



South Carolina Department of Public Safety

February 17, 2017

VIA EMAIL

Honorable Edward R. Tallon, Sr.
Subcommittee Chair
Legislative Oversight Committee
P.O. Box 11867
Columbia, S.C. 29211

Dear Chairman Tallon:

Thank you for your February 3, 2017 letter asking the S.C. Department of Public Safety to provide additional information to the Law Enforcement and Criminal Justice Subcommittee. The Subcommittee's questions are reproduced below along with the corresponding data requested.

Grants

It is the Subcommittee's understanding that DPS serves as the agent for South Carolina in receiving Justice Program grants from the United States Department of Justice (DOJ). As the agent, DPS is responsible for ensuring the money from the DOJ is awarded to state and local entities, the entities who are awarded the grants receive prompt payment/reimbursement from DPS, and all funds South Carolina receives from DOJ are fully utilized. It is also the Subcommittee's understanding that the Office of Highway Safety and Justice programs (OHSJ) is the division within DPS that is responsible for this process. In addition to responding to the questions below, please have the individual or individuals at DPS who are most knowledgeable about this process in attendance at the meeting on February 21, 2017.

- Please provide a list of state agencies that during the last five years have been subgrantees of grant money DPS received, on behalf of South Carolina, from DOJ.
Money from DOJ to DPS
- What processes are in place to ensure those in OHSJ can, at any time, see the following information:
 - Amount of federal grant money that has and has not been spent;
 - Dates by which South Carolina must spend the federal money; and
 - Dates by which the local entities must request payment/reimbursement from DPS to ensure those requests are processed before the date by which South Carolina must spend the federal money.

Honorable Edward R. Tallon, Sr.
February 17, 2017 - Page 2

- On what type of regular schedule does OHSJ check with accounting to obtain updates on the information listed in the question above?
- Are there any processes in place which provide alerts to certain OHSJ personnel when deadlines by which South Carolina must spend federal money are approaching? If so, please explain the processes.
- In the last five years, has South Carolina ever not received all potential funds available from the DOJ? If so, please explain why, including any applicable steps, documents, or information that may have allowed South Carolina to receive all potential funds.
Money from DPS to other state of local entities
- Does the agency monitor/track how long it takes to provide payment/reimbursement to local entities that were awarded grants? If so:
 - How long does it take on average?
 - What is the target for the amount of time within which it strives to provide payment/reimbursement?
 - What is the range for the acceptable amount of time within which to provide payment/reimbursement?
 - What information is provided to state and local entities about the amount of time within which payment/reimbursement will be provided so the entity may have a reasonable expectation of when funds will be received?

Justice Assistance Grants

- In the last five years, has South Carolina been at risk of being required to return funds awarded to South Carolina as part of Justice Assistance Grants (JAG) Program? If so:
 - Please provide the exact amount at issue.
 - When did the agency know this risk existed?
 - When did it request and extension from the Federal Bureau of Justice to try to utilize this money?
 - Was this money from the Justice Assistance Grants (JAG) the Federal Government initially awarded to the State during Federal Fiscal Year '12 and Federal Fiscal Year '13? If not, during what Federal Fiscal Years was it awarded?
 - Please explain what part of the process did not operate as intended to ensure the JAG grant money was spent without the need to request and extension or waiver?

In General

- Are there any recommendations the agency would suggest this Subcommittee make to help the agency ensure the grants process results in maximal receipt of funds by South Carolina, efficient distribution of funds by DPS, and effective reporting about the use of funds?

Response:

Please see attached document entitled "Responses to HLOC 02/03/2017 Correspondence."

Honorable Edward R. Tallon, Sr.
February 17, 2017 - Page 3

Fatalities and Trooper Activity

- Please confirm the information below is accurate. It was obtained from the South Carolina Traffic Collision Fact Book 2014, which is produced by the Department of Public Safety, and the information provided in the agency's January 24, 2017, letter to Representative Tallon.

Year	#of Fatalities	#of Troopers on the Road (Troops 1-8 Road Enforcement)
2010	809	Was not requested from the agency
2011	828	548 (Jan.) / 524 (Dec.)
2012	863	524 (Jan.) / 486 (Dec.)
2013	767	486 (Jan.) / 489 (Dec.)
2014	823	489 (Jan.) / 495 (Dec.)
2015	979	495 (Jan.) / 488 (Dec.)
2016	981 (as of Jan. 19, 2017)	488 (Jan.) / 541 (Dec.)

- With circumstances related to availability of information in mind, by what date will the agency expect to have the most accurate information on the final number of fatalities that occurred in 2016?
- In light of the different type of areas patrolled (e.g. rural v. urban), and limited number of Troopers on the road:
 - Does the agency perform analysis and set activity goals for each Troop, based on the type of area patrolled and number of troopers in that area, to ensure the Troopers time in each region is used in the most effective manner? If so, please provide the most recent activity goals for each Troop; and
 - Does the agency have statewide goals that apply to every Troop regardless of the area patrolled and number of Troopers in the Troop? If so, please provide the most recent statewide activity goals and why they apply across the state.

Response:

The fatality counts for 2010-2015 are accurate. The current fatality count for 2016 (as of February 7, 2017) is 1,015. In regards to the 2nd bullet, the traffic fatality count for the previous year usually changes very little after the month of April. By then, most of the fatality reports and other documents used to verify traffic fatalities have been submitted to OHSJP.

[Response to the third bullet point question regarding Trooper activity will be forthcoming.]

Honorable Edward R. Tallon, Sr.
February 17, 2017 - Page 4

Booklets for Grieving Families

- How are they delivered? By mail, in person, etc?
- Please explain any other contact the agency has with individuals that receive the booklets (i.e. phone call, attached letter, etc.)
- When did the practice of providing booklets with information on grieving to families impacted by traffic fatalities begin and what was the initial reasoning or goal in implementing this practice?
- What was involved when deciding what material to include in the booklet?
- Recently there was an objection by someone who received the booklet. Since the practice of sending the booklets started, what type of feedback has the agency received?
- Has the agency communicated with the individual who recently had an objection to determine if the entire practice of sending the booklet was objectionable or whether it was just certain information included in the booklet that was objectionable?
- Is it possible to revise the agency's practice so the agency can continue to achieve what was intended when the practice started, while not offending those who may receive the booklets?
- How much does it cost, per booklet/package that is sent?
- How many were purchased in total and what was the total cost?
- What was the source of the funds?
- How many booklets does the agency have remaining?
- How are the materials the agency provided to the families of those who pass away in traffic accidents similar or different than the materials (1) the agency provides families of agency officers who pass away in the line of duty and (2) the military provides the families of soldiers who pass away in the line of duty?
- What are agency officers trained and allowed to do to console a grieving family member or friend at the scene of the accident?

Response:

Please see attached document entitled "Questions from Oversight Re: Grief Booklets."

Honorable Edward R. Tallon, Sr.
February 17, 2017 - Page 5

Drug Testing

- Why has the agency performed no random drug tests in the last four years?
- Does the agency believe random drug testing is needed? Why or Why not?
- Is any of the agency's budget set aside for drug testing? If so, how much per year and how does the agency utilize these funds if no drug tests are performed?
- Is the agency performing post- accident drug testing on employees who are involved in accidents while in the scope of employment?
- Does the agency document the suspicion which served as the basis for any drug testing performed as a result of suspicion?
- For all drug/alcohol suspicion testing does the agency open an OPR investigation?
- During the last four years, are there any individuals at the agency who tested positive for or admitted to using drugs/alcohol that did not resign prior to completion of the OPR investigation or be terminated following the conclusion of the OPR investigation?
- While employees may be terminated by the agency, records may reflect some as resigned if the agreement to make this change in status was reached as part of a subsequent grievance/mediation proceeding?

Response:

- *Why has the agency performed no random drug tests in the last four years?*
The Department has the discretion to perform random drug/alcohol testing pursuant to applicable laws and in accordance with agency resources and needs. Department Policy No. 200.04 governs the parameters for such testing along with other forms of testing, including reasonable suspicion testing. Insofar as a very small number of investigations and disciplinary actions over the last few years have been associated with drug/alcohol use, the Department does not view widespread random testing as a critical need at this time.
- *Does the agency believe random drug testing is needed? Why or Why not?*
The Department has the discretion to perform random drug/alcohol testing pursuant to applicable laws and in accordance with agency resources and needs. Department Policy No. 200.04 governs the parameters for such testing along with other forms of testing, including reasonable suspicion testing. Insofar as a very small number of investigations and disciplinary actions over the last few years have been associated with drug/alcohol use, the Department does not view widespread random testing as a critical need at this time.
- *Is any of the agency's budget set aside for drug testing? If so, how much per year and how does the agency utilize these funds if no drug tests are performed?*
No.
- *Is the agency performing post-accident drug testing on employees who are involved in accidents while in the scope of employment?*

Honorable Edward R. Tallon, Sr.
February 17, 2017 - Page 6

The Department has the discretion to conduct such tests but would only do so if the circumstances of the accident otherwise indicated drug/alcohol use. In the past four years, the Department has not had an occasion to conduct such a post-accident test.

- *Does the agency document the suspicion which served as the basis for any drug testing performed as a result of suspicion?*

OPR documents the basis for the reasonable suspicion. The circumstances of each case determine the extent of the investigation.

- *For all drug/alcohol suspicion testing does the agency open an OPR investigation?*
An OPR case number is assigned any time a reasonable suspicion test is administered. The circumstances of each case determine the extent of the investigation.
- *During the last four years, are there any individuals at the agency who tested positive for or admitted to using drugs/alcohol that did not resign prior to completion of the OPR investigation or be terminated following the conclusion of the OPR investigation?*
During the last four years, all employees who tested positive for drugs/alcohol either (1) resigned while under investigation; (2) were terminated at the conclusion of an investigation; or (3) were terminated once sufficient information was obtained during the investigation to administer disciplinary action. (One of the two terminated employees was subsequently allowed to resign as part of a settlement agreement/release approved by the Division of State Human Resources.)
- *While employees may be terminated by the agency, records may reflect some as resigned if the agreement to make this change in status was reached as part of a subsequent grievance/mediation proceeding?*
If an employee is permitted to resign as part of a settlement agreement/release, then the employee's official separation status is "resigned" or "resigned in lieu of termination" depending upon the terms of the agreement. Records reflecting that disciplinary action (such as a termination) was administered prior to such a resignation may be subject to release under the Freedom of Information Act.

Laptop and Technology

- Please explain the process for procuring laptops for the agency?
- Who is responsible for updating the laptops?
- How is this information tracked in SCEIS?
- Please describe the process utilized by the agency to ensure that when new laptops are issued to troopers, the laptops are fully functional.

Honorable Edward R. Tallon, Sr.
February 17, 2017 - Page 7

- Of the new laptops issued to the 62 troopers that recently graduated from the law enforcement academy, were none of them in proper working condition? If so, why and what has been done to avoid a situation like this occurring in the future?
- The Department of Administration has a Division of Technology which offers a wide variety of information technology products and services to state agencies. Does DPS take advantage of any of the products and services available from the Department of Administration to ensure DPS's IT department, laptops, and other technology are operating at full force and with proper backups?

Response:

Please see attached document entitled "Laptop and Technology."

Essentials to Operate

- Please provide a list of what the agency believes are bare minimum essential necessary to operate (e.g., employees, patrol vehicles, radars, bullet proof vests, etc.) and beside each one, state whether the agency receives recurring funding for the item.

Response:

[Response will be forthcoming.]

Dispatch Staffing

- Can you please provide the following information for each dispatch unit:
 - Turnover in the past two years
 - Number of current openings; and
 - Total compensatory time accrued.
- What type of performance data are tracked for dispatch? Does the agency collect and track any data on the amount of time it takes someone to reach dispatch?

Response:

Please see attached documents reflecting turnovers and current openings.

[Response to the questions regarding compensatory time and data tracking will be forthcoming.]

Remediation

- How many troopers graduated from the Criminal Justice Academy in the last five classes? Of that number, how many required remediation?
- What is the process for determining if a graduate of the Criminal Justice Academy needs remediation?

Honorable Edward R. Tallon, Sr.
February 17, 2017 - Page 8

- What is the agency's standard process for providing remediation (e.g. number of field training officers (FTO) the trooper works with, amount of time with the FTO, etc)?

Response:

[Response will be forthcoming.]

Office of Professional Responsibility (OPR)

- It is the Committee's understanding that the agency updated its Standard Practice in the last year to state "Every sixty (60) to ninety (90) days after an investigation has commenced, OPR will notify the complainant of the status of an active investigation." Has the agency considered updating its Standard Practice to provide these same type of updates to the officer(s) under investigation?
- Since DPS policy 100.07, Section IX, 2, states the agency Director determines if discipline is warranted in OPR investigations, does the agency track which investigations the Director determined discipline was not necessary in?
- Agency staff informed committee staff that the agency's Human Resources division provides a recommendation for appropriate discipline based on the discipline stated in policy for certain types of violations and review of previous comparable investigations. When reviewing previous investigations, does the Human Resources division use the same database OPR utilizes to track OPR investigations and outcomes or a separate database, excel sheet, etc.?
 - If it is a separate database, please explain why a separate database is utilized, the type of information contained in the database, who inputs information into it, and how often it is updated.
- Is there any process/procedure which allows for OPR investigations of the agency Director? If not, to whom would an employee take a complaint regarding the actions of the agency Director?

Response:

- *It is the Committee's understanding that the agency updated its Standard Practice in the last year to state "Every sixty (60) to ninety (90) days after an investigation has commenced, OPR will notify the complainant of the status of an active investigation." Has the agency considered updating its Standard Practice to provide these same type of updates to the officer(s) under investigation?*

At the recommendation of a CALEA assessor, OPR began providing the foregoing notification to complainants in order to keep members of the public informed about the status of complaints they file with the Department. While the Department is advised by CALEA that this is an industry standard as far as complaints from the public are concerned, the Department is not aware of any such standard applicable to agency employees. Even in the absence of scheduled

Honorable Edward R. Tallon, Sr.
February 17, 2017 - Page 9

status notifications, an employee under investigation and a member of the public who has made a complaint can each inquire as to whether his or her OPR case remains open.

- *Since DPS policy 100.07, Section IX, 2, states the agency Director determines if discipline is warranted in OPR investigations, does the agency track which investigations the Director determined discipline was not necessary in?*

Yes (see response to the following question).

- *Agency staff informed committee staff that the agency's Human Resources division provides a recommendation for appropriate discipline based on the discipline stated in policy for certain types of violations and review of previous comparable investigations. When reviewing previous investigations, does the Human Resources division use the same database OPR utilizes to track OPR investigations and outcomes or a separate database, excel sheet, etc.?*
 - *If it is a separate database, please explain why a separate database is utilized, the type of information contained in the database, who inputs information into it, and how often it is updated.*

The Department's Office of Human Resources maintains a log containing investigative dispositions for matters investigated by OPR (including those resulting in no disciplinary action) and disciplinary actions that have been administered as a resource to provide the Director and other members of the Disciplinary Review Committee with information that may be helpful when reviewing investigative findings made by OPR. OHR's Director and staff members with employee relations duties input information into this log as needed. A list containing the categories of information contained in this record is attached as "HR Log Columns." (Note that this log may not contain dispositions in division investigations not handled by OPR staff.)

OPR maintains its own database of investigations and other matters it tracks (e.g., pursuits, use-of-force incidents, patrol car collisions) irrespective of whether any disciplinary action may result from such investigations/matters.

- *Is there any process/procedure which allows for OPR investigations of the agency Director? If not, to whom would an employee take a complaint regarding the actions of the agency Director?*

A complaint can be initiated against any member of the Department through OPR. In the event it would be a conflict of interest for OPR to investigate the complaint or it would be more appropriate for another entity to do so, the complaint may be referred elsewhere as appropriate.

Honorable Edward R. Tallon, Sr.
February 17, 2017 - Page 10

Depending on the subject matter complained of, there may be various outside entities with investigative authority under applicable law.

Video Policies

- What reasons, if any, would the agency not want a supervisor to record, on the Audio/Video Monitor Report, the reason the supervisor is reviewing a video?
- Is the information on the Monitor Report tracked in the activity console (i.e. number of hours as supervisor spent during the day reviewing video)?
- What reasons, if any, would the agency not want a supervisor to note the number of stops, etc. on a video where an officer followed all policies and procedures, so the report would include a complete picture of the trooper's actions, not just the procedures/policies violated?
- The report asks the supervisor to indicate whether the violation seen in the video was "minor" v. "serious." Please provide the definitions of "minor" and "serious" as well as the documents in which supervisors could find these definitions.
- Please provide examples of "critical incidents" that must be reviewed immediately, pursuant to Highway Patrol Manual of Operations Section I, pg. 46.

Response:

[Response will be forthcoming.]

Certification Removal and Appeals

- In the past four years,
 - How many employees has the agency requested the Law Enforcement Training Council remove certification?
 - How many of these requests have been affirmed, and certifications removed, by the Council?
- In the past four years,
 - How many employees have appealed to certification removal?
 - How many of those decisions were overturned such that her employee's certification was not removed?

Response:

Pursuant to Criminal Justice Academy ("CJA") regulations, the Department is required to submit a "Personnel Change in Status" (PCS) form to CJA when an officer leaves the employment of the agency, regardless of the reason for the separation. Where the PCS reflects an allegation of misconduct (as defined by regulation), CJA may request additional information from the Department regarding the facts and circumstances leading to the separation. An officer who has

Honorable Edward R. Tallon, Sr.
February 17, 2017 - Page 11

an allegation of misconduct made against him or her may request a contested case hearing before the Law Enforcement Training Council.

Since 2013, there have been thirteen separations of Department employees in which officers requested contested case hearings. No final disposition has been reached in five of these matters, which remain pending. The Council withdrew certification in three matters, one of which was later overturned on appeal (the Council subsequently allowed the officer to retain his certification; see discussion below). The Council allowed officers to retain their certification in five matters (one of which had initially been withdrawn by the Council; see discussion below).

In one matter, CJA negotiated with the officer's counsel and agreed to certify the officer under a three-year probationary period; the Department was not a party to that agreement. Under CJA's current regulations (in place since 2015), decisions of that nature are now reserved to the Council.

Since 2013, two former Department officers have appealed the Council's decertification decision to the Administrative Law Court ("ALC"). The ALC affirmed the decision in one of the two matters. The ALC reversed the Council's decision in the other, and after remanding the case back to CJA the Council allowed the officer to retain his certification.

Overtime

- Based on the information the Subcommittee went through with the agency during the last General Assembly, it appears the agency has a large amount of overtime. To help the Committee determine if employees have the opportunity to utilize compensatory time accrued for the overtime, please provide the following, broken down by agency division and year for the last five years: (a) total compensatory time earned; and (b) total compensatory time utilized. If the agency believes there is a better format, or other information that would help the Subcommittee review this issue, please contact the Subcommittee.

Response:

[Response will be forthcoming.]

Personnel and Finances

Please provide the following information, which the agency stated it was working to provide in its December 2, 2016, letter to the Subcommittee.

- Please provide updates, as discussed during the November 1, 2016, Subcommittee meeting, for the number of troopers listed in the Budget, Staffing, Warnings/Citations Excel document. Please include the source of the data.

For each year from 2012-13 through 2015-16, please provide the following: (1) total Budget for Highway Patrol Division; (2) complete breakdown of all Highway Patrol Division expenses

Honorable Edward R. Tallon, Sr.
February 17, 2017 - Page 12

(i.e. cash flow statement); and (3) number of troopers trooper salary expenses, and where the remainder of the budget is being spent.

Response:

Please see attached documents reflecting information responsive to these requests. The "All FTE" row on the attached "HP Salaries" document reflects the number of FTE law enforcement officers paid as of the dates shown under the "Base Pay" columns (e.g., June 16, 2013).

I trust the foregoing information will be helpful to the Subcommittee. Please let me know if any additional data is desired.

Sincerely,



Signature Redacted

Leroy Smith
Director

LS/wg/bb

Attachments

Responses to HLOC 02/03/17 Correspondence

“Grants” Section

- Please provide a list of state agencies that during the last five years have been subgrantees of grant money DPS received, on behalf of South Carolina, from DOJ.

Response: Please see attachments

Money from DOJ to DPS

- What processes are in place to ensure those in OHSJ can, at any time, see the following information:

- Amount of federal grant money that has and has not been spent;

Response: This information is housed within the Accounting Division (specifically, Accounting Grants section) of SCDPS. Periodic requests are made from SCDPS’s Office of Highway Safety and Justice Programs (OHSJP) to Accounting Grants for this information throughout the year.

- Dates by which South Carolina must spend the federal money; and

Response: The federal grant awards are sent to OHSJP from the appropriate federal entity. Most federal grants are for multi-year periods, mostly for 4 year periods. The federal grant period beginning and ending dates are on the grant award documents. Additionally, the US Department of Justice (USDOJ) sends e-mails to appropriate staff 60 days, and then 30 days, before the grant period ends notifying them of the grant ending date. Lastly, each grant Program Manager within OHSJP has her own internal system for maintaining pertinent information for each grant funding stream, including deadlines for expending the funds.

- Dates by which the local entities must request payment/reimbursement from DPS to ensure those requests are processed before the date by which South Carolina must spend the federal money.

Response: Requests for Payment (RFP) are due from subgrantees at least quarterly, but RFPs may be submitted as often as monthly. The quarter ending dates and due dates of RFPs for those quarters are listed on the instructions for completing RFP documents, which are provided to the subgrantees through various means. The quarters are broken down by the standard quarters of a year, so these dates do not change from grant to grant. The Accounting Grants section houses the information on RFP submittals and is responsible for apprising OHSJP staff if delays occur.

- On what type of regular schedule does OHSJ check with accounting to obtain updates on the information listed in the question above?

Response: Discussions on grants administration matters are held on a regular basis among OHSJP and Accounting Grants staff. Informal meetings are also held among these individuals to discuss both programmatic and financial issues in regards to the various grant programs. Meetings with various OHSJP and Accounting Grants management staff have been held in the past to discuss grants administration matters as well. These meetings have not been held on a regularly scheduled basis, but rather as the need arises. Beginning in January 2017, staff began having regular meetings to discuss the processing of RFPs, and these type meetings will continue on a monthly basis in the future.

- Are there any processes in place which provide alerts to certain OHSJ personnel when deadlines by which South Carolina must spend federal money are approaching? If so, please explain the processes.

Response: As referenced above, the federal grant awards are sent to OHSJP from the appropriate federal entity. The federal grant period beginning and ending dates are on the grant award documents. Additionally, USDOJ sends e-mails to appropriate staff 60 days, and then 30 days, before the grant period ends notifying them of the grant ending date. Lastly, each grant Program Manager within OHSJP has her own internal system for maintaining pertinent information for each grant funding stream, including deadlines for expending the funds.

- In the last five years, has South Carolina ever not received all potential funds available from the USDOJ? If so, please explain why, including any applicable steps, documents, or information that may have allowed South Carolina to receive all potential funds.

Response: Due to South Carolina not being in full compliance with the Prison Rape Elimination Act (PREA), the Justice Assistance Grant (JAG) and Juvenile Justice Title II Formula (Formula) grant have been sanctioned in 2014, 2015, and 2016. However, these sanctions have not resulted in the loss of any funding. Instead, the federal funding agency has issued a separate PREA solicitation for the sanctioned funds each year. OHSJP applies for those funds for specific projects that will assist the state to come into compliance with PREA. These projects are developed by the SC Department of Corrections (SCDC) and the SC Department of Juvenile Justice (SCDJJ) prior to submission of the application to Washington, and then a subgrant for the funds is awarded to one (or both) of those two State agencies to implement the project once the Federal award has been received. The SCDC and SCDJJ will have to come into full compliance with PREA to eliminate South Carolina's risk of future sanctions.

South Carolina has not received all potential funds available from USDOJ for the Juvenile Justice Title II Formula grant program in four of the past five years. The Juvenile Justice and Delinquency Prevention (JJDP) Act was passed by the United States Congress in 1974. It has been amended on several occasions and was reauthorized in 2002. The act has served as a major reform measure for juvenile justice in the United States and has redirected resources toward more innovative approaches to juvenile justice, emphasizing prevention and early intervention rather than simply focusing on the handling of juvenile delinquents. The core requirements of the Act seek to 1) remove status offenders (runaways, violations of curfew, truants and

incurrigibles, etc.) from secure facilities (referred to as “Deinstitutionalization of Status Offenders” [DSO]); 2) separate juveniles from adult offenders in all placements (referred to as “Sight and Sound Separation”); 3) remove all juveniles from adult detention facilities (referred to as “Jail Removal”); and 4) reduce the disproportionate representation of minorities throughout the juvenile justice system (referred to as “Disproportionate Minority Contact” [DMC]).

In 1996, the State enacted legislation that would allow secure confinement of status offenders, status contemnors, and status probation violators to be committed to the custody of the SC Department of Juvenile Justice (SCDJJ) or to a secure evaluation center operated by SCDJJ for a determinate period not to exceed 90 days. The State of South Carolina has lost Federal funding during the past five years and will continue to do so unless status offenders can be removed from secure facilities. The USDOJ’s Office of Juvenile Justice and Delinquency Prevention (OJJDP) withholds 20 percent of the annual Formula Grant award for non-compliance with this core requirement.

In FFYs 2012, 2013, 2014, and 2016, South Carolina was found to be out of compliance with the Jail Removal core requirement. South Carolina developed a Jail Removal issue due to increasing population densities and the certification of facilities as 48-hour secure juvenile holdovers with violations occurring in a single county (Greenville). The OJJDP withholds 20 percent of the annual Formula Grant award for non-compliance with this core requirement. As of September 30, 2013, the Greenville County Juvenile Detention Center, which used juvenile justice grant funding for equipment purchases during renovation, began its official operation of detaining juveniles. All juveniles, juvenile files, and juvenile officers have been removed from the Greenville County Adult Detention Center.

South Carolina was in compliance with all four core requirements of the JJDP Act for FFY 2015 as determined by FFY 2014 data. In the summer of 2015, OJJDP informed South Carolina that 2013 data were being used to determine its FFY 2016 compliance. This is in direct contradiction to the JJDP Act itself, which states that the previous year’s data are to be used to determine the subsequent fiscal year’s compliance. South Carolina submitted an appeal in response to the decision by the OJJDP to use FFY 2013 data to make the compliance determination. Negotiations between South Carolina and OJJDP were unsuccessful to resolve this problematic issue, and OJJDP denied the appeal. As a result, OJJDP withheld 40 percent of the State’s annual Formula Grant award for FFY 2016 for non-compliance with the DSO and the Jail Removal requirements of the JJDP Act. No determination has been made by OJJDP regarding compliance for FFY 2017.

Money from DPS to other state or local entities

- Does the agency monitor/track how long it takes to provide payment/reimbursement to local entities that were awarded grants? If so:

Response: Starting in January 2017, Accounting Grants and OHSJP have started meeting on a monthly basis to discuss all grant related issues which would include payments/reimbursements to subgrantees. These meeting have resulted in new tracking system being put in place. These meetings have allowed the agency to reduce its backlog through the cooperative staff effort.

o How long does it take on average?

Response: Prior to the first of the year, it was taking an average of 60 days to issue reimbursements (in certain cases, some took just over 90 days to process). Currently, our system is reimbursing subgrantees within 30 days.

o What is the target for the amount of time within which it strives to provide payment/reimbursement?

Response: Our target is to pay subgrantees within 30 days of receiving the RFP.

o What is the range for the acceptable amount of time within which to provide payment/reimbursement?

Response: If all the information is complete and accurate on the RFP then 30 days is an acceptable amount of time.

o What information is provided to state and local entities about the amount of time within which payment/reimbursement will be provided so the entity may have a reasonable expectation of when funds will be received?

Response: Our policy is to reimburse requests for payments within 30 days of receipt of RFP. We will inform all subgrantees who attend Grant Award Workshops of this policy.

Justice Assistance Grants

· In the last five years, has South Carolina been at risk of being required to return funds awarded to South Carolina as part of Justice Assistance Grants (JAG) Program? If so:

o Please provide the exact amount at issue.

Response: Over the multi-year period of the grants program, it requires constant management of the subgrantee awards. During the life cycle of the award, some subgrantees spend their entire award while others do not. The amount that is not spent is deobligated and reverted back to SCDPS. These amounts can often be reawarded unless the grant is in the final year and is about to expire.

In late December 2016, it was determined that SCDPS had not spent \$346,633.24 in FY12 and \$289,638.62 FY13 JAG grants. Upon analysis of the final reconciliation, it was determined that the numbers reported at 12/29/2016 did not reflect a journal entry to reassign grant awards to

grant years 2012 and 2013. This reassignment had previously been discussed with the US Department of Justice in early 2016. We received approval to reopen 2012 and 2013 grant years, and we then journalized \$636,271.86 in expenditures from FY14 and FY15 back to FY12 and 13 on January 27, 2017.

- When did the agency know this risk existed?

Response: This situation was discussed in email communications dating back to May 2015.

- When did it request an extension from the Federal Bureau of Justice to try to utilize this money?

Response: We requested from the US Department of Justice, 2 extensions for JAG11, on 3/18/2014 and 8/10/2015. We requested 1 extension for JAG12, on 6/1/2015. We did not request any extensions on JAG13.

- Was this money from the Justice Assistance Grants (JAG) the Federal Government initially awarded to the State during Federal Fiscal Year '12 and Federal Fiscal Year '13? If not, during what Federal Fiscal Years was it awarded?

Response: JAG12 was initially awarded in federal fiscal year 12 and JAG13 was awarded on federal fiscal 13.

- Please explain what part of the process did not operate as intended to ensure the JAG grant money was spent without the need to request an extension or waiver?

Response: The part of the process that did not operate correctly was that the correcting journal entries were not made in December, but rather were made in January. This was due to a change in personnel and the added emphasis of VOCA payments.

In General

- Are there any recommendations the agency would suggest this Subcommittee make to help the agency ensure the grants process results in maximal receipt of funds by South Carolina, efficient distribution of funds by DPS, and effective reporting about the use of funds?

Response: We would recommend the agency continue regular meetings to discuss JAG grants balances and possible grant adjustments.

PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT PROGRAM - STATE AGENCIES FUNDED

STATE AGENCY PROJECTS FUNDED DURING THE 2012 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1NF12004	South Carolina Law Enforcement Division	2012 Coverdell Overtime and Equipment	\$13,352
TOTAL			\$13,352

STATE AGENCY PROJECTS FUNDED DURING THE 2013 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1NF13002	South Carolina Law Enforcement Division	2013 Coverdell Overtime	\$13,352
TOTAL			\$13,352

STATE AGENCY PROJECTS FUNDED DURING THE 2014 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1NF14002	South Carolina Law Enforcement Division	2014 SLED Lab Overtime	\$31,020
1NF14004	SC Law Enforcement Division	2014 Coverdell SLED Equipment and Instrumentation	\$14,435
TOTAL			\$45,455

STATE AGENCY PROJECTS FUNDED DURING THE 2015 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1NF15001	SC Law Enforcement Division	2015 SLED Lab Overtime	\$30,213
1NF15002	SC Law Enforcement Division	Alternate Light Sources for SLED Crime Scene	\$14,981
1NF15003	SC Law Enforcement Division	Alternate Light Sources for Latent Prints	\$19,215
TOTAL			\$64,409

STATE AGENCY PROJECTS FUNDED DURING THE 2016 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1NF16001	SC Law Enforcement Division	2016 SLED Lab Overtime	\$29,000
TOTAL			\$29,000

JUVENILE ACCOUNTABILITY BLOCK GRANT PROGRAM - STATE AGENCIES FUNDED

STATE AGENCY PROJECTS FUNDED DURING THE 2011 FUNDING CYCLE			
Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1JS08009/ 1JS10005	University of South Carolina	Multi-Agency Team Project	\$162,498
TOTAL			\$162,498

STATE AGENCY PROJECTS FUNDED DURING THE 2012 FUNDING CYCLE			
Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1JS11004	University of South Carolina	Multi-Agency Team Project	\$157,363
1JS11005	South Carolina Department of Juvenile Justice	DJJ 4th Generation Risk and Needs Assessment Project	\$89,846
TOTAL			\$247,209

STATE AGENCY PROJECTS FUNDED DURING THE 2013 FUNDING CYCLE			
Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1JS10011/ 1JS11006	University of South Carolina	Statewide Initiative to Reduce the Institutionalization of Status Offenders	\$174,612
1JS11007	South Carolina Department of Juvenile Justice	DJJ 4th Generation Risk and Needs Assessment Project	\$29,948
1JS12002	South Carolina Department of Juvenile Justice	BRRC Staff Safety and Youth Violence Prevention Project	\$30,068
TOTAL			\$234,628

STATE AGENCY PROJECTS FUNDED DURING THE 2014 FUNDING CYCLE			
Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1JS11010/ 1JS12003	South Carolina Department of Juvenile Justice	DJJ 4th Generation Risk and Needs Assessment Project	\$89,340
1JS11009/ 1JS12004	University of South Carolina	Statewide Initiative to Reduce the Institutionalization of Status Offenders	\$100,000
TOTAL			\$189,340

STATE AGENCY PROJECTS FUNDED DURING THE 2015 FUNDING CYCLE			
Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1JS13002	South Carolina Department of Juvenile Justice	Cognitive Behavioral Therapy (CBT) for DJJ Youth Project	\$16,200
1JS12006/ 1JS13003	University of South Carolina	Statewide Initiative to Reduce the Institutionalization of Status Offenders	\$86,162
TOTAL			\$102,362

JUVENILE JUSTICE TITLE II FORMULA - STATE AGENCIES FUNDED

STATE AGENCY PROJECTS FUNDED DURING THE 2012 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1J12001	South Carolina Department of Mental Health	DMH/DJJ Horry County Detention Initiative	\$80,831
1J11006 / 1J12002	South Carolina Department of Juvenile Justice	Detention Expeditor Project in Greenville County	\$107,483
TOTAL			\$188,314

STATE AGENCY PROJECTS FUNDED DURING THE 2013 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
N/A			
TOTAL			\$0

STATE AGENCY PROJECTS FUNDED DURING THE 2014 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
N/A			
TOTAL			\$0

STATE AGENCY PROJECTS FUNDED DURING THE 2015 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Recommended Federal Amount
1J15001	South Carolina Commission on Indigent Defense	Holistic Reentry Project	\$68,104
TOTAL			\$68,104

STATE AGENCY PROJECTS FUNDED DURING THE 2016 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1J15003	South Carolina Commission on Indigent Defense	Holistic Reentry Project	\$71,590
TOTAL			\$71,590

JUSTICE ASSISTANCE GRANT PROGRAM

STATE AGENCY PROJECTS FUNDED DURING THE 2012 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1G12007	S.C. Dept. of Public Safety/Highway Patrol	Portable Electronic Fingerprint Machine Project	27,526
1GS09218	South Carolina Forestry Commission	Replacement of LE Vehicles and Equipment	111,969
1G12016	State Law Enforcement Division	2012 SLED Statewide Meth Training	210,150
1G12023	SC Dept. of Probation, Parole & Pardon Svs.	Automated Records and Forms Management System	328,500
TOTAL			<u>678,145</u>

STATE AGENCY PROJECTS FUNDED DURING THE 2013 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1G12035	SCDPS, Bureau of Protective Services	Canine Explosives Detection Unit	43,439
1G13007	South Carolina Law Enforcement Division	2013 SLED Computer Crime Center	116,862
1G13012	The Citadel	Taser	9,781
1G13011	S.C. Dept. of Probation, Parole & Pardon Services	Enhanced Office Safety - Metal Detection Devices	157,860
TOTAL			<u>327,942</u>

STATE AGENCY PROJECTS FUNDED DURING THE 2014 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1G12035	SCDPS, Bureau of Protective Services	Canine Explosives Detection Unit	43,439
1G13007	South Carolina Law Enforcement Division	2013 SLED Computer Crime Center	116,862
1G13012	The Citadel	Taser	9,781
1G13011	S.C. Dept. of Probation, Parole & Pardon Services	Enhanced Office Safety - Metal Detection Devices	157,860
TOTAL			<u>327,942</u>

JUSTICE ASSISTANCE GRANT PROGRAM

STATE AGENCY PROJECTS FUNDED DURING THE 2015 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1G15003	South Carolina Department of Public Safety, Highway Patrol Division	Portable Radio Project	267,030
1G15001	South Carolina Department of Corrections	Training Academy Simulator	85,000
1G14041	South Carolina Law Enforcement Division	Storage Network for SLED Computer Crimes Center	468,000
1G15022	South Carolina Law Enforcement Division	2015 JAG Invest/Intelligence Analyst Switch Replacement	500,818
1G15012	College of Charleston	Radio Upgrade at the College of Charleston	55,756
1Gi11005	South Carolina State University	Equipment	8,353
1G15027	SCDPS, Highway Patrol Division	SCDPS Handheld Narcotics Analyzers Project	67,500
TOTAL			<u>1,452,457</u>

STATE AGENCY PROJECTS FUNDED DURING THE 2016 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1G16010	South Carolina Department of Natural Resources	SCDNR Radio Communications Improvement Program	352,143
1G16006	South Carolina Law Enforcement Division	2016 JAG SLED Forensics Network Replacement	414,000
1G16020	South Carolina Law Enforcement Division	Video Spectral Comparataor for SLED Questioned Documents	117,000
1Gi14003	South Carolina Law Enforcement Division	Studio Camera for SLED Latent/Photography Department	29,160
1G16019	South Carolina Law Enforcement Division	Liquid Chromatograph Mass Spectrometer for SLED Drug Analysis	138,024
1G16021	South Carolina Department of Public Safety, Bureau of Protective Services	Bureau of Protective Services Safety and Security Equipment	63,477
1G16011	South Carolina Attorney General's Office	AG Radios	88,240
1G16007	South Carolina Department of Probation, Parole and Pardon Services	Body Armor Replacement Plan	71,283
TOTAL			<u>1,273,327</u>

BULLETPROOF VEST PARTNERSHIP PROGRAM
Master List 2012

<u>Agency Name</u>	<u>Federal Award</u>
Coastal Carolina University	\$710.82
Clemson University	\$564.08
College of Charleston	\$597.75
Francis Marion University	\$574.93
Medical University of South Carolina	\$791.47
Midlands Technical College	\$711.76
South Carolina State Transport Police	\$874.73
South Carolina Department of Corrections	\$6,073.28
South Carolina Highway Patrol	\$4,082.05
South Carolina Bureau of Protective Services	\$820.23
South Carolina Dept. of Probation, Parole & Pardon	\$4,083.75
South Carolina Department of Mental Health	\$650.00
University of South Carolina - Columbia	\$760.20
University of South Carolina - Spartanburg	\$510.00
	\$21,805.04

FORMULA PREA - STATE AGENCIES FUNDED

STATE AGENCY PROJECTS FUNDED DURING THE 2014 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1JP14001	South Carolina Department of Juvenile Justice	SCDJJ Preventing Sexual Violence and Victimization Project	\$17,883
TOTAL			\$17,883

STATE AGENCY PROJECTS FUNDED DURING THE 2015 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1JP14002	South Carolina Department of Juvenile Justice	SCDJJ 2015 Preventing Sexual Violence and Victimization Project	\$27,006
TOTAL			\$27,006

STATE AGENCY PROJECTS FUNDED DURING THE 2016 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1JP14003	South Carolina Department of Juvenile Justice	2016 Preventing Sexual Violence and Victimization Project	\$16,758
TOTAL			\$16,758

JAG PRISON RAPE ELIMINATION ACT (PREA)

STATE AGENCY PROJECTS FUNDED DURING THE 2014 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1GPR14001	SOUTH CAROLINA DEPARTMENT OF CORRECTIONS	PREA Advocacy Project	75,646
TOTAL			<u>75,646</u>

STATE AGENCY PROJECTS FUNDED DURING THE 2015 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1GPR15001	SOUTH CAROLINA DEPARTMENT OF CORRECTIONS	PREA Advocacy Project	69,509
TOTAL			<u>69,509</u>

STATE AGENCY PROJECTS FUNDED DURING THE 2016 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1GPR16001	SOUTH CAROLINA DEPARTMENT OF CORRECTIONS	PREA Advocacy Project	72,298
TOTAL			<u>72,298</u>

RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM - STATE AGENCIES FUNDED

STATE AGENCY PROJECTS FUNDED DURING THE 2012 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1R12001	SOUTH CAROLINA DEPARTMENT OF CORRECTIONS	Turbeville and Leath Addictions Treatment Unit (ATU)	133,780
TOTAL			133,780

STATE AGENCY PROJECTS DURING THE 2013 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1R13001	SOUTH CAROLINA DEPARTMENT OF CORRECTIONS	SCDC RSAT Program	\$105,039
TOTAL			105,039

STATE AGENCY PROJECTS DURING THE 2014 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1R14001	SOUTH CAROLINA DEPARTMENT OF CORRECTIONS	SCDC RSAT Program	\$182,033
TOTAL			182,033

STATE AGENCY PROJECTS DURING THE 2015 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1R15001	SOUTH CAROLINA DEPARTMENT OF CORRECTIONS	SCDC RSAT Program	\$186,740
TOTAL			186,740

STATE AGENCY PROJECTS DURING THE 2016 FUNDING CYCLE

Grant No.	Subgrantee	Project Title	Federal Amount Awarded
1R16001	SOUTH CAROLINA DEPARTMENT OF CORRECTIONS	SCDC RSAT Program	\$150,927
TOTAL			150,927

VICTIMS OF CRIME ACT (VOCA)

STATE AGENCY AWARD - MASTER LIST FFY 2016

Grant Number	State Agency	Project Title	Amount Awarded
1V16040	South Carolina Department of Probation, Parole, and Pardon Services	Victim Services Specialists	\$ 38,862
1V16035	South Carolina Department of Public Safety / Highway Patrol Division	Highway Patrol Victim Advocate Services	\$ 80,171
1V16037	South Carolina Law Enforcement Division	Law Enforcement Victim Advocates	\$ 205,363
TOTAL			\$ 324,396

STATE AGENCY AWARD - MASTER LIST FFY 2015

Grant Number	State Agency	Project Title	Amount Awarded
1V14137	South Carolina Department of Public Safety / Highway Patrol Division	SCHP Victim Advocate Equipment Upgrade Project	\$ 3,375
1V15159	SC Law Enforcement Division	Law Enforcement Victim Advocates	\$ 145,439
1V14136	South Carolina Department of Probation, Pardon, and Parole Services	Victim Services Technology Enhancement Project	\$ 33,737
1V15137	South Carolina Department of Probation, Pardon, and Parole Services	VICTIM SERVICES SPECIALIST	\$ 39,039
1V13171	Dept. of Administration, Cass Elias McCarter Guardian ad Litem Program	Replace aging desktops and provide additional equipment for new staff.	\$ 52,300
TOTAL			\$ 273,890

STATE AGENCY AWARD - MASTER LIST FFY 2014

Grant Number	State Agency	Project Title	Amount Awarded
1V11184	Governor's Office Executive Policy and Programs - Cass Elias McCarter Guardian ad Litem Program	Computer Replacement and Operating System Upgrade	\$ 44,145
1V12106	Governor's Office Executive Policy and Programs- Cass Elias McCarter Guardian ad Litem Program	Computer replacement & Operating System upgrade.	\$ 5,125
1V11183	SC Department of Probation, Parole and Pardon Services	Equipment	\$ 33,900
1V14074	South Carolina Department of Mental Health	Victim Advocate Support	\$ 31,798
1V14098	South Carolina Department of Probation, Parole and Pardon Services	Office of Victim Services - Victim Services Specialist	\$ 49,282
TOTAL			\$ 164,250

VICTIMS OF CRIME ACT (VOCA)

STATE AGENCY AWARD - MASTER LIST FFY 2013

Grant Number	State Agency	Project Title	Amount Awarded
1V11153	South Carolina Department of Mental Health	Victim Advocate Support	\$ 46,776
1V11169	South Carolina Department of Public Safety/Highway Patrol Division	Highway Patrol Victim Advocate Services	\$ 42,645
1V13075	South Carolina Department of Mental Health	Victim Advocate Support	\$ 46,776
1V13091	South Carolina Department of Public Safety/Highway Patrol Division	Highway Patrol Victim Advocate Services	\$ 42,645
TOTAL			\$ 178,842

STATE AGENCY AWARD - MASTER LIST FFY 2012

Grant Number	State Agency	Project Title	Amount Awarded
1V09110	S.C.Governor's Office, Guardian ad Litem Program	Equipment and Software	\$ 51,333
1V12081	South Carolina Department of Mental Health	Victim Advocate Support	\$ 46,776
1V12098	South Carolina Department of Public Safety/Highway Patrol Division	Highway Patrol Victim Advocate Services	\$ 35,444
1V10127	South Carolina Governor's Office, Guardian ad Litem Program	Equipment and Software	\$ 5,446
TOTAL			\$ 138,999

GRAND TOTAL VOCA	\$ 1,080,377
-------------------------	---------------------

STATE AGENCY AWARD MASTER LIST- FFY 2016

GRANT NUMBER	AGENCY	PROJECT TITLE	AWARDED AMOUNT
1K15037	South Carolina Department of Corrections	Prison Rape Elimination Act (PREA) Services	\$95,000
1K16033	South Carolina Department of Corrections	VAWA/PREA Set Aside Funds	\$54,916
1K16008	South Carolina Office of the Attorney General	Prosecution Assistance and Criminal Justice Training	\$110,757
TOTAL			\$ 260,673

STATE AGENCY AWARD MASTER LIST- FFY 2015

GRANT NUMBER	AGENCY	PROJECT TITLE	AWARDED AMOUNT
1K15008	South Carolina Office of the Attorney General	Prosecution Assistance and Criminal Justice Training	\$47,644
1K14037	South Carolina Office of the Attorney General	Prosecution Assistance and Criminal Justice Training	\$45,000
TOTAL			\$ 92,644

STATE AGENCY AWARD MASTER LIST- FFY 2014

GRANT NUMBER	AGENCY	PROJECT TITLE	AWARDED AMOUNT
1K12042	South Carolina Office of the Attorney General	Prosecution Assistance and Criminal Justice Training	\$14,941
1K14008	South Carolina Office of the Attorney General	Prosecution Assistance and Criminal Justice Training	\$74,703
TOTAL			\$ 89,644

STATE AGENCY AWARD MASTER LIST- FFY 2013

Grant Number	State Agency	Project Title	Amount Awarded
1K13008	South Carolina Office of the Attorney General	Prosecution Assistance and Criminal Justice Training	\$41,833
1K11044	South Carolina Office of the Attorney General	Prosecution Assistance and Criminal Justice Training	\$46,811
TOTAL			\$ 88,644

STATE AGENCY AWARD MASTER LIST- FFY 2012

Grant Number	State Agency	Project Title	Amount Awarded
1K12008	South Carolina Office of the Attorney General	Prosecution Assistance and Criminal Justice Training	\$88,644
TOTAL			\$ 88,644

Questions from Oversight Re: Grief Booklets

1. How are they delivered? By mail, in person etc.?

They were delivered by mail.

2. Please explain any other contact the agency has with individuals that receive the booklets (i.e. phone call, attached letter etc.)

Nothing else in the context of the booklets. There is a sympathy card from the colonel of the Highway Patrol that accompanies the initial booklet as well as an information card regarding the Families of Highway Fatalities group (see attached). There would be contact by the Patrol as part of the investigation.

3. When did the practice of providing booklets with information on grieving to families impacted by traffic fatalities begin and what was the initial reasoning or goal in implementing this practice?

In June 2016. The department already provides a Compassionate Guide, which is distributed by the trooper around the time of notification. This provides information about steps to take in the immediate period following the death of the family member, including helpful checklists and resources (see attached). The department has been providing the Compassionate Guide for around 10 years. The "A Time To Grieve" booklets were a suggestion of our chaplaincy and were used as an additional resource for grieving families. The extra step of providing these booklets was simply another avenue to show compassion to these families and help them through this devastating time in their lives.

4. What was involved when deciding what material to include in the booklet?

These booklets are separate from our Compassionate Guide, which was created in-house. We did not author the "A Time To Grieve" publications. We simply purchased them because they offer helpful information as families navigate the various stages of the grieving process.

5. Recently, there was an objection by someone who received the booklet. Since the practice of sending the booklets started, what type of feedback has the agency received?

This was the first feedback we had received on this particular material.

6. Has the agency communicated with the individual who recently had an objection to determine if the entire practice of sending the booklet was objectionable or whether it was just certain information included in the booklet that was objectionable?

The individual did not communicate directly with the department rather filed a complaint with the American Humanist Association who then sent a letter to Director Leroy Smith and a press release to state media outlets. The individual wished to remain anonymous so we were not told the person's identity.

7. Is it possible to revise the agency's practice so the agency can continue to achieve what was intended when the practice started, while not offending those who may receive the booklets?

On the advice of our attorneys, the department felt that this issue transcended a single complaint and potentially had broader legal implications regarding the separation of church and state. Additionally, the booklets are delivered unsolicited to the recipients' homes, which seemed to be an additional hurdle for us. Therefore, we do not believe that there is an avenue to continue with these particular booklets without exposing the agency to unnecessary and expensive litigation.

8. How much does it cost, per booklet/package that is sent?

In addition to the cost of the booklet, it is about .70 for each package for postage.

9. How many were purchased in total and what was the total cost?

Journeying through Grief Book Sets:

1000 sets at \$5.95 a set.

\$6,426 – total

\$4,320 – State Funds

\$2,106 – Miscellaneous Funds

10. What was the source of the funds?

The booklets were paid for out of our regular budget, as well as miscellaneous funds for fees collected from the sale of collision data.

11. How many booklets does the agency have remaining?

- Book #1 = appx. 534 – 466 have been mailed out
- Book #2 = appx. 741 – 259 have been mailed out
- Book #3 = appx. 923 – 77 have been mailed out
- Book #4 = appx. 1,000 – none have been mailed out

12. How are the materials the agency provided to the families of those who pass away in traffic accidents similar or different than the materials 1) the agency provides families of agency officers who pass away in the line of duty and 2) the military provides the families of soldiers who pass away in the line of duty?

This same series of books goes to employees (civilian and uniform) covered by the chaplaincy at SCLEAP i.e. SCDPS, SLED, Probation, Pardon and Parole. SCDPS does not fund these. These books are funded by a nonprofit through SCLEAP and are not paid for through state funds.

We would not have any involvement in what the military distributes. However, one of the SCLEAP chaplains inquired about this with the Casualty Office at Ft. Jackson and they distribute a booklet called "The Days Ahead."

13. What are the agency officers trained and allowed to do to console a grieving family member or friends at the scene of accident?

Typically, the family members would not be on scene unless they were a passenger. The trooper would attempt to console/calm family members who may be on scene and would try to call for another family member/clergy. The trooper supports the coroner during notification at the family's residence.

South Carolina Highway Patrol is a division of the
South Carolina Department of Public Safety.



ON BEHALF OF THE SOUTH CAROLINA DEPARTMENT OF
PUBLIC SAFETY, I WISH TO EXPRESS OUR DEEPEST SYMPATHY
UPON THE LOSS OF A MEMBER OF YOUR FAMILY.

Col. Michael R. Oliva

Commander
South Carolina Highway Patrol



WITH SINCERE SYMPATHY

The South Carolina Department of Public Safety maintains a highway fatality memorial page on our website, www.scdps.gov/fhf, to help you honor your lost loved one. We also provide assistance to families who have lost loved ones in motor vehicle related collisions through the Families of Highway Fatalities program.

Please contact the Families of Highway Fatalities Coordinator at (803) 896-8171 or familiesofhwyfatalities@scdps.gov for more information on these programs.

Contact Us

South Carolina Department of Public Safety
Office of Highway Safety and Justice Programs
Post Office Box 1993
Blythewood, SC 29016

FamiliesofHwyFatalities@scdps.gov

(803) 896-8171

Post a Memorial to your loved one
on our website:

www.scdps.gov/fhf



South Carolina Department of Public Safety

Families
of Highway Fatalities

A road to *hope.*



Families of Highway Fatalities is a program of the
South Carolina Department of Public Safety.

The
Families
of Highway Fatalities
MISSION

The South Carolina Department of Public Safety is dedicated to providing resources for families who have lost loved ones in traffic collisions through the Families of Highway Fatalities (FHF) program. Our goal is to provide peer support for grieving families; to facilitate forums and opportunities for grieving families to interact; and to prevent further highway fatalities through public education and information.

Dear

Losing a family member in a motor vehicle collision is sudden and unexpected. You may feel alone. Please know that you are not. Members of the Families of Highway Fatalities have experienced a similar loss.

We are here to help.

We are volunteers who work hand-in-hand with the SC Department of Public Safety in hopes of preventing future tragedies. We provide bereavement resources and peer support functions to help you in the difficult days ahead.

*Please contact us for more
information.*

Compassionate Guide

...Through the difficult days ahead

*For the families left behind
after a highway death in South Carolina*



Families
of Highway Fatalities

A road to *hope.*

Table of Contents

The Knock at the Door	page 2
The Victims Creed	page 3
I Don't Know What to Do Now	page 4
Suggested "To Do List" for the Family Representative	pp. 5-6
What to Expect from Officials	pp. 7-8
Making Funeral Arrangements	pp. 9-10
Types of Remembrance Services	page 11
Planning the Service	pp. 12-13
After the Funeral	pp. 14-15
Resources	pp. 16-17
Concluding Thoughts	page 18
Acknowledgements	page 19

The Knock at the Door



This booklet has been provided to your family because you have recently received the most devastating news of your life. You have lost a precious and beloved family member in a traffic collision.

Please accept our most sincere sympathies and condolences. **You are not alone.** Tragically, more than 800 people die annually on South Carolina highways.

For this reason, the Families of Highway Fatalities group was created. This group exists to provide support in the days, weeks, months and years after these tragic losses and to encourage and motivate families to move forward to become a collective voice for changed driving behaviors and safer highways, so that others may not experience similar tragedies.

This book contains advice and guidance based on personal experiences to help you navigate some of the issues with which you may be faced in the days ahead. We sincerely hope the information in this booklet will lessen some of the stress you face right now, and, perhaps, provide you with some level of comfort. Please remember, we are here if you need us.

- Families of Highway Fatalities



The Victims Creed

Just as your lost loved one is a victim of tragedy, so too are you and your family members. As such, it is important that you and your family are treated with respect and dignity. Do not be afraid to ask for something that is important to you as you deal with this tragic loss. If there are legal or other issues that might prohibit your requests from being realized, you will be informed.

We believe it is important for you to recognize that certain options or rights are -- and should be -- available to you. Some of these options/rights include:

- the option to delay or defer certain decisions;
- the option to delegate tasks and ask for help;
- the option to honor your loved one in the way that seems best to you during your loved one's memorial service and in the days to come;
- the right to make any personal decisions, with advisement from funeral directors, regarding how your loved one's service will be conducted;
- the right to legally coordinate the disposition of your loved one's possessions;
- the right to handle media situations as you see fit.



I Don't Know What to Do Now ...

It is natural to feel helpless and hopeless at this tragic time. However, there are some immediate issues or areas of concern with which you need to deal.

Notify next of kin once you receive the news:

Ensure that the closest next of kin is notified first, especially if it is possible that they may hear of the tragedy from another source, such as television or radio news. Notify the most immediate family members first (i.e., spouse, children, or parents). Notification of immediate family members in person is preferable. Avoid driving yourself, if at all possible, during this time. Secure the assistance of friends or other family members should you have to travel to share the news.

Make sure young children are receiving proper care:

Do not forget about young children who may need to be picked up from day-care, school, extracurricular, or church activities. Ensure that there is someone available to handle this and that they are prepared to answer questions at your discretion.

Immediately appoint a family member or friend to serve as a representative:

A critical first step may be to appoint a trusted relative or friend to serve as your "family representative." There will be visitors, phone calls, funeral arrangements, and a multitude of decisions. Someone more detached from the loss that can deal with some of these issues could prove very valuable to your family. **Please pass this guide along to your appointed "family representative" to assist in the development of immediate plans.**

Suggested “To-Do List” for the Family Representative

Your most important job right now as the appointed "family representative" is to see that your family member or friend is cared for in a compassionate, respectful, and loving manner. Try to insulate them from added stressors. There is great comfort for them in knowing someone else is assisting during their time of grief.

Care of the “surviving” family:

- See to the family’s immediate needs.
- Ensure that young children are notified in an age-appropriate way and are cared for at all times.
- Ensure that food is available and that the family is eating, drinking and resting.
- Provide a safe haven with fresh air, space and privacy for the family to openly express sorrow.
- Notify the family's church and/or pastor to provide support and comfort to the family.
- With the family’s permission, consider calling a primary care physician for special needs or concerns.
- Obtain phone numbers of people to be contacted. Find out who the family wishes to contact personally and who may be contacted by you.
- Manage/screen phone calls and visitors and keep a list of contacts.
- Insulate the family from potentially hurtful people or comments.

Household management/maintenance:

- Prepare for food. Clean out the refrigerator and make counter space.
- Tidy the house. Take out the garbage. Sweep or vacuum. Do a quick cleaning of bathrooms in anticipation of visitors.
- Keep at least one phone line (such as a cell phone) open for important calls.
- Keep a list of flower and food deliveries, and keep track of cards and gifts.
- Care for pets.
- If the deceased was living in a separate residence, make sure the residence is secured. If no other individual currently lives there, be sure to care for any animals and do minor cleaning of the premises.

- If the deceased leased the premises, notify the landlord.
- Notify post office about mail delivery.

Funeral Arrangements:

- Provide choices and assist the family with funeral home selection.
- Assist the family in deciding the form of interment and type of funeral ceremony, public or private.
- Contact the funeral home and begin to make arrangements, including funeral site.
- Select clergy to officiate.
- Contact newspaper to place an announcement/obituary. The funeral director may assist with this. There are usually time deadlines and a fee if the obituary exceeds a certain length.

Immediate legal issues paperwork:

- Notify all insurance companies: life, home, and auto, as well as social security, unions, military, credit cards, employment, etc.
- Check for income from any of these sources as well. Consider veteran's benefits, retirement funds, etc. **Be prepared for delays.**
- Notify attorney, accountant, and executor of estate, and locate the wof of the deceased as applicable.
- Notify employers/schools of loved one and of immediate family members.
- Notify bank and/or creditors.

Legal documents that the family may need:

- Will
- Birth certificate
- Social security card
- Marriage license
- Citizenship papers
- Insurance papers
- Automobile titles
- Deeds to property
- Income tax returns
- Veteran's discharge papers
- Disability claims
- Cemetery deed

What to Expect from Officials

South Carolina state law requires the Coroner to inquire into and determine the circumstances, manner, and cause of all unexpected, violent, or unusual deaths. Certain natural deaths must be investigated as well.

Coroner's Office:

- The Coroner or a Deputy Coroner will notify you of the death. He/she may or may not be accompanied by a law enforcement officer.
- If an individual dies at the scene and is an organ donor, the Coroner contacts the South Carolina Organ Procurement Agency, Inc. (SCOPA), then contacts the family to discuss organ and tissue donations. If an individual who is an organ donor dies in a hospital, the respective hospital contacts SCOPA. **Timing is critical.**
- Personal effects of your loved one will be released to the family.
- Your loved one will be held only as long as necessary.
- Explanations of the process of release and things that may delay release, i.e. autopsy, toxicology examination, etc.
- The family must select the funeral home of their choice. The selected funeral home contacts the Coroner's Office to facilitate transfer of the body.
- Certification of the Death Certificate, which is prepared by the funeral home.
- Some counties may provide compassionate volunteer services through the local Coroner's Office to offer comfort and practical assistance to the family.

Law Enforcement:

In the majority of fatal crashes, the SC Highway Patrol (SCHP) will be the investigating entity. You may find contact information about your local Highway Patrol Troop at www.scdps.gov/schp, or by calling SCHP at 803-896-7920.

Whether the investigating agency is state or local, the agency will likely need the following from you:

- Your information as the “next of kin,” such as name, address, phone number, e-mail address, and relationship to the deceased.
- A completed Financial Responsibility Form (an insurance form which will be provided to you for the vehicle involved in the collision). The form will need to be completed by the insurance agent or company that insures the vehicle.

You may:

- Request the lead investigating officer’s/trooper’s contact information. If the case is a criminal or ongoing one, you may contact the investigating trooper with questions regarding your case.
- Request the assistance of a Victim’s Advocate within the SCHP.
- Receive emotional support or crisis/grief counseling.
- Request information regarding application for the Victims’ Compensation Fund.
- Receive Criminal Justice System and other relevant case information.
- Receive referrals to agencies for counseling and other services.
- Request court escorts.
- Request a copy of the collision report.
- Contact the Families of Highway Fatalities Coordinator if you need peer counseling or emotional support at 803-896-8171, [or www.scdps.gov/fhf](http://www.scdps.gov/fhf).



Making Funeral Arrangements

The family representative is vital in the handling of routine decisions and shielding the family from unwanted attention during this time. However, it is very important that immediate family members be involved in funeral and burial considerations. This is a time to honor and remember your loved one in a meaningful way.

The family representative should assist family members as appropriate in these decisions.

- Choose funeral services from a reputable business, while considering price, location, and services offered. Your family pastor may be a resource for recommendations.
- Make an appointment with the chosen funeral home to decide what type of services will work best for your family's situation.
- Funeral homes offer an array of services, including receipt, transportation, and preparation of the deceased; filing the death certificate; providing staff for services; ceremonial arrangements; cemetery arrangements; assistance with flowers; etc. These services will be explained to you.
- Ask for specifics about what is included in the charges. The funeral home will give you an itemized list of charges. Secure payment arrangements in writing.

There may be specific information that will need to be provided by you to the funeral home. Be prepared to offer the following:

- Full name of the deceased;
- Address and phone number;
- Date and place of birth;
- Date and place of death;
- Social Security number;
- Occupation;
- Marital status;
- Educational level;
- Father's name;
- Mother's name (including maiden name);
- Veteran status (war, division, rank);
- Church membership;
- Clubs, organizations or other personal information for obituary;



- Photo(s) of your loved one, if preparation for viewing will be done;
- Ordering of Death Certificates; (at least 12 copies recommended);
- Religious/cultural rites that may be desired;
- Time and place of funeral or memorial service desired with advisement by chosen clergy.

You may be faced with making decisions relative to the burial or cremation of your loved one(s), if these decisions have not previously been made by the deceased. The following information may assist you as you are faced with these issues.

For burial:

Select a casket and decide whether or not, at presentation, the casket will remain open or closed. A casket may be obtained from the funeral home or other sources. Caskets vary widely in terms of pricing and materials.

- Decide on clothing and jewelry for your loved one.
- Decide if there are any items that you may like to have interred with them, such as letters from family members, pictures, mementos, jewelry, etc. Before adding any item to the casket, consider whether the item might bring you comfort in the future if you saved it. You may want to consider how you might handle a situation in which a friend (particularly in terms of teen traffic deaths) may wish to place a memento in your loved one's casket.
- Decisions regarding headstones/gravesite markers may be made at a later time.

For cremation:

- An urn may be secured from the funeral home or other sources, or a family heirloom (for example, a vase or beautiful wooden box) may be used. Decisions regarding appropriate receptacles may be deferred until a later time.
- You may consider spreading the cremains in a loved one's favorite place, provided local health ordinances will allow.

Types of Remembrance Services

Services provide an opportunity for you and people who knew your loved one to pay respects and express grief. Services may aid the family in dealing with the reality of the death, saying farewell, honoring their loved one, and receiving support.

- A funeral service generally precedes a cemetery burial or cremation.
- A memorial service may be held at any time after the death, and these services are often held after interment.
- Memorial or funeral services are usually held at a church or funeral home. Alternative locations may include a family residence, fraternal halls, Masonic Temple, park, etc. If an alternate location is chosen, you may need to obtain permission and to consider certain logistics, such as seating, parking, sound system, etc.
- A wake, visitation, or viewing is an opportunity to view the loved one's body and greet family members prior to the burial or cremation. Occasionally a visitation may be held to greet family members after the cremation. It may be public or private and may be held the day before the service or in the hour or two just prior to the funeral/memorial service.
- A graveside service is conducted at the cemetery to dedicate the grave and commit the body of the deceased. Families may choose to hold a graveside service in lieu of a funeral service/memorial service. This is usually a simple service. Most cemeteries provide a tent and chairs.
- A Military Honors' service may be provided at the graveside for veterans that served during a time of war and were honorably discharged. For eligibility information, call 1-800-827-1000. For burial benefits for Veterans, see the following website:
http://www.cem.va.gov/cem/bbene_burial.asp

Planning the Service

There are many details to consider. This is a time when your family can take compassionate steps that honor the wishes or legacy of your lost loved one. Sometimes in the midst of deep grief and the emotional challenges of the situation, families may not think of special considerations that would have been meaningful for them in the years ahead. The following suggestions could prove helpful:

- Select pallbearers, both active and honorary, if desired. Consider the physical demands required of active pallbearers.
- Plan for flower arrangements and delivery, including the disposition or donation of flowers after the service.
- Plan transportation for family and guests to the funeral and burial site, if applicable.
- Have family or friends serve as greeters or ushers, especially if the service is large.
- Consider a memorial record book to be placed in the church or funeral home lobby for attendees to sign. Such books may be purchased at the funeral home or alternate location, such as a religious bookstore.
- Memorial cards are optional and may be purchased from the funeral home.
- Consider using a funeral coach/limousine.
- Provide the location of, and directions to, the cemetery.
- Consider having the service audio-taped or video-taped.
- Provide a photo and/or a collage of pictures or a memory table.
- Give consideration to music, and/or special song(s) that your family member enjoyed to be used during the service.



- Give consideration to the selection of Scripture, meaningful readings, personal writings, or poems to be used in the service. Consider having a family member or friend serve as a reader during the service.
- Consider having one or more family members or special friends speak. It may be helpful to give them some idea of what is expected and a time limit. You may desire to have them review their comments with close family members ahead of time.
- You may consider memorials in lieu of or in addition to flowers, such as donations to charity, scholarship funds, etc.
- Consider reserving a space for family and/or special groups or clubs in which your loved one may have been involved.
- Consider a reception after the ceremony. Some churches are willing to provide a family meal after the graveside service, either in the home or at the church site.
- Consider the involvement of surviving children or siblings, specifically younger children. They are often the “forgotten mourners.”



After the Funeral

Once the services and interment have been concluded, there may be a tremendous sense of loneliness. You may find yourself tackling what seems like mounds of paperwork and procedural issues which can be complicated by delays in receiving appropriate documents. If your family member was involved in a collision in which a crime was committed, there will be additional legal obligations and court appearances.

Don't be surprised if calls, visits, and the close attention you have had since the tragedy begin falling away. This is normal. While you may not feel like returning to your old life, others must. Don't be offended. Continue to call on your friends as needed, but use this time to grieve with the understanding that this process is not identical for everyone.

Helpful Steps:

- Do not hesitate to seek counseling. Ask trusted friends, clergy, or other family members for recommendations.
- Speak to your physician if you are having trouble sleeping or are experiencing anxiety.
- Grief is exhausting. You may feel very tired or alternate between bursts of energy and complete lethargy. This is normal.
- Sleep and rest as needed, but also make sure you are getting plenty of fresh air. Accept the offers of friends or family to get out of the house.
- Exercise as you are able to clear your mind and reduce stress.

Things to avoid:

- Avoid for a time, if possible, making major, life-altering decisions, such as selling your home because of the power of memories. Try to allow yourself to move through the grief process prior to further altering your life significantly.

- Avoid withdrawal from family members or friends.
- Try to allow yourself to get into a regular routine as quickly as you are able. Since everyone grieves differently, there is no time expectation or limit regarding how you go about this.

What to expect:

In the coming years, you will experience a wide range of emotions. As you move toward wellness and healing, you must understand that there will be setbacks along the way. Some of these may occur unexpectedly, as a song or a fragrance reminds you of your loved one. Holidays may be difficult to celebrate. The anniversary of your loved one's tragic death may prove overwhelming.

These setbacks are normal. Take time to work through each stage. Don't let others try to dictate the pace or the process through which you must move to deal with the hard times. Always try to remember that what was said at the beginning of this guide remains true. You are not alone in this process.

There are multiple resources available to you through family, friends, and others who have experienced similar tragedies. By using these resources and your own internal strength, you will begin to see the light in the distance. You will be able to conquer the setbacks and continue to move forward on the road to hope.

Resources

Our Families of Highway Fatalities members have found the following books, reading materials, and websites helpful on journeys toward hope. We are passing these resources along to you with prayers that some of them may help you on your road to healing and hope.

Websites:

<http://www.centering.org>
<http://www.griefhelp.org>
<http://www.madd.org/victim-services>
<http://www.griefnet.org>
<http://www.aarp.org/home-family/caregiving/grief-and-loss/>
<http://www.journeyofhearts.org/>
<http://www.grieflossrecovery.com/grief>
<http://www.healingthespirit.org/resources/grief-words>
<http://www.opentohope.com>
<http://www.griefshare.org/findagroup>
<http://www.grief.com>
<http://www.bereavedparentsusa.org/index.htm>
<http://www.griefsjourney.com>

Books:

- [A Broken Heart Still Beats: After Your Child Dies](#) by Anne McCracken & Mary Semel;
- [After the Darkest Hour, The Sun Will Shine Again: A Parent's Guide to Coping with the Loss of a Child](#) by Elizabeth Mehren;
- [Dealing With Sudden & Unexpected Death: A Handbook For Survivors](#) by Beth Vaughn Cole, Jan Harvey, Leslie Miles;
- [Finding Hope When A Child Dies: What Other Cultures Can Teach Us](#) by Sukie Miller with Doris Ober;



- Grief Steps: 10 Steps to Regroup, Rebuild and Renew After Any Life Loss by Brook Noel;
- No Time For Goodbyes: Coping with Sorrow, Anger, Injustice After a Tragic Death by Janice Harris Lord;
- The Mourning Handbook: Comprehensive Resource Offering Practical Advice by Helen Fitzgerald;
- On Grief and Grieving: Finding the Meaning of Grief Through the Five Stages of Loss by Elisabeth Kubler-Ross;
- First You Die: Learn to Live After the Death of Your Child by Marie Levine;
- Streams in the Desert by L.B. Cowman and James Reimann;
- A Grief Observed by C.S. Lewis;
- Grieving the Loss of Someone You Love: Daily Meditations to Help You Through the Grieving Process by Raymond R. Mitsch and Lynn Brookside;
- Good Grief by Lolly Winston;
- Finding Your Way After Your Spouse Dies by Marta Felber;
- Through a Season of Grief: Devotions for Your Journey from Mourning to Joy by Bill Dunn and Kathy Leonard;
- Healing a Spouse's Grieving Heart: 100 Practical Ideas After Your Husband or Wife Dies by Alan D. Wolfelt;
- How to Go On Living When Someone Dies by Dr. Therese Rondo;
- Healing a Father's Grief by William H. Schatz



Concluding Thoughts

It is our hope that you will find faith that the overwhelming grief you are now experiencing will begin to lessen over time. You may never have true "closure," but you will eventually begin to experience, once again, the positives that life has to offer.

The Families of Highway Fatalities group has trained peer counselors who are available to you. If you ever need to talk with us, please don't hesitate to call us at 803-896-8171.



Acknowledgements

The SC Highway Patrol and Families of Highway Fatalities express sincere gratitude to those who contributed to the creation of this guide.

We hope it will help many people more easily navigate through the first few months by having guidance from those who have been there.

Office of Highway Safety and Justice Programs
South Carolina Department of Public Safety



Laptop and Technology

Q1: Please explain the process for procuring laptops for the agency?

A1: An Agency organization identifies a business need for laptops. Organization prepares a shopping cart via SCEIS SRM describing in detail items and quantities required and appropriate funding source. Shopping cart is routed electronically for appropriate approvals. Approved shopping cart is routed to Procurement for processing. Procurement procures laptops through existing statewide term contracts for PCs, Servers, Storage, Peripherals (printers) established by the State Fiscal Accountability Authority.

Q2: Who is responsible for updating the laptops?

A2: For hardware updates, each Agency organization is responsible for defining the business requirements and funding for new hardware purchases. Hardware vendors are responsible for hardware repairs per any warranty or maintenance agreements.

For software updates, an Agency organization may procure specialized Commercial Off-the-Shelf software. In these cases, the software vendor is responsible for updates per license and maintenance agreements. Office of Information Technology (OIT) also provides updates for specific internally written software, operating system and security updates where required or as requested by the Agency. SCDPS employees are responsible for connecting to the SCDPS network as required to receive security updates.

Q3: How is this information tracked in SCEIS?

A3: Purchases are tracked in SCEIS. Once a device is received by SCDPS, Records Management enters the asset information into SCEIS. Transfers of ownership are tracked internally via paper forms with signatures required and also recorded in SCEIS.

Q4: Please describe the process utilized by the agency to ensure that when new laptops are issued to troopers, the laptops are fully functional.

A4: Once a laptop is received, tagged, and the owner identified, the Office of Information Technology (OIT) installs required software including internally written applications, purchased products, and required security products. Testing is performed to ensure operability.

For efficiency and standardization, when large quantity purchases are made (as in the case of a graduating class), OIT prepares and tests one "image" for duplication to multiple devices. This process may not provide the ability to configure some software and "in vehicle" settings.

When significant hardware or software changes/additions are necessary, OIT "pilots" a configuration with a small set of users to identify issues prior to release.

Q5: Of the new laptops issued to the 62 troopers that recently graduated from the law enforcement academy, were none of them in proper working condition? If so, why and what has been done to avoid a situation like this occurring in the future?

A5: The 62 laptops were utilized during Training prior to graduation. Once the troopers received their assigned vehicles and connected the laptops to the vehicle docking stations, printers, and scanners, three significant issues were reported:

- the GPS was not functional via the ReportBeam Software(Commercial Off-the-Shelf product)
- "in vehicle" printer issues
- "in-car" video playback feature was not functional

OIT implemented corrective actions for the reported issues and recommended corrective actions to improve the process:

1. Providing an "in vehicle" configuration appointment for the Trooper upon receipt of their assigned vehicle to ensure that the laptop is functioning properly with the "in vehicle" equipment.
2. Working with commercial software vendors to better coordinate changes across products to maintain compatibility.
3. Extending the testing period and increasing the number of "in field" participants.

Q6: The Department of Administration has a Division of Technology which offers a wide variety of information technology products and services to state agencies. Does DPS take advantage of any of the products and services available from the Department of Administration to ensure DPS's IT department, laptops, and other technology are operating at full force and with proper backups?

A6: SCDPS has partnered with the Department of Administration's Division of Technology Operations team and meets regularly with our Account Representative to define and implement solutions. SCDPS currently utilizes DTO's solution offerings for two-factor authentication (SafeNet), third-party patch management (Flexera), and whole disk encryption services (Symantec). SCDPS is currently working with DTO to migrate to McAfee. DTO provides security monitoring for SCDPS' networks to identify viruses, malware, phishing, and other events. SCDPS works with DTO for threat detection. SCDPS recently toured the DTO data center and is awaiting their CJIS/NCIC certification. SCDPS is currently working with Excipio and DTO for Disaster Recovery Planning.

Incident Date

Date OHR Received

Date Recommendation Requested from Division

DRC Date

Date Recommendation Received from Division

Name

SSN/Personnel #

Position Title (or Rank)

Organization

Race

Sex

Date of Birth

Violation Type

Disciplinary Action Imposed

Effective Date (Date Discipline Document is Signed by Employee)

CJA Form Completed (LE Terminations Only)

Investigation # (PR, DI, etc.)

Training Required

Comments

Date Letter of Discipline Submitted to HR Director for Approval

Date Letter of Discipline Rcvd back from HR Director

Date Letter of Discipline Sent to Division

Date Letter of Discipline Rcvd Back from Division

Date Letter of Discipline Filed in Personnel File

Close-Out Date (DI, OPR)

Notes

TCOs separated Jan 2014 to December 31, 2016
by Centers

Center	Separations
Blythewood	
2014	13
2015	7
2016	13
Charleston	
2014	3
2015	3
2016	4
Florence	
2015	2
2016	3
Greenville	
2014	10
2015	14
2016	12
Greenwood	
2014	6
Grand Total	90

TCOs Separated Jan 2014 to December 31, 2016

Row Labels	Sum of Ct
2014	32
2015	26
2016	32
Grand Total	90

TCO Current Vacancy per HP as of February 13, 2017

Center	Vacancies
Blythewood	9
Charleston	10
Greenville	18
Grand Total	37

Year	2012-13	Change from 2012-13 to 2013-14	2013-14	Change from 2013-14 to 2014-15	2014-15	Change from 2014-15 to 2015-16	2015-16	Change from 2012-13 to 2015-16
Highway Patrol Budget (Internal Budget Reconciliation spreadsheets by Fiscal Year and Fiscal Month 5 Recurring and Non-Recurring Funds)								
General Funds	\$62,449,987	-1.85%	\$61,294,199	8.68%	\$66,617,265	4.94%	\$69,910,408	11.95%
Total Funds	\$93,086,717	3.68%	\$96,514,781	2.13%	\$98,574,825	6.76%	\$105,238,726	13.05%
*Total (BOBJ FM Budget vs. Actual Report by FY)	\$86,116,257	-1.17%	\$85,112,015	1.78%	\$86,624,055	6.37%	\$92,141,881	7.00%
Personnel Expenditures (salary and employer contributions)	\$61,800,754	0.78%	\$62,285,272	2.42%	\$63,791,441	2.95%	\$65,670,153	6.26%
Operating Expenditures (all other exepenses)	\$24,315,503	-6.12%	\$22,826,743	0.03%	\$22,832,614	15.94%	\$26,471,728	8.87%
*Percentage	92.51%	-4.68%	88.19%	-0.35%	87.88%	-0.37%	87.56%	-5.36%
Highway Patrol Employees (SCHP Office of Promotion Policy Administration)								
Law Enforcement FTE	761	2.50%	780	-2.31%	762	-0.66%	757	-0.53%
Civilian FTE	173	11.56%	193	-7.25%	179	-6.15%	168	-2.89%
Total Law Enforcement and Civilian FTEs	934	4.18%	973	-3.29%	941	-1.70%	925	-0.96%
Warnings and Citations (Internal Records Management by Officers)								
Total	858,902	-4.07%	823,906	-5.80%	776,132	-10.52%	694,513	-19.14%
Warnings	379,248	-8.97%	345,226	-6.65%	322,270	-13.58%	278,501	-26.56%
Citations	479,654	-0.20%	478,680	-5.18%	453,862	-8.34%	416,012	-13.27%
Man Hours (Internal Records Management by Officers)								
Warnings and Citations	858,902	-4.07%	823,906	-5.80%	776,132	-10.52%	694,513	-19.14%
Patrol Hours	539,858	0.27%	541,306	-6.13%	508,144	-10.82%	453,162	-16.06%
Court Hours	32,714	-4.61%	31,207	-5.41%	29,520	-3.38%	28,523	-12.81%
Accident Investigation Hours	158,142	4.25%	164,856	6.49%	175,554	11.62%	195,953	23.91%
Administrative Hours	308,629	0.84%	311,211	2.12%	317,807	-2.93%	308,504	-0.04%
Special Duty/Training Hours	161,007	-13.23%	139,708	13.06%	157,949	16.66%	184,265	14.45%
Average Tickets/Warnings per Patrol Hour	1.59	-4.40%	1.52	0.66%	1.53	0.00%	1.53	-3.77%
Collisions, Injuries and Fatalities (Internal Records Management by Officers)								
Total Collisions (property damage only, non-fatal, and fatal)	75,358	4.88%	79,036	5.37%	83,282	13.68%	94,674	25.63%
Fatal Collisions (# of collisions)	600	-5.50%	567	13.05%	641	9.98%	705	17.50%
**Roadway Miles (VMT Public Road Miles 1990-2015 Year End -- SCDOT)								
	138,019	0.38%	138,537	14.97%	159,276	0.41%	159,923	15.87%
Licensed Drivers (SCDMV Records)								
	3,570,981	2.55%	3,661,917	2.33%	3,747,104	1.83%	3,815,681	6.85%

*The percentages provided in this row of data represent the percentage of total expenditures for personnel, equipment, and operating costs for Troops 1-10 compared against the total SCHP Budget.

**It must be noted that this data is catalogued by calendar year and reflects data from 2012, 2013, 2014, and 2015. In addition, data collected for 2015 and 2016 includes private road mileage.

Recurring Budget	FY 2013	FY 2014	FY 2015	FY 2016
HP State Budget (Base + General Increase & Bonus)	\$41,072,711.00	\$42,709,711.00	\$44,481,146.00	\$47,874,726.00
HP State EC Budget (Base + Health Plan Allocation)	\$17,127,276.00	\$17,796,340.00	\$18,714,029.00	\$19,352,089.39
Other Funds Base Budget	\$27,490,560.00	\$32,485,056.00	\$29,485,056.00	\$30,822,458.00
Other Funds EC Budget	\$2,464,140.00	\$2,472,504.00	\$2,472,504.00	\$2,937,860.00
Proviso/Capital Reserve Fund Budget	FY 2013	FY 2014	FY 2015	FY 2016
HP Vehicles	\$1,000,000.00	\$695,559.00	\$2,591,283.00	\$1,893,360.00
HP Emergency Equipment	\$3,250,000.00	\$65,738.60	\$65,738.60	\$61,332.64
HP Overtime	\$682,030.30	\$263,022.86	\$0.00	\$0.00
Mobile Data	\$0.00	\$0.00	\$722,500.00	\$559,900.00
DUI Team Equip	\$0.00	\$0.00	\$0.00	\$768,000.00
Bike Week Overtime	\$0.00	\$0.00	\$0.00	\$169,000.00
Body Armor				\$800,000.00
HP State Carryforward Budgeted	\$0.00	\$26,850.00	\$42,568.00	\$0.00
Total Available Budget	\$93,086,717.30	\$96,514,781.46	\$98,574,824.60	\$105,238,726.03

Source of Data: Internal Budget Reconciliation spreadsheets by Fiscal Year and Fiscal Month 5; Business Objects FM Budget vs Actual Report by Fiscal Year and Fiscal Month 5

Agency State Funds Carryforward Budget	\$2,988,768.65	\$1,435,433.76	\$1,270,000.00	\$1,009,161.44
--	----------------	----------------	----------------	----------------

Expenses	FY 2013	FY 2014	FY 2015	FY 2016
Classified Positions - State & Other Funds	\$40,632,132.57	\$40,370,113.37	\$40,915,170.75	\$41,974,118.58
Unclassified Position - State Funds	\$114,796.80	\$114,796.80	\$117,091.92	\$117,091.92
Temporary/Temp Grant Positions - State & Other Funds	\$2,013,505.95	\$2,226,562.08	\$2,055,220.23	\$1,761,367.12
Overtime - State & Other Funds	\$552,760.74	\$327,861.59	\$521,115.11	\$334,936.32
Misc Payroll - Dual Employment, Bonus Pay, Leave Payouts - State & Other Funds	\$509,459.38	\$361,168.78	\$664,818.29	\$1,284,043.12
Total Personnel Expense	\$43,822,655.44	\$43,400,502.62	\$44,273,416.30	\$45,471,557.06
Employer Contributions - State & Other Funds	\$17,978,098.31	\$18,884,769.71	\$19,518,024.67	\$20,198,596.17
Operating Expenses - State & Other Funds	\$24,315,503.31	\$22,826,742.72	\$22,832,613.84	\$26,471,727.60
Total State & Other Funds Expenses	\$86,116,257.06	\$85,112,015.05	\$86,624,054.81	\$92,141,880.83

Source of Data: Official SCEIS FI - Analysis of Expenditures by Minor Commitment Item (427 Equivalent) by Fiscal Year

Detail Breakdown of funding spent	FY 2013	FY 2014	FY 2015	FY 2016
Classified Positions - State Funds	\$38,914,991.72	\$39,105,058.50	\$39,088,034.64	\$38,462,673.29
Classified Positions - State Funds - HP only	\$38,488,724.06	\$38,463,791.87	\$38,486,184.06	\$37,806,615.60
Classified Positions - State Funds - OIT, OPR, OC, OHR, OSAPI	\$426,267.66	\$641,266.63	\$601,850.58	\$656,057.69
Classified Positions - Other Funds	\$1,717,140.85	\$1,265,054.87	\$1,827,136.11	\$3,511,445.29
Classified Positions - Other Funds - HP only	\$1,577,084.09	\$1,114,255.11	\$1,666,288.83	\$3,366,013.92
Classified Positions- Other Funds - OHR, OGC, OC, OSAPI	\$140,056.76	\$150,799.76	\$160,847.28	\$145,431.37
Unclassified Position - State Funds - HP only	\$114,796.80	\$114,796.80	\$117,091.92	\$117,091.92
Temporary/Temp Grant Positions - State & Other Funds	\$2,013,505.95	\$2,226,562.08	\$2,055,220.23	\$1,761,367.12
Temporary/Temp Grant Positions - State Funds - OIT, OC, OSAPI	\$21,595.00	\$23,453.62	\$44,841.60	\$25,255.88
Overtime - State & Other Funds	\$552,760.74	\$327,861.59	\$521,115.11	\$334,936.32
Overtime - State & Other Funds - HP only	\$552,760.74	\$327,837.70	\$521,115.11	\$333,422.64
Overtime - State Funds - OIT, OSAPI	\$0.00	\$23.89	\$0.00	\$1,513.68
Misc Payroll - Dual Employment, Bonus Pay, Leave Payouts (State & Other)	\$509,459.38	\$361,168.78	\$664,818.29	\$1,284,043.12
Misc Payroll - Dual Employment, Bonus Pay, Leave Payouts - State Funds - HP only	\$481,608.08	\$306,129.83	\$643,438.70	\$1,125,712.02
Misc Payroll - Dual Employment, Bonus Pay, Leave Payouts - State Funds - OIT, OPR, OC, OHR, OSAPI	\$594.10	\$4,323.16	\$9,697.74	\$8,450.58
Misc Payroll - Dual Employment, Bonus Pay, Leave Payouts - Other Funds - HP only	\$27,257.20	\$50,715.79	\$11,681.85	\$147,880.52
Misc Payroll - Dual Employment, Bonus Pay, Leave Payouts - Other Funds - OC, OHR, OSAPI	\$0.00	\$0.00	\$0.00	\$2,000.00
Employer Contributions - State & Other Funds	\$17,978,098.31	\$18,884,769.71	\$19,518,024.67	\$20,198,596.17
Employer Contributions - State Funds - HP only	\$16,626,312.51	\$16,900,869.55	\$18,050,976.53	\$17,925,572.69
Employer Contributions - State Funds - OIT, OPR, OC, OHR, OSAPI	\$142,634.62	\$224,294.60	\$230,699.03	\$244,094.09
Employer Contributions - Other Funds - HP only	\$1,170,542.22	\$1,716,435.27	\$1,186,039.87	\$1,979,443.46
Employer Contributions - Other Funds - OHR, OGC, OC, OSAPI	\$38,608.96	\$43,170.29	\$50,309.24	\$46,834.00
Operating Expenses - State & Other Funds (includes carryforward funding expenses)	\$24,315,503.31	\$22,826,742.72	\$22,832,613.84	\$26,471,727.60
Operating Expenses - State & Other Funds - HP only	\$23,472,047.22	\$21,571,470.41	\$21,915,702.44	\$25,657,111.11
Operating Expenses - State Funds - OD, OGC, OFS, OHR, OPR, OIT, OC, OSAPI (includes carryforward funding expenses)	\$843,456.09	\$1,255,272.31	\$916,911.40	\$814,616.49

Source of Data: 427 Reports from Business Objects by Fiscal Year; Business Objects FM Budget vs Actual Report by Fiscal Year

BPS Transfer Position Funding - State Funds	\$253,664.83	\$346,112.56	\$492,883.23	\$776,759.36
BPS Transfer Employer Contributions Funding - State Funds	\$104,038.08	\$185,779.50	\$258,397.56	\$306,545.96

Source of Data: Internal Budget Reconciliation spreadsheets by Fiscal Year at year end

HP - Highway Patrol, OIT - Office of Information Technology, OPR - Office of Professional Responsibility, OC - Office of Communications, OHR - Office of Human Resources, OSAPI - Office of Strategic Services, Accreditation, Policy, and Inspections, OGC - Office of General Counsel, OD - Office of the Director, OFS - Office of Financial Services

Detail Breakdown Operating Expenses - State & Other Funds (includes carryforward funding expenses)	FY 2013	FY 2014	FY 2015	FY 2016
Audit Fees	18,120.58	17,862.64	16,689.13	15,650.36
Building Repairs/Maint	1,055,338.90	672,804.65	538,209.61	456,177.55
Cellphones	168,375.09	229,343.12	171,489.44	173,729.90
Contract with State Agencies (Inmate Labor, DMV shared fac costs, SCLEAP Prog)	188,371.64	152,597.27	162,829.98	162,941.39
Data Network/IT Exp	1,459,498.88	719,693.93	867,015.29	1,033,142.36
Data Network/IT Exp (In-car printer mounts, computer adapters)	614.00	50,960.22	0.00	0.00
Equip (laptops, toughbooks, desktops, load balancer, IT equip)	676,957.05	1,019,117.54	1,210,789.14	1,421,167.90
Indirect Cost	0.00	1,702.54	0.00	0.00
Insurance (Vehicle, Tort Liability, Property, Data Processing, Emp bonds)	552,306.16	554,818.81	697,651.28	688,971.43
IT Equip (servers, wireless network controllers, switch/ports, routers)	30,512.74	323,324.84	87,955.80	62,131.64
K-9 Service/Supplies	2,156.46	1,942.18	1,969.81	3,842.81
Legal Settlement/Fees	33,352.66	24,384.00	2,030,082.45	2,036,760.84
LEO Equip(in-car video cameras, cellphones, computers, radios,	5,175,041.03	1,372,208.40	71,078.03	2,697,005.95
LEO Supplies (uniforms, ammo, equipment)	1,161,653.26	1,415,552.04	1,460,029.79	2,733,049.81
Maint Contracts (CAD, Police Central, Power DMS, various other tech vendors)	277,262.40	520,615.78	534,842.88	435,987.99
Maint Contracts (Consoles, DUI Cameras, In-Car Video systems)	319.93	207,398.88	703,648.15	441,206.30
Medical Services/Supplies	27,516.12	21,216.34	37,700.04	36,880.37
Memberships, Dues, Fees	12,968.30	12,172.86	7,681.95	25,152.93
Motorola 800 Service	0.00	1,063,290.27	1,050,512.39	1,124,601.84
Office Equip Rental (copiers, postage meter, parking, guard dog services)	101,067.65	101,113.48	106,214.28	115,678.08
Office Supplies	181,167.89	247,625.41	248,338.65	152,446.63
Other Contractual	24,531.50	8,012.16	3,927.85	7,801.13
Other Supplies	4,457.75	6,244.60	3,568.05	5,270.22
Payroll-Classified Positions	40,632,132.57	40,370,113.37	40,915,170.75	41,974,118.58
Payroll-Employer Contributions	17,978,098.31	18,884,769.71	19,518,024.67	20,198,596.17
Payroll-Misc Payroll-Dual Emp, Bonus Pay, Leave Payouts	509,459.38	361,168.78	664,818.29	1,284,043.12
Payroll-Overtime	552,760.74	327,861.59	521,115.11	334,936.32
Payroll-Temporary/Temp Grant Positions	2,013,505.95	2,226,562.08	2,055,220.23	1,761,367.12
Payroll-Unclassified Positions	114,796.80	114,796.80	117,091.92	117,091.92
Petty Cash	0.00	300.00	0.00	0.00
Postage/Freight	40,739.08	33,382.52	45,572.71	45,079.92
Printing	57,263.27	36,547.24	33,570.49	33,149.50
Professional services (Radio ads, insurance claims, access control system, recrui	70,858.42	21,878.35	37,592.09	113,726.51
Property Lease/Rental	327,605.45	446,115.44	538,425.99	551,536.45
Telephone	787,708.61	748,643.30	967,397.59	1,039,301.94

Detail Breakdown Operating Expenses - State & Other Funds (includes carryforward funding expenses)	FY 2013	FY 2014	FY 2015	FY 2016
Training Materials	23,584.53	12,736.19	30,752.20	8,448.28
Travel (Reg. Fees, Lodging, Meals, Transportation)	92,887.20	137,895.96	121,116.62	158,156.33
Utilities (Electricity, Gas, Water, Sewer)	390,113.85	405,681.07	216,046.22	205,042.15
Vehicle Fuel	4,983,305.43	4,956,045.16	3,886,484.29	2,832,757.12
Vehicle Maint	2,764,460.48	2,969,503.53	2,825,272.65	3,134,888.02
Vehicles	3,625,387.00	4,314,012.00	4,118,159.00	4,520,043.95
Summary	86,116,257.06	85,112,015.05	86,624,054.81	92,141,880.83

Source of Data: Official SCEIS FI - Analysis of Expenditures by Minor Commitment Item (427 Equivalent) by Fiscal Year

Fund Key	Fund	Fiscal Yr	Beginning Cash	Cash Receipts	Cash Disbursements	Net Bal Sh Activity	Net Transfers	Ending Balance
33D70000	DUI ALC/DRUG FINE	FY 2013	832,966.54	819,094.54	-1,111,987.82	139,385.91	0.00	679,459.17
		FY 2014	679,459.17	794,770.22	-959,865.54	143,625.60	62.73	658,052.18
		FY 2015	658,052.18	704,870.07	-1,564,638.05	334,978.91	0.00	133,263.11
		FY 2016	133,263.11	647,551.80	-709,739.36	233,732.69	0.00	304,808.24
34680001	CF CASH-CT ORD-HP-ST	FY 2013	46,706.24	44,607.64	-46,338.26	800.00	0.00	45,775.62
		FY 2014	45,775.62	76,668.90	-38,922.14	8,800.00	-8,000.00	84,322.38
		FY 2015	84,322.38	94,829.52	-36,271.42	3,528.06	0.00	146,408.54
		FY 2016	146,408.54	22,116.59	-14,810.19	757.64	0.00	154,472.58
34680002	CF CASH-CT ORD-HP-FD	FY 2013	3,191,915.12	276,817.19	-1,133,603.96	210,164.01	0.00	2,545,292.36
		FY 2014	2,545,292.36	309,708.59	-2,942,596.82	922,040.71	0.00	834,444.84
		FY 2015	834,444.84	187,392.08	-1,025,707.11	1,005,490.18	0.00	1,001,619.99
		FY 2016	1,001,619.99	209,844.43	-1,613,226.87	953,843.79	0.00	552,081.34
34E40000	INCREASED ENFORCE	FY 2013	0.00	0.00	-17,132.10	17,132.10	0.00	0.00
		FY 2014	0.00	0.00	-32,327.33	32,327.33	0.00	0.00
		FY 2015	0.00	0.00	-555.49	555.49	0.00	0.00
		FY 2016	0.00	0.00	-462.90	462.90	0.00	0.00
35370000	DUI-IN-CAR VIDEO CAMERA	FY 2013	2,247,578.65	2,020,761.42	-3,307,502.46	619,911.52	0.00	1,580,749.13
		FY 2014	1,580,749.13	2,045,931.76	-2,600,769.78	688,277.99	0.00	1,714,189.10
		FY 2015	1,714,189.10	2,029,337.78	-2,116,736.39	1,095,435.03	0.00	2,722,225.52
		FY 2016	2,722,225.52	1,953,097.89	-3,024,886.77	579,714.33	0.00	2,230,150.97
36970000	FY10 PROV 90.20	FY 2013	4,755.00	0.00	-1,117,030.55	1,112,275.55	0.00	0.00
		FY 2014	0.00	0.00	-882,393.64	882,393.64	0.00	0.00
		FY 2015	0.00	0.00	-129,722.44	129,722.44	0.00	0.00
		FY 2016	0.00	0.00	-5,511.79	5,511.79	0.00	0.00
38050001	MISC REV-HI PATROL	FY 2013	814,633.05	433,938.21	-178,634.84	12,666.94	0.00	1,082,603.36
		FY 2014	1,082,603.36	362,658.98	-170,731.14	7,236.61	0.00	1,281,767.81
		FY 2015	1,281,767.81	471,163.58	-1,036,411.13	244,307.32	0.00	960,827.58
		FY 2016	960,827.58	495,653.89	-856,895.77	511,035.33	0.00	1,110,621.03

Fund Key	Fund	Fiscal Yr	Beginning Cash	Cash Receipts	Cash Disbursements	Net Bal Sh Activity	Net Transfers	Ending Balance
38220000	DRIVING UNDER SUSP	FY 2013	432,734.49	1,519,979.56	-884,214.69	25,445.66	0.00	1,093,945.02
		FY 2014	1,093,945.02	1,516,942.87	-972,520.25	4,327.55	0.00	1,642,695.19
		FY 2015	1,642,695.19	1,544,132.76	-2,632,485.92	115,162.71	0.00	669,504.74
		FY 2016	669,504.74	1,488,961.28	-1,936,555.96	148,101.83	0.00	370,011.89
38B60000	""HP FEES,FINE&ASSESSMENTS"	FY 2013	2,737,319.28	7,229,789.44	-8,023,788.50	380,306.55	2,111,000.67	4,434,627.44
		FY 2014	4,434,627.44	7,506,105.27	-9,169,808.99	348,292.02	1,208,678.33	4,327,894.07
		FY 2015	4,327,894.07	7,915,088.65	-9,150,477.81	165,397.24	1,262,971.75	4,520,873.90
		FY 2016	4,520,873.90	8,210,066.58	-12,397,228.80	352,200.82	2,947,419.90	3,633,332.40
39580001	SALE OF ASSET-HI PAT	FY 2013	791,424.48	458,735.60	-596,292.84	129,201.25	0.00	783,068.49
		FY 2014	783,068.49	631,539.08	-665,920.60	339,680.55	0.00	1,088,367.52
		FY 2015	1,088,367.52	233,331.97	-924,843.00	121,009.00	0.00	517,865.49
		FY 2016	517,865.49	294,503.20	-305,962.30	279,316.30	0.00	785,722.69
39C70000	LAW ENFORCEMENT SURCHARGE R	FY 2013	226,453.20	2,463,446.09	-2,255,419.58	177,336.02	0.00	611,815.73
		FY 2014	611,815.73	2,483,817.17	-3,119,658.33	315,660.52	0.00	291,635.09
		FY 2015	291,635.09	2,475,035.26	-1,795,796.03	397,439.33	0.00	1,368,313.65
		FY 2016	1,368,313.65	2,316,861.47	-3,036,089.18	578,607.67	0.00	1,227,693.61
39H20000	FY10 INC ENFORCE COL	FY 2013	682,030.30	0.00	-419,007.44	0.00	0.00	263,022.86
		FY 2014	263,022.86	0.00	-263,022.86	0.00	0.00	0.00
		FY 2015	0.00	0.00	0.00	0.00	0.00	0.00
		FY 2016	0.00	0.00	0.00	0.00	0.00	0.00
			49,093,146.23	62,289,151.33	-85,224,505.14	13,773,598.83	7,522,133.38	47,453,524.63
45470000	UNINSURED ENFORCE	FY 2013	4,556,303.50	3,306,525.33	-3,471,804.18	109,740.49	0.00	4,500,765.14
		FY 2014	4,500,765.14	3,407,088.13	-6,204,231.56	614,332.99	23,452.00	2,341,406.70
		FY 2015	2,341,406.70	3,400,432.07	-4,031,631.72	702,695.35	0.00	2,412,902.40
		FY 2016	2,412,902.40	3,548,244.46	-5,309,676.67	548,321.18	0.00	1,199,791.37
			13,811,377.74	13,662,289.99	-19,017,344.13	1,975,090.01	23,452.00	10,454,865.61

Position Ab	Base Pay									
	<u>2013 0616</u>	<u>2013 0916</u>	<u>2014 0316</u>	<u>2014 0616</u>	<u>2014 0916</u>	<u>2015 0316</u>	<u>2015 0616</u>	<u>2015 0916</u>	<u>2016 0316</u>	<u>2016 0616</u>
AH55	4,291.66	4,291.66	4,291.66	4,291.66	4,377.50	4,377.50	4,377.50	4,377.50	4,377.50	4,377.50
JC10	133,337.16	141,537.22	183,160.64	190,068.74	200,492.11	193,016.16	167,333.62	201,974.02	263,616.08	298,366.09
JC20	694,218.15	717,911.78	670,691.69	655,196.04	673,092.01	654,459.05	668,907.58	659,078.77	652,324.43	637,147.35
JC30	404,627.43	418,302.59	424,041.64	410,637.28	424,369.07	410,578.34	405,035.70	397,077.14	444,939.47	425,415.73
JC40	71,856.01	71,929.43	74,488.38	72,041.05	70,786.43	70,033.43	75,618.76	70,043.44	61,974.86	81,516.48
JC50	71,578.00	71,578.00	68,533.00	71,347.41	72,346.59	72,366.25	72,366.25	75,513.58	77,096.93	77,096.93
UA03	4,783.20	4,783.20	4,783.20	4,783.20	4,878.83	4,878.83	4,878.83	4,878.83	4,878.83	4,878.83
All	1,384,691.61	1,430,333.88	1,429,990.21	1,408,365.38	1,450,342.54	1,409,709.56	1,398,518.24	1,412,943.28	1,509,208.10	1,528,798.91
AH55 FTE	1	1	1	1	1	1	1	1	1	1
JC10 FTE	101	109	141	145	150	146	126	152	169	192
JC20 FTE	401	418	388	380	389	378	390	382	354	345
JC30 FTE	188	197	200	194	197	191	189	186	195	187
JC40 FTE	27	27	28	27	26	26	28	26	22	29
JC50 FTE	22	22	21	22	22	22	22	23	23	23
UA03 FTE	1	1	1	1	1	1	1	1	1	1
All FTE	741	775	780	770	786	765	757	771	765	778
AH55 Avg	4,291.66	4,291.66	4,291.66	4,291.66	4,377.50	4,377.50	4,377.50	4,377.50	4,377.50	4,377.50
JC10 Avg	1,320.17	1,298.51	1,299.01	1,310.82	1,336.61	1,322.03	1,328.04	1,328.78	1,559.86	1,553.99
JC20 Avg	1,731.22	1,717.49	1,728.59	1,724.20	1,730.31	1,731.37	1,715.15	1,725.34	1,842.72	1,846.80
JC30 Avg	2,152.27	2,123.36	2,120.21	2,116.69	2,154.16	2,149.62	2,143.05	2,134.82	2,281.74	2,274.95
JC40 Avg	2,661.33	2,664.05	2,660.30	2,668.19	2,722.56	2,693.59	2,700.67	2,693.98	2,817.04	2,810.91
JC50 Avg	3,253.55	3,253.55	3,263.48	3,243.06	3,288.48	3,289.38	3,289.38	3,283.20	3,352.04	3,352.04
UA03 Avg	4,783.20	4,783.20	4,783.20	4,783.20	4,878.83	4,878.83	4,878.83	4,878.83	4,878.83	4,878.83
All Avg	1,868.68	1,845.59	1,833.32	1,829.05	1,845.22	1,842.76	1,847.45	1,832.61	1,972.82	1,965.04