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January 30, 2020

VIA EMAIL

Bryan P. Stirling, Director
South Carolina Department of Corrections
Post Office Box 21787
Columbia, South Carolina 29210

RE: Follow-up to January 7, 2020, Subcommittee meetings and prior SCDC correspondence

Dear Director Stirling:

The Department of Corrections Ad Hoc Subcommittee appreciates the S.C. Department of Corrections' (SCDC) continued partnership in the oversight process. As follow-up from the January 7, 2020, Subcommittee meeting and prior SCDC correspondence, below are questions of interest to various members of the ad hoc subcommittee. Please provide this information by Wednesday, February 19, 2020. In SCDC's responses, if the information applies differently to male and female inmates, please indicate any differences. Please do not include information in SCDC's responses, which may endanger the safety of inmates or agency staff.

Inmate Information Transmission

1. Please confer with applicable parties (e.g., Court Administration, prosecutors, etc.) and update the "Flow of Sentencing Information and Inmate Health Records" summary attached to accurately describe the current way information flows between the parties.
2. Do all local facilities participate in the training SCDC offers to jail personnel to ensure awareness of necessary information SCDC needs when an inmate is transferred from the courts to SCDC?
3. Do all local facilities bring the information necessary for SCDC to provide for the health, safety, and welfare of inmates in their custody?

Recidivism

4. Does SCDC currently have a way, or know of any other entity that has a way, to inform the General Assembly of the number of individuals incarcerated as juveniles who are later convicted and incarcerated as adults at an SCDC facility or local detention center? If so, is this information reported regularly anywhere?
5. Does SCDC currently have a way, or know of any other entity that has a way, to inform the General Assembly of the number of individuals incarcerated at SCDC who are later convicted and incarcerated in a local detention facility? If so, is this information reported regularly anywhere?

Local Facilities

6. What are the benefits and drawbacks of processing the release of the inmate at the local jail instead of SCDC?
7. As a follow up to a prior letter (January 16, 2020 – Question 10), please provide a framework and statutory or proviso language for expanding remote release from counties.¹
8. Please explain concerns SCDC has, if any, about publishing online the written report on conditions of each jail facility inspected by SCDC pursuant to standards for inspections of local confinement facilities established with Association of Counties.²
9. Please share any concerns SCDC has about compiling the following information it receives electronically from local detention facilities, with information about its facilities, into a searchable electronic format that it publishes, once a year, online. This information includes:
(a) average daily inmate population; (b) current number of security employees; (c) current number of non-security staff broken down by general function (e.g., administration, support, treatment, and program); and (d) current number of vacant positions in all categories.³

Employees

10. Does SCDC perform regular training or testing for employees to ensure all are current on the information they are required to enter into SCDC databases, including how, when, and where to enter it?
11. For each of the last three years, how many employees has SCDC given a Warning Notice of Substandard Performance, drafted a work improvement plan for, and held regularly scheduled meetings with during the warning notice period to discuss the employee's progress toward improving the performance?
12. Is there a standard operating procedure outlining the duties and standard procedures for each SCDC deputy director? If not, why not? If so, what information does it include, and how often is it updated?
13. As a follow up to SCDC's response in a prior letter (January 16, 2020 – Question 33) about how it tracks which employee recruitment methods are most effective, do any of the methods identified assess the suitability of SCDC employment for the individual applicant (e.g., is there a personality test or other tool to attempt to better determine whether an applicant will be a good fit for working within SCDC)?⁴
14. How many voluntary exit interviews were conducted during the last three years and what were the results of those interviews?

Employees (cont.)

15. Please provide information on deliverables the agency does not currently have sufficient staff to fully provide and the number of staff needed. Please provide the information in a format similar to below. The agency may include multiple deliverables in the same row of the chart. See, December 11, 2019 meeting, [Agency Handout-Staffing summary and details](#) for previous related information provided to Subcommittee.

Deliverable Description and Number from PER	Statutorily Required? If yes, applicable statute	Current number of employees staffing	Number of employees needed to fully staff
Management Review Program	No	0	2
Detention Center Facility Inspections	Yes; Sections _____	?	?

16. Please provide a salary comparison for law enforcement officers at SCDC and the following: local entities; other state agencies; federal agencies; and private entities. The comparison should consider geographic locations comparable to the SCDC facilities and comparable classifications.

Facilities and Data System

17. Please provide a copy of SCDC's permanent improvement plan.
18. Please provide a chart which lists the date each SCDC building was constructed and date each major element, within each facility, was fully replaced (e.g. roof, boiler, windows, etc.)
19. Will the Division of Quality and Improvement and Risk Management (QIRM) continue after no longer required with the mental health lawsuit implementation and, if so, please explain differences in responsibilities for personnel within the Management Review Program, if fully staffed, and personnel within QIRM.⁵
20. Please explain the potential benefits of the new case system SCDC is seeking and limitations of the current system.⁶

Product Sales

21. Does SCDC evaluate customer satisfaction from those who purchase products from SCDC? If so, how and what have the results been? If not, why not?
22. Is SCDC aware of any previous collaborations between agencies that sell products to the public (e.g., DJJ, SCDC, etc.) to discuss opportunities for leveraging resources to increase marketing of the products and improve the ease in which the public, and other entities within state and local government, can purchase the products, potentially through a central online webpage? Would SCDC oppose such a collaboration?
23. What is SCDC's position, if any, on that State Fiscal Accountability Authority's recommendation, in [SFAA's January 13, 2020 letter to the Subcommittee](#), that the General Assembly consider repealing Section 24-3-330(b) which relates to the Division of Procurement's responsibility to monitor cooperation of state offices, departments, institutions and agencies in the procurement of goods from SCDC?

Health Services

24. How many staff would SCDC need to perform the following:
 - a. Audits for quality of medical or mental health clinical assessments⁷; or
 - b. Audits to determine if clinical and medical guidelines are met (e.g., sample review of records like the review the Chief of Psychology performed after SCDC discovered there was intermittent use of Nutraloaf as a behavioral modification by mental health staff over the last year)
25. What would the agency need to track inmate requests for medical treatment in an electronic system?⁸
26. What is the status of plan to provide a seamless transition for inmates who are under the care of a mental health professional upon the release of the inmate?⁹

Programs

27. As a follow up to a prior letter, does SCDC recommend expansion of the Department of Employment and Workforce programs?¹⁰ If so, please explain the expansion recommended and the potential benefits of expansion. If not, please explain why not.
28. As a follow up to SCDC's response in a prior letter about which prison industries are, and are not, financially self-sustaining, please provide the data supporting the conclusion that the various facilities are or are not self-sustaining.¹¹
29. Is SCDC aware of any states that have a state vendor preference for companies that employ formerly incarcerated individuals?
30. Since SCDC provides educational, vocational, and on the job training to individuals while incarcerated,
 - c. What methods does SCDC utilize, if any, to track the number of individuals who obtain employment immediately upon release from prison or within a certain period of time?
 - d. What methods do other states utilize to track this type of information?
 - e. Has SCDC ever communicated with the Department of Employment and Workforce about the potential of tracking this information through employer filings?
31. How many different programs does SCDC currently offer inmates across all of SCDC's facilities? Does SCDC have reliable data on recidivism, by individual program? Does SCDC have a uniform method by which it evaluates the impact made by, or resources required to offer, each of the programs?
32. SCDC previously stated its plan to perform a program audit to ensure that each program being offered has a curriculum, is being administered appropriately, and has a test to ensure information has been comprehended.¹² Will SCDC perform any regular evaluations of programs to measure the outcomes they are achieving and/or determine which will continue or be discontinued? If so, does the agency know what criteria it will utilize during these regular evaluations and if so, please provide that criteria?
33. Has the contract with the Department of Health and Environmental Control to enable electronic payment for birth certificates been finalized? If so, when (month and year) was it finalized? If not, what is the current status?

Sentencing, Risk Assessment, and Release

34. Please provide the status of the risk assessment tool that will be common across SCDC and the Department of Probation, Parole, and Pardon (PPP), which Dr. Austin testified the agencies were working on during the October 23, 2019 subcommittee meeting.
35. Please explain potential benefits of having a common risk assessment tool (CRAT) or any drawbacks from prior use of one.
36. What steps are remaining before the CRAT is finalized and implemented?
37. What other states utilize a CRAT?

Sentencing, Risk Assessment, and Release (cont.)

38. Is SCDC in support of judges utilizing sentencing ranges? If so, please explain how SCDC would see the system working from the sentence to release, along with potential benefits and risks of using sentencing ranges.
39. Please provide an updated [Entry to Release Timeline](#) to incorporate the changes anticipated with the new classification system (e.g., reentry programs starting from day one, etc.).

Impact of Input

40. Please provide a list of internal changes SCDC has made during the oversight study process (e.g., classification system, release date calculations and audits to prevent future occurrences of early release and release after maxout date; adding Test for Adult Basic Education (TABE) back to the inmate intake process, etc.)
41. Please provide information in the cells highlighted in the attached Excel spreadsheet and answer, within the chart, any questions in all caps to update SCDC's implementation status of recommendations from the LAC audit requested by the Committee.
42. Please provide examples of issues investigated and changes made, based on input the agency received from members of the public. Please include examples from input received during the oversight process as well as examples from input received via communication directly between the member of the public and the agency via phone, email, in-person, etc.
43. When purchasing technology products for storage or transmission of information, is there any requirement SCDC confer with other agencies, besides the Department of Administration, who may also utilize the information to determine if the products purchased may need to (or would increase efficiency if they did) interface with existing systems at other agencies?

Resources Available

44. Please add information in the highlighted cells of the attached Revenue Sources Excel document to provide updated information on SCDC's sources of funding. The information currently in the document is from SCDC's Comprehensive Strategic Finances Chart in its Program Evaluation Report.
45. How much cash has SCDC maintained in reserves/carryforward each of the last five years and why does SCDC maintain this amount of cash in reserves/carryforward?
46. Has SCDC requested the procurement exemption again since the initial denial in January 2018?
47. Please list the agencies general category of duties in order of how the agency would prioritize resources if there was another economic downturn that caused statewide budget cuts, and explain why the agency prioritizes them in that order (e.g., physical security/safety, meals, medical care, showers, clothing, recreation, general programming, academic education, vocational education/on-the-job training, etc.)

Law Recommendations – Administration

In regards to Law Recommendation #2, which relates to a way for SCDC to recover restitution incurred by an inmate during imprisonment with SCDC once he or she is released...

48. How would SCDC define the term "restitution"? Note: 24-13-80(A) defines certain terms and if the General Assembly added the new subpart (E) as recommended by SCDC, it may want to also define the term "restitution." Would SCDC be open to using the term "costs," instead of "restitution"?
49. How may this recommendation impact an individual's ability to get back on their feet once released?

Law Recommendations – Administration (cont.)

In regards to Law Recommendation #3, which relates to modifying the cap on earnings for retirees that return to work...

- 50. Who is the target audience for this recommendation? Is it retired correctional officers?
- 51. Would retirees coming back to work as correctional officers still have to pass all applicable tests, including physical tests to ensure they are capable of performing the tasks necessary for the job?
- 52. How many retirees does SCDC believe will come back to work as correctional officers and what is the basis for that belief?

Law Recommendations – Health Services

In regards to Law Recommendation #1, which relates to funding from social security and Medicaid billing...

- 53. Please provide additional background and examples of situations in which this applies.
- 54. Has SCDC asked for revisions to this proviso in its budget request?

In regards to Law Recommendation #2, which relates to establishment and construction of centers for alcohol and drug rehabilitation...

- 55. Are there other statutes which discuss SCDC's responsibility to treat and rehabilitate alcohol and drug offenders? (So that if the General Assembly repealed this specific statute, that responsibility would still exist in other statutes)

Law Recommendations – Legal and Compliance

In regards to Law Recommendation #1, which relates to forfeiting credit to dissuade the filing of future frivolous lawsuits...

- 56. Could SCDC provide an example of when this may occur?
- 57. Who would have the burden of proving the prisoner knew the party was immune from the lawsuit and how would the party show this?
- 58. How many times would this have occurred in the past three years and how much would the state have saved in preventing those?

In regards to Law Recommendation #2, which relates to pre-paying court costs to dissuade the filing of future frivolous lawsuits...

- 59. How much money would this save the state?

In regards to Law Recommendation #3, which relates to clarification and additional time on Freedom of Information Act requests (FOIA)...

- 60. Approximately how many FOIA requests in each of the last three years would this have applied to?

In regards to Law Recommendation #5, which relates to liability exemption for a committee reviewing medical records for research...

- 61. What benefits may be gained by adding SCDC?
- 62. What harm might those opposing this type of recommendation argue is created by it?

Law Recommendations – Operations

In regards to Law Recommendation #3, which relates to work camp provisions...

63. In SCDC's letter to us in May, SCDC did not feel revision or repeal of subsection (C) of 24-3-130 was necessary. Why is the agency now recommending repeal of it?
64. How is the Department of Transportation impacted by this recommendation and has SCDC discussed the recommendation with DOT?
65. Would implementing this recommendation remove the ability of counties and state agencies to utilize inmates for work, such as potentially fixing pot holes or doing landscape on the side of interstates?

In regards to Law Recommendation #5, which relates to reasons for granting furlough, other than for medical reasons...

66. When is the last time SCDC allowed a furlough for any of the reasons, which it is recommending be repealed from this statute?
67. Is it accurate that SCDC does not currently allow furlough for any of the reasons it is recommending be repealed from the statute? If so, in what year did this practice begin and why?

In regards to Law Recommendation #6, which relates to day reporting centers...

68. Has SCDC discussed this recommendation with the Department of Probation, Parole, and Pardon Services and, if so, what is their position on SCDC's recommendation?

In regards to Law Recommendation #7, which relates to an offender management system...

69. Has SCDC discussed this recommendation with the Department of Probation, Parole, and Pardon Services and, if so, what is their position on SCDC's recommendation?
70. Does SCDC know of any extensions to the system granted by the General Assembly past July 1, 1995?

In regards to Law Recommendation #8, which recommends allowing work release after serving 70% of a sentence instead of 80%...

71. How many inmates would this impact?
72. What percentage of the sentence must be served in other states before an inmate is eligible for work release?
73. When is the last time the percentage of sentence, an inmate had to complete before being eligible to work, was modified?
74. Does this "work release" mean the inmates would be working in the community, or only working in an SCDC facility?
75. What are the potential benefits and dangers of this change?

In regards to Law Recommendation #9, which relates to cellular carriers informing managed access system (MAS) vendors when there is a change in the cellular network near a MAS installation that could impact the operation of the MAS...

76. Has SCDC discussed this recommendation with any cellular carriers and, if so, which ones and what is their position on SCDC's recommendation?
77. Please provide a list of cellular carriers and/or related associations that may be impacted by this recommendation.

Law Recommendations – Operations (cont.)

In regards to Law Recommendation #10, which relates to community correctional programs and a law that has already expired...

78. Do you know if the plans for a new statewide community-based correctional programs were ever created and submitted as required in the law?

In regards to Law Recommendation #11, which relates to the furlough program and supervised reentry program...

79. What are the similarities and differences in the supervised furlough program and the supervised reentry program?

80. When is the last time SCDC utilized the supervised furlough program?

81. Are there similar provisions in statute that apply to the supervised reentry program? If so, what are they?

In regards to Law Recommendation #12 and #13, which involve modifying statutes relating to early release, discharge, and community supervision, to update language which appears to no longer apply...

82. Has SCDC discussed this recommendation with the Department of Probation, Parole, and Pardon Services and, if so, what is their position on SCDC's recommendation?

83. Are there other statutory provisions that outline when early release or discharge does and does not apply?

In regards to Law Recommendation #14, which is a concept recommendation relating to the procurement process...

84. Please provide some examples of situations in which having a quicker approval process would have aided SCDC?

85. Has SCDC approached SFAA or the Department of Administration about having a quicker approval process and, if so, what was their response?

86. How would adding SCDC to Proviso 118.16 provide the agency a quicker approval process?

87. Has SCDC made this request in either its current or prior budget presentations?

In regards to Law Recommendation #15, which involves modifying a statute relating to the age at which an individual may apply for a correctional officer position to lower the agency from 21 to 18...

88. What are the differences in the responsibilities of the current position an 18 year old can hold at SCDC and the position of correctional officer?

89. What are the benefits and risks in lowering the age to 18?

90. Has SCDC discussed this recommendation with the Criminal Justice Academy and, if so, what is their position on SCDC's recommendation?

91. What other states allow individuals to serve as correctional officers at age 18?

Law Recommendations – Police Services

92. In regards to Law Recommendation #1, which is to modify a statute relating to inmates contacting a victim to increase penalties for such contact, is SCDC aware of any entities that may be against a recommendation like this? If so, for what reasons may they oppose it?
93. In regards to Law Recommendation #2, which is to modify a statute relating to trespassing on correctional property to clarify what constitutes notice of trespassing...
- a. Why is the notice of trespassing an issue?
 - b. What are the benefits and risks of this recommendation?
94. In regards to Law Recommendation #3 and #4, both of which are to modify statutes relating to contraband charges, please further clarify these recommendations.

Law Recommendations – Programs and Reentry

In regards to Law Recommendation #1, which is to modify a statute to add reduction of sentence, or credit, for rehabilitative programming...

95. Would all programming qualify for credit or just programming that met certain qualifications?
96. Would SCDC outline in policy what the qualifications were for programming to count for credit?
97. Would SCDC outline in policy how inmates would be informed whether the programming counted for credit so they did not enroll in programming with a misunderstanding that it counted for credit?
98. What is SCDC's understanding of why there is a limit on the amount of credit an inmate can earn?
99. What percentage of inmates earned the maximum amount of work, education, and good behavior credit in each of the last three years?
100. If implemented, what is the maximum amount of credit an inmate could earn from all sources (e.g., good time, education, programming, etc.) in a year?

In regards to Law Recommendation #2, which is a concept recommendation relating to replacing the shock incarceration program...

101. What entities does SCDC think would be helpful to have in the evaluation of whether the shock incarceration program is eliminated or revised?
102. Has SCDC discussed this recommendation with the Department of Probation, Parole, and Pardon Services and, if so, what is their position on SCDC's recommendation?

In regards to Law Recommendation #3, which involves repealing a statute relating to use of fees collected in the clinical pastoral training program...

103. When did SCDC stop using this program?
104. Why does SCDC no longer use this program?
105. Is there a comparable program SCDC currently utilizes?

In regards to Law Recommendation #5, which is a concept recommendation relating to Palmetto Unified School District Board member representation by region...

106. What potential benefits does SCDC see from having its school district board member representation by different regions of the state?
107. How many PUSD board members were from each of the regions SCDC recommends, during each of the last 8 years?

Law Recommendations – Programs and Reentry (cont.)

In regards to Law Recommendation #7, which relates to veterans' rights...

108. It appears this recommendation applies to federal regulations. Does any part of this recommendation relate to something the General Assembly can do on a state level?

In regards to Law Recommendation #4, which are concept recommendations relating to the youthful offender act...

109. What entities does SCDC think would be helpful to have in the evaluation of revisions to the Youthful Offender Act?

In regards to Law Recommendation #8, which involves repealing statutes relating to youthful offender reception and evaluation centers...

110. Has SCDC and the Department of Vocational Rehabilitation ever had a cooperative agreement involving the operation of the SCDC Reception and Evaluation Center for the purpose of providing evaluations/services for youthful offenders? If so, when was the most recent year?
111. Why does SCDC and the Department of Vocational Rehabilitation not maintain a cooperative agreement involving the operation of the SCDC Reception and Evaluation Center for the purpose of providing evaluations/services for youthful offenders?

In regards to Law Recommendation #9, which involves repealing a statute relating to the use of volunteers as supervisory agents for youthful offenders...

112. Has SCDC ever utilized voluntary organizations as supervisory agents and sponsors? If so, when was the most recent year?
113. Why does SCDC not recommend the formation of voluntary organizations to serve as supervisors for youthful offenders?

In responding to these questions, please remember the Committee's expectations, which are provided in the Committee's Standard Practice 9. The Subcommittee looks forward to working collaboratively with SCDC during the oversight process. Thank you and your team for your service to the citizens of South Carolina.

Sincerely,



Edward R. Tallon Sr.
Subcommittee Chair

cc: The Honorable Wm. Weston J. Newton
Department of Corrections Ad Hoc Subcommittee

¹ **SCDC Response to LOC (January 16, 2020), Question #10**

Would SCDC support a recommendation that would mandate local facilities utilize remote release? If so, what statutory or proviso language would SCDC recommend?

In some cases, inmates are obviously a candidate for remote release. However, since good time is not applied until the inmate arrives at Reception & Evaluation, many counties were not aware the inmate could have been remote released. If this mandate were to be implemented, the counties would need to be directed to utilize the maxout calculation application available on the SCDC website to determine a tentative release date. SCDC would support a recommendation and will work with the counties to draft statutory or proviso language.

² SCDC is currently required to file each report with the responsible local governing body, sheriff/police chief, and director of the facility

³ Local government entity is already required to provide SCDC the reports in electronic format pursuant to S.C. Code Sections 24-9-50 and 24-13-50.

⁴ **SCDC Response to LOC (January 16, 2020), Question #33**

How does SCDC track which employee recruitment methods are most effective?

SCDC tracks which recruiting methods are most effective by the following:

- Time to hire from application to onboard.
- Cost of filling the position.
- New employee retention rate.
- NEOGOV Applicant Tracking system which generates everything from sourcing candidates to onboarding new hires. It also allows us to gain insight into our recruitment process and enables us to modify our methods of recruitment to maximize the conversion rate.
- NEOGOV Analytics (tracks candidates by source (ex. Job fair, Recruitment Event, Referral).
- NEOGOV Applicant Tracking system which generates everything from sourcing candidates to onboarding new hires. It also allows us to gain insight into our recruitment process and enables us to modify our methods of recruitment to maximize the conversion rate.
 - Applicant Flow- provides the source and status of each candidate in our Applicant Tracking System (NEOGOV)
 - Application Source- allows us to see how the candidate heard about the opportunity (i.e. state job board, social media, advertisement, etc.)
 - Applicant by Job- allows track trends and health of job postings
 - Cost-per-hire Summary- allows us to track agency advertisements
 - EEO Reporting- for EEOC Compliance
 - Evaluation Step Report- allows us to audit our Recruitment process and highlights some barriers to recruitment process
 - Time-to-Hire- shows the length of time from it takes from job posting to potential candidate being offered
 - Referral Report- allows us to see how many applicants have been referred by current employees
 - New Hire Report- tracks every new hire within SCDC
 - Vacancy Report- lets us to see all vacancies by position/location

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In prior letters SCDC explains the aspects of the management review program not in operation and notes two additional staff are needed to fully staff the Management Review Program. Also, SCDC notes additional staff would be needed for the Division of Quality and Improvement and Risk Management (QIRM) to provide more up-to-date analysis statewide for all institutions. Further, SCDC states there are currently 5 analyst positions allotted to QIRM, and a request has been made for 5 more analysts as at least 10 analysts are needed to complete comprehensive audits and to assist in quality improvement efforts for all institutions.⁵

SCDC response to Subcommittee (October 29, 2019), Question 51

51. What aspects of the management review program are not in operation? How many additional personnel, and how much funding, is needed to place the management review program in full operation?

When SCDC was no longer able to contract with the American Correctional Association (ACA) for accreditation audits in 2003 due to the State's budget crisis, an internal monitoring system known as the Management Review Program was implemented to replace it. Institutions began receiving comprehensive audits that same year. In 2004 annual follow-up reviews were added, so that a full audit was being done at each facility every three years with the follow-up reviews taking place both of the two intervening years. While there will be a need to update the Management Review Program based upon some changes which have taken place in organizational structure, priorities, and emphases, the protocol previously in place included "all major functional subject areas which are directly or

indirectly involved in the operation, administration, programming, and/or maintenance of correctional institutions.” These were broken down into eighteen (18) Programs identified as: Human Resources, Budget and Finance, Resource and Information Management, Support Services, Safety and Environmental Health, Inmate Services, Education, Classification, Facilities Management, Investigations, Staff Training, Health Services, Legal Access and Inmate Grievances, Security, Prison Industries, Transportation, Discipline/Operations, and Youthful Offender. Performing these audits as originally designed was staff intensive and required considerable time from central office staff in addition to their existing responsibilities. When SCDC experienced further budget challenges, the audit schedule was interrupted and even suspended on several occasions, especially when it became necessary for employees to take mandatory furlough days without pay. The Management Review Program ended completely in 2011. SCDC resumed conducting only the Security Audits in October 2018 and has continued doing them for the past year. This means that none of the other aspects have been reactivated. A thorough and effective Management Review Program which is less demanding on staff who already have other important duties to carry out can be implemented again upon authorization for two (2) FTEs with an estimated annual base salary funding of \$130,000.00.

SCDC response to Subcommittee (January 16, 2020), Question 40

40. How many personnel are needed for the Management Review Program?

Two (2) funded Full Time Employment positions.

SCDC response to Subcommittee (December 18, 2019), Question 40

40. Does the Quality Improvement and Risk Management division (QIRM) review temperature readings of all SCDC facilities? If so, please provide the temperature readings for Manning Pre-Release Center for the past six months. If not, is this something QIRM could do in the future without additional resources? If additional resources would be needed, please list those resources.

The Division of Quality and Improvement and Risk Management (QIRM) does not review temperature readings. Rather, QIRM reviews and reports whether the institutions are conducting temperature checks with the frequency required. It should be noted that temperature checks are conducted by the institutions only for Restrictive Housing Units, the Diversionary Housing Unit, Crisis Stabilization Units, and crisis cells. QIRM and Operations Headquarters Leadership receives the weekly Temperature and Sanitation Resource Information Management (RIM) Report. The RIM report includes the compliance rates for the percent of required cells checked daily, temperature readings for cells found to be out of temperature range, and actions taken to address out of range temperatures. QIRM uses the report to review compliance rates for number of temperature checks for the institutions visited by the Implementation Panel and any other institutions audited by QIRM. QIRM also assesses if actions were taken to address cells out of temperature range. QIRM’s findings are included in compliance reports completed by QIRM staff.

In order for QIRM to provide more up-to-date analysis statewide for all institutions, more staff will be needed. Please note there are currently 5 analyst positions allotted to the division. A request has been made for 5 more analysts as at least 10 analysts are needed to complete comprehensive audits and to assist in quality improvement efforts for all institutions. Operations will likely need additional staff and resources if the temperature of all dorms in each institution is required to be checked.

QIRM conducted an analysis regarding whether Manning conducted the appropriate number of temperature checks. The results are attached. If the actual temperature readings are needed, RIM can provide that report.

⁶ **[SCDC response to Subcommittee \(October 29, 2019\), Question #14](#)**

14. Is SCDC able to track the number of programs in which an inmate participates and the number of programs available to the inmate so this information is available to the parole board?

SCDC can track some program participation in the Offender Management System (OMS). SCDC lacks a comprehensive, automated, case management system making tracking of all program participation difficult. The current OMS does not have the capacity to track programming in the level of detail that is currently needed. A new Case Management system is being sought, with additional funding for the new system being requested in the 2021 budget.

⁷ **[SCDC response to Subcommittee \(October 29, 2019\), Question #38](#)**

38. Are there any independent reviews of inmate health records to ensure inmates are receiving adequate healthcare? (like a financial audit, but for medical services)

SCDC has a division of Quality Improvement and Risk Management (QIRM), that was created as part of the Office of Legal and Compliance after the mental health settlement agreement. QIRM has the responsibility of tracking and reporting to the Implementation Panel functions related to the mental health settlement Implementation Plan. Review of portions of health records is part of their process to monitor compliance with policies that relate to the mental health settlement components. QIRM staff does not audit for quality of medical or mental health clinical assessments, nor determine if clinical and medical guidelines are met or are appropriate. Under the terms of the settlement agreement, the Implementation Panel has access to documents and records, as requested.

Personnel in the SCDC Headquarters' office are assigned to review and respond to appeals of the findings of inmate grievances, which include review of patients' records to ensure adequate health care is being provided.

Per SCDC Policy OP 22.48, the institutional wardens are required to conduct weekly rounds of their facilities to assess the condition of living units to include adequacy of lighting and climate. Also, the Regional Managers of the Division of Operations have the responsibility to spot check facilities.

QIRM also reviews temperature and sanitation reports created by RIM. These reports are based on temperature and sanitation checks conducted by the institutions. QIRM staff provides reports to the Implementation Panel and to institutions summarizing information in the RIM reports, generally over a specific time period. The reports also assess, based on the guidelines established by the Division of Operations, if responses to the deficiencies were provided and were appropriate.

⁸ **SCDC Response to LOC (December 18, 2019), Question #3**

What does SCDC see as the pros and cons of having an electronic system that tracks inmate requests for medical treatment and provides the ability for medical staff members, who already have authority to review inmate medical records in hard copy, to access the following information:

- a. medical supervisors pull reports of medical requests by type of request, facility, and time of year, to help determine trends and have more information about when more or less medical staff may need to be available and at which locations;
- b. medical supervisors pull reports by individual subordinates name to determine how each handled requests received, including disposition and length of time to reach disposition, to improve employee evaluations and determine additional training that may be helpful to each employee; and
- c. medical staff members pull reports by inmate name to provide the inmate as a way to build confidence for inmates, and their families, that medical requests are not going unheard or being disregarded.

Are there any other ways tracking the information may be helpful in improving the safety, efficiency, and effectiveness of the agency's operations?

The pros of having an electronic system for this purpose are many and are described in good detail by items "a, b, and c" above. The current system for storing and filing inmate requests is not automated. Rather inmate requests are scanned and kept in a shared drive on the SCDC server. In this manner, for medical staff members to review the requests it is very labor intensive as it requires staff members to open each request and conduct a retroactive study.

SCDC does not perceive any cons to having an electronic system for tracking and sorting inmate requests as described in item #3.

In addition to the actions cited in "a, b, and c" (above) the designated quality improvement staff can use this data to determine whether health outcomes are optimal based on timeliness and quality of services rendered. In addition, it would be useful in looking forward toward grievance issues and anticipating complaints and response areas.

SCDC Response to LOC (December 18, 2019), Question #4

Can SCDC currently track inmate requests for medical treatment through the database it has that maintains inmate medical records? If not, how much would it cost to update the system to make it capable of tracking this type of information or add a system that would work in conjunction with the current system?

No, however, Resource Information Management is researching the feasibility of making the NextGen Patient Portal (SCDC's Electronic Health Record Database) available for inmate access using the Inmate Kiosk and/or tablets. The Virginia Department of Corrections recently sent a survey through the Correctional Leaders Association regarding requests for medical appointments. The responses are due December 17, 2019 and SCDC will provide them to the HLOC when available.

⁹ See initial plan in [SCDC and DMH joint response to Subcommittees \(October 23, 2019\)](#)

¹⁰ **SCDC Response to LOC (January 16, 2020), Question #6**

Please indicate if inmates who are anticipating re-entry into the community are acclimated to current technology as part of the re-entry program. If so, how is this done?

There are reentry programs throughout the State. Currently, classes offered by Department of Employment and Workforce (DEW) includes acclimation to current technology. DEW currently serves Manning Reentry/Work Release Center, and Camille Graham Correctional Institution.

¹¹ **SCDC Response to LOC (January 16, 2020), Question #27**

Please list which prison industries are, and are not, financially self-sustaining.

Plant	Traditional	Service	PIE	Self Sustaining	Product	Comments
Broad River Correctional I	Y	Y	Y	No	Signs, Plates, novelties	Possible losing SCDMV plates, need to get more SCDOT work
Broad River Correctional II	N/A	N/A	N/A	N/A	Vacant	
Camille Graham	Y			Yes		Pursuing PIE approval
Industries HQ	Y			Yes	Moving Service	New start up
Industries Frame Shop	Y		Y	No	Frame and novelties	Need to increase volume
Industries HQ Print Shop	Y		Y	Yes	Print and Vinyl	
Evans Correctional			Y	Yes	Midcon Cables	
Lee Correctional	Y	Y		Yes	SCDC Commissary items, Recycle Project	
Kershaw Correctional	N/A	N/A	N/A	N/A	Vacant	
Perry Correctional			Y	Yes	Shaw Flooring	
Tyger River Correctional			Y	Yes	Shaw Flooring	
Livesay Correctional			Y	Yes	Shaw Flooring	
Leath Correctional	Y		Y	Yes	Sewing, PIE Sewing	
McCormick Correctional	Y			No	Furniture, Modular, Seating	New plant startup will be a combination of 2 prior plants with smaller footprint, need state sales
Trenton Correctional		Y		Yes	Package program	
Ridgeland Correctional		Y		No	Recycling project	Billing issue corrected and plant should operate in black
Lieber Correctional I		Y		No	Tire/Retread	Plant has restarted under new effort with SC Education to try to make plant self sustaining
Lieber Correctional II	N/A	N/A	N/A	N/A	Vacant	
MacDougall Correctional		Y		Yes	Textile recycle	

Important to Note: Industries has steadily increased profitability over the past 4 years. All plants are being re-worked to operate on a stand alone basis with positive cash flow. Industry programs support: Agency programs, offset expenditures, inmate rehabilitation, inmate engagement and yard stability, In FY18, Industry programs contributed \$1,393,781.00 to victims and victim programs, offset room and board \$1,397,612.00, provided \$629,199.00 in child support and provided \$83,978 in restitution. In FY15, Industries offenders recidivism was rate 8.9% lower, 13.4% compared to 22.3% (study every 3 years).

¹² **SCDC Response to LOC (December 18, 2019), Question #22**

Please explain the following pertaining to the audit of SCDC programs, which Dr. Austin mentioned in his testimony during the October 23, 2019, Subcommittee meeting:

d. what it will address;

The new classification system will include a “risk” and “needs assessment” for each inmate. The risk assessment will evaluate the inmates risk to recidivate. The “needs assessment” will identify areas the inmate needs to improve upon to reduce their risk (i.e. substance abuse, education, work). The assessment will then be transferred to inmates in the form of a “case management plan”. The “case management plan will prescribe what the inmate should participate in. The audit is essential in order to ensure that each program being offered has a curriculum, is being administered appropriately, and has a test to ensure information has been comprehended. Once each program is audited and certified, SCDC shall create an “SCDC Program Book” for all staff and inmates to know what certified programs are offered and where they are located.

e. what SCDC hopes to accomplish through the audit, and

SCDC hopes to reduce violence and encourage good behavior in our institutions and to further support the successful transition of inmates to the community by providing programs designed to ensure that inmates have the skills necessary to succeed upon release. We believe this entire process (classification, risk assessment, and needs assessment) will enhance public safety through the offering of certified programs designed to ensure that inmates have the skills necessary to succeed upon release. We will in essence begin “reentry at entry” by identifying an inmate’s risk to recidivate, his/her “needs”, and then prescribing programs that will offer the opportunity to improve themselves and become productive members of South Carolina.

f. timeline of when the audit will occur.

This will be a lengthy process as we will have to gather information and analyze each program being offered. This audit will require a number of disciplines to participate as we have many programs across the agency (education, mental health, substance abuse, volunteers, food service, and programs staff). The audit will begin soon.

Flow of Sentencing Information and Inmate Health Records

- Solicitor enters information about criminal into its computer system to create indictments
- Solicitor prints indictments in hard copy
- Solicitor provides **paper copy** of indictments to Clerks of Court
- Clerks of Court **re-enter** information from **paper copy** of indictments into their system to create sentencing sheets
- Judges complete **paper copy** of sentencing sheets by hand.
- Judge, solicitor, and criminal defense attorney sign the **paper copy** of the sentencing sheet
- Clerks of Court **re-enter** information from **paper copy** of sentencing sheets into their database
- Clerks of Court **handwrite** information from **paper copy** of sentencing sheets into a large **paper journal**
- Clerks of Court provide **paper copy** of sentencing sheet to local detention center and/or SCDC
 - Local detention center provides hard copy to SCDC
- SCDC **re-enters** information from **paper copy of sentencing sheet** into their database.
- SCDC adds time served and good time credit from time inmate was in local detention center to determine release date

SCDC Revenue Sources

Revenue (generated or received) source #	Revenue Source (do not combine recurring with one-time and please list the sources deposited in the same SCEIS Fund in consecutive columns)	Recurring or one-time?	State, Federal, or Other?	Indicate whether revenue is generated (by agency through sale of deliverables or application for grants) or received (from state or set federal matching formula)?	Statutory or other requirements on how funds can or must be used, if any (type the requirement or limited purpose for which it can be used)	SCEIS Fund #	SCEIS Fund Description	Cash balance as of July 1, 2016 (start of 2016-17)	Appropriated and authorized to spend by END of 2016-17	% of total allowed to spend	Appropriations and authorizations remaining from 2016-17	Cash balance as of July 1, 2017 (start of 2017-18)	Appropriated and authorized to spend by END of 2017-18	% of total allowed to spend	Appropriations and authorizations remaining from 2017-18	Cash balance as of July 1, 2018 (start of 2018-19)	Appropriated and authorized to spend by END of 2018-19	% of total allowed to spend	Appropriations and authorizations remaining from 2018-19
Total	N/A	N/A	N/A	N/A		N/A	N/A			0.00%		\$ 71,191,160	\$520,384,002	100.00%	\$ 34,399,725	\$ 58,794,134	\$ 523,526,246	100.00%	
Source #1	General Fund	Recurring	State	Received from state or set federal match		1001	State General Fund			0.00%		\$ 34,667,686	\$454,547,792	87.35%	\$ 23,321,284	\$ 23,321,284	\$ 454,639,446	86.84%	
Source #2	General Fund	One-Time	State	Received from state or set federal match		1001	State General Fund			0.00%		\$ 3,488,303	\$ -	0.00%	\$ -	\$ 2,732,020	\$ 3,050,590	0.58%	
Source #3	Operating Revenue	Recurring	Other	Generated by agency		30350000	Operating Revenue			0.00%		\$ 137,604	\$ -	0.00%	\$ -	\$ 153,434	\$ -	0.00%	
Source #4	Indirect Cost Retained	Recurring	Other	Received from state or set federal match		30350009	Indirect Cost Retained			0.00%		\$ 70,050	\$ -	0.00%	\$ -	\$ 78,899	\$ -	0.00%	
Source #5	Agency Service Fund	Recurring	Other	Generated by agency		30350092	Agency Service Fund			0.00%		\$ 2,100,000	\$ -	0.00%	\$ -	\$ 4,500,000	\$ -	0.00%	
Source #6	Donations	Recurring	Other	Generated by agency	Restricted to Donor Request	30980000	Donations			0.00%		\$ 9,559	\$ -	0.00%	\$ (1,661)	\$ 9,898	\$ -	0.00%	
Source #7	Maintenance Repairs Insurance	Recurring	Other	Generated by agency		31490000	Maintenance Repairs Insurance			0.00%		\$ 972,917	\$ 650,000	0.12%	\$ 384,951	\$ 869,126	\$ 650,000	0.12%	
Source #8	Motor Pool - Internal Service Fund	Recurring	Other	Generated by agency		31970001	Motor Pool - Internal Service Fund			0.00%		\$ 302,081	\$ 300,000	0.06%	\$ 74,356	\$ 293,424	\$ 300,000	0.06%	
Source #9	Prison Industries	Recurring	Other	Generated by agency		34050000	Prison Industries			0.00%		\$ 3,525,071	\$ 23,000,000	4.42%	\$ 4,606,024	\$ 4,188,367	\$ 23,000,000	4.39%	
Source #10	Canteen Operations	Recurring	Other	Generated by agency		34080000	Canteen Operations			0.00%		\$ 8,259,168	\$ 16,700,000	3.21%	\$ (179,583)	\$ 3,434,426	\$ 16,700,000	3.19%	
Source #11	Evidence Holding	Recurring	Other	Generated by agency	Restricted to Police Services	34680006	Evidence Holding			0.00%		\$ 8,986	\$ -	0.00%	\$ -	\$ 8,986	\$ -	0.00%	
Source #12	Law Enforcement Surcharge	Recurring	Other	Generated by agency		34680007	Law Enforcement Surcharge			0.00%		\$ 1,661,456	\$ 3,400,000	0.65%	\$ 2,053,868	\$ 1,290,939	\$ 3,400,000	0.65%	
Source #13	Income Tax Refunds	Recurring	Other	Generated by agency		34720007	Income Tax Refunds			0.00%		\$ 74,019	\$ -	0.00%	\$ -	\$ 83,931	\$ -	0.00%	
Source #14	PUSD - EFA	Recurring	Other	Received from state or set federal match	Restricted to Inmate Education	3541000	Palmetto School District One			0.00%		\$ 1,528,142	\$ 3,914,858	0.75%	\$ 1,831,984	\$ 1,546,978	\$ 3,914,858	0.75%	
Source #15	Recycling Program	Recurring	Other	Generated by agency	Restricted to Recycling Program	36260000	Recycling Program			0.00%		\$ 27,214	\$ 300,000	0.06%	\$ (76,772)	\$ 46,050	\$ 300,000	0.06%	
Source #16	Purchase Card Incentive	Recurring	Other	Generated by agency		37G70000	Purchase Card Incentive			0.00%		\$ 111,844	\$ 25,000	0.00%	\$ 23,038	\$ 137,465	\$ 25,000	0.00%	
Source #17	Cell Phone Interdiction	Recurring	Other	Generated by agency		37K10000	Cell Phone Interdiction			0.00%		\$ 7,720,825	\$ 2,122,000	0.41%	\$ 1,927,615	\$ 8,929,058	\$ 2,122,000	0.41%	
Source #18	Social Security Contract	Recurring	Other	Generated by agency		38720000	Social Security Contract			0.00%		\$ 16,519	\$ 185,000	0.04%	\$ 128,818	\$ 60,737	\$ 185,000	0.04%	
Source #19	Omnibus Criminal Act	Recurring	Other	Generated by agency		39480000	Omnibus Criminal Act			0.00%		\$ 202,666	\$ -	0.00%	\$ (1,417,515)	\$ 35,151	\$ -	0.00%	
Source #20	Sale of Assets	Recurring	Other	Generated by agency		39580000	Sale of Assets			0.00%		\$ 547,489	\$ 20,000	0.00%	\$ (254,129)	\$ 386,509	\$ 20,000	0.00%	
Source #21	Farm Proceeds	Recurring	Other	Generated by agency		39590000	Farm Proceeds			0.00%		\$ 299,216	\$ 9,099,875	1.75%	\$ 1,311,355	\$ 509,211	\$ 9,099,875	1.74%	
Source #22	Horticulture Special Fund	Recurring	Other	Generated by agency		39590002	Horticulture Special Fund			0.00%		\$ 69,436	\$ 25,000	0.00%	\$ (22,485)	\$ 78,796	\$ 25,000	0.00%	
Source #23	Palmetto Pride	Recurring	Other	Received from state or set federal match		39590003	Palmetto Pride			0.00%		\$ 575,903	\$ 160,000	0.03%	\$ (67,165)	\$ 641,391	\$ 160,000	0.03%	
Source #24	Victim Restitution	Recurring	Other	Generated by agency		39750000	Victim Restitution Program			0.00%		\$ 1,267,117	\$ 585,000	0.11%	\$ 158,795	\$ 1,620,614	\$ 585,000	0.11%	
Source #25	Victim Assistance 24-3-40	Recurring	Other	Generated by agency		39750002	Victim Assistance 24-3-40			0.00%		\$ 1,366,764	\$ 1,000,000	0.19%	\$ 284,126	\$ 1,463,281	\$ 1,000,000	0.19%	
Source #26	PUSD - Education Improvement Act	Recurring	Other	Received from state or set federal match		4973000	PUSD - Education Improvement Act			0.00%		\$ 1,685,283	\$ 722,477	0.14%	\$ (170,019)	\$ 1,781,800	\$ 722,477	0.14%	
Source #27	Federal Grants	Recurring	Federal	Received from state or set federal match		5000000	Federal Grants			0.00%		\$ 495,842	\$ 3,627,000	0.70%	\$ 482,840	\$ 592,359	\$ 3,627,000	0.69%	

SCDC Status of Implementing LAC Recommendations

(as of January 16, 2020)

LAC Audit Page #	LAC Audit Chapter	LAC Audit Section	Rec to...	Rec #	Recommendation	Implementation Status (Action taken or reason no action taken)	Complete (C), In-Progress (IP), Waiting on another entity (W), Disagree with recommendation (D), For another entity (FAE)	Additional Funds and/or personnel needed to implement recommendation (Yes or No)	Division responsible
12	Correctional Officers (Cos) and Other Staff	Recruitment	SCDC	1	The S.C. Department of Corrections should compare advertising expenditures to selected referral sources of new recruits.	As of 1.1.2019, SCDC Recruitment Branch tracks all marketing related to recruitment and retention of hired staff. This includes (digital advertisement, geotarget) and is done with tracking pixels on our landing pages on our employment page. EXPLAIN HOW THIS ACTION SHOWS SCDC IS COMPARING ADVERTISING COSTS WITH REFERRALS? HOW DOES IT DO THIS WITH ADVERTISING COSTS FOR BILLBOARDS, RADIO, TV (NON-DIGITAL)			DDA
12	Correctional Officers (Cos) and Other Staff	Recruitment	SCDC	2	The S.C. Department of Corrections should refine the referral source selections in the NEOGOV tracking system to allow more specific tracking of referral sources.	As of 12.1.18, SCDC asked the Department of AdManagement Information Notesistrator who has the capabilities to make the changes to NEOGOV since only a NEOGOV AdManagement Information Notesistrator can make these changes. DOES SCDC KNOW IF DOA IS GOING TO MAKE THE CHANGES?	Waiting on another entity		DDA
12	Correctional Officers (Cos) and Other Staff	Recruitment	SCDC	3	The S.C. Department of Corrections should design its website to include more information, such as videos, on available financial incentives for correctional officers.	As of 1.16.20, SCDC has been working on a public web site redesign, and will incorporate the suggestion to include more information, such as videos, on available financial incentives for correctional officers.	In progress		DDA
12	Correctional Officers (Cos) and Other Staff	Recruitment	General Assembly	4	The General Assembly should amend state law to lower the minimum age to become a correctional officer.	As of 1.16.20, SCDC submitted this as a law change recommendation (Operations Law Change #15) to the House Legislative Oversight Committee.	Waiting on another entity		DDO
13	Correctional Officers (Cos) and Other Staff	Background Checks for Correctional Officers	SCDC	5	The S.C. Department of Corrections should include in policy that all correctional officers are required to complete post-employment background checks every five years, as required by federal regulation.	As of 1.16.20, SCDC is in the process of updating the policy to reflect this change.	In progress		DDA
13	Correctional Officers (Cos) and Other Staff	Background Checks for Correctional Officers	SCDC	6	The S.C. Department of Corrections should complete post-employment background checks on all correctional officers every five years, as required by federal regulation, and maintain documentation for the required period.	As of 1.16.20, SCDC is in the process of updating the policy to reflect this change. HOW WILL SCDC FOLLOW-UP TO ENSURE POLICY IS BEING FOLLOWED SINCE IT NO LONGER HAS A MANAGEMENT REVIEW PROGRAM?	In progress		DDA
14	Correctional Officers (Cos) and Other Staff	Background Checks for Volunteers	SCDC	7	The S.C. Department of Corrections should ensure that background checks are completed on all volunteers before allowing them to attend orientation, as required by policy.	As of 1.16.20, this is currently in practice at SCDC. HOW IS SCDC ENSURING THIS IS OCCURRING AS IT WAS IN POLICY BEFORE BUT NOT ALWAYS FOLLOWED?	Complete		DDPRRS
14	Correctional Officers (Cos) and Other Staff	Background Checks for Volunteers	SCDC	8	The S.C. Department of Corrections should complete background checks on all volunteers every three years, as required by policy, and maintain documentation for the required period.	As of 1.16.20, this is currently in practice at SCDC. HOW IS SCDC ENSURING THIS IS OCCURRING AS IT WAS IN POLICY BEFORE BUT NOT ALWAYS FOLLOWED?	Complete		DDPRRS
19	Correctional Officers (Cos) and Other Staff	Correctional Officer Training	SCDC	9	The S.C. Department of Corrections should submit its training immediately to the South Carolina Criminal Justice Academy for approval by the S.C Law Enforcement Training Academy, and then every two years, as required.	As of 8.29.19, training was submitted and approved by South Carolina Law Enforcement Training Council.			DDO
19	Correctional Officers (Cos) and Other Staff	Correctional Officer Training	SCDC	10	The S.C. Department of Corrections should document changes and updates to training curricula.	Effective January 2020, changes, updates, and edits in lesson plans (required to be reviewed at a Management Information Notesimum of every year) will be noted in a similar format as changes are tracked and monitored in the agency's policies. Changes will be maintained and archived.			DDO
19	Correctional Officers (Cos) and Other Staff	Correctional Officer Training	SCDC	11	The S.C. Department of Corrections should reevaluate its curriculum that was eliminated from correctional officer basic training to determine if or how the deletion is affecting officer preparedness.	As of 9.3.90, SCDC requested review of new officer training by the National Institute of Corrections.	Waiting on another entity		DDO
19	Correctional Officers (Cos) and Other Staff	Correctional Officer Training	SCDC	12	The S.C. Department of Corrections should hold quarterly agency training advisory council meetings to assess the agency's training needs.	In October 2019, SCDC began training advisory council meetings.	Complete		DDO
19	Correctional Officers (Cos) and Other Staff	Correctional Officer Training	SCDC	13	The S.C. Department of Corrections should complete the implementation of computer labs at all institutions.	As of 7.8.2019, SCDC has installed computer labs at all institutions.	Complete		DDO

SCDC Status of Implementing LAC Recommendations

(as of January 16, 2020)

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19	Correctional Officers (Cos) and Other Staff	Correctional Officer Training	SCDC	14	The S.C. Department of Corrections should ensure all training, conducted via video, requires a comprehension quiz following the training video	Action was taken in October and September 2019 so that effective Jan 2020 SCDC will incorporate quizzes for all SCDC produced training videos. A passing score of 70% will be required.			DDO
19	Correctional Officers (Cos) and Other Staff	Correctional Officer Training	SCDC	15	The S.C. Department of Corrections should implement a policy for completing the first two courses of the supervisory development program within six months of being promoted to a supervisory position.	As of 1.16.20, the Director of the Training Academy is planning to add to a policy requiring the first two courses of the supervisory development program for uniformed staff to be completed within twelve (12) months of being promoted to a supervisor position.	In progress		DDO
19	Correctional Officers (Cos) and Other Staff	Correctional Officer Training	SCDC	16	The S.C. Department of Corrections should determine what level of supervisor must participate in the supervisory development program.	As of 1.16.20, the Director of the Training Academy is planning to add language to a policy that directs the level of supervisor that must complete the supervisory development program for uniformed staff.	In progress		DDO
19	Correctional Officers (Cos) and Other Staff	Correctional Officer Training	SCDC	17	The S.C. Department of Corrections should maintain consistent class sizes in the supervisory development program to ensure that all students who complete the first course can complete the entire program in the prescribed timeframe.	Effective January 2020, class size is expanded.			DDO
19	Correctional Officers (Cos) and Other Staff	Correctional Officer Training	SCDC	18	The S.C. Department of Corrections should ensure that it maintains accurate training records on the attendance and completion of training.	Effective January 2020, training records will be scanned and archived electronically. WILL THIS BE IN PDF OR IN A DATABASE WHERE THE INFORMATION CAN BE SEARCHED, SORTED, AND PRINTED?			DDO
19	Correctional Officers (Cos) and Other Staff	Correctional Officer Training	SCDC	19	The S.C. Department of Corrections should implement communication skills' training for supervisors.	SCDC's supervisory development courses currently contain communication components. The Training Academy will review each curriculum beginning in January 2020.			DDO
20	Correctional Officers (Cos) and Other Staff	Required Training for Contraband Control Officers Not Provided	SCDC	20	The S.C. Department of Corrections should develop specific contraband training for contraband control officers and require its completion, as required by policy, to ensure consistent methods are used across all institutions for searching for and recording contraband that is found.	On 8.21.19, a draft contraband policy placing this requirement under the Operations Division was sent to the Deputy Director of Operations. A curriculum has been developed by Division of Security and is pending approval by Division of Security Division Director.			DDO
22	Correctional Officers (Cos) and Other Staff	Off-Duty Training and Overtime Pay	SCDC	21	The S.C. Department of Corrections should amend its policy regarding security staff to complete training during off-duty hours to reflect its current practice to the extent that amendments adhere with national correctional standards.	The American Correctional Association standard does not state that employees cannot attend training during off-duty hours. It states that employees must be compensated for their time when training is conducted during off-duty hours. SCDC compensates all employees for time spent during training off-duty. Mr. Stines will submit change to ADM 17.03 on January 15, 2020.			DDO
24	Correctional Officers (Cos) and Other Staff	Programs for Employees Who Experience Stress and Trauma	SCDC	22	The S.C. Department of Corrections should amend its orientation training to include education on the Critical Incident Stress Management program.	Effective January 2020, Critical Incident Stress Management and EAP (WHAT DOES EAP STAND FOR?) information will be incorporated into the New Employee On-Boarding class.			DDPRRS
25	Correctional Officers (Cos) and Other Staff	Meal Breaks for Security Staff	SCDC	23	When staffing levels permit, S.C. Department of Corrections should ensure that security staff take bona fide meal breaks.	As of 1.16.20, staff are provided meal breaks as staffing allows.			DDO
25	Correctional Officers (Cos) and Other Staff	Meal Breaks for Security Staff	SCDC	24	The S.C. Department of Corrections should implement an electronic timekeeping system at institutions to track when employees arrive, depart, and take breaks.	As of 1.16.20, SCDC is in the implementation stages of utilizing KRONOS, an electronic timekeeping system.			DDA
34	Correctional Officers (Cos) and Other Staff	Correctional Officer Staffing Levels	SCDC	25	The S.C. Department of Corrections should implement incentives for correctional officers that target institutions with high vacancy rates and/or high inmate-to-officer ratios to help alleviate staffing issues at those institutions.	Since FY2008, SCDC has, and still currently, offers incentive pay at Level 2 and Level 3 institutions due to higher security risks. Proviso 37.32 allows for Special Assignment Pay for Level 2 and Level 3 institutions. Level 2 and 3 Institutions are the current high vacancy institutions.			DDA

SCDC Status of Implementing LAC Recommendations

(as of January 16, 2020)

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42	Correctional Officers (Cos) and Other Staff	Correctional Officer Salaries	SCDC	26	The S.C. Department of Corrections should ensure that overtime is being granted to the institutions that are in most need of staffing assistance due to vacancies.	As of 1.16.20, overtime is granted to institutions that need staffing assistance.			DDA
42	Correctional Officers (Cos) and Other Staff	Correctional Officer Salaries	SCDC	27	The S.C. Department of Corrections should contact the Federal Bureau of Prisons to determine if it has evaluated the effectiveness of the various types of incentive pay that are offered to federal correctional officers.	As of 1.16.20, the AdManagement Information Notesistration Division staff is researching the issue.			DDA
42	Correctional Officers (Cos) and Other Staff	Correctional Officer Salaries	SCDC	28	The S.C. Department of Corrections should evaluate whether offering an incentive for correctional officers to work at correctional institutions close to Federal Bureau of Prisons' facilities would help alleviate staffing issues at those institutions.	As of 1.16.20, the AdManagement Information Notesistration Division staff is researching the issue.			DDA
45	Correctional Officers (Cos) and Other Staff	Nursing Staff Salaries	SCDC	29	The S.C. Department of Corrections should evaluate what wages should be paid and incentives offered to certified nursing assistants, licensed practical nurses, and registered nurses to more effectively compete with private employers for nursing staff.	As of 7.1.19, SCDC has evaluated wages for all these nursing professionals by comparing to the labor market in the different regions in South Carolina and with various state agencies. Our findings reveal that rates of pay for certified nursing assistants (CNAs), licensed practical nurses (LPNs) and registered nurses (RNs) are far lower than the market rates where we recruit personnel. SCDC rates for CNAs are 18% lower, LPNs are 40% lower, and RNs are 43% lower than the community rates. In Fiscal Year 2019 the Legislature granted an appropriation of \$1.25M which we applied to nursing salaries. This lessened the disparity, but we remain far below the community labor market rates for all of these professions. We have requested a significant increase in our FY2020/2021 budget in order to improve rates further to become competitive and be able to recruit and retain qualified nursing staff.			DDHS
47	Correctional Officers (Cos) and Other Staff	Distribution of Overtime	SCDC	30	The S.C. Department of Corrections should implement a policy outlining how overtime will be distributed among the agency's employees.	Since 1.1.2005, SCDC Policy ADM 11.21, Regular Working Hours/Overtime, has addressed how overtime is paid.			DDA
49	Correctional Officers (Cos) and Other Staff	Inspections of Detention Facilities and Holding Cells	SCDC	31	The S.C. Department of Corrections should identify the location of all holding cells in the state and inspect them annually as required by S.C. Code §24-9-20.	THIS NEEDS FURTHER EXPLANATION BECAUSE IF YOU JUST LOOK AT THE RECOMMENDATION AND THE ACTION TAKEN, IT IS HARD TO CONNECT THE TWO. In Date Action Taken, the agency had "Budget Request was made internally on August 14, 2019; December 19, 2019 for approval from SC Association of Counties; and January 6, 2020 for the policy amendment." The Division Director responsible for the Inspections Program subsequently met with the Local Detention Committee of the South Carolina Association of Counties and obtained concurrence on SCDC's proposal to amend the applicable Standard accordingly. The Board of Directors for the South Carolina Association of Counties then approved this change at its December 2019 meeting, and thereafter SCDC adopted the new language on December 19, 2019, making it officially part of the Management Information Notesimum Standards for Local Detention Facilities in South Carolina. Agency policy has since been amended as well to reflect that modification of frequency. There is now a requirement to inspect Holding Cells only once a year going forward. As previously stated, SCDC will initiate action to identify all Holding Cells in the state and ensure that they are inspected annually as soon as the additional staff positions requested are authorized and funded, presumably in the FY 2020-2021 budget.			DDLDC
55	Correctional Officers (Cos) and Other Staff	Efforts to Improve Staff Retention	SCDC	32	The S.C. Department of Corrections should create targeted bonuses for institutions and shifts with high vacancy rates.	As of 1.16.20, SCDC is in the process of analyzing shift retention at each institution.			DDA
55	Correctional Officers (Cos) and Other Staff	Efforts to Improve Staff Retention	SCDC	33	The S.C. Department of Corrections should place retention lieutenants at the institutions with the highest turnover rates.	As of 1.16.20, Retention Lieutenants have been placed in all Level 2 and 3 Institutions which are the current high vacancy institutions.			DDA

SCDC Status of Implementing LAC Recommendations

(as of January 16, 2020)

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55	Correctional Officers (Cos) and Other Staff	Efforts to Improve Staff Retention	SCDC	34	The S.C. Department of Corrections should create a policy that sets a timeframe for the completion of the Correctional Officer Skills Enhancement Program.	As of 1.12.20, the policy has been drafted and is awaiting approval.			DDA
55	Correctional Officers (Cos) and Other Staff	Efforts to Improve Staff Retention	SCDC	35	The S.C. Department of Corrections should work to refine its tracking of employee reassignment requests in order to identify managers who could benefit from additional training.	As of 1.16.20, this has been adopted. THIS ACTION DOES NOT EXPLAIN HOW THE AGENCY IS IMPLEMENTING THE RECOMMENDATION. HOW IS SCDC TRACKING EMPLOYEE REASSIGNMENT REQUESTS AND WHAT IS SCDC LOOKING FOR IN THE INFORMATION IT IS TRACKING TO DETERMINE WHICH MANAGERS MAY BENEFIT FROM ADDITIONAL TRAINING?			DDA
56	Correctional Officers (Cos) and Other Staff	Earning Exemptions for Retired Correctional Officers	General Assembly	36	The S.C. General Assembly should amend S.C. Code §9-1-1790 to add an exemption that would eliminate the cap on the annual amount that may be earned by a retired correctional officer who returns to covered employment with the state, if the correctional officer works in a critical need area.	As of 1.6.20, SCDC submitted this law recommendation (AdManagement Information Notes: Information Law Change #3) to the House Legislative Oversight Committee.			DDA
57	Correctional Officers (Cos) and Other Staff	No Time Limits for Issuing Corrective Actions	SCDC	37	The S.C. Department of Corrections should establish, in policy, time limits addressing the length of time permitted, from the date of occurrence to the review meeting, in which employee violations are to be addressed.	As of 1.16.20, AdManagement Information Notes: Information Division staff is meeting with staff in the Legal Division to make corrections and add time limits.			DDA
57	Correctional Officers (Cos) and Other Staff	Analysis of Security Staff Separations	N/A	N/A	None	None	N/A	N/A	DDO
66	Correctional Officers (Cos) and Other Staff	Exit Survey Data	SCDC	38	The S.C. Department of Corrections should have separating employees directly enter responses into survey software.	As of 1.16.20, SCDC agrees with the need to have a more robust exit interview process. Note that this is a procedural change as the survey tool (survey monkey) supports this. SO ARE SEPARATING EMPLOYEES NOW ENTERING RESPONSES DIRECTLY INTO SURVEY MONKEY?			DDA
66	Correctional Officers (Cos) and Other Staff	Exit Survey Data	SCDC	39	The S.C. Department of Corrections should only draw conclusions regarding data when response rates are adequate.	As of 1.16.20, SCDC agrees with this recommendation and will only draw conclusions regarding data when response rates are adequate. WHAT DOES SCDC DEEM AS ADEQUATE RESPONSE RATES?			DDA
72	Inmates	Classification System	SCDC	40	The S.C. Department of Corrections should change its classification policy by integrating security and custody levels.	As of 5.1.19, SCDC has identified a classification system and is in the process of implementing this system, beginning February 15, 2020. The Agency is currently training staff for implementation. SCDC has also recommended a modification to 24-3-20 to require inmates sentenced to 365 days or more to be sent to SCDC (see Operations Law Change #1 from January 6, 2020 letter).			DDO
72	Inmates	Classification System	SCDC	41	The S.C. Department of Corrections should increase the number of classification levels, as necessary, and ensure that each level is distinctly different in terms of security and supervision.	As of 5.1.19, SCDC has identified a classification system and is in the process of implementing this system, beginning February 15, 2020. The Agency is currently training staff for implementation. SCDC has also recommended a modification to 24-3-20 to require inmates sentenced to 365 days or more to be sent to SCDC (see Operations Law Change #1 from January 6, 2020 letter).			DDO
72	Inmates	Classification System	SCDC	42	The S.C. Department of Corrections should consider changes to its classification system based on recommendations from its newly-hired consultant.	As of 5.1.19, SCDC has identified a classification system and is in the process of implementing this system, beginning February 15, 2020. The Agency is currently training staff for implementation. SCDC has also recommended a modification to 24-3-20 to require inmates sentenced to 365 days or more to be sent to SCDC (see Operations Law Change #1 from January 6, 2020 letter).			DDO
72	Inmates	Classification System	SCDC	43	The S.C. Department of Corrections should ensure that its risk and needs assessment tool is revalidated every 3-5 years.	As of 5.1.19, SCDC has identified a classification system and is in the process of implementing this system, beginning February 15, 2020. The Agency is currently training staff for implementation. SCDC has also recommended a modification to 24-3-20 to require inmates sentenced to 365 days or more to be sent to SCDC (see Operations Law Change #1 from January 6, 2020 letter). THIS ACTION IS NOT RESPONSIVE TO THE RECOMMENDATION. HOW WILL SCDC ENSURE THE TOOL IS REVALIDATED EVERY 3-5 YEARS?			DDO

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72	Inmates	Classification System	SCDC	44	The S.C. Department of Corrections should develop reclassification criteria that emphasize inmate participation in work opportunities, programs, and consistently good behavior.	As of 5.1.19, SCDC has identified a classification system and is in the process of implementing this system, beginning February 15, 2020. The Agency is currently training staff for implementation. SCDC has also recommended a modification to 24-3-20 to require inmates sentenced to 365 days or more to be sent to SCDC (see Operations Law Change #1 from January 6, 2020 letter).			DDO
75	Inmates	Classification System	SCDC	45	The S.C. Department of Corrections should revise its current security level criteria to place less significance on inmate incarcerative sentences and more on inmate behavior.	As of 5.1.19, SCDC has identified a classification system and is in the process of implementing this system, beginning February 15, 2020. The Agency is currently training staff for implementation. SCDC has also recommended a modification to 24-3-20 to require inmates sentenced to 365 days or more to be sent to SCDC (see Operations Law Change #1 from January 6, 2020 letter).			DDO
76	Inmates	Classification System	SCDC	46	The S.C. Department of Corrections should ensure that all security and custody level overrides are accompanied by a detailed, written explanation for the override code.	As of 5.1.19, SCDC has identified a classification system and is in the process of implementing this system, beginning February 15, 2020. The Agency is currently training staff for implementation. SCDC has also recommended a modification to 24-3-20 to require inmates sentenced to 365 days or more to be sent to SCDC (see Operations Law Change #1 from January 6, 2020 letter). THIS ACTION IS NOT RESPONSIVE TO THE RECOMMENDATION. IS THE ACTION RECOMMENDED INCLUDED IN THE NEW CLASSIFICATION SYSTEM POLICY?			DDO
83	Inmates	Programs for Inmates	SCDC	47	The S.C. Department of Corrections should move forward with implementing a system to track classes/programs, when they are offered, by whom (volunteer or staff), attendance, mastery, and completion.	As of 9.1.19, SCDC requested funding in the FY 20/21 budget for a comprehensive software package that will provide a Risk, Needs, Responsivity assessment as well as monitor and track all inmates programManagement Information Notesg. Until such time as a new instrument is in place, PRRS staff is entering class participation in current Offender Management System for documentation of course completion.			DDPRRS
83	Inmates	Programs for Inmates	SCDC	48	The S.C. Department of Corrections should identify evidence-based, core classes to offer to all inmates.	Prior to 1.16.20, the Division of Programs, Reentry, and Rehabilitative services identified evidence-based core courses to be taught to all offenders. PLEASE LIST THE CORE COURSES IDENTIFIED. As of 1.16.20, the Division is in the process of identifying additional courses. The ongoing issue of limited staff continues to create and impediment to the effective delivery of course work to all offenders.			DDPRRS
83	Inmates	Programs for Inmates	SCDC	49	The S.C. Department of Corrections should implement a policy on programming, including the identification of evidence-based, core courses and how successful completion will be measured.	As of 1.16.20, the Division of Program, Reentry, and Rehabilitative Services plans to develop a policy outlining the requirement of "core" courses for all inmates as well as an assessment tool to measure outcomes. The assessment tool to measure programmatic outcomes cannot be developed until all core programManagement Information Notesg is identified and purchased. Individual assessments will need to be conducted on each course			DDPRRS
83	Inmates	Programs for Inmates	SCDC	50	The S.C. Department of Corrections should implement a policy outlining reentry preparation steps to be taken to prepare inmates for reentry into the community.	As of 8.1.19, the reentry policy was in the developmental stage, nearing completion. IS IT COMPLETE YET?			DDPRRS
83	Inmates	Programs for Inmates	SCDC	51	The S.C. Department of Corrections should examine the possibility of using completion of specific core classes/programs as incentives for inmates to earn good time credit.	As of 12.1.19, the Division of Programs Services, and Reentry submitted a law change recommendation to the House Legislative Oversight Committee for an amendment to legislation, specifically §24-13-230, to include an "earned program credit" for active participation in specific programs, whereby participants may receive a reduction in the term of his/her sentence in compliance with applicable state statutes. COULD SCDC INTERNALLY GIVE INMATES GOOD TIME CREDIT BACK THAT THEY MAY HAVE LOST IF THE INMATE COMPLETES CERTAIN COURSES?			DDPRRS
83	Inmates	Programs for Inmates	SCDC	52	If the S.C. Department of Corrections establishes appropriate coursework for which good time credit may be applied, the General Assembly should amend state law to allow for specific training/class completion as qualifiers for good time credit	Course work is being identified as "core" courses for which inmates may be eligible for "earned program credit" based upon applicable state laws. As of 12.1.19, the Division of Programs Services, and Reentry submitted a law change recommendation to the House Legislative Oversight Committee for an amendment to legislation, specifically §24-13-230, to include an "earned program credit" for active participation in specific programs, whereby participants may receive a reduction in the term of his/her sentence in compliance with applicable state statutes			DDPRRS

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83	Inmates	Programs for Inmates	SCDC	53	The S.C. Department of Corrections should continue to hire or reassign staff, as possible, to buttress the programming already provided by volunteers at its institutions.	As of 8.1.19, the Division of Programs Services, Reentry and Rehabilitative Services requested additional staff positions in the FY 20/21 budget to continue to grow programs and reentry services offered to offenders statewide.	Waiting on another entity	Additional funds and/or personnel needed	DDPRRS
85	Inmates	Security Threat Groups	SCDC	54	The S.C. Department of Corrections should include specific sanctions for inmates identified as being in a security threat group in its security threat group policy.	As of 4.22.19, SCDC hired a Corrections Gang Expert from CT DOC (WHAT IS CT DOC??) who is developing a policy for Security Threat Groups (STGs) that will be implemented once the new classification system is implemented.			DDPS
85	Inmates	Security Threat Groups	SCDC	55	The S.C. Department of Corrections should impose sanctions on security threat group-validated leaders that are more severe than sanctions imposed on other security threat group members.	As of 4.22.19, SCDC hired a Corrections Gang Expert from CT DOC (WHAT IS CT DOC??) who is developing a policy for Security Threat Groups (STGs) that will be implemented once the new classification system is implemented.			DDPS
86	Inmates	Security Threat Groups	SCDC	56	The S.C. Department of Corrections should develop and implement a detailed security threat group step-down program that includes incentives for renouncing a security threat group.	As of 4.22.19, SCDC hired a Corrections Gang Expert from CT DOC (WHAT IS CT DOC??) who is developing a policy for Security Threat Groups (STGs) that will be implemented once the new classification system is implemented.			DDPS
90	Inmates	Security Threat Groups	SCDC	57	The S.C. Department of Corrections should pilot the separation of security threat groups in institutions known to have large numbers of inmates affiliated with a security threat group.	As of 4.22.19, SCDC hired a Corrections Gang Expert from CT DOC (WHAT IS CT DOC??) who is developing a policy for Security Threat Groups (STGs) that will be implemented once the new classification system is implemented.			DDPS
90	Inmates	Security Threat Groups	SCDC	58	The S.C. Department of Corrections should evaluate how the separation of security threat groups affects overall violent infractions within the prison.	As of 4.22.19, SCDC hired a Corrections Gang Expert from CT DOC (WHAT IS CT DOC??) who is developing a policy for Security Threat Groups (STGs) that will be implemented once the new classification system is implemented.			DDPS
90	Inmates	Security Threat Groups	SCDC	59	If piloted separation of security threat groups is successful, the S.C. Department of Corrections should implement separation of security threat groups in policy and practice.	As of 4.22.19, SCDC hired a Corrections Gang Expert from CT DOC (WHAT IS CT DOC??) who is developing a policy for Security Threat Groups (STGs) that will be implemented once the new classification system is implemented.			DDPS
91	Inmates	Security Threat Groups	SCDC	60	The S.C. Department of Corrections should include specific requirements in policy for the police services division and the classification division to regularly share all information regarding security threat groups.	As of 4.22.19, management of Security Threat Groups (STGs) has been removed from Police Services and is now under the Operations Division. This change and the newly proposed policy will ensure information is more readily shared within the Division. New STG policy pending implementation of new classification system.			DDPS
93	Inmates	Placement of Mentally Ill Inmates	SCDC	61	The S.C. Department of Corrections should develop and implement methods to ensure that all mentally ill inmates are placed in appropriate institutions and units based on security level, custody level, and necessary mental healthcare.	As of 8.9.19, the Operations Division requested the Health Services Division place a full time Qualified Mental Health Professional at Manning Reentry and Work Release Center. THIS DOES NOT EXPLAIN WHETHER THE RECOMMENDATION HAS BEEN IMPLEMENTED			DDHS
93	Inmates	Placement of Mentally Ill Inmates	SCDC	62	The S.C. Department of Corrections should include mental health in security and custody level criteria.	As of 1.16.20, SCDC is training staff for implementation of its new classification system, which will incorporate the mental health status/needs of the inmate into considerations for custody levels and housing. SCDC has a target completion date of June 2020.			DDO
93	Inmates	Placement of Mentally Ill Inmates	SCDC	63	The S.C. Department of Corrections should evaluate possible changes, such as including mental health units in lower-security institutions or rotating mental health staff to lower-level institutions, to care for mentally ill inmates.	As of 1.16.20, the Operations Division requested the Health Services Division place a full time Qualified Mental Health Professional at Manning Reentry and Work Release Center. Completion of this recommendation will be part of the implementation of the new classification system when it takes effect. SCDC has a target completion date of June 2020.			DDO

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96	Inmates	Use of Force in SCDC Facilities	SCDC	64	The S.C. Department of Corrections should conduct a review to determine the causes of the increasingly disproportionate uses of force against inmates with mental illnesses.	Quality and Improvement Risk Management Division (QIRM) has been meeting with Operations once to twice per month to discuss Use of Force (UOF) Incidents beginning in 2017 and issuing reports for compliance assessment for settlement agreement purposes since 2016. QIRM and Operations also meet monthly for a telephone conference call with the Implementation Panel UOF expert during which UOF Management Information Notes and a monthly QIRM UOF Report are analyzed beginning in 2017. As of 9.1.19, Behavioral Health now works in collaboration with Operations and QIRM to review all UOF situations to determine whether appropriate procedures were followed. Behavioral Health has a designated staff member that reviews all situations and works with the team to conduct Continuous Quality Improvement (CQI) studies for the Mental Health Lawsuit Implementation Panel with the goal of the reduction of UOF overall and specifically for those with mental illness. HAVE ANY CAUSES BEEN DETERMINED?			DDL
96	Inmates	Use of Force in SCDC Facilities	SCDC	65	The S.C. Department of Corrections should ensure that all staff receive the required annual use of force training and training on managing inmates with mental illnesses.	As of 1.16.20, Use of Force training has been added to the annual mandatory curriculum and this annual requirement will be specifically indicated in the Use of Force Policy OP-22.01. The "Recognizing & Responding" training was developed for those certified uniform staff that were hired prior to January 1, 2018 to train those in managing inmates with a mental illness. Others hired after January 1, 2018 receive the same information when participating in NEO, Orientation, and Basic. Several additional training sessions were scheduled prior to the end of 2019 to ensure we complete training of the existing work force. SCDC has a target completion date of 3.1.20.	In progress		DDO
97	Inmates	Moving inmates to Private or Out-of-State Institutions	SCDC	66	The S.C. Department of Corrections should conduct an analysis on the implications of transferring more problematic inmates to private or out-of-state institutions. Factors of this analysis should include, at a minimum: (a) Costs; (b) Quality of confinement; (c) Safe reduction of the S.C. Department of Corrections' inmate population; and (d) Decrease in major disciplinarys within the institutions, particularly considering reduction of security threat group-affiliated inmates.	As of 1.16.20, SCDC has not evaluated the implications of transferring more problematic inmates to private or out-of-state institutions. SCDC does believe the correctional goal of safety for staff and inmates was achieved with this transfer.			DDO
100	Inmates	Inmate Sentences	General Assembly	67	The General Assembly should amend S.C. Code §24-3-20 to only allow inmates with sentences of more than one year to be within the custody of the S.C. Department of Corrections.	As of 1.6.20, SCDC submitted this as a law change recommendation (Operations Law Change #1) to the House Legislative Oversight Committee.			DDO
104	Inmates	SCDC and PPP	SCDC	68	The S.C. Department of Corrections and the S.C. Department of Probation, Parole and Pardon Services should communicate regularly on methods to safely release eligible inmates into the public, in addition to sharing inmate records through the offender management system and the parole information system.	As of 6.19.19, Directors from SCDC and PPP set up a task force of key employees from both agencies to meet regularly and discuss issues that mutually involve both agencies.	In progress		DDL
104	Inmates	SCDC and PPP	SCDC	69	The S.C. Department of Corrections and the S.C. Department of Probation, Parole and Pardon Services should continue agency director meetings to facilitate communication about ways to prepare inmates for release and safely release inmates.	As of 6.19.19, Directors from SCDC and PPP set up a task force of key employees from both agencies to meet regularly and discuss issues that mutually involve both agencies.	In progress		DDL

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104	Inmates	SCDC and PPP	SCDC	70	The S.C. Department of Corrections should develop a system that can track the completion of programs for current inmates and ensure that the S.C. Department of Probation, Parole and Pardon Services has user- friendly access to this system.	As of 6.19.19, Directors from SCDC and PPP set up a task force of key employees from both agencies to meet regularly and discuss issues that mutually involve both agencies.	In progress		DDPRRS
104	Inmates	SCDC and PPP	SCDC	71	The S.C. Department of Corrections and the S.C. Department of Probation, Parole and Pardon Services should discuss the possibility of developing a victim-offender mediation program.	As of 3.1.18, SCDC implemented a policy for the Victim Offender Dialogue (VOD) Process. SCDC is not aware of the current status of PPP's implementation of the VOD process.			DDPRRS
104	Inmates	SCDC and PPP	PPP	72	The S.C. Department of Probation, Parole and Pardon Services should communicate about how to handle cases where inmates eligible for parole are near their max-out dates.	As of 1.16.20, SCDC has no authority over the parole board and the rates of parole. SCDC provides data daily to PPP on every inmate in our system to include their release dates. PPP makes these dates available to the parole board. Communication and coordination between SCDC and the Parole Board would be preferable, but, to date, no such relationship exist.	For another entity		PPP
104	Inmates	SCDC and PPP	PPP	73	The S.C. Department of Probation, Parole and Pardon Services should require that all new parole board members, prior to their service on the board, observe parole board hearings for both violent and nonviolent offenders.	As of 1.16.20, SCDC has no authority over the parole board and the rates of parole. SCDC provides data daily to PPP on every inmate in our system to include their release dates. PPP makes these dates available to the parole board. Communication and coordination between SCDC and the Parole Board would be preferable, but, to date, no such relationship exist.	For another entity		PPP
109	Inmates	SCDC and PPP	SCDC	74	The S.C. Department of Corrections should develop a plan to safely decrease the percentage of max-out releases, specifically in Level 3 institutions, by increasing communication with the S.C. Department of Probation, Parole and Pardon and adding more programs provided to inmates in Level 3 institutions.	The LAC utilized Kirkland in the study to determine Management Information Notes the number of maxout releases from a Level III institution. Kirkland should not have been utilized given the fact they are an R&E and a number of inmates max out prior to getting assigned to an institution due to the short length of sentences.	Disagree with recommendation?		DDO
110	Inmates	Issue for Further Study - Criteria for Parole	N/A	N/A	None	None	N/A	N/A	
117	Policy Review and Compliance Issues	External Policy Reviews	SCDC	75	The S.C. Department of Corrections should implement the remaining National Institute of Corrections' recommendations from the its 2009 technical assistance report on the agency by revising agency policies, almost all of which are security-related.	As of 1.16.20, the Operations Division has implemented some of the National Institution of Corrections recommendations and is in the process of reviewing the additional recommendations.			DDO
117	Policy Review and Compliance Issues	External Policy Reviews	SCDC	76	The S.C. Department of Corrections should amend the agency's policies concerning internal audits of the lock shop and the use of inmates in security system checks to align with the National Institute of Corrections' recommendations.	As of 1.16.20, the Operations Division is working on these recommendations.			DDO

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117	Policy Review and Compliance Issues	External Policy Reviews	SCDC	77	The S.C. Department of Corrections should continue addressing the implementation panel's policy recommendations.	As of 1.16.20, the Operations Division continues to implement the Mental Health Implementation Panel's (IP) policy recommendations. A revised Restricted Housing Unit policy has been drafted by Operations and is currently under review; The Special Concerns Unit has not yet been created so the policy is not necessary at this time; The draft policy for Mental Health procedures for Use of Force was submitted to and approved by the IP on October 15, 2019. The Office of Policy Development is awaiting the red-lined version of the amendments from SCDC Health Services; The policy revision to require annual review of the agency list of approved Use of Force instruments was completed by Operations on September 6, 2019; The Housing Unit Post Orders as they pertain to Cover Teams was revised by Operations prior to the November 2019 IP site visit to require that use of MK-9 must be consistent with manufacturer's instructions. SCDC will continue to revise policy as recommendations are made by the IP and agreed upon by all parties.	In progress		DDL
117	Policy Review and Compliance Issues	External Policy Reviews	SCDC	78	The S.C. Department of Corrections should implement the three policy recommendations concerning emergency preparedness, first responder procedures, and on-the-job training practices made by the Association of State Correctional Administrators that have yet to be implemented	As of 1.1.19, SCDC began implementing Incident Command System for Corrections for emergency preparedness and first responder procedures As of 1.16.20, on the job training policy changes are being drafted by the Division of Education.	In progress		DDO
118	Policy Review and Compliance Issues	Efforts to Control Contraband	N/A	N/A	None	None	N/A	N/A	N/A
125	Policy Review and Compliance Issues	Issues with Contraband Detection and Prevention	SCDC	79	The S.C Department of Corrections should ensure that security staff perform all required security checks on individuals prior to their entry into an institution.	As of 9.30.19, SCDC installed body scanners at all Level II and Level III institutions. Staff, visitors, vendors, volunteers all must pass prior to entry. At three (3) institutions, the use of these body scanners are being prohibited by the internet bandwidth. Searches of these same individuals are not as stringent at Level I institutions. WHAT IS BEING DONE TO INCREASE INTERNET BANDWIDTH AT THE 3 INSTITUTIONS? ARE THOSE THREE INSTITUTIONS LEVEL III, II OR I?			DDO
125	Policy Review and Compliance Issues	Issues with Contraband Detection and Prevention	SCDC	80	The S.C Department of Corrections should ensure that security staff properly conduct all required security checks on inmates.	As of 1.9.20, Level I Wardens were notified of the policy requirement. HOW WILL SCDC ENSURE POLICY IS BEING FOLLOWED GOING FORWARD?			DDO
125	Policy Review and Compliance Issues	Issues with Contraband Detection and Prevention	SCDC	81	The S.C. Department of Corrections should ensure that there are no gaps in netting coverage around its institutions.	As of 2.5.19, gaps in netting were corrected at Lee, Kershaw, Turbeville, and Ridgeland Correctional Institutions. ARE THERE ANY GAPS IN NETTING REMAINING AT ANY SCDC FACILITY?			DDO
129	Policy Review and Compliance Issues	Staff Not Following Agency Policies	SCDC	82	The S.C. Department of Corrections should update its corrective action policy to include oral warnings, if the agency believes that is an appropriate corrective action for certain violations in the place of more punitive actions.	As of 9.1.07, verbal warnings were made part of the Corrective Action policy.	Complete		DDA
132	Policy Review and Compliance Issues	Criminal Penalties for Introducing Contraband into Correctional Facilities	General Assembly	83	The General Assembly should amend state law to make it illegal to introduce, or attempt to introduce, contraband into a correctional facility, regardless of intent.	As of 1.6.20, SCDC submitted this as a law change recommendation (Police Services Law Change #3 and #4) to the House Legislative Oversight Committee.			DDPS

SCDC Status of Implementing LAC Recommendations

(as of January 16, 2020)

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132	Policy Review and Compliance Issues	Criminal Penalties for Introducing Contraband into Correctional Facilities	General Assembly	84	The General Assembly should amend state law to provide for different criminal penalties for different types of contraband.	As of 1.6.20, SCDC submitted this as a law change recommendation (Police Services Law Change #3 and #4) to the House Legislative Oversight Committee.			DDPS
137	Policy Review and Compliance Issues	Federal PREA Regulations	SCDC	85	The S.C. Department of Corrections should prepare annual reports detailing corrective actions it has taken to prevent sexual abuse, the number of allegations and substantiated incidents of sexual abuse by facility, and comparisons with data from prior years. These reports should further be publicly released on the agency's website.	As of 5.7.19, SCDC produced an annual report for 2018. The annual report was posted on the SCDC website on May 7, 2019 and can be found at http://www.doc.sc.gov/preaweb/ IS SCDC CURRENTLY PREPARING A REPORT FOR 2019?			DDLC
137	Policy Review and Compliance Issues	Federal PREA Regulations	SCDC	86	The S.C. Department of Corrections should revise its policy to more accurately reflect federal regulations promulgated under the Prison Rape Elimination Act.	SCDC requested and received assistance from the national PREA Resource Center for review of its PREA policy and completed the adjustments to accurately reflect federal regulations. A draft of the proposed amendments was completed on October 22, 2019 and approved by the Legal and Compliance Deputy Director on December 5, 2019. As of 1.16.20, the amendments are currently being formatted and prepared by the Policy Development Branch for the agency distribution/ approval process.	In progress		DDLC
137	Policy Review and Compliance Issues	Federal PREA Regulations	SCDC	87	The S.C. Department of Corrections division of police services should proactively collaborate with agency's Prison Rape Elimination Act (PREA) staff in order to ensure that cases are properly classified as PREA cases.	SCDC began a process to ensure seamless cooperation between police services and the PREA Coordinator. Beginning in May 2019, Police Services and the PREA Coordinator began reviewing cases on a monthly basis to ensure all cases are received and triaged appropriately. Beginning in 2020, Police Services will send a monthly report for review. TO WHOM IS POLICE SERVICES SENDING THE MONTHLY REPORT FOR REVIEW?			DDPS/DDLC
137	Policy Review and Compliance Issues	Federal PREA Regulations	SCDC	88	The S.C. Department of Corrections should revise its policy to include procedures to ensure that resignations from employees under investigation or terminated for sexual misconduct are not accepted.	As of 5.1.18, SCDC began a process to ensure resignations from employees under investigation for sexual misconduct are not accepted by sending all resignation letters and termination information to Police Services. The prohibition is also included in the draft amendment to the PREA policy. (Police Services receives notifications sent to EmployeeClearance@doc.sc.gov for termination information or resignations and checks each name against the case management system. Notification to Human Resources, Employee Relations and General Counsel is made for any person found to be subject of an open investigation).			DDA
139	Policy Review and Compliance Issues	Inadequate Application of Internal Controls for Detecting and Preventing Contraband	SCDC	89	The S.C. Department of Corrections should resume the management review program and complete these reviews according to the schedule outlined in the agency policy	As of 8.14.19, SCDC made a budget request for two additional personnel to restore funding/positions to conduct the management reviews.	Waiting on another entity	Additional funds and/or personnel needed	DDLC
140	Policy Review and Compliance Issues	Inadequate Policy Update Process	SCDC	90	The S.C. Department of Corrections should amend its policy review process to ensure responsible parties are annually reviewing their respective policies for accuracy.	SCDC Policy GA-01.01, Policies, Publications, and Forms, was revised effective August 29, 2019, to reflect the recommendation made by the LAC. While agency policies will still be sent out for statewide review to ensure all SCDC staff are allowed to review and make policy recommendations, an additional process has been implemented to ensure that the responsible parties in the agency document their review of their respective policies. The Policy Development Branch created three new forms to establish a procedure to document the responsible party's review of their respective policies. The new procedure became effective on September 3, 2019.	Complete		DDLC

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141	Policy Review and Compliance Issues	Institutional Post Orders Not Archived	SCDC	91	The S.C. Department of Corrections should require that specific institutional post orders are approved by agency administration.	Post orders are developed and published by the Division Director for Security and signed by the Deputy Director of Operations. Wardens issue "Specific Institutional Procedures" in the appropriate section of the Post Order. These procedures do not dilute the authority of the Post Order but rather provide institutional specific nuances that may be applicable.	Disagree with recommendation?		DDO
141	Policy Review and Compliance Issues	Institutional Post Orders Not Archived	SCDC	92	The S.C. Department of Corrections should ensure that specific institutional post orders are archived by agency administration.	As of 1.9.20, SCDC Policy OP 21.10 "Agency Records Management" directs the retention of all records in the agency. The retention schedule #16730, directs that "Post Orders and Specific Institutional Procedures" are maintained for six (6) Years and then destroyed. Wardens were informed to ensure this policy is followed. WHAT WILL BE DONE TO FOLLOW UP TO ENSURE WARDENS ARE FOLLOWING THESE PROCEDURES?			DDO
143	Policy Review and Compliance Issues	Victim's Rights Not Afforded to Inmates	SCDC	93	The S.C. Department of Corrections should obtain an Attorney General's opinion on the legality of the statutory definition of a victim in S.C. Code §16-3-1510(1) as it relates to the Victims' Bill of Rights in the South Carolina Constitution.	As of 1.16.20, SCDC's General Counsel's Office plans to request an Attorney General's opinion.	In progress		DDPRRS
150	Data Issues and Litigation Costs	Data Reliability Issues	SCDC	94	The S.C. Department of Corrections should update its policy to define what is considered a "serious injury" for the purposes of data collection and reporting.	As of 1.16.20, the Operations Division and the Director of Occupational Safety and Worker's Compensation are engaged in discussions concerning the most suitable definition and finalization is pending. The Director of Occupational Safety and Worker's Compensation can provide reliable data about "serious injury" and is the best source at this time due to the current limitation of the Management Information Notes system ability to account for changes in status. Retrieval of reliable data from the Director of Occupational Safety and Worker's Compensation has been available since 2018.	In progress		DDO/DDLC
150	Data Issues and Litigation Costs	Data Reliability Issues	SCDC	95	The S.C. Department of Corrections should simplify the method it uses to count confiscated contraband cell phones by counting cell phones and cell phone accessories separately.	As of 8.1.29, SCDC simplified the method as recommended.	Complete		DDO
150	Data Issues and Litigation Costs	Data Reliability Issues	SCDC	96	The S.C. Department of Corrections should ensure that quarterly contraband reports created by its facilities are received by the division of operations.	As of 10.1.19, SCDC Majors were instructed to ensure quarterly contraband reports to be sent to the division of operations at the Majors Meeting in October 2019. Wardens were provided the same information at the Warden's meeting in November 2019.			DDO
150	Data Issues and Litigation Costs	Data Reliability Issues	SCDC	97	The S.C. Department of Corrections should utilize facility contraband reports to verify the accuracy of contraband data contained in the Management Information Notes system.	As of 1.16.20, the Operations Division is evaluating the recommendation. IS THE DIVISION EVALUATING WHETHER IT AGREES WITH THE RECOMMENDATION OR HOW TO IMPLEMENT IT?			DDO
150	Data Issues and Litigation Costs	Data Reliability Issues	SCDC	98	The S.C. Department of Corrections should require amounts to be entered into all contraband-related entries in the Management Information Notes system.	As of 1.16.20, the Operations Division is evaluating the recommendation. IS THE DIVISION EVALUATING WHETHER IT AGREES WITH THE RECOMMENDATION OR HOW TO IMPLEMENT IT?			DDO
150	Data Issues and Litigation Costs	Data Reliability Issues	SCDC	99	The S.C. Department of Corrections should update its policy and/or Management Information Notes training manual to specify the units in which different types of contraband are to be measured and recorded.	As of 1.16.20, the Operations Division is evaluating the recommendation. IS THE DIVISION EVALUATING WHETHER IT AGREES WITH THE RECOMMENDATION OR HOW TO IMPLEMENT IT?			DDO
151	Data Issues and Litigation Costs	Data Reliability Issues	SCDC	100	The S.C. Department of Corrections should modify the Management Information Notes system to allow for more than six descriptive codes, numerical values greater than 999, and numerical values with at least one decimal place.	As of 1.16.20, the Operations Division is evaluating the recommendation. IS THE DIVISION EVALUATING WHETHER IT AGREES WITH THE RECOMMENDATION OR HOW TO IMPLEMENT IT?			DDO
151	Data Issues and Litigation Costs	Data Reliability Issues	SCDC	101	The S.C. Department of Corrections should conduct inspections of facility contraband control operations areas as required by agency policy.	As of 1.16.20, the Operations Division is evaluating the recommendation. IS THE DIVISION EVALUATING WHETHER IT AGREES WITH THE RECOMMENDATION OR HOW TO IMPLEMENT IT?			DDO
153	Data Issues and Litigation Costs	Consistency and Transparency of Data Reporting	SCDC	102	The S.C. Department of Corrections should maintain consistency of its publicly reported performance measures from year to year.	As of 1.16.20, although SCDC has worked with the Executive Budget Office to refine performance measures over the years and has made all changes in an effort to be more informative and transparent, the agency agrees with this recommendation to maintain consistency of its publicly reported performance measures from year to year to enable comparisons over time.	In progress		DDA

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153	Data Issues and Litigation Costs	Consistency and Transparency of Data Reporting	SCDC	103	The S.C. Department of Corrections should provide more information on how its publicly reported inmate escape statistics are calculated.	As of 1.16.20, the agency agrees with this recommendation and will add a footnote to the escape report providing more information on how inmate escapes are reported.			DDA
157	Data Issues and Litigation Costs	Contraband and Assault Statistics	SCDC	104	The S.C. Department of Corrections should discontinue the use of a separate computer system for recording contraband searches conducted by the agency search team, and instead record these results within the Management Information Notes system.	As of 1.16.20, the Operations Division is evaluating the recommendation. IS THE DIVISION EVALUATING WHETHER IT AGREES WITH THE RECOMMENDATION OR HOW TO IMPLEMENT IT?			DDO
157	Data Issues and Litigation Costs	Contraband and Assault Statistics	SCDC	105	If the S.C. Department of Corrections does not discontinue the use of a separate computer system for recording contraband searches conducted by the agency search team, it should use this data to verify the search results entered into the Management Information Notes system.	As of 1.16.20, the Operations Division is evaluating the recommendation. IS THE DIVISION EVALUATING WHETHER IT AGREES WITH THE RECOMMENDATION OR HOW TO IMPLEMENT IT?			DDO
160	Data Issues and Litigation Costs	Calculation of Vacancy Rates	SCDC	106	The S.C. Department of Corrections should reevaluate its methodology for determining how it allocates its security positions to each institution, so that the agency may accurately calculate its vacancy rates.	The SCDC has followed up with the LAC since this report was published to explain the vacancy methodology	Disagree with recommendation?		DDA
161	Data Issues and Litigation Costs	Litigation Costs	N/A	N/A	None	None required	N/A	N/A	N/A