

Flow of Sentencing Information and Inmate Health Records

Included in the Department of Corrections' (SCDC) February 19, 2020 letter to the House Legislative Oversight Committee (LOC). This information was provided in response to the following question in LOC's January 30, 2020, letter to the Department of Corrections: "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."

In addition to providing the information in this document, SCDC provided the following response:

- Please see attached Flow of Sentencing Information and Inmate Health Records.

Question # 1 - Flow of Sentencing Information and Inmate Health Records

- Solicitor's office enters information about a criminal defendant into its computer system to create an indictment
- Solicitor's office prints the indictment in paper copy
- Solicitor's office provides a paper copy of indictment to the clerk of court
- Clerk of court's office enters information from the paper copy of the indictment into its computer system to generate a sentence sheet
- Assigned assistant solicitor may fill out portions of the sentence sheet and may notate sentence recommendations or negotiations on the sentence sheet
- Assistant solicitor and defense attorney sign the paper copy of the sentence sheet (the defendant will also sign if he or she is pleading guilty)
- Judge imposes the sentence he or she deems appropriate by filling out the applicable portion of the sentence sheet by hand and signing at the bottom
- Clerk of court's office enters the sentence information from the paper copy of the completed sentence sheet into its computer system
- Clerk of court's office handwrites information from the paper copy of the sentence sheet into large paper journal (see S.C. Code § 14-17-540)
- Clerk of court's office provides a paper copy of the sentence sheet to the local detention center
- Local detention center provides a paper copy of the sentence sheet to SCDC, along with a continuity of medical form; any medication the inmate had at the detention center is delivered with the inmate and provided to SCDC's medical staff¹
- SCDC enters the information from the paper copy of the sentence sheet into its computer system
- SCDC's computer system calculates the defendant's release date and parole eligibility date (if applicable) by entering the sentence imposed and applying any applicable jail time credit and good time credit

¹ Some counties also e-mail a copy of these forms to SCDC the day before an inmate is transported.