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February 25, 2019

VIA EMAIL

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

RE: Follow-up to February 21, 2019 Subcommittee meeting

Dear Director Stirling:

The Department of Corrections Ad Hoc Subcommittee appreciates the S.C. Department of Corrections' (SCDC) partnership in the oversight process. As follow-up from the meeting on February 21, 2019, we seek additional information from the agency. Please provide this information by Wednesday, March 20, 2019. Also, please have the agency staff member currently responsible for Reception and Evaluation present at the next Subcommittee meeting.

Inmate Numbers

1. Please provide the following for fifteen years ago, ten years ago, five years ago, and this past year:
 - a. average number of inmates housed by SCDC;
 - b. number of SCDC facilities; and
 - c. breakdown of types of crimes for which the inmates are incarcerated by percentage.
2. Please provide the percentage of inmates that are released in under five years, five to ten years, and over ten years. Please provide this information separately for male inmates and female inmates.

Bonds of Director and Other Personnel

3. Is the bond, which is in the agency's deliverable number one and required by S.C. Code Section 24-1-120, still necessary? If not, would the agency have any opposition or concerns about the General Assembly revising or repealing Section 24-1-120?

Reception and Evaluation

4. Please provide a step by step timeline of the process that occurs from the time the agency is aware an individual is coming to reception and evaluation to the time the individual is transported to their assigned SCDC facility. Please include one timeline for males and another timeline for females.

In each timeline, please include as many details as possible (e.g., instead of just "obtain NCIC report," consider "obtain NCIC report and have audit of each entry in the report") and the following for each step

- a. during the last five years, the longest length of time to complete, shortest length of time to complete, and average amount of time to complete;
 - b. SCDC organizational unit(s) responsible;
 - c. external entities involved and how they are involved (e.g., county facilities that send SCDC medical and other records on the inmate); and
 - d. events which could potentially cause a delay in completion.
5. Please provide a timeline of a day for inmates in reception and evaluation.
 6. Please explain how the agency decides in which cells to locate inmates while they are in reception and evaluation (e.g., charges for which the inmate is convicted, etc.).
 7. Please provide any performance measures the agency monitors that are related to reception and evaluation, if any.

Employee Morale

8. Please provide the results of the most recent employee satisfaction survey conducted at the agency, year it was performed, and entity that performed the survey.
9. Please describe any actions taken by agency management, after completion of the employee survey, to help improve employee satisfaction.

Hiring and Retention

10. Please list, in an Excel chart, each step in the agency's hiring process, from posting the vacancy to hiring an individual and, at each step, include the following for 2015-16, 2016-17, 2017-18, and 2018-19 (through February 2019):
 - a. number of applications received;
 - b. number of applicants removed (e.g., automatic disqualifiers; mental exam; physical exam; etc.);
 - c. personnel at the agency involved in deciding which applicants make it through the step and which are removed.

Hiring and Retention (cont.)

11. After hiring a correctional officer, how long does it take before the officer may work in one of the facilities? Also, what occurs during that time (e.g., verifying background, training, etc.)?
12. Please provide the following, in an Excel chart, for each employee who left the agency during the past three years:
 - a. position;
 - b. assigned facility, if applicable;
 - c. start date;
 - d. end date;
 - e. reason for separation, if known; and
 - f. entity for whom the employee went to work, if known.
13. Has the agency identified any trends with regards to turnover? In particular, is there a higher turnover rate for sworn officers or civilians? Is there a higher turnover rate in a particular department or at a particular facility?
14. In terms of employee retention during the last five years, please list the following in order from highest retention to lowest:
 - a. agency departments; and
 - b. agency facilities.
15. What type of performance data related to hiring and retention does the agency track?

Employee Costs

16. Please provide the cost to train and equip (e.g., uniform, equipment, training, etc.) one correctional officer with no law enforcement experience.
17. There was testimony during the meeting that correctional officers spend 80% of their time turning locks because the facilities utilize individual mechanical locks which require keys instead of electronic locks. Please provide an estimate for how much this time costs the agency, on an annual basis, as well as how those officers' time could be utilized to benefit the agency and inmates, if the officers were not turning locks.

Drug Testing

18. Does the agency drug test its employees? If not, why not? If so...
 - a. explain the circumstances under which an employee is drug tested;
 - b. explain what occurs if an employee tests positive;
 - c. provide, for the last three fiscal years, number of employees that were drug tested, number that failed, and type of drug found in those that failed; and
 - d. if there is random drug testing, explain how the agency selects individuals for random drug testing.

Collaboration

19. Please provide a list of other state agencies SCDC would like to work with including:
- a. how SCDC would like to work with them;
 - b. whether SCDC has previously reached out and, if so, the response received from the other agency;
 - c. performance measures SCDC believes may improve if SCDC is able to work with the other agenc(ies).

Programming, Amenities, and Costs to Inmates

20. Do all agency facilities have an Addiction Treatment Unit (ATU)?
21. Why did the agency move the ATU from the Lee facility to the Turbeville facility?
22. What activities and/or programs are mandatory for inmates (e.g., eating meals, showering, going out in the yard, education, etc.)?
23. What type of educational programming is available to inmates on the tablets?
24. In regards to the re-entry programs, what type of data is the agency collecting to gauge the effectiveness of the programs?
25. What equipment, access, programs, etc. are available to inmates, if the inmate pays for it? And what is the cost of each?
26. What percentage of inmates receive no outside contribution from family or friends to their Cooper River trust fund account?

Inmate's Family and Visitors

27. If someone is coming to visit an inmate, is there a way for that person to check, prior to leaving their home that morning to travel to the prison, whether the inmate is in lockup or lock down or if there are any other special circumstances occurring at the prison which may prevent visiting the inmate or make the visitation process different than explained to them online?
28. Is there a way for family members, friends, or others, to submit the following:
- a. anonymous complaints to the agency?
 - b. confidential complaints to the agency?

In responding to these questions, please remember the Committee's expectations which are provided in the Committee's Standard Practice 9.

Director Stirling
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The Subcommittee looks forward to working collaboratively with the agency during the oversight process.
Thank you and your team for your service to the citizens of South Carolina.

Sincerely,

A handwritten signature in black ink that reads "Edward R. Tallon Sr." with a stylized flourish at the end.

Edward R. Tallon Sr.
Subcommittee Chair

cc: The Honorable Wm. Weston J. Newton
The Honorable Micajah P. "Micah" Caskey, IV
The Honorable Gary E. Clary
The Honorable Chandra E. Dillard
The Honorable Joseph H. Jefferson, Jr.
The Honorable Jeffrey E. "Jeff" Johnson
The Honorable Robert Q. Williams