

*Chairman Wm. Weston J. Newton*

*First Vice-Chair:  
Laurie Slade Funderburk*

## **Legislative Oversight Committee**

*Katherine E. "Katie" Arrington  
Gary E. Clary  
MaryGail K. Douglas  
Phyllis J. Henderson  
Joseph H. Jefferson Jr.  
Mandy Powers Norrell  
J. Todd Rutherford  
Tommy M. Stringer  
Bill Taylor*



**South Carolina House of Representatives**

*William K. (Bill) Bowers  
Neal Collins  
Raye Felder  
William M. "Bill" Hixon  
Ralph W. Norman  
Robert L. Ridgeway III  
James E. Smith Jr.  
Edward R. Tallon Sr.  
Robert Q. Williams*

*Jennifer L. Dobson  
Research Director*

**Post Office Box 11867**

**Columbia, South Carolina 29211**

**Telephone: (803) 212-6810 • Fax: (803) 212-6811**

**Room 228 Blatt Building**

*Charles L. Appleby IV  
Legal Counsel*

*Carmen J. McCutcheon Simon  
Research Analyst/Auditor*

*Cathy A. Greer  
Administration Coordinator*

**April 19, 2017**

### **VIA EMAIL and U.S. MAIL**

**Chief Mark A. Keel  
Chair, Law Enforcement Training Council  
Post Office Box 21398  
Columbia, SC 29221**

**Director Lewis J. "Jackie" Swindler  
Criminal Justice Academy  
5400 Broad River Road  
Columbia, South Carolina 29212**

**Dear Chief Keel and Director Swindler:**

The Law Enforcement and Criminal Justice Subcommittee appreciates the Law Enforcement Training Council and Criminal Justice Academy's partnership in the oversight process. As a follow up to today's meeting, the subcommittee seeks additional information. Please provide the information by Friday, April 21, 2017 so the subcommittee may review it in preparation for the next meeting on Tuesday, April 25, 2017.

### ***Audits related to Fines and Fees***

- Please provide a proposal of how the Academy could utilize the \$250,000 the Treasurer's Office currently receives, to perform audits related to fines and fees itself as opposed to utilizing the Treasurer's Office. When drafting this proposal, please consider (1) any legislation which may assist the Academy in enforcing the legal requirements related to submission of fees and fines; and (2) how the Academy could obtain data during the first couple of years of audits which would assist in (a) forecasting the amount of fees and fines anticipated in future years, (b) ongoing costs of continual audits, and (c) ways to incorporate technology to improve the efficiency of the process related to tracking and collection of fines and fees.

### ***Employees***

- Please provide the following information for the last five years, broken down by fiscal year and position type:
  - Turnover rate;
  - Number of individuals separating; and
  - Reasons individuals are separating (in aggregate).
- Please provide a list of other entities to whom the Academy has lost instructors during the past five years and a comparison (as of the most recent date known) of the salary and benefits provided by the Academy and each of the entities to whom the Academy has lost instructors.

### ***Costs***

- Please provide the cost, to the agency, per student for each level (i.e. Class 1, Class 2, etc.) of basic training during each of the last five years.
- For each advanced course please provide the following:
  - Total cost to the agency to offer the course; and
  - Cost, to the agency, per student.
- In the agency's March 29, 2017 letter to the Subcommittee, the agency provided data on the funding of academies in different states based on results of a survey conducted through IADLEST.
  - Does this information relate to only basic training, or both basic and advanced training?
  - Please provide a list of the states that participated in the survey.

### ***Personnel Change in Status Reports***

- The "Personnel Change in Status Report - Notification of Administrative/Routine Separation" includes a box for the different types of individuals, including E-911 (TCO). Why does the agency have an entirely separate "911 Personnel Change In-Status - Hire Form," as opposed to simply adding a box for that position on the other "Personnel Change in Status - Hire Form"?
- Are there any statistics the agency regularly reviews from data it obtains through the Personnel Change in Status Reports?
- Similar to how the agency provided the graduation rates for each law enforcement entity, does the Academy have the ability to provide the following for each law enforcement entity:
  - Number of individuals\* hired at each entity each year, by type
  - Number of individuals\* leaving each entity each year, by type, and reason for separation
  - Number of individuals\* leaving all entities, by type and reason for separation

\*Includes all individuals for whom an entity must submit a Personnel Change in Status Report.

In your responses to these questions, please provide the subcommittee with any relevant, necessary context information. If the agency has any concerns (1) about the format of these questions yielding answers that do not provide an accurate reflection of the agency, or (2) that these requests may in any manner compromise law enforcement activities, please express those concerns, prior to responding to the question, in a written letter to me with a copy to committee staff. Please retain your working papers for these responses in the event the subcommittee would like to view those. As a reminder, responses to the questions above, as well as responses to any other requests, are considered sworn testimony and subject to S.C. Code of Laws Sections 2-2-70 through 2-2-120.

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

Sincerely,

Signature Redacted

Edward R. Tallon Sr.  
Subcommittee Chair

cc: The Honorable Wm. Weston J. Newton  
The Honorable Katherine E. "Katie" Arrington  
The Honorable William M. "Bill" Hixon  
The Honorable J. Todd Rutherford