

Inmate Data - Types, Sources, etc. (updated)

Included in the Department of Corrections' (SCDC) May 24, 2019 letter to the House Legislative Oversight Committee (LOC). This information was provided in response to the following question in LOC's May 16, 2019 letter to the Department of Corrections: "9. Please clarify the "source" (e.g., from whom does the agency obtain the sentencing sheet) for each type of information in the agency's April 29, 2019 letter to the Committee, question 27 attachment."

Please provide a list of the types of data SCDC maintains on each inmate (e.g., programs participated in, disciplinary action, etc.), and for each: (a) when the data is initially obtained/entered, (b) source of the data, and (c) on average, how often the data is updated after initial entry, if updated.				
Type of Data	When obtained/entered?	Source?	Source obtained from:	On average, updated how often?
Identifiers (Name, DOB, SSN, SID#, FBI#, Aliases, etc)	At intake	Sentencing Sheet, NCIC, Livescan, Intake Interview	Sentencing Sheet - County Detention Staff, NCIC/Livescan/Intake Interview - SCDC Staff Conducts	Infrequently
Demographics (Race, Sex, Occupation, Religion, Education Level, Veteran Status, etc)	At intake	Sentencing Sheet, Intake Interview	Sentencing Sheet - County Detention Staff, Intake Interview - SCDC Staff Conducts	Infrequently
Relatives	At intake	Intake Interview	Intake Interview - SCDC Staff Conducts	Infrequently
Addresses	At intake	Sentencing Sheet, Intake Interview	Sentencing Sheet - County Detention Staff, Intake Interview - SCDC Staff Conducts	Infrequently (verified and updated if necessary upon release to supervision)
Convictions (Offense, Incarcerative Sentence, Suspended Sentence, Jail Time Credit, Sex Registry, etc)	At intake and as received from courts	Sentencing Sheet	Sentencing Sheet - County Detention Staff	Infrequently (on status changes - sentence completion, parole, probation, revocation, remand, etc)
Priors	At intake	NCIC	Intake Interview - SCDC Staff Conducts	Infrequently (as additional information is received)
Status (Incarcerated, Released, Parole, Probation, etc)	At intake and upon any status change	Sentencing Sheet, Parole Orders, Records Office Staff	Sentencing Sheet - County Detention Staff, Parole Orders - County Detention Staff or PPP,	Infrequently (upon any status change)
Classification (Custody / Security)	At intake	Convictions, Priors, Disciplinary History, Status Changes, etc	Automated system - SCDC Staff	Yearly or more often as required by new convictions, priors, disciplinary convictions, or status changes
Time Served and Date Projections (Projected Maxout, Parole Eligibility, etc)	Computed by the automated system upon changes to any record that could affect the inmate's date projections	Convictions, Inmate Status, Earned Work Credit Job Assignment, Earned Education Credit Assignments, Disciplinary Convictions / Sanctions, Custody Classification	Automated system - SCDC Staff	Varies by inmate
Movements / Movement Reasons (Administrative, Medical, Court, Release, Death, etc)	When inmates move in and out of correctional institutions	Operations Staff (entries made into the automated system in real time)	Automated system - SCDC Staff	Varies by inmate
Bed Assignment	As inmates are assigned to new cells / beds	Operations Staff (entries made into the automated system in real time)	Automated system - SCDC Staff	Varies by inmate
Assessments (Drug Dependency, Mental Health Screening, Prison Rape Elimination Act, Global Risk Assessment Device, etc)	At intake and as needed thereafter for all types except PREA, which is done at intake and upon every movement to a new facility	Inmate Interviews	SCDC Staff	Varies by inmate
Disciplinary Infractions	As charges are filed	Security, Institutional Staff	Written/automated entries - SCDC Staff	Varies by inmate
Disciplinary Hearings / Sanctions (Loss of Good Time Credits)	As hearings are scheduled and conducted	Disciplinary Hearing Officers	Written/automated entries - SCDC Staff	Varies by inmate
Disciplinary Restrictions (Canteen, Phone, etc)	As imposed	Disciplinary Hearing Officers	Written/automated entries - SCDC Staff	Varies by inmate
Earned Work Credit Job Assignments	Upon employment / termination	Classification Caseworkers	Automated system - SCDC Staff	Varies by inmate
Earned Education Credit Assignments	At enrollment / completion or termination	Classification Caseworkers	Automated system - SCDC Staff	Varies by inmate
Record Audits	As conducted	Records Analysts	Written/automated entries - SCDC Staff	At minimum 1 at intake and 2 immediately prior to release
Parole Reviews / Hearings	As conducted	PPP	PPP Staff	Varies by inmate
Screenings (Labor Crew, Pre-Release, Supervised Re-Entry, etc)	As conducted	Classification Staff	Written/automated entries - SCDC Staff	Varies by inmate
Detainers	Upon receipt	Law Enforcement, Ice	Written/automated entries - SCDC Staff	Varies by inmate
Separation Requirements	As determined by operations and / or police services	Operations / Police Services	Written/automated entries - SCDC Staff	Varies by inmate
Security Threat Group / Gang Affiliation	At intake and as needed	Intake Staff, Inmate Interview, Institutional Operations, Police Services, Outside Law Enforcement	Written/automated entries - SCDC Staff	Varies by inmate
Accomplices	At intake	Intake Interview	Written/automated entries - SCDC Staff	Varies by inmate
Incidents / Use of Force	As needed	Security	Written/automated entries - SCDC Staff	Varies by inmate
Staff Requests / Grievances	As filed	Inmates enter staff requests via kiosk, Grievance Forms	Written/automated entries - SCDC Staff	Varies by inmate
Medical / Mental health / Pharmacy	Upon service and / or medication delivery	Medical Providers And Staff	EMR - SCDC Staff	Varies by inmate
Education (Class enrollment, Degrees / Certificates Earned)	Upon enrollment, attainment of degrees / certificates	Teachers And Education Staff	Written/automated entries - SCDC Staff	Varies by inmate
Program Participation	Upon enrollment, program completion or termination	Classification Caseworkers	Written/automated entries - SCDC Staff	Varies by inmate

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Type of Data	When obtained/entered?	Source?	Source obtained from:	On average, updated how often?
Restitution (DNA, Property Damage, Medical Copay, Victims Assistance, Court Ordered, etc)	At intake, when medical services rendered / prescriptions filled, upon conviction for destroying state property	Sentencing Sheet, Medical / Pharmacy, Disciplinary Sanctions	Sentencing Sheet - County Detention Staff, Medical/Pharmacy - EMR/CRT automated entries by SCDC Staff, Disciplinary Sanctions - automated entries by SCDC Staff	Varies by inmate
Trust Fund Transactions	At time of transaction	Deposits, Restitution, Canteen Point Of Sale, Special Funds Sales, Inmate Check Requests	Automated system - SCDC Staff	Varies by inmate
Canteen Items Purchased	At time of transaction	Canteen Point Of Sale	Automated system - SCDC Staff	Varies by inmate
Commissary Items Issued	Upon item issue / return	Commissary Order Forms	Automated system - SCDC Staff	Varies by inmate
Visitation (Visitor Applications, Approved Visitors, Visits)	When applicaton received, as visits occur	Visitor Application Form, Visitation System	Written/automated entries - SCDC Staff	Varies by inmate
Victims (Registrations, Notifications)	Victim registration	Victim Registration Forms	Written/automated entries - SCDC Staff	Varies by inmate
Drug Testing	As conducted	Institutional Staff	SCDC Staff	Varies by inmate