





Schwann Hopkins
Regional Director
30 years



Michaela Talley
Agent-in-Charge
24 years



Gregory Whittaker
Regional Program Administrator
15 years



William Speaks
Application Development Manager
20 years

E-File Process



- **Objectives**
- **Creation**
- **Implementation**

SC SUPREME COURT ORDER

2021-07-08-01

The Supreme Court of South Carolina

Re: Automation of the General Sessions Sentencing Sheet Process

ORDER

After gathering input from stakeholders and in an effort to produce clear and concise criminal sentencing information, I find it prudent to automate the General Sessions sentencing sheet process.

Pursuant to the provisions of Article V, Section 4 of the South Carolina Constitution,

IT IS ORDERED that an automated sentencing sheet process be established in Lexington County General Sessions court for documenting the disposition of designated criminal cases beginning July 12, 2021. The automated sentencing sheet process will be implemented in other counties pursuant to future Orders of the Chief Justice.

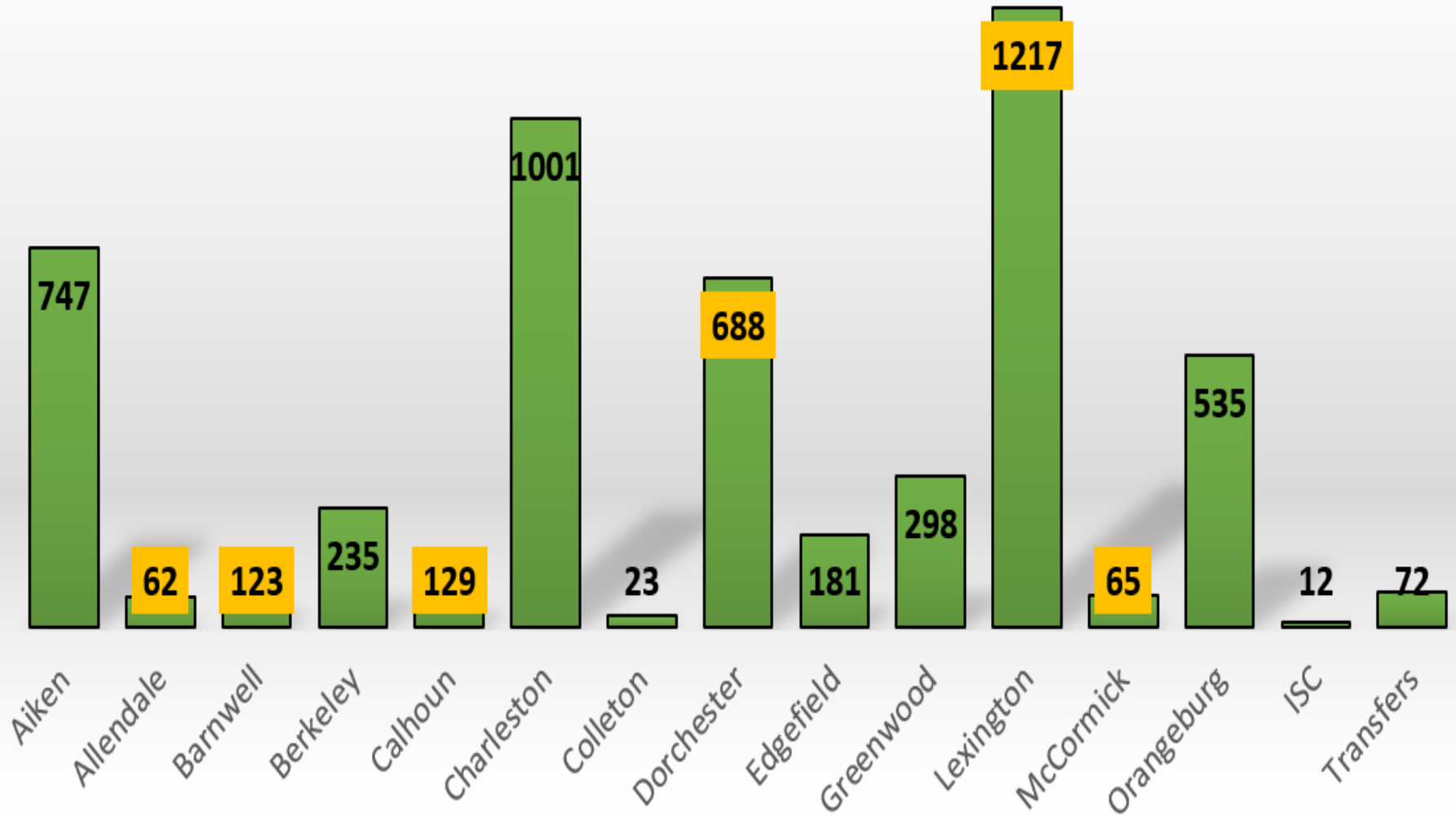
IT IS FURTHER ORDERED that the use of electronic signatures in the format of s/[typed name] is approved for use in the automated sentencing sheet process by judges, attorneys and clerks of court. The defense attorney shall affix the electronic signature of the defendant on behalf of the defendant to the sentencing sheet only upon satisfaction of the trial judge that the defendant consents to that process and knowingly and intelligently waives any constitutional or statutory right that attaches thereto.

s/Donald W. Beatty
Donald W. Beatty
Chief Justice of South Carolina

County E-File Total: 5388

Data as of 10/18/21

(Numbers in yellow boxes indicate counties that have completed the e-filing process.)



Creating & Maintaining a paper file

Creating A Paper File

- Sentencing Sheet
- Indictment/Original Arrest Warrants
- Release Certificate (Releasees from SCDC)
- Criminal History
- CIP11
- Conditions of Supervision
- NOSAR Form
- Victim Information
- Project Cease Fire
- Public Service(If ordered)
- Referrals (treatment, anger management,ie)
- Release of Information Form
- DNA Form

Maintaining The Documentation of Paper File

- All Correspondence from Victims
- Documentation/Progress reports from referral agencies
- Medical Forms
- Violations: Written Warning, Legal Process, 1106,updated Criminal History, and supporting evidence for the violation,
- The History of an Offender's case file can generate an average of sixty sheet of paper, if he/she is on supervision for one case
- Additional paperwork related to the offender's case that may not be listed

File Storage



Offender Management System (Summary Page)

Home Offenders Victims Reports

Offender Summary

Offender

Quick Search

Summary

Schedule

Accounts

Supervision Plan

Supervision Edit

Risk Assessment

Orders

Violations

Forms

Offenders Name

SEX OFF. - HIGH

Offenders Photo

Arrears Total: \$0.00

Days at Current Supervision Level: 3183

E-File Last Updated: 10/13/2021

Alerts 1

Expand All Collapse All

Profile

Main Case

(1) Open Cases

Case Type: Parole

Offense: Assault and battery of a high and aggravated nature (ABHAN) (no longer used)(see 3411, 3412, 3413)

Status: Active

COMPAS Recommendation: S-High

Qualifies for Credits: No

Next Credit Date:

ICA Date:

Core Date: 11/21/2012

Next CSR Date:

Offender Management System (Forms)

OMS Next

Add Form

Upload Form

Offender

Quick Search

Summary

Schedule

Accounts

Supervision Plan

Supervision Edit

Risk Assessment

Orders

Violations

Forms

Offenders Name

Offender Photo

SEX OFF. - HIGH

Arrears Total: \$0.00
Days at Current Supervision Level: 3183
E-File Last Updated: 10/13/2021

Alerts 1

35 Forms found.

Group By

Export

Search:

Supplements	View	Edit	Delete	Approve	Source	Form Type	Description - Status	Details	Created By	Created Date	Uploaded	Obsolete	Signed
N/A					ORDER	E1008	NOTICE OF HALLOWEEN RESTRICTIONS	Order Id: 2	Chevis Sheriff	10/18/2021	Yes	No	N/A
N/A					ORDER	1401	1401-Standard Sex Off Cond	Order Id: 2	Chevis Sheriff	10/14/2021	Yes	No	N/A
N/A					OFFENDER	CCH	CCH-Computerized Criminal History	General Forms	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	E1008	Halloween Curfew Notices 2016-2020	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	0024	0024 Travel Permit 2017 to 2019 signed	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	E1008	Emergency Residence Plan notifications	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	E1008	Employment Verification Check Stub 8-30-2015	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	E1008	Phycological evaluation 7-16-2012	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	LawEnfIncidentRpts	Incident Report Prostitution 8-23-2010	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	E1008	habitus corpus paperwork	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	E1008	2002 Legal Issue - VASSAR	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	1402	1402-Complaint Sex Off Cond	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	1401	1401-Standard Sex Off Cond	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	E1008	FORM-4 Mail In Reports 2000-to 2001	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	E1008	Handwritten Supervision Notes Form 37's 7-12-2000 to 6-20-2001	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	0076	0076-Intensive - Conditions of Supervision Signed 7-7-2000	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	E1008	1172 OSS FORM 7-7-2000	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	E1008	Phycological evaluation 6-29-2000	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	1015-OMS	1015-OMS Notice of Sex Offender Registry	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	E1008	Release card ID	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	Form1090	Form1090-Parole Release Certificate	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	E1008	Order of parole 6-7-2000	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	Ind	Indictment-82-GS-08-00447	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A
N/A					ORDER	E1008	Parole Case Summary 5-23-2000	Order Id: 2	Mitchell Adam Ray	10/13/2021	Yes	No	N/A

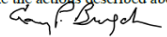
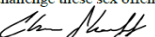
Electronically Signed form

1 South Carolina Department of Probation, Parole and Pardon Services

Standard Sex Offender Conditions

1. I will register as a sex offender as required by the Code of Laws of South Carolina and as described in the Department's *Notice of Sex Offender Registry*.
2. I will attend, actively participate in, not give cause to be terminated from, and successfully complete any counseling/treatment program, to which I am referred by my agent, which may include polygraph or other treatment related testing, all at my own expense. I waive all rights to confidentiality between myself and my treatment provider, and authorize my treatment provider to disclose to my agent, the Court, the Parole Board, the releasing authority, and/or the hearing officer, information about my attendance and participation in the program. (Must complete Referral Form 1054).
3. I will not have any contact with the victim(s) of my crime, directly or indirectly. This includes but is not limited to physical or face to face contact, contact through letters or written notes, telephone calls, or electronic mail (e-mail), or any contact through a third party, unless such contact is approved in writing by the Court, the Parole Board, or the releasing authority, or the hearing officer. I also will not enter into, travel past, or loiter near a victim's residence or workplace.
4. I will not have any contact with a person under the age of 18, with the exception of my immediate family members and then may only have such contact if approved in advance under conditions set by my treatment provider and my agent. If I have incidental contact with any child, I will be civil and courteous and immediately remove myself from the situation. I will discuss the contact at my next treatment session and will immediately report this contact to my agent.
5. I will not enter into, loiter or work within one thousand (1,000) feet of any area or event frequented by people under the age of 18 including but not limited to: schools, day care centers, playgrounds, arcades, public swimming pools or beaches, shopping malls, theaters, or and festivals, unless approved in advance by my agent.
6. I will not purchase, possess, or use any sexually stimulating or sexually explicit material or device, nor enter into, loiter or work within one thousand (1,000) feet of any place where such material or device is sold or presented as entertainment. This includes but is not limited to adult book stores, sexually explicit internet sites, television services, or telephone services, sex shops, topless bars, strip clubs, and massage parlors.
7. I will permit my agent or a representative of the Department, without a warrant and with or without the assistance of any other law enforcement officer, to search my person, residence, any vehicle I own or have permission to use, and any of my possessions, including computers, cellular telephones, and other electronic devices, for the presence of sexually stimulating or sexually explicit materials or devices prohibited by these conditions, and to seize said materials. Such materials seized shall be considered property of the court, Parole Board, or releasing authority, and shall be safely kept by the Department or other law enforcement agency until any violations concerning the seized materials have been addressed.
8. If permitted by the Department to have computer and internet access, I will abide by the Computer/Internet Use Agreement for Sex Offenders. (Form 1402)
9. I will abide by all curfews as directed by my agent.
10. I will at all times maintain a suitable residence, approved by my agent, which complies with all conditions of my supervision, which may not be within one thousand (1000) feet of any area frequented by people under the age of 18, including but not limited to schools, day care centers, playgrounds, arcades, public swimming pools or beaches, shopping malls, or theaters. I will obtain approval from my agent of my residence and employment and shall obtain prior approval from my agent before changing my residence or employment. I will stay at my approved residence every night and will not sleep or stay overnight anywhere else without prior approval of my agent.
11. I will not consume alcoholic beverages and will submit to alcohol testing as instructed by my agent or treatment provider. I agree that any test results may be used as evidence in any hearing for the violation of the conditions of my supervision and I waive any right to challenge the validity of such results.
12. I will comply with the Department's requirements for any electronic monitoring program which I am ordered to participate in by the Court, the Parole Board, the releasing authority, the hearing officer, or my agent, or as required by statute, all at my own expense.

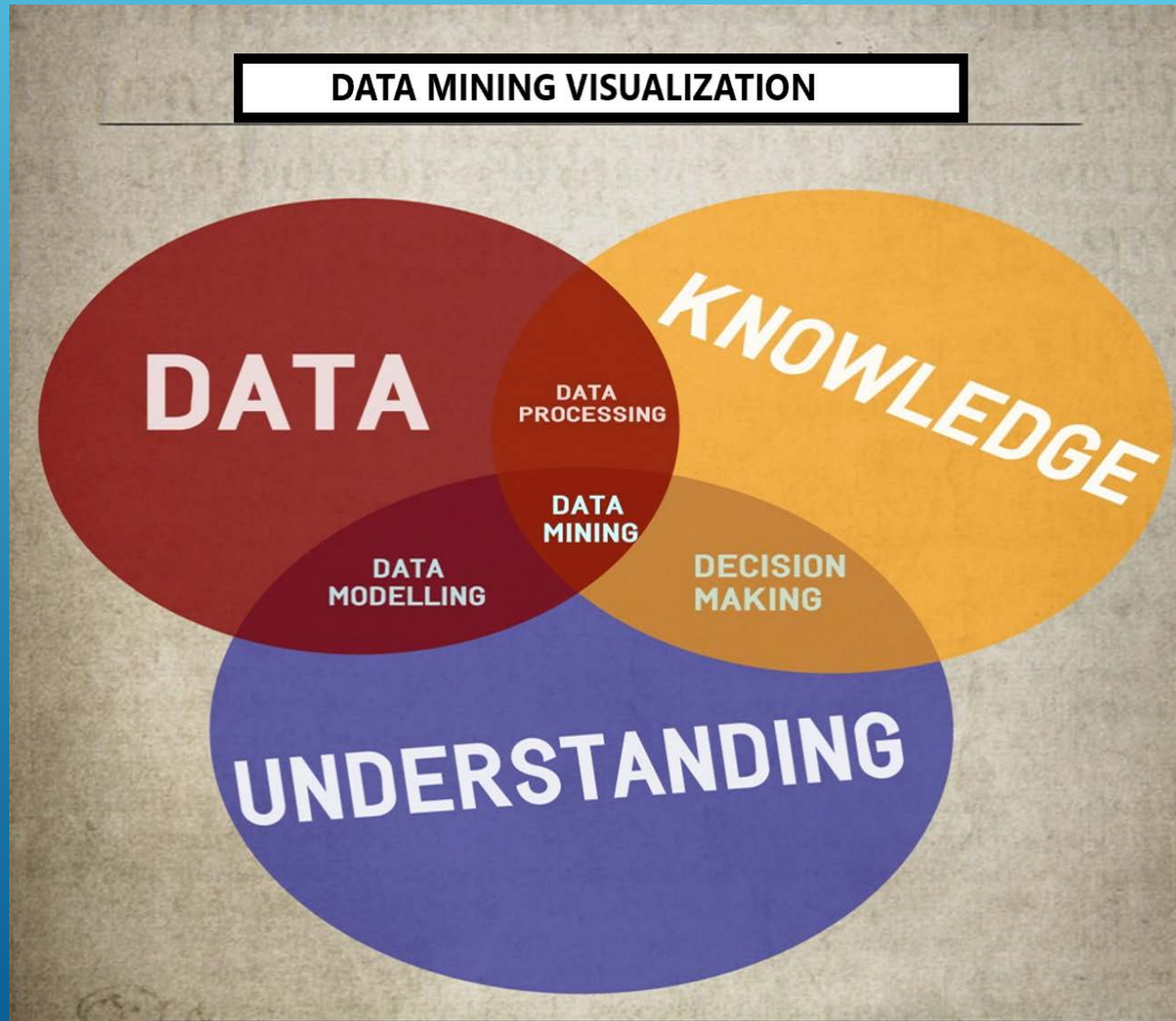
I have read, or had read to me, the above conditions and I understand their meaning. I have received a copy of these conditions. I accept and agree to these conditions and understand that any violation could result in the Court, Parole Board, or releasing authority revoking my supervision and reinstating my sentence or returning me to prison. If I refuse to accept these conditions, I must immediately ask my agent to bring my case before the Court, Parole Board, or releasing authority where I will request that my term of supervision be revoked and my sentence be reinstated or that I be returned to prison. I understand that, if I have objections to any of the above conditions but fail to timely take the actions described above, I will waive any right I may have to challenge these sex offender conditions at any future proceeding.

	10/14/21		10/14/21
Offender Name (printed)		Agent Name (printed)	

Implementation of the 3 Tier E-Filing Training Process

- Onsite Training
- Web based Training
 - Data Auditing

Data Auditing



Work Efficiency

Disaster Recovery

Security

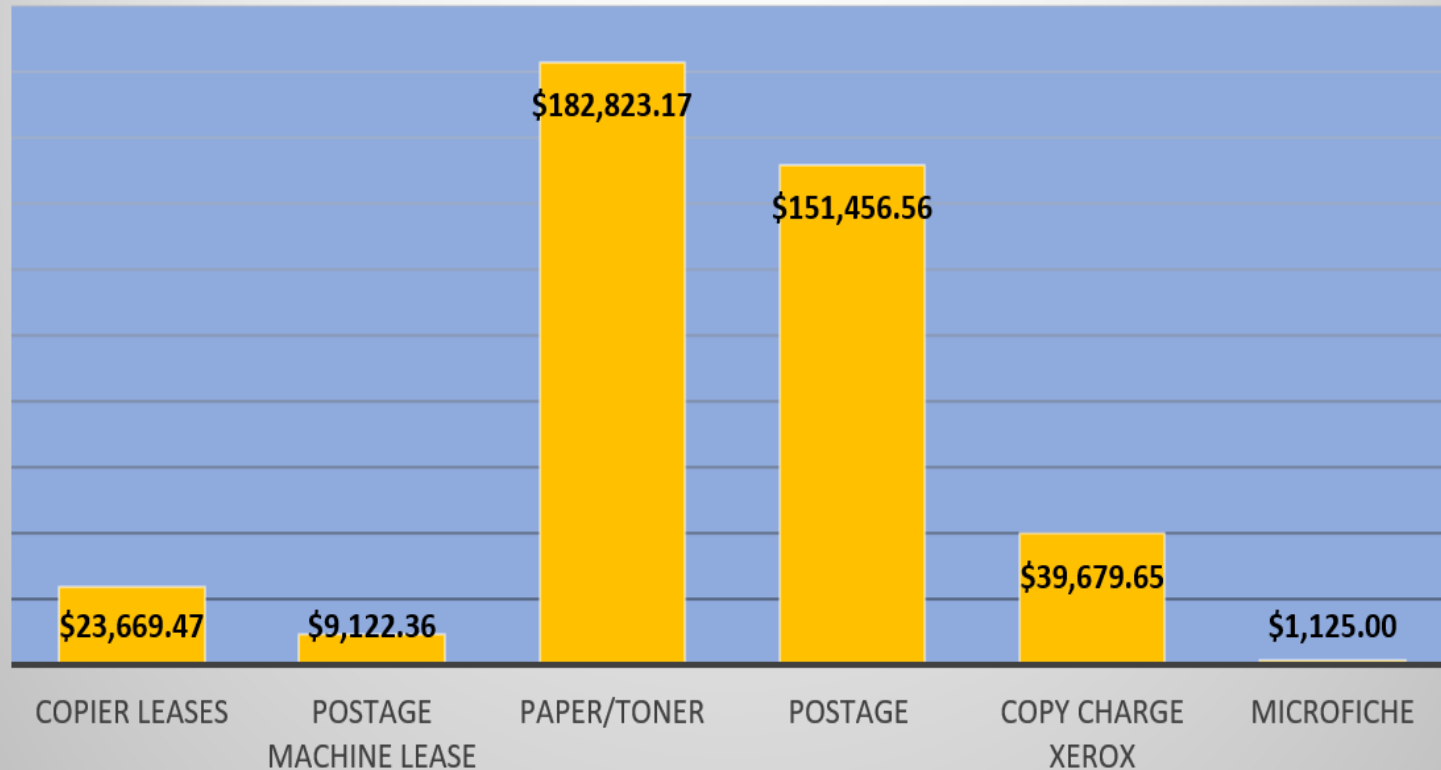
Going Green

Cost

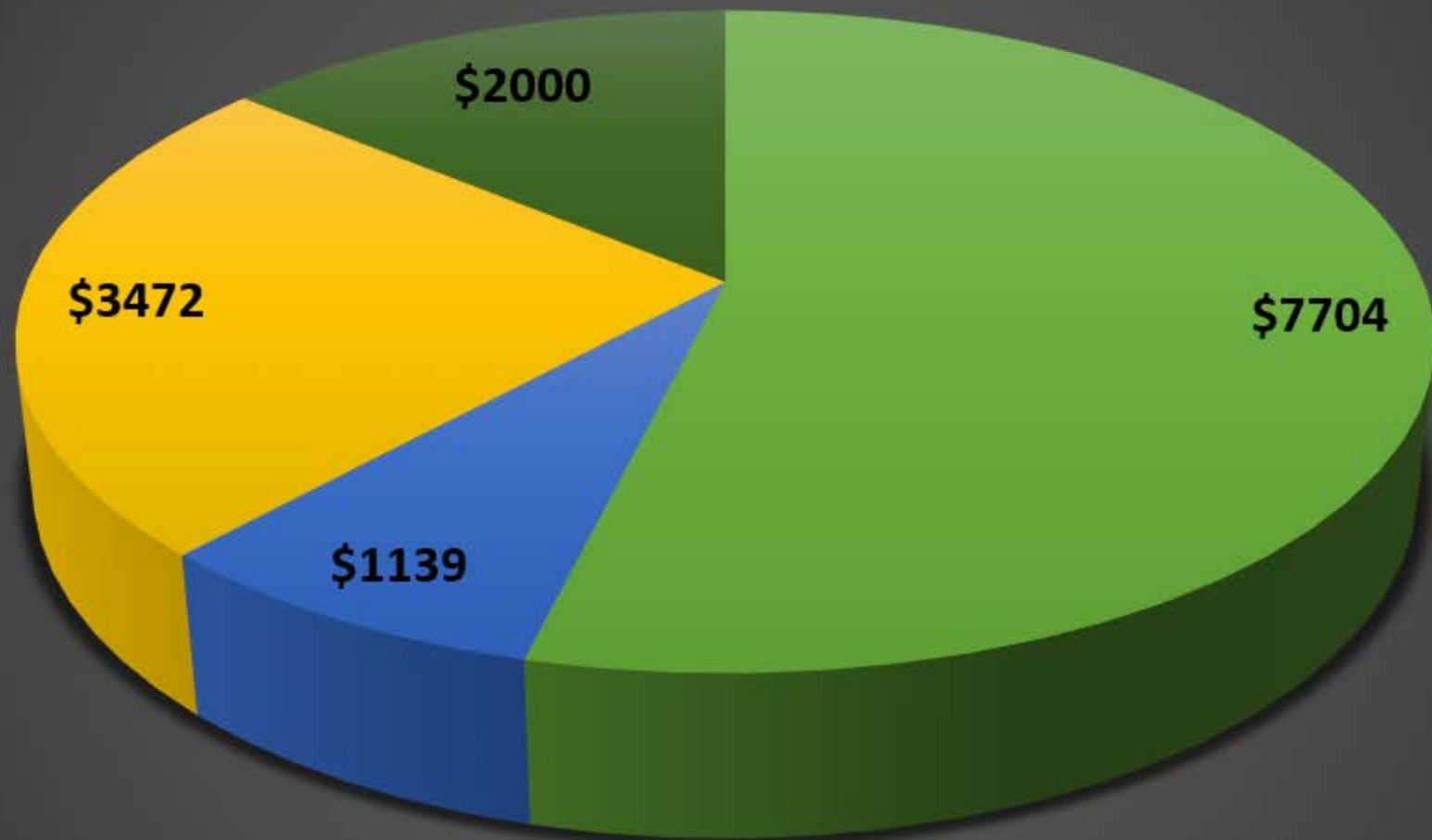
A series of white diagonal lines of varying lengths and thicknesses, located on the right side of the slide, extending from the middle to the bottom.

PROJECTED FUTURE SAVINGS: \$407,876.21

(Based upon fiscal year 2017 /2018/ 2019)



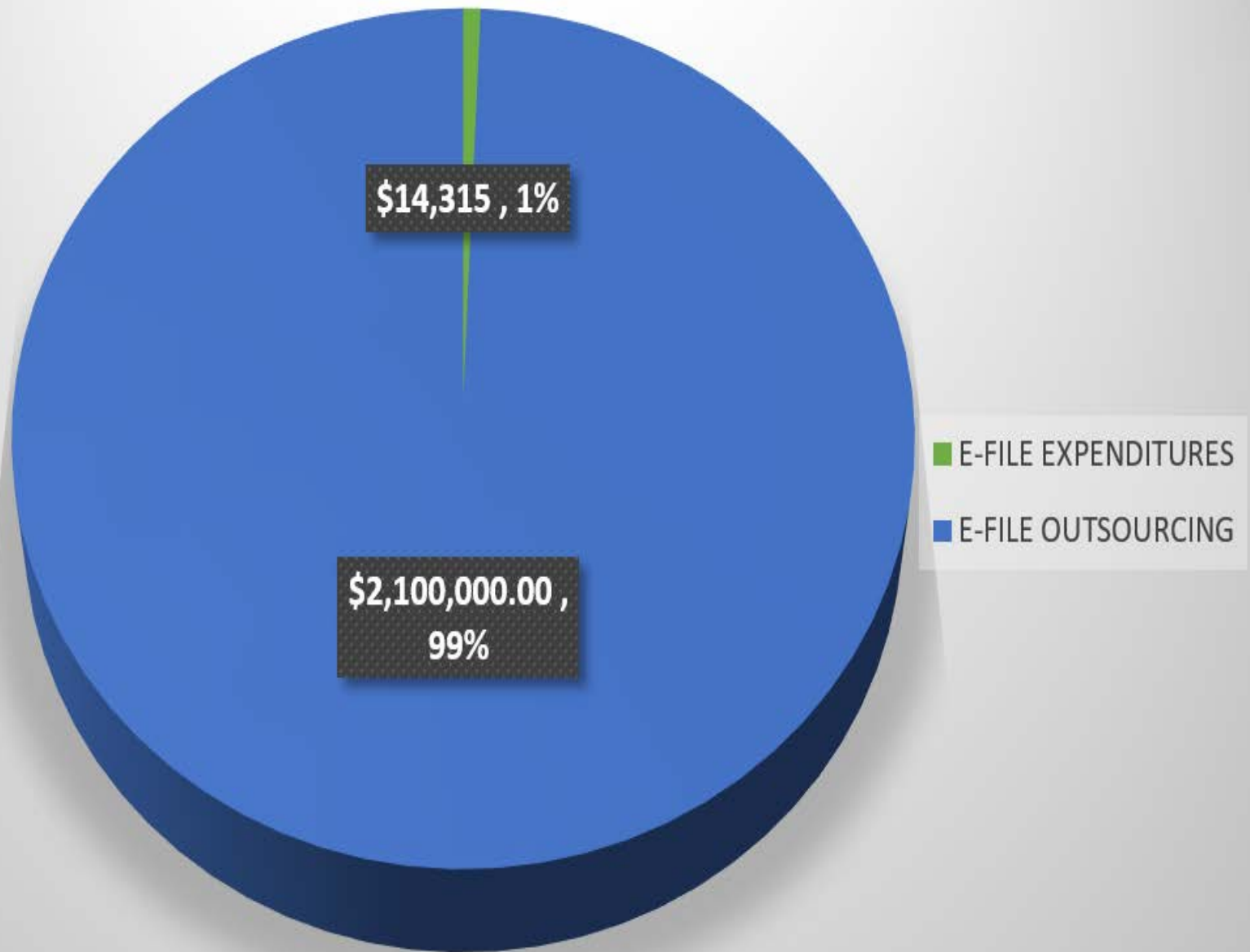
E-FILE EXPENDITURES 2021



■ SCANNERS (20) ■ STYLUS ■ PDF PRO (20) ■ MISC

BUDGET: \$14,315.00

IN-HOUSE VS. OUTSOURCING





COST and USAGE
RETENTION POLICY
IT BENEFITS



DIRECTOR JERRY ADGER

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