>Proposed Services:</u> To the extent sufficient resources are made available (funding, authority, etc.), develop a technology plan for Circuit Solicitors for coordinated technology and data security services and real-time data interface for automatic accurate information collection for the distribution and study of reports.	Executive Branch/State Agencies Legislative Branch Judicial Branch Local Govts.			Collect and report criminal justice and expenditure data
Gather and provide information, collaborate with criminal justice partners, and assist with the development and implementation of initiatives	Executive Branch/State Agencies Legislative Branch Local Govts. General Public	All demographics		Serve on Victim Services Coordinating Council
Gather and provide information, collaborate with criminal justice partners, and assist with the development and implementation of initiatives	Legislative Branch			Serve on Sentencing Reform Oversight Committee
Gather and provide information, collaborate with criminal justice partners, and assist with the development and implementation of initiatives	Legislative Branch General Public	All adults		Serve on Adult Protection Coordinating Council
Gather and provide information, collaborate with criminal justice partners, and assist with the development and implementation of initiatives	Executive Branch/State Agencies General Public	All demographics		Serve on Attorney General interagency task force on preventing human trafficking

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Customer Template

Service/Product Provided to Customers	Customer Segments	<u>Specify only for the following Segments:</u> (1) <u>Industry:</u> Name; (2) <u>Professional Organization:</u> Name; (3) <u>Public:</u> Demographics.	Divisions or Major Programs	Description
Collaborate with Circuit Solicitors and their staffs, coroners, and other community partners to develop protocols and assist with the development and implementation of local initiatives	Local Govts.			Serve on local Domestic Violence Fatality Review Committees
Prosecution and management of criminal cases	Executive Branch/State Agencies Judicial Branch Local Govts. General Public	All demographics	Offices of Circuit Solicitors	Efficiently and effectively prosecute and manage criminal cases statewide in a manner that promotes justice
Management and operational responsibilities of the diversion programs operating within each circuit, the collection and reporting of participation data, and the development of success measures	Judicial Branch Local Govts. General Public	All adult offenders		Operate diversion programs in each circuit
Organization and development of programs, services and advocacy efforts for victims of crimes	General Public	All victims of crimes		Provide advocacy services for victims within each circuit
Collaboration with criminal justice partners to efficiently transfer case file evidence, court records, criminal data and other information pertinent to the prosecution of criminal cases	Judicial Branch Local Govts.			Effectuate efficient transfer of case file information and data with criminal justice partners



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Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
S.C. General Assembly	State Government	SCCPC works with the General Assembly on legislation (including budget requests through the annual General Appropriations Act), study committees, and inquiries.	Goals 1, 3
S.C. Judicial Department	State Government	SCCPC works closely with Court Administration on changes to court forms necessitated by law changes (legislative or other), dissemination of information about law changes, and some trainings for summary court judges. SCCPC also responds to inquiries from Court Administration about the impact of legislation or appellate decision. In addition, the S.C. Judicial Department determines how many Circuit Court Judges and Family Court Judges are assigned to hold court and how often they are assigned, and the Solicitors work with the Judicial Department on how many weeks of court are needed for each county. The Judicial Department collects statistics on the number of cases that are filed and disposed of; those statistics are reported to the Solicitors and, upon request, shared with SCCPC.	Goal 2, 3
Attorney General's Office	State Government	SCCPC works closely with the Attorney General's Office on identifying legal issues of concern to the criminal justice system in general and the prosecution specifically so that the issues may be addressed legislatively, through the judicial process, through training, and/or by the dissemination of information. Solicitors work with the Attorney General's Office on a variety of matters: appeals, post-conviction relief, legislative initiatives, and training.	Goals 2, 3

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Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
SLED	State Government	SCCPC works closely with SLED on a number of matters, including diversion program databases, issues related to the processing of expungements, legal issues, forensic issues that need to be addressed by or shared with prosecutors, and training. Solicitors work with the State Law Enforcement Division on a daily basis (SLED conducts forensic analysis on numerous cases, it brings charges against individuals, and provides assistance to local law enforcement who also bring charges against individuals).	Goals 1, 2, 3
S.C. Department of Public Safety	State Government	The Traffic Safety Resource Prosecutor (TSRP) works closely with the Department of Public Safety, which funds the TSRP grant, on a range of issues. In addition, Solicitors prosecute cases made by the S.C. Highway Patrol and the S.C. Transport Police.	Goals 2, 3
S.C. Commission on Indigent Defense	State Government	SCCPC works with SCCID on issues of mutual interest, including legislation related to criminal procedure and law. Solcitors work with Public Defenders on a daily basis in order to move cases through the court system.	Goal 3
Local Law Enforcment Agencies	Local Government	SCCPC provides some training to local law enforcement on issues impacting criminal justice, including lawful means of collecting evidence, the preservation of evidence, and disclosure obligations. In addition, Solicitors prosecute cases made by local law enforcment agencies and work extensively with them (Municipal Police Departments and County Sheriffs Departments).	Goals 3
S.C. Department of Juvenile Justice	State Government	SCCPC works with DJJ on on issues of mutual interest, including legislation related to juvenile justice. Assistant Solicitors in Family Court work closely with employees of DJJ on every case that is handled in Family Court.	Goals 3

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Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
S.C. Department of Mental Health	State Government	SCCPC works closely with DMH on providing information to the Solicitors and conducting trainings on the commitment process, competency issues, sanity, and other mental health issues. In addition, the Solicitors Offices rely on DMH for a variety of services in assessing defendants as criminal cases are processed and in establishing Mental Health Courts.	Goals 1, 2
S.C. Department of Disabilities and Special Needs	State Government	SCCPC works closely with DDSN on providing information to the Solicitors and conducting trainings on the competency and other intellectual disability issues. In addition, the Solicitors Offices rely on DDSN for a variety of services in assessing defendants who are intellectually disabled.	Goals 2, 3
S.C. Criminal Justice Academy	State Government	SCCPC communicates with SCCJA about changes in or interpretation of the law on which law enforcement officers need to be trained, as well as general topics for training. SCCPC shares, when appropriate, training materials or legal updates with the SCCJA. In addition, SCCPC involves SCCJA in some of its trainings conducted for staff of the Offices of Solicitor.	Goals 2, 3
Various Non-Profit Victim Advocacy Organizations	Non-Governmental Organization	SCCPC works with various non-profit victim advocacy groups on common interest issues, including the review of legislation impacting victims and training.	Goals 2, 3

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Report and External Review Template

Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year: Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
1	External Review only	Annual Review	Office of the State Auditor	State	Annually	07/01/2019 to 06/30/2020	Review of agency financial, personnel and administrative management procedures	Online (on State Auditor's website)
2	External Review and Report	Restructuring Report, Review of SC Commission on Prosecution Coordination	House Legislative Oversight Committee	State	Annually	Mar-19	Information as requested relating in any way to the services or activities of the agency or the Offices of Solicitor	Online at South Carolina Legislature's website
3	External Review and Report	Restructuring Report and Cost Savings Plan	Senate Oversight Committee	State	Annually	Jan-19	N/A for FY 19-20	N/A (no report because did not go through this process during FY 19/20)
4	External Review and Report	Minority Business Employment (MBE) Utilization Plan	SC Department of Administration - Office of Small and Minority Business Contracting and Certification	State	Annually	30-Jul-20	Goal of spending with small and minority businesses	By FOIA request to Agency
5	External Review and Report	Accountability Report	Executive Budget Office	State	Annually	15-Sep-20	Information as requested in Report Templates (Laws, Goals, Budget, etc.)	Online (South Carolina State Library - <a href="https://dc.statelibrary.sc.gov/handle/10827/6866">https://dc.statelibrary.sc.gov/handle/10827/6866</a> )
6	External Review and Report	Driving Under the Influence Prosecution Annual Report	General Assembly	State	Annually	29-Aug-20	Proviso 60.9, 2018-2019 S.C. Appropriation Act, Part 1B: the number of dispositions, types of dispositions and county in which the disposition took place	Online at South Carolina Legislature's website. In addition, the proposed new agency website will allow for public access to nonconfidential reports such as this.
7	External Review and Report	Criminal Domestic Violence Prosecution Annual Report	General Assembly	State	Annually	29-Aug-20	Proviso 60.7, 2018-2019 S.C. Appropriation Act, Part 1B: the number of dispositions, types of dispositions and county in which the disposition took place	Online at South Carolina Legislature's website. In addition, the proposed new agency website will allow for public access to nonconfidential reports such as this.
8	External Review and Report	Revenue/Expenditure Reports	Chairman of the House Ways and Means Committee; Chairman of the Senate Finance Committee	State	Annually	15-Sep-20	Proviso 117.108, 2018-2019 S.C. Appropriation Act, Part 1B: detailed expenditure reports and associated revenue streams for each individual circuit, revenue streams shall include, but not be limited to, state funds, local funds, federal funds, and also nongovernmental sources of funds	By FOIA request to Agency
9	External Review and Report	Minority Business Employment (MBE) Progress Report	SC Department of Administration - Office of Small and Minority Business Contracting and Certification	State	Quarterly	07/01/2019 to 06/30/2020	Quarterly spending with small and minority businesses	Request to Department of Administration
10	External Review and Report	Materials Management Quarterly Procurement Reports - Audit & Certification agency Quarterly Reporting	State Fiscal Accountability Authority - Procurement Services	State	Quarterly	07/01/2019 to 06/30/2020	Quarterly spending	Request to State Fiscal Accountability Authority
11	External Review and Report	"Schedule of Federal Financial Assistance - SFFA	State Fiscal Accountability Authority - State Auditors Office	State	Annually	30-Aug-20	Federal financial assistance	Online (federal government)

Agency Name: PROSECUTION COORDINATION COMMISSION

Fiscal Year 2019-2020  
Accountability Report

Agency Code: E210 Section: 60

Report and External Review Template

Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year: Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
12	External Review and Report	GAAP - Grants and Contribution Revenue Reporting (Packet 3.03)	SC Comptroller General	State	Annually	30-Jul-20	Closing grant financial report	By FOIA request to Agency
13	External Review and Report	Programmic Reports	Office of Justice Programs, US Department of Justice	Federal	Quarterly	10/01/2019 to 09/30/2020	Updates of grant-funded programs	Non-confidential information may be available from the U.S. Department of Justice
14	External Review and Report	SF-425 (Grant Financial Report)	Office of Justice Programs, US Department of Justice	Federal	Quarterly	10/01/2019 to 09/30/2020	Financial quarterly report	Non-confidential information may be available from the U.S. Department of Justice
15	External Review and Report	"Justice Assistance Grant – Performance Management Tool"	Office of Justice Programs, US Department of Justice	Federal	Quarterly	10/01/2019 to 09/30/2020	Data measuring the results of activities funded by federal grants	Non-confidential information may be available from the U.S. Department of Justice
16	External Review and Report	Justice Assistance Grant Management Information System Annual Progress Report	Office of Justice Programs, US Department of Justice	Federal	Annually	30-Jul-20	Progress of grant-funded programs	Non-confidential information may be available from the U.S. Department of Justice
17	External Review and Report	Prosecutors and Defenders Public Service Incentive Program Report	Senate Finance Committee; and House Ways and Means Committee	State	Annually	N/A	Proviso 117.62, 2018-2019 S.C. Appropriation Act, Part 1B: number of applicants and the impact of the program on attracting and retaining attorneys	N/A (no report required or available because the program has not been funded for this fiscal year)
18	External Review and Report	Diversion Program Report	House Ways and Means Committee	State	Annually	8-Sep-20	S.C. Code Section 17-22-1120: 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.	By request to the Commission.
19	External Review and Report	Highway Safety Program Request for Payment	Department of Public Safety	State	Quarterly	07/01/2019 to 06/30/2020	Quarterly spending	Confidential Information - By FOIA request to Agency
20	External Review and Report	Omnibus Crime Reduction and Sentencing Reform Act of 2010 report	General Assembly	State	Annually	N/A	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.	Online at South Carolina Legislature's website
21	External Review and Report	Office of the Attorney General Department of Crime Victim Compensation Funding Financial and Programmatic Report for Victim Services	Governor and General Assembly	State	Annually	Fiscal Year End	To report use of funds	Online at South Carolina Legislature's website. In addition, the proposed new agency website will allow for public access to nonconfidential reports such as this.