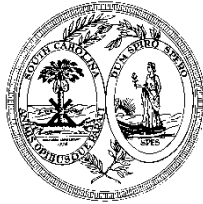


**State of South Carolina**  
**Department of Probation, Parole and Pardon Services**

**HENRY McMASTER**  
Governor



**JERRY B. ADGER**  
Director

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September 27, 2021

The Honorable Chris Wooten  
Subcommittee Chair  
Legislative Oversight Committee  
South Carolina House of Representatives  
Post Office Box 11867  
Columbia, SC 29211

Dear Representative Wooten:

We at the South Carolina Department of Probation, Parole and Pardon Services are in receipt of your letter dated September 3<sup>rd</sup> titled "Follow up to June 8, 2021, June 22, 2021, July 27, 2021, and August 26, 2021 Subcommittee meetings."

Enclosed, please find responses to the questions posed by the Legislative Oversight Law Enforcement and Criminal Justice Subcommittee regarding testimony provided to the Subcommittee on the aforementioned presentation dates.

As the review process comes to a close in the upcoming months, we look forward to the opportunity to read and consider the official report recommendations submitted by the Subcommittee.

SCDPPPS remains dedicated to complete transparency as we provide this response to the Subcommittee about the many staff accomplishments of our Department.

If you have any further questions regarding our responses, please do not hesitate to contact me.

Sincerely,

Jerry B. Adger  
Director



*"Nation's First Probation Agency accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA)."*



**Transparency**

1. Would the agency oppose annually providing the information on slide 35 of the Field Operations presentation (Ratio Report) to the Office of Revenue and Fiscal Affairs as they are compiling data for various maps?

Yes, we would provide this information. We have released this information in previous years in some of the Annual Reports to the Sentencing Oversight Committee. However, it should be recognized that the Ratio Report is time-sensitive and the statistics within are very fluid.

2. Please provide a breakdown of the offenses for which offenders are under supervision by the regions within the Field Operations Division and the percentage of those offenders who are living in the county in which they committed the offense.

This chart lists the type of offenses most prevalent in each region. All offenses with at least 250 offenders under supervision are listed. The remainder of offenses with under 250 offenders are placed in the “other” category.

	Region 1	Region 2	Region 3	Region 4	Region 5	Central	Total
<b>DRUGS (not trafficking)</b>	2,321	1,161	1,185	961	1,540	11	7,179
<b>BURGLARY</b>	628	276	453	451	429	4	2,241
<b>ASSAULT</b>	545	262	384	372	466	0	2,029
<b>DOMESTIC VIOLENCE</b>	644	338	296	253	236	2	1,769
<b>LARCENY</b>	566	174	280	214	313	1	1,548
<b>ROBBERY</b>	249	85	179	242	287	0	1,042
<b>BREACH</b>	200	101	142	183	169	2	797
<b>SHOPLIFTING</b>	376	90	117	88	124	0	795
<b>FORGERY</b>	194	101	134	158	178	1	766
<b>WEAPONS</b>	165	90	163	155	188	1	762
<b>SEX CRIMES</b>	204	77	141	132	168	0	722
<b>DRUG TRAFFICKING</b>	160	99	146	124	169	0	698
<b>DUI</b>	258	87	68	72	108	1	594
<b>CHILDREN</b>	215	78	66	66	98	0	523
<b>FINANCIAL TRANSACTION CARD FORGERY</b>	148	66	101	82	98	3	498
<b>MURDER</b>	113	41	50	107	83	0	394
<b>VEHICLE</b>	133	39	70	48	83	0	373
<b>DRIVING UNDER SUSPENSION</b>	157	50	34	53	48	0	342
<b>RECEIVING STOLEN GOODS</b>	96	50	62	35	54	0	297
<b>Other</b>	714	310	477	530	458	2	2,581
<b>Total</b>	8,086	3,575	4,548	4,326	53,87	28	25,950

The county in which the offense took place is referred to as the “order county.” The “supervision county” is the county in which the offender is supervised. **77.9%** of offenders are supervised in the county where the offense took place.

**Fees and Finances and Indigent Determination**

3. Please contact S.C. Commission on Indigent Defense to determine how they determine if individuals are indigent for purposes of being assigned a public defender and explain any differences in their process and the process utilized by PPP, as well as any possible opportunities for collaboration in making this determination consistently across the agencies, or within counties.

According to the S.C. Commission on Indigent Defense, defendants are screened for indigency in criminal courts and in family court. They utilize similar processes in both courts. In criminal courts, screening is conducted by four different entities across the state. In 21 counties, the Clerk of Court screens. In 14 counties, screening is conducted by the Summary Court, primarily at the bond hearing. In 10 counties, the Public Defender Office screens the defendant after they pay the application fee at the Clerk of Court Office. In 1 county, Greenville, the county has established an Indigent Defense Office that conducts all screening.

The indigent screening process is primarily controlled by S.C. Judicial Rule 602. The screening process for indigency in South Carolina entails the following:

- 1) A defendant goes to the screening entity to request the appointment of counsel by paying the \$40 application fee. (This fee is often waived due to inability to pay.)
  - 2) The defendant completes the Affidavit of Indigency and Application for Appointed Counsel form.
  - 3) If the defendant is appearing before a judge (i.e.: in bond court or in circuit court), the judge will conduct the screening “on the record” by asking the defendant the questions on the Affidavit form.
  - 4) The screener may require additional proof of the information on the application and/or inquire about the information to ensure accuracy of the information provided by the defendant.
  - 5) The information contained on the form or provided to the judge is then compared to the current poverty guidelines.
  - 6) If the defendant’s income/assets is equal to or less than the poverty guidelines, the defendant is considered indigent. (Judges have discretion to find a person “not indigent but unable to afford to hire counsel.” The judge can then appoint counsel but require the defendant to pay a portion of the cost for appointed counsel.)
4. Is an offender determined indigent for the purposes of reducing all fees, or is it determined for each fee in which the offender seeks a waiver or reduction?  
Each fee is reviewed separately and it is determined which should be waived or reduced because of the hardship. During this process the offender’s full financial obligations to the Court or Board are considered.
5. If an offender is determined indigent and owes funds for restitution and multiple programs, what is the priority order in which they are paid (e.g., restitution, drug testing, GPS tracking, Ignition Interlock Device, fines and fees to PPP)?  
Financial obligations are ranked as follows: 1. Restitution 2. Fines 3. Supervision Fees. If an offender lacks adequate resources to meet all of the fine, restitution, and supervision fee requirements, then the available monies should be devoted first to the payment of restitution and fines.
6. In an Excel Chart, please list all fees an offender under the supervision of PPP may have to pay (e.g., supervision fee, drug tests, community supervision setup, GPS tracking, etc.) and, the following for each:
- a. whether there are hardships available;  
Hardships are considered on a case by case basis and is an option for nearly all accounts. **Please see the attachment labeled, “Question 6- Hardship Process Chart.”** (Note: The information in the table does not consider department tools like public service conversion and use of civil judgments.)
  - b. who determines whether the offender qualifies for the hardship;  
Refer to the table provided. If Department is indicated then AICs have some ability to waive or exempt some amounts, otherwise this must come from a higher authority such as the court of general sessions.
  - c. information reviewed to determine whether the offender qualifies for the hardship (if only an offender’s statement, does the agency seek any documentation for proof) and how the information is obtained;  
Agents review the offender’s income information and reported bills if available. This information is documented on a Declaration of Financial Ability Form and used to justify a potential hardship.
  - d. whether the information reviewed is uniform across all PPP county offices;  
This policy is the same for all counties.

- e. whether the information reviewed is similar to information reviewed by a county to determine whether an individual qualifies for indigent legal representation; and  
This Department's process is not the same process as used to determine if an offender is indigent and requires that legal representation be provided. Pursuant to Rule 602(a) of the South Carolina Appellate Court Rules, every person charged with the violation of a probationary sentence is entitled to appointed counsel if indigent, a determination which is made using the process described above for criminal defendants.
- f. for each of the last three years: total number required to pay the full fee and total number for which it was waived or reduced.
  - Number of accounts reduced and were required to pay at the full rate is outlined by "account type" in the attached table.
  - Since September 1<sup>st</sup>, 2018, \$21,806,816.31 has been exempted.

7. How many individuals under supervision are considered indigent and cannot pay program fees?  
The Department does not currently track this information.

### ***Workload Model***

8. In regards to the workload model:
- a. Please provide a copy.  
**Please see the attachment labeled, "Question 8 – 4<sup>th</sup> Quarter Workload Model FY21."**
  - b. When did the agency begin utilizing it?  
PPP's first model was completed during the 1980s and was based on a model developed by the National Institute of Corrections. This model was never validated by an outside entity. The current model was developed in 2002 and validated in 2003 through a technical assistance grant from the National Institute of Corrections. Since 2003, the model has continued to be updated as Agent duties expanded. The model was validated in 2008 and 2014. It is currently in the process of being validated through an external entity.
  - c. Why did the agency begin utilizing it?  
PPP began utilizing the workload model to determine Agent-position need and to assist with allocation.
  - d. What are the pros and cons of utilizing it?  
Pros- The workload model is useful in demonstrating how some tasks require too much of an Agent's time. Once these tasks can be identified, changes can be made to make the Agent's workload more efficient. Additionally, with a limited amount of full-time employees (FTEs) and multiple counties having a need, the model identifies which counties are in greater need.  
Cons- It is time consuming to maintain. Additionally, it does not indicate what specific position is needed within a county (e.g., Agent, offender supervision specialist, supervisor). However, PPP utilizes caseload and employee ratios to determine the type of position needed.
9. On what data did the Workload Committee base its determination that more time was needed for documentation?<sup>1</sup>  
The Workload Committee examined changes in policy and expectations on documentation. The Committee also polled three counties to determine how much documentation was occurring during a "regular" week. Based on the polling, the time dedicated to documentation was increased from two hours per week to four hours per week, which translates to 217 annually.

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<sup>1</sup> Slide 39 shows Agent & OSS Hours/Service Provided to Offenders (Including documenting information about offender background, history and program referrals) and the Note says, "Prior to FY 2020, Agents and OSS received 120 hours a year for documentation. However, a new Workload Committee determined that more time was needed, so the number increased to 217 hours. The Workload Model is currently being reviewed and validated."

10. Are reviews of agency activities, such as documentation, and the amount of time needed to effectively perform the activities reviewed regularly (every 3-5 years)? If so, what other agency activities have been reviewed? If not, does the agency plan to do these types of reviews more in the future?

The Workload Committee meets several times a year to determine if additional duties need to be added or if duties need to be removed. For example, the Committee added two duties that relate to the addition of body worn cameras. PPP also contracted with an outside entity to validate the model. This process will include a review of all the duties' time allocation and the identification of duties being performed but which are not currently included in the model.

### ***Personnel***

11. What is the turnover rate for new field officers, whose operational needs were fully funded when hired compared to those whose were not? (Did the turnover rate decrease?)

FY18 was the first fiscal year Agents were fully equipped/funded. The Agent annual turnover rates are as follows:

- a. 7/1/14 – 13.38%
- b. 7/1/15 – 17.53%
- c. 7/1/16 – 15.78%
- d. 7/1/17 – 9.68%
- e. 7/1/18 – 13.33%
- f. 7/1/19 – 17.07%
- g. 7/1/20 – 9.38%
- h. 7/1/21 – 15.69%

The average annual turnover rate for years “a” through “d” is 14.09% and the average annual turnover rate for years “e” through “h” is 13.87%. So when comparing the four years before and after they were funded to be fully equipped, the turnover rate is down less than one percent overall when averaging the years together.

12. In agency personnel job descriptions, does the agency list skills necessary to perform the job or only a description of the job? If skills are not listed, is the agency open to adding it when it updates job descriptions?

Knowledge, skills, and abilities are listed on all job class specifications- which are developed by the Division of State Human Resources. PPP uses Division of State Human Resources' template for position descriptions. A section on the first page says, “What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?” Our agency does utilize this field, but we have not made it a requirement to be completed on all position descriptions. PPP is open to requiring it when updating position descriptions.

13. Does the agency have information on the skills possessed by each employee so that, if a current employee's position became no longer necessary, the agency could determine other open positions for which the employee's skills match? If not, would the agency be open to adding it in the future?

PPP does not have a skills database; however, we do have a personnel file that contains employee job histories and applications. In the rare occurrence that an employee's job would no longer be necessary, Human Resources staff, in coordination with management, would meet with the employee and review their skills, personnel file and their current job description to determine the best fit for a smooth interagency transition to a new position.

14. Does the agency regularly review and update personnel job descriptions? If so, when? If not, why not?

Per Policy, PPP does a documented review of all position descriptions every four years. Also, staff are instructed to review employee position descriptions at the time of each performance appraisal.

### ***Training – General***

15. How does the agency create the online training programs?

The online training is created in a variety of formats. We have used WebEx and Microsoft Teams to offer virtual (Live) online training. We have also created online (self-paced) trainings utilizing PowerPoint slide shows, voiceovers, and videos. The material is pulled from existing lesson plans that were traditionally offered in a classroom format, online

format or in other videos. For new courses, we often utilize subject matter experts within the agency who will create scripts for the course and training staff creates the actual training material and coursework.

16. How has the agency measured, if at all, the benefit of having the online training versus the cost in time and effort for the software, etc.?

The Agency has not measured the benefit of online training in regards to cost savings. The software that is currently utilized was previously procured for other tasks so there was no new, additional cost to establish online training. During the pandemic the PPP Training section was compelled to create new, resourceful ways to resume staff training quickly and in a safe environment. Following the implementation of online training, staff found that this new training method indeed saves the agency money on travel costs and staff time; employees can remain in their respective offices instead of traveling several hours to a training site. Also, for those courses that are pre-recorded, the instructor does not have to be physically available during the class times. The agency is currently researching other software to improve the online training experience.

17. Are online training programs something PPP would recommend other agencies consider if they are not already utilizing it for some of their training? Why or why not?

Online training is definitely recommended. This training method would not be possible for all law enforcement courses, such as In-Service Firearms or Defensive Tactics which require physical practice and testing. However, many of the soft-skill courses can be delivered in one of the aforementioned online formats. The online format also allows many classes to be offered at the exact time an employee needs the course, rather than staff waiting for the course to be offered. Online training is an ideal way to maintain consistent mandatory training- even during a pandemic.

Online training will also allow staff to maintain certifications, and it gives staff the flexibility to take advantage of the training anywhere or any time, virtually. The platform also allows for better knowledge retention of presented information.

18. Please answer the following about the Bias-Based Policing course and the Gender-Based Training:

- a. How long has it been offered?

Bias-Based – This training started as the “Cultural Professionalism” course that was offered by the Department of Justice to a select group of staff as a Training-for-Trainers class. It was then offered to all C-1 staff scheduled to work Bike-Week in Myrtle Beach in May of 2017. The Bias-Based class is based on the Cultural Professionalism material and was first offered in December of 2018 to all C-1 staff as required by the Commission on Accreditation for Law Enforcement Agencies (CALEA).

Gender-Based – This training was first offered as a Training-for-Trainers course in September of 2013 through a National Institute of Corrections technical assistance grant. It was offered to staff shortly thereafter and was eventually incorporated into PPP Basic so that all new Agents and OSS would receive the material.

- b. How many hours is it?

Cultural Professionalism was 3.5 hours in the classroom, but it now lasts 1 hour in the online format. The Bias-Based Update is ½ hour long online each year.

The Gender-Based Training is currently 1 hour in the online format.

- c. How frequently must employees take it?

Bias-Based – Annually

Gender-Based – One time during PPP Basic Training

- d. What data does the agency analyze to determine whether the course is effective?

Bias-Based – All incident reports, use of force reports, public contact warning reports and complaints of bias-based policing are reviewed annually, at a minimum, by the PPP Office of Professional Responsibility. In addition to these reviews, a Use of Force Committee reviews all use of force reports as they are received. Any trends or spikes will determine additional training needs or adjustments.



Gender-Based – This course is not measured or analyzed at this time because it is an awareness training and does not provide specific guidelines to follow. It gives each Agent /OSS some additional information to consider when working with women on supervision.

19. Are agents able to voluntarily take certain training courses for the first time, or repeat a training course they have already taken, without having to request access to it via someone else at the agency?

There are some courses that are available for Agents to take online as requested. Also, some classes are stored in the Learning Management System for staff to review again on an as-needed basis. The courses that are not available for “open enrollment” can be reassigned at the request of the employee or the supervisor.

20. How does the agency track which training courses each staff member has completed and the training still needed, when initially hired, and then for regular updates, etc?

Mandatory courses are assigned to staff upon hire and throughout the year as they become available. Reports can be pulled from the current Learning Management System (Power DMS) to show who was assigned to a course, who completed the course, and who has not finished the course. This information can also be accessed by looking up an employee’s individual training profile. Training Audits are conducted routinely by a training coordinator.

21. How often does the agency review the trainings offered to determine if any updates are needed to current offerings or if any need to be removed completely or new ones added?

Annual Updates are reviewed/revised each year. Standard courses such as New Employee Orientation, PPP Basic Training, and Firearms are updated continuously as policies and procedures change. Other courses are reviewed on an as-needed basis when new material is presented or the material is outdated. Training Coordinators are responsible for keeping the material up-to-date for the courses that they oversee.

### ***Training – Leadership***

22. What quantifiable benefits has the agency seen from its leadership training, including, but not limited to, improvements in retention and morale?

The first Supervisor Leadership Academy (SLA) class was offered in January of 2014. The following lists the PPP retention rate for the three years prior to implementation of the Academy through the current year.

7/1/11 – 92.41%  
7/1/12 – 92.62%  
7/1/13 – 88.57%  
7/1/14 – 88.91%  
7/1/15 – 84.65%  
7/1/16 – 85.69%  
7/1/17 – 88.80%  
7/1/18 – 85.82%  
7/1/19 – 85.63%  
7/1/20 – 89.84%  
7/1/21 – 86.46%

The average retention rate for 2011-2014 is 90.63%, and the average retention rate for 2015 – 2021 is 86.70%. When analyzing these numbers, it’s important to consider internal as well as external factors affecting employee retention. In example, only a minority of PPP staff enroll in the Supervisor Leadership Academy, and there are many other factors that affect staff retention- such as the general economy and changes in the state employee retirement plan.

23. Is initial leadership or supervisor training required before an individual is promoted or hired to serve in a supervisor role? If not, would the agency be open to requiring this going forward?

Currently, supervisors receive training as soon as they are selected for promotion. They receive a series of three courses which include a self-paced course, a 4-hour course on Human Resources Practices and a 1-day classroom or virtual Supervisory Development course on supervisor strategies and techniques. The Supervisory Development course includes pre-requisites that are completed online. PPP plans to create a course for aspiring supervisors, but development has not yet been completed.

24. Is annual leadership and/or supervisor training, which includes, but is not limited to, training on how to evaluate personnel, required for an individual in a supervisor role to remain in that role? If not, would the agency be open to requiring this going forward?

There is no standard annual leadership/supervisor training at the present time. However, courses are created/offered to supervisors such as the True Colors course, which provides a personality assessment tool to teach organizations to work together and see the benefits of individual differences. These courses are required on an as-needed basis.

25. When a law enforcement officer from another agency is applying for a supervisory position at PPP, how, if at all, is PPP able to obtain information on that officer's performance? What information about the officer's performance is available?

When hiring a law enforcement officer, the agency conducts an extensive background check. Per the SC Criminal Justice Academy, we are required to speak to the applicant's chain of command to discuss terms of separation and to contact the SC Criminal Justice Academy to discuss the contents of the officer's file. We also ask the former employer what the applicant's job duties were, if they are eligible for rehire, and about their performance. Some agencies provide information, and some don't, depending on their policies.

26. Is the agency aware of any certifications within the state or country, with criteria like that of the statewide and/or national (CALEA) law enforcement certification for an agency, but on an individual law enforcement officer basis?

- a. If yes, please explain.
- b. If no, would the agency be open to piloting a program like this which may make it easier for law enforcement entities to know the best candidates for supervisory positions and/or serve as an incentive for high performance and continuing education to provide officers higher levels of pay if enough supervisor positions at an agency are not available?

No. The agency is not aware of any training or certification program on the state or national level with CALEA like criteria that is tailored for the individual law enforcement officer. And, yes the Agency would be open to piloting such a program. Officer training remains a major priority for PPP.



### Home Visits

27. Please explain the various aspects of the “virtual office” model for offender contacts and, for each, the pros and cons and whether the agency plans to continue it.<sup>2</sup> See example below.

Previous Model	“Virtual Office” model	Pros	Cons	Which model does agency plan to continue and why?
Offender traveled to county probation office	Probation Agent traveled to offender homes while also using the additional technology while in the field.	-Fewer missed appointments by offender -Less interference with offender’s work schedule which may improve chance of work continuity -Increased law enforcement presence in the community	-Increased cost of gas for probation officer travel -Less access to department resources where internet is not available. -Higher officer risk. -Interference issues at residence.	<b>-Virtual Office Model-</b> Some administrative functions are done in the office, but field supervision removes some barriers for offenders. -Information learned while traveling in the community is more complete.
Not video recording visits	Video recording visits	-Official record of interaction to reference if any allegations about interaction occur -Opportunity to utilize video to (a) improve technique of officer who is in video; (b) train other officers	-Increased cost of body worn cameras (BWC) and storing digital videos -Many Agents still do not have BWC -Increased workload for supervisors to review BWC footage (policy requires 5 videos per month per staff with BWC which is approximately 1000	<b>-Video Recording Visits-</b> All field visits will be recorded if staff have a BWC for increased accountability and improvement. The goal is for each Agent to have a BWC assigned. Additional budget funding has been requested.

<sup>2</sup> June 4, 2021 letter from PPP to LOC, question “38. What aspects of the agency were able to operate the same or better when employees were working virtually during COVID? Response: Regarding aspects of the Department that were able to operate better when employees were working virtually, the Field Operations Division made a successful transition to a “virtual office” model for offender contacts, which involved probation agents significantly increasing home visits while decreasing office visits as they worked to determine offender compliance with conditions of supervision. This benefitted offenders by reducing the time and gas they had to use to make office visits, eliminating transportation challenges they faced trying to get to our offices, and reducing disruptions to their employment. In addition, the Administration Division continued to expand and operate the Department’s virtual/online payment system for offender fees, which increased fee collections. In addition, virtual meetings seemed to be conducted more efficiently than many of the in-person meetings held before the pandemic.

In regard to aspects of the Department that were able to operate the same when employees were working virtually during COVID, all Divisions had varying levels of success with functions that rely entirely on computer use and/or internet access, in cases where that access was already available or could be made available from a remote location. One example of these functions is how attorneys in the Office of General Counsel were able to conduct day-to-day research, drafting, and editing of pleadings for ongoing litigation. Another example was our agency receptionist, who was able to answer, direct, and or transfer all incoming calls remotely.

			videos a month based on the 200 BWCs assigned currently).	
Structured office environment for reports	Unpredictable home environment of offenders	-An environment more comfortable for the offender. -Ability to interact with family and neighbors. -More opportunity to surveil for potential community risks.	-Home environment may be unsafe. -Family or housemates may be a barrier or interfere with reports.	<b>-Using the Home Environment-</b> Offenders have the option to see the Agent in the office if they have a need that requires the Agent's immediate attention, but research shows field visits can improve offender and Agent working relationship.

***Public Service Employment (i.e., Community Service)***

28. How does the agency vet non-profits for which offenders perform community service?

Each County Office recruits and vets their individual sites utilizing information they can verify locally.

29. For each registered state, county and municipal government agencies, businesses, and nonprofit organizations that received PPP offender services at public service employment worksites during the last three years please provide the number of hours received and please indicate the following:

From FY 2019-2021, public service employment sites have received 15,920 offender service hours. (Please see the attachment labeled, "Question 29- PSE Work Sites List Addresses and Hours FY 19-21 –FINAL.")

- whether the entity is a non-profit, business, local government, or state government;  
Please see the aforementioned attached chart.
- names and addresses of the registered entities;  
Please see the aforementioned attached chart.
- whether any legislators or PPP employees are associated with the registered entity; and  
To the agency's knowledge, there are no legislators associated with any of the registered PSE entities.
- whether the registered entity receives any state funding.  
Please see the aforementioned attached chart. (The Department notes the understanding that most local and state government entities receive some level of funding from the state.)

***Funding***

30. Please provide a list of entities that receive pass through funding from PPP and for each, for the last three years, the following information:

- whether PPP requested the General Assembly provide funding for the entity; No, PPP did not request these funds.
- information the receiving entity had to provide PPP, if any, prior to receiving the funds; Justification for how and where the funds would be expended.
- whether PPP has any control over how the receiving entity utilizes the funds; No

- d. name of the receiving entity; Alston Wilkes Society
- e. amount received; \$1,500,000 (\$750,000 in FY 2020 and \$750,000 in FY 2022)
- f. copy of the information the receiving entity provided PPP pursuant to Proviso 117.21.

Alston Wilkes Society provided the following justification for the budget request:

*The Alston Wilkes Society is requesting \$750,000.00 to be used for some infrastructure needs, but mainly to serve an additional 500 clients statewide who are on state probation or parole. These funds would be used to help with housing, job placement assistance, clothing, food, transportation, birth certificates & state IDs. Along with the \$750,000.00 that is already in recurring status in the budget, we would be able to serve a grand total of 1,000 additional citizens in helping them become tax paying citizens.*

### **Parole**

31. Please provide a copy of information an inmate or inmate's family would receive regarding the parole process, eligibility, criteria, etc.

**Please see the attached documents provided to inmates by the agency prior to a parole hearing:**

- **"Question 31- 1212 Criteria for Parole Consideration"**
- **"Question 31- Inmate Hearing Notification Letter"**
- **"Question 31- Hearing Witness Portal Statement"**

Please note, the inmate's family may also obtain information from the Department's website at <https://www.dppps.sc.gov/index.php>

32. Is the following information provided to the victim, offender, or either of their families: (a) explanation of what is required in law and what is discretionary as it relates to paroles and pardons; (b) criteria for granting parole; and (c) reasons for rejecting parole? If yes, where and when? If not, would the agency oppose providing this information online?

The Criteria for Parole Consideration, along with a description of the Board's Discretion to grant and deny parole are provided to each inmate at intake via SCDC and prior to the parole hearing. PPP is not responsible for identifying or notifying inmate's family members; however, they may obtain all information, with the exception of the reasons for rejection, for a particular inmate's parole, online.

- a. – INMATE: See Form 1212/Criteria for Parole Consideration – "Reservation of Discretionary Power of the Parole Board" Provided at intake via SCDC and during parole interview.
- b. – INMATE: See Form 1212/Criteria for Parole Consideration. Provided at intake via SCDC and during parole Interview.
- c. – INMATE: The reasons for parole rejection are provided to each inmate via a letter, notifying them of the Board's decision.

The Form 1212/Criteria for Parole Consideration is published online at [https://www.dppps.sc.gov/var/plain\\_site/storage/original/application/ecf7cca6c10c561fa60688f8b51dfa46.pdf](https://www.dppps.sc.gov/var/plain_site/storage/original/application/ecf7cca6c10c561fa60688f8b51dfa46.pdf).

### **For Victims:**

- (a) The Office of Victim Services does not provide this information to victims; however, as noted above, it is published online.
- (b) Although victims often request specific reasons as to why the Board grants parole, The Office of Victim Services cannot provide such information because there are no criteria for "granting" parole and the Board does not give specific reasons for each grant.
- (c) The Office of Victim Services will provide the reasons for rejection upon request from a victim.

33. Does the agency currently post the annual Reports to the Sentencing Reform Oversight Committee on the agency's website? If yes, where? If no, would the agency oppose posting it, with all data utilized to create charts or graphs in the report in an Excel or CSV format that is exportable for analysis by the public?

Yes, PPP currently posts its annual Report to the Sentencing Reform Oversight Committee on the "Facts & Figures" page of the agency website, located here: <https://www.dppps.sc.gov/About-PPP/Facts-Figures>

34. What does PPP see as the pros and cons of collaborating with SCDC on objective common risk assessment methods and program criteria that may provide additional continuity for offenders that transition between supervision under SCDC and supervision under PPP?

Benefits of collaborating on strategies to provide continuity for offenders that transition between incarceration and supervision should be explored to ensure the inmate's success is the end-goal. Assessing risks for individuals inside correctional facilities and returning to society may not always be aligned. Both agencies should work together to ensure that their particular objectives are met while collaborating with the common goal of recidivism reduction and ultimate productive reintegration into society.

35. In compiling information for Parole Hearings, has PPP ever had issues relying on information about "programs" SCDC files indicated inmates completed? If so, please explain.

SCDC Program information is shared via a system-to-system nightly download. The nature of this download may at times cause certain data integrity problems. PPP reports information received from SCDC regarding programming entered into their Mainframe application. PPP does not currently have access to a comprehensive database of SCDC programming.

36. Is the Static-99R test, which PPP uses for determining the supervision level for sex offenders that enter PPP supervision through parole or another program, used by other states? If so, please list those that utilize it in the Southeast.

The Static 99-R is not solely used by PPP. The website [www.static99.org](http://www.static99.org) reports that this tool is extensively used in the United States, Canada, the United Kingdom, Australia, and many European nations.

- a. Does the agency have to pay a company to use or score the test? If so, please provide information on those amounts.

In 2019, PPP paid approximately \$9,000 to Dr. Robyn Wilson, Master Trainer, to train five Agents to be instructors of the Static 99R. Then, those five Agents were able to train other Agent staff on how to use and score the assessment. PPP does not pay fees specifically for the Static-99R assessment, because it is a part of the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) software. Most recently, in 2021, the Department paid approximately \$190,000 to access the Northpointe Software Suite to access COMPAS.

- b. Does SCDC utilize the Static-99R test?

Please refer this question to SCDC.

37. Our staff watched your parole board training videos and noted in one of the videos the agency states "sending an offender to a bad provider is sometimes worse than an offender receiving no treatment at all. PPP is able to evaluate outcomes and track a program's effectiveness and appropriateness for offenders." (24:16 in the video) How does PPP evaluate the outcomes and track a program's effectiveness?

In roughly 2014, PPP incorporated the service provider directory into PPP's updated supervision plan module. Incorporating the service provider directory allows Agents/offender supervision specialist to "attach" a provider to a supervision plan task. This allows PPP to examine a service provider's completion rates by program. Additionally, it allows PPP to examine case closure and readmission information based on referrals. For example, we can examine how many offenders that attended service provider X's program completed the program, how many offenders successfully completed supervision following program completion and how many returned to supervision following completion of supervision.

**Parole Board**

38. Please provide the following information, to the extent it is available, for other states in the southeast:

- a. Number of parole board members;
  - Alabama – Three (3) members appointed by Governor and confirmed by Senate.
  - Florida – Three (3) commissioners appointed by Governor and Cabinet and confirmed by Senate.
  - Georgia – Five (5) members appointed by Governor and confirmed by Senate.
  - North Carolina – Four (4) members appointed by Governor.
- b. Whether parole board members are full time or part time;
  - Alabama – Full Time (Former prosecutor. Former US Probation Officer. Former State Trooper.)
  - Florida – Unknown (Former State Attorney. Former Deputy Secretary Dept. of Corrections. Former Police Officer.)
  - Georgia – Full Time (Former State Representative. Former Deputy Director/Legals Dept. Public Safety. Former Commissioner Dept. of Corrections. Former State Trooper. Former District Attorney.)
  - North Carolina – Unknown (Former Parole Hearing Officer. Private Attorney. Former State Representative/Senator. Former Sheriff.)
- c. Requirements for those that serve on similar boards; and
  - Alabama - One member of the Bureau must have at least ten years of experience working for a law enforcement agency that investigates violent crimes or supervises people who have committed violent crimes.
  - Florida - A parole qualifications committee devises a plan for the determination of the qualifications of the applicants by investigations and comprehensive evaluations, including, but not limited to, investigation and evaluation of the character, habits, and philosophy of each applicant. The online application lists the following requirement: Members of the Commission. Members must be residents of the State of Florida. Nonresident applications will be accepted, but if appointed, the person must become a resident of Florida.
  - Georgia – None found.
  - North Carolina – None found.
- d. Number of inmates that appeared before the parole board in each of the last three years.

This information is not available.
- e. Other Information:
  - Alabama - <https://governor.alabama.gov/newsroom/2019/06/governor-ivey-signs-bill-reforming-alabama-board-of-pardons-and-paroles/>
  - Florida – Note: Only crimes committed prior to 10/01/1983 are parole-eligible.
  - Georgia – N/A
  - North Carolina - Only crimes committed prior to 10/01/1994 are parole-eligible. The Commission does not hold formal hearings and does not meet personally with offenders when reviewing cases for possible parole.

39. Has PPP added observation of a parole board hearing for violent offenders and a hearing for nonviolent offenders to required training for parole board members?<sup>3</sup>

As part of the 2021 New Board Member Training, new members were asked to observe parole hearings as well as to work through mock hearings with discussion. Mock hearings have also been included in the Board's Annual Training. There has been no official addition to the training requirements, which are described in the SC Code of Laws.

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<sup>3</sup> See 2018 LAC audit of SCDC requested by House Legislative Oversight Committee, Recommendation 73, on page 103 - LAC noted new members of the parole board are not required to observe parole hearings before deciding parole cases, only attend the initial training course.

40. Would PPP support requiring observation of a parole board hearing or participation in a mock hearing as part of the required training for parole board members?  
*The Agency has no objection to the addition of this training requirement.*
41. Is there a written test at the end of annual board training each year? Why or why not?  
*There is no written test at the end of annual Board training each year. It is the Agency's responsibility to provide annual training. There is no expressed or implied obligation or authority for the Agency to assess the performance or aptitude of the SC Board of Pardons and Paroles, individually or collectively.*
42. Please provide a copy of the parole board manual.  
*Please see the attachment labeled, "Question 42- Manual of SC Board of Pardons and Paroles."*
43. What is the purpose of the parole board manual?  
*The Parole Board Manual dates back to the Agency's inception. The document has been maintained and updated throughout the years for the purpose of identifying the Board's adopted procedures.*
44. When was the manual last updated?  
*November, 2019. The edit temporarily changed the Board's established quorum.*
45. Please provide a list of hearing days attended, by year, for each of the parole board members, noting at a general level, when applicable, any extenuating circumstances that may have impacted the number of hearings for which the member was available (e.g., medical issues).  
*This information is not maintained by the Agency.*
46. Would the board support the addition of an at-large board member who is available for hearings when current board members are unavailable for extended periods of time, resign, or are removed, to ensure a full board is available until the next board member is appointed? Why or why not?  
*Board members have expressed an interest in having additional members to ensure continuity of operations.*

### ***Parole Hearings and Release Process***

47. What training or information, if any, do agency personnel and/or parole board members receive regarding ethical obligations of attorneys that appear before the parole board?  
*There has been no training regarding this subject.*
48. Are there any policies or instructions to agency personnel and/or parole board members to report certain conduct (e.g., communication with parole board members prior to a hearing) to the Office of Disciplinary Council?
- If yes, please explain.
  - If no, would the agency oppose receiving training on these ethical obligations and update agency policies to incorporate information learned including, but not limited to, requiring PPP personnel report any potential ethical violations seen?

*There are no policies regarding this subject. The Agency is not opposed to receiving training regarding ethical obligations. The Agency would express concerns with requiring Agency staff to report perceived misconduct by Board members or attorneys. As the SC Board of Pardons and Paroles is a quasi-judicial autonomous decision-making body, the Agency is not responsible for controlling Board Members' conduct or practices. Implementing this requirement for Agency staff could create an undue fear of retaliation from external entities.*

49. How can the public be assured the board is reviewing investigative case summaries in advance of a hearing?  
*The Agency provides per diem for multiple days to compensate Board members for studying the investigative case summary packets. Board members' request for reimbursement and receipt of the funds confirm their attestation that they are indeed qualified to receive such funds.*



50. Since parole hearings are open to the public, what are the pros and cons of allowing the public the opportunity to view hearings online?

Public online viewing of parole and/or pardon hearings could allow complete transparency in the hearing process. There are many factors for consideration regarding the online video publication of parole/pardon hearings, which may be considered beneficial as well as disadvantageous. Please note, Board members have expressed objection to the online publication of parole/pardon hearings.

- Costs associated with support infrastructure and publication
- Costs associated with preparation of facilities and equipment to accommodate the publication of hearings
- Additional workflow procedures to prevent publication of sensitive testimony
- Privacy concerns – Inmates, Victims, Witnesses, Board Members
- Increase in hearing observation, without increased opportunity for input

51. How much would it cost the agency to enable the public to view parole hearings online?

Based on rough estimates from SCETV and others:

One-Time Estimate: \$253,000

Recurring Estimate: \$467,900/yr

52. Please provide the percentage of parolees released in CY17, CY16, and CY15 and the number that received new convictions within 3 years of release, by violent or nonviolent, and risk level (e.g., low, medium, high).

#### Non-Violent Cases

Risk Level	Num. Cases	Parole Count	Reject Count	Parole Percent	Reject Percent
Low	610	166	444	27.21 %	72.79 %
Medium	803	277	526	34.50 %	65.50 %
High	1155	283	872	24.50 %	75.50 %
No Assessment	78	13	65	16.67 %	83.33 %
<b>Total</b>	<b>2646</b>	<b>739</b>	<b>1907</b>	<b>27.93 %</b>	<b>72.07 %</b>

#### Violent Cases

Risk Level	Num. Cases	Parole Count	Reject Count	Parole Percent	Reject Percent
Low	636	67	569	10.53 %	89.47 %
Medium	152	33	119	21.71 %	78.29 %
High	116	16	100	13.79 %	86.21 %
No Assessment	50	3	47	6.00 %	94.00 %
<b>Total</b>	<b>954</b>	<b>119</b>	<b>835</b>	<b>12.47 %</b>	<b>87.53 %</b>

General Risk Level	Violent Risk Score				Total
	Low	Medium	High	No Assess.	
Low	221	150	85	0	456
Medium	27	73	89	0	189
High	6	19	62	0	87
No Assess.	0	0	0	13	13
<b>Total</b>	<b>254</b>	<b>242</b>	<b>236</b>	<b>13</b>	<b>745</b>

*Percentage of Parolees Released in CY 2015 w Subsequent Convictions through 11/3/20*

General Risk Level	Violent Risk Score			Total
	Low	Medium	High	
Low	29%	47%	56%	40%
Medium	44%	59%	60%	57%
High	83%	68%	65%	67%
No Assessment				54%
<b>Total</b>	<b>31%</b>	<b>52%</b>	<b>60%</b>	<b>48%</b>

1/1/2016 - 12/31/2016

**Non-Violent Cases**

Risk Level	Num. Cases	Parole Count	Reject Count	Parole Percent	Reject Percent
Low	619	227	392	36.67 %	63.33 %
Medium	788	286	502	36.29 %	63.71 %
High	1103	326	777	29.56 %	70.44 %
No Assessment	79	6	73	7.59 %	92.41 %
<b>Total</b>	<b>2589</b>	<b>845</b>	<b>1744</b>	<b>32.64 %</b>	<b>67.36 %</b>

**Violent Cases**

Risk Level	Num. Cases	Parole Count	Reject Count	Parole Percent	Reject Percent
Low	529	68	461	12.85 %	87.15 %
Medium	139	38	101	27.34 %	72.66 %
High	155	44	111	28.39 %	71.61 %
No Assessment	46	5	41	10.87 %	89.13 %

*Percentage of Parolees Released in CY 2016 w Subsequent Convictions through 11/3/20*

General Risk Level	Violent Risk Score			Total
	Low	Medium	High	
Low	30%	62%	25%	33%
Medium	40%	48%	59%	45%
High	59%	61%	64%	61%
No Assessment				38%
Total	38%	56%	61%	45%

Total 869 155 714 17.84 % 82.16 %

*All Parolees Released in CY 2016 by General & Violent Risk Scores*

General Risk Level	Violent Risk Score					Total
	Low	Medium	High	No Assess.		
Low	220		21	4	0	245
Medium	130		60	34	0	224
High	64		64	59	0	187
No Assessment	0		0	0	8	8
Total	414		145	97	8	664

1/1/2017 - 12/31/2017

**Non-Violent Cases**

<b>Risk Level</b>	<b>Num. Cases</b>	<b>Parole Count</b>	<b>Reject Count</b>	<b>Parole Percent</b>	<b>Reject Percent</b>
Low	537	250	287	46.55 %	53.45 %
Medium	696	347	349	49.86 %	50.14 %
High	1098	417	681	37.98 %	62.02 %
No Assessment	79	5	74	6.33 %	93.67 %
<b>Total</b>	<b>2410</b>	<b>1019</b>	<b>1391</b>	<b>42.28 %</b>	<b>57.72 %</b>

**Violent Cases**

<b>Risk Level</b>	<b>Num. Cases</b>	<b>Parole Count</b>	<b>Reject Count</b>	<b>Parole Percent</b>	<b>Reject Percent</b>
Low	504	94	410	18.65 %	81.35 %
Medium	124	54	70	43.55 %	56.45 %
High	124	50	74	40.32 %	59.68 %
No Assessment	31	0	31	0.00 %	100.00 %
<b>Total</b>	<b>783</b>	<b>198</b>	<b>585</b>	<b>25.29 %</b>	<b>74.71 %</b>

***All Parolees Released in CY 2017 by General & Violent Risk Scores***

<b>General Risk Level</b>	<b>Violent Risk Score</b>				<b>Total</b>
	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>No Assess.</b>	
<b>Low</b>	285	41	4	0	<b>330</b>
<b>Medium</b>	208	99	41	0	<b>348</b>
<b>High</b>	80	121	117	0	<b>318</b>
<b>No Assessment</b>	0	0	0	7	<b>7</b>
<b>Total</b>	<b>573</b>	<b>261</b>	<b>162</b>	<b>7</b>	<b>1,003</b>

General Risk Level	Violent Risk Score			Total
	Low	Medium	High	
Low	26%	46%	100%	30%
Medium	39%	48%	51%	43%
High	41%	44%	57%	48%
No Assessment				86%
Total	33%	46%	57%	41%

53. Would the agency object to providing the most up to date version of the recidivism data by risk level to parole board members with each hearing packet, like it does with the parole criteria? If so, why?

Recidivism is not something that can be retrieved on a weekly or monthly basis. It requires identifying offenders and tracking the arrest and conviction data for specific individuals. The information will be provided annually, as available from the research. Additionally, the criteria for parole consideration listing is provided as a tool to assist the Board members in their decision-making process. Neither state law nor the criteria established by the Board identify recidivism as a factor of influence, when determining if an inmate should be granted the privilege of parole.

54. Please provide the parole passage rates, separated by violent and non-violent offenders for the last three years.

FY 2019 – Violent 26.58% Non-Violent 44.67%

FY 2020 – Violent 27.66% Non-Violent 39.52%

FY 2021 – Violent 18.02% Non-Violent 27.82%

55. Would the parole board object to posting the hearing results based on both risk and to include and exclude crimes that were parole eligible prior to January 1, 1996 (i.e., no parole law), with a general listing of those crimes (e.g., murder, armed robbery, etc.)?

- a. How may this information be helpful to those who see hearing results?

The passage of the no-parole law solidified the General Assembly's desire to end early release for inmates serving sentences for Class A, B or C felonies which could carry a sentence of 20 years. It may be worth noting that many of these offenders, who are serving lengthy sentences, present with low recidivism risk scores. Posting the hearing results to exclude these crimes may help the interpreter to understand how many offenders within each category are serving sentences for this crime category. Sentencing reform has allowed a decrease of prison sentences for less serious offenses, leaving more serious crimes for parole consideration. The report above would not convey this information.

56. Please provide sample copies of each type of the following orders for violent and non-violent offenders, (a) authorizing parole; (b) denying parole; (c) authorizing pardon; and (d) denying pardon.

Please note there is no order of denial. **Please find attached the sample Parole Order "Question 56 – Parole Order Sample" and Pardon Order "Question 56 – Pardon Order Sample."** There is no difference between orders for Violent and Non-Violent offenders.

57. Please provide copies of reports, if any exist, board members receive at the end of a hearing day that summarizes what occurred during the day or their decisions.

**Please see sample attached, "Question 57- Sample Hearing Day Report."**

58. Does parole eligible mean an offender is guaranteed parole if certain conditions are met?

No.

59. What are the pros and cons of having a matrix which outlines how offenders earn parole, as opposed to a hearing in which board members have discretion in who receives parole, if a change in law occurred which permitted this type of matrix?

Applying a matrix outlining how inmates earn parole simply takes the discretion away from an autonomous quasi-judicial body of individuals appointed by the Governor and confirmed by the Senate and places that discretion in the hands of some other entity who will be tasked with interpreting the matrix and its components. As with all matters within the criminal justice system, information regarding sentences, disciplinary infractions, educational/behavioral programming, is relative to a number of other factors and open to interpretation. The lawmakers hold complete discretion to modify the parole procedures. Scrutiny must be a precursor to appointing powers to agencies/individuals with vested interests in the outcome of any process. The process of a matrix with mandatory release does exist with alternate programs, such as the Supervised Reentry Program and the previous Supervised Furlough programs. In these types of programs, inmates are released, who meet the statutory requirements as well as other established requirements.

60. What are some examples of pre-release conditions that must be met before an offender is released on parole?

Prior to being released to parole, each inmate's residence and employment plans are confirmed and approved.

- a. Do some of them include the inmate completing certain programming at SCDC? If so, what happens if SCDC is unable to provide the programming?

Certain SCDC Programming may be ordered as pre-release conditions. The Addictions Treatment Unit (ATU) and Self-Paced In-Class Education (SPICE) are the two programs most commonly ordered by the Board. The Board typically orders completion of these programs, if the inmate is already enrolled. If SCDC is unable to provide the programming, the condition is removed.

- b. During each of the last three years, how many inmates' parole, or parole hearings, have been postponed due to their inability to attend/complete the sex offender treatment program or another program required by the Parole Board because the program did not have enough open spaces or was unavailable due to lockdown at an SCDC facility?<sup>4</sup>

Parole hearings are not postponed due to inmate's inability to attend or complete programming.

### ***Pardons***

61. Please provide the following for each eligible pardon application for each of the last ten years in an Excel document:

- Year;
- Demographics of applicant;
- Whether represented by counsel;
- Whether granted pardon hearing;
- Whether granted or denied pardon;
- Crime for which applicant was requesting pardon; and
- Some way to identify which applicants are the same, with being able to identify who the applicant is.

PPP does not track this information.

62. When a pardon application is rejected, is the applicant informed of the reason for rejection?

No.

63. What is the average length of time for review, hearing, and decision on a pardon application?

7 to 9 months.

### ***Innovation***

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<sup>4</sup> SCDC response to Subcommittee (October 29, 2019), Question 16. During each of the last three years, how many inmates' parole, or parole hearings, have been postponed due to their inability to go through the sex offender treatment program because it did not have enough capacity? Response - This question would be better answered by the S.C. Probation, Parole and Pardon Services as this falls under their purview.



64. Please provide a flow chart outlining agency processes prior to implementation of the new Pardon Automation Center (PAC) and a flow chart outlining the process with PAC.

## Understanding the Pardon Process – PRE PAC

PLAN	Step 1	Application and \$100 non-refundable application fee received by Pardon Coordinator
	Step 2	Pardon Coordinator processes the Pardon Application and forwards to Investigations
	Step 3	Pardon Investigation is assigned to Investigator(s) based on county of convictions.
PREPARE	Step 4	Investigation is completed within 45 Days of assignment.
	Step 5	Investigation is reviewed and approved by Supervisor.
	Step 6	Investigation is forwarded to Pardon Coordinator within 60 Days of initial receipt.
PERFORM	Step 7	Applicant scheduled for pardon hearing and all parties are notified.
	Step 8	Cases downloaded to iPad for Board to study (14 days prior to hearing)
	Step 9	Hearing Date

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## Understanding the Pardon Process – POST PAC

PLAN	Step 1	Application and \$100 non-refundable application fee processed by Pardon Coordinator
	Step 2	Applicant ID created/confirmed in PAC and case assigned to Hearing Roster.
	Step 3	Criminal History Information entered into PAC
PREPARE	Step 4	Investigation is completed within the Pardon Automation Center.
	Step 5	Investigation is reviewed and approved by Supervisor.
	Step 6	Investigation is reviewed by Pardon Coordinator.
PERFORM	Step 7	Parties are notified of hearing date.
	Step 8	Cases downloaded to iPad for Board to study (14 days prior to hearing)
	Step 9	Hearing Date

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65. Please list direct benefits seen by employees from implementation of PAC.

- Parole and Pardon processes are mirrored and standardized
- Parole and Pardon Packets are mirrored and standardized for the SC Board of Pardons and Paroles
- Pardon Certificates are created via PAC (Previous process included hand-typing certificates).
- Hearing Preparation (Creation of pardon packets and rosters) automated
- Auto Generated Correspondence (Notification Letters, Letters to Clerk of Court, SLED Reports)
- As with any automation, the amount of time taken to complete all task is reduced, allowing for refocus on quality
- PAC allows for documentation and preservation of records
- PAC will allow for Agency tracking of Pardon information and statistics

66. Please explain the history of the PAC project and lessons learned from it (e.g., initial hesitations in feasibility, work with vendors, benefits of having internal stakeholders involved, etc.)?

The Agency has made attempts to automate the pardon process for a number of years. In July, 2018, as the Agency explored the creation of the Parole/Pardon Investigations Unit, meetings were held with subject matter experts, PPP IT and an external vendor to explore pardon automation. One of those meetings included a presentation regarding a previously developed and shelved application, which did not satisfy the Agency's business need. The designated subject-matter expert presented the idea of copying an existing system (PIC) Parole Information Center, which embodies the desired workflow and with modification could easily satisfy the business need. The response from internal and external information technology officials was that the suggestion was not feasible. Within weeks of that meeting, the designated subject-matter expert was informed that pardon automation was no longer a priority. After a number of conversations with IT experts and Agency leadership, permission was granted in 2020 to move forward with the original concept of modifying PIC to fulfill the pardon automation needs. The Pardon Automation Center (PAC) was developed and completed in approximately one year by Agency staff. PAC experienced a successful launch 07/07/2021.

Overcoming self-imposed limitations will hopefully be a lesson throughout state government. Often, it is easier to dismiss our true potential than to exert the energy required to fulfill it. The benefit of internal stakeholder involvement is immeasurable in the level of understanding surrounding Agency process and procedures.

67. How does the agency ensure systems built in-house can be maintained should employees who build the system separate from the agency (e.g., retire, leave for other employment, etc.)?

Multiple employees support and maintain systems built in-house and thus, could maintain these systems in the case of employee turnover.

68. Please provide/explain the following about the agency's planned e-filing system through which the agency asserts its 46 county offices will go paperless:

- a. flow chart outlining agency processes prior to implementation of the new system and a flow chart outlining processes with the new system;  
**Please see "Question 68 - E-filing Process Flow Charts" and "Question 68 - Process to Create Paper Files" attached.**
- b. direct benefits expected for employees from implementation of the new system; and  
E-Filing allows for Agents to have up-to-date information on an offender's case when they are not in the office. It also allows for agency internal partners to have access to case files for auditing purposes.
- c. history of the project and lessons learned from it (e.g., initial hesitations in feasibility, work with vendors, benefits of having internal stakeholders involved, etc.).

E-Filing was developed as a pilot program in April 2020 during the beginning of the COVID19 Pandemic. Because many employees began to work remotely, PPP wanted to create a system that would allow county

office staff to have access to case files, while they conducted field work and maintained contact with the offender population.

The expansion of E-filing began in July 2021. Currently the Department has over 3,200 cases that are considered "E-File Ready." Thus far, staff in 10 counties has been trained. Counties will be trained by regions. As counties within regions are trained, an audit team will review files uploaded into the Offender Management System (OMS) to ensure documents are labeled correctly and placed into chronological order. Each county has been given a completion date to have all legacy cases transitioned into E-File.

E-File is completely developed by employees within PPP. The cost of E-Filing is \$14,500. This includes purchasing scanners, styluses to allow electronic signatures, and Adobe Pro software for automotive sorting and form labeling. If this project was outsourced, research reflects that the cost to the Agency would be over \$2.1 Million.

The benefits of using internal stakeholders are: (1) Knowledge of policies for creation of case files (2) Understanding of what processes are user-friendly for Agency employees (3) Ability to use current systems to offset cost (4) Staff Confidence is instilled in the process due to internal staff creation.

69. Does the agency have regular discussions (quarterly, annually, etc.) about ideas for how various technology could be utilized to improve efficiencies and effectiveness at the agency? If not, would the agency consider it?

Yes, there are various methods in which ideas are presented on how technology can be used to make the agency more efficient. The Strategic Planning Committee meets regularly throughout the year and monitors the agency's progress toward achieving long term goals, some of which are technology-based. Also, staff may submit recommended technological/procedural changes to the Office of Professional Responsibility using the **Divisional Process Improvement Request Form 1208 (attached)** Procedures for Continuous Improvement.

In addition, the PPP TIB (Technology Investment Board) is responsible for reviewing, prioritizing, and approving all budget requests, agency projects, and technological expenditures in an effort to obtain maximum results. The Chief Information Officer also provides monthly updates to the Executive Management Team to enhance collaboration, discuss ongoing IT challenges, and address technological obstacles as it relates to the Agency's infrastructure.

70. How often does the agency draft flow charts and ask questions about current agency processes utilized?

All agency processes are evaluated on an ongoing basis. Whereas flow charts are not the preferred modality to evaluate processes, the hands-on approach is used; meetings and discussions are utilized most commonly. Reports on the progress of agency goal attainment are presented both at the monthly Strategic Planning Committee meetings and the monthly Executive Management Team meetings. When applicable, a flow charts are created and surveys are conducted.

71. How much funding and/or agency personnel time, if any, does the agency set aside or allocate for investment in pursuing ideas for innovative projects?

Time is regularly utilized to discuss new projects and innovative ideas during agency Leadership Meetings, Senior Managers at the Round Table (SM@RT) meetings, Strategic Planning Meetings, Team Meetings, Divisional Meetings and Executive Management Meetings. All ideas are presented through the chain of command followed by a final presentation to the Director and Chief for approval. Staff is encouraged to present ideas and innovative projects to support the Director's vision "to be the best in the business."

### ***Manual Re-entry***

72. Attachment A was created based on information PPP provided as part of the Accountability Report in 2019-2020 related to manual entry of data, costs, and potential impacts of errors. Please review to ensure the information is accurate and provide any updates needed.

The information provided in the attachment is correct.

The calculation used to create Attachment A is as follows:

\$45,400 (average salary of 324 PPP employees who spend 10-24% of their time entering manual data)  
x .15 (median percent) x 324 employees= \$2,206,440 cost of employee time entering data

\$53,000 (average salary of 5 PPP employees who spend less than 10% of their time entering manual data)  
x .05 (median percent) x 5 employees= \$13,250 cost of employee time entering data

(Note: The number of staff performing manual data entry and the average salary came from the Program Evaluation Report [PER].)

73. Please list the databases at PPP.

- Offender Management System (OMS) - Manages Offenders under Supervision [custom]
- Parole Information Center (PIC) - Manages Parole hearings, and other types of Inmate releases [custom]
- Ignition Interlock Device (IID) - Ignition Interlock Program [custom]
- Parole Automation Center (PAC) - Manages Pardon hearings and investigations [custom]
- Single Sign On (SSO) - Security database for other applications [custom]
- Forms and Reports (FR) - Repository for forms and reports used across applications [custom]
- Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) - The Risk and Needs Assessment database [commercial]
- Track-It – Helpdesk [commercial]
- TeamIA - Archival document management for Human Resources and Records Management [commercial]
- Livescan - Fingerprint server [commercial]
- Applicant Registry - Manages a pool of prospective Agents for hire [custom]
- Human Resource System (HRS) - Archival data for Human Resources [custom]
- Property - Manages Law Enforcement property [custom]

74. Please list any information that must be manually typed into more than one database at the agency because the databases do not talk with one another (e.g., victim information)?

The Records Division scans documents (offender information, orders, cases, forms, etc.) into the TeamIA database. This information must also be manually typed into the Offender Management System (OMS) database, which contains offender and victim-related information. The two aforementioned databases don't "talk" to each other directly; manual intervention is needed. Information Technology Services (ITS) data base administrator runs queries (scripts) as needed to retrieve offender data (SID#) from OMS database and feeds the SID# to the TeamIA database. Hopefully, this issue will be resolved eventually due to the implementation of the E-File pilot project. E-File will replace TeamIA database. This way, the Department will no longer need to pay for the TeamIA annual license/support fee.

A similar example is that release program information must be manually entered into the OMS database. It is not auto-populated from the Parole Information Center (PIC) database.

75. Is there a central data warehouse in which some or all agency information is stored from which some or all of the different agency databases and divisions can access the data needed to perform their respective tasks? If not, would the agency be open to having one?

No, there is no central, multi-agency data warehouse in existence. Yes, PPP would be open to this initiative.

76. Please provide a copy of the agency's grant submission for its data sharing initiative that was noted during agency personnel testimony in the July 27, 2021 Subcommittee meeting. Additionally, please provide an explanation of the agency's plans for addressing the issue if it is not awarded the grant.

Please see the attachment labeled, "Question 76- JRI Data Sharing Grant Narrative." If this grant is not awarded, PPP still considers data sharing a priority and we may make a future budget request to support this initiative.

77. In an Excel chart, please list the specific data fields PPP receives from SCDC in the regular download with a summary beside each field type (or group of field types) that explains what the information is and how it is utilized by PPP.<sup>5</sup>

Please see the attachment labeled, "Question 77- PIC Tables Received from SCDC."

78. Please list any other information about an offender that any personnel at PPP must obtain and, for each, from where the information is obtained, method through which it is obtained (e.g., U.S. mail, email, physically pick up, database transfer), and how it is input into a PPP database or system, if entered into one.

Info	Where is info located?	What method is used to obtain the info?	How is info entered?
Criminal history	SLED	Sled database retrieval	Not applicable
Fingerprints	Offender	Entering fingerprints into Livescan database	Not applicable
Intake information	Court , offender	Information received on paper	Manual entry
Offender reports	Body Camera, offender	Meeting with offender	Manual entry
PSE hours	PSE worksite	Visit to worksite, email or phone call	Manual entry
Jail records	Jail	Website, in person	Manual entry
New offense	Public Index	Website, in person	Manual entry
Treatment progress	Treatment provider	Email, in person, phone, mail	Manual entry
GPS data	Vendor website	Retrieval of information	Manual entry
Drug test results	Drug test	Conducting test, receiving lab results	Manual entry
DNA	Offender, ILAb (SLED)	Swab test or retrieving data from ILAB	Manual entry

<sup>5</sup> SCDC response to Subcommittee (October 29, 2019), Question 15. What information does the parole board request about inmates? Response - The S.C. Department of Probation, Parole and Pardon Services downloads data from SCDC's OMS nightly; therefore, the Parole Board does not request anything from SCDC. Please see attached list of information provided through OMS. Attached document includes the following list: • Inmate demographics • Inmate movement • YOA programs-Young Offender Intensification Program participation • Victims • Reentry Services • Detainers • Disciplinarys • Parole review • Programs-program participation, while at SCDC, to include start and end date and completion status • Drug testing • Supervised furlough reviews • Classification reviews • Priors • Inmate address • Conviction • Alias • Accomplices • Relatives • Previous numbers • Education-certificates earned while at SCDC and enrollment in educational programs • STG-Security Threat Group • TCUDS-Texas Christian University Drug Dependency Screen • EWC-Earned Work Credits • EEC-Earned Education Credits • Inmate restrictions

NCIC information	Offender	Retrieval of information from DataMax	Manual entry in field office and/or Central Office
Body camera footage	Body Camera	Download and label in Axon Evidence.com	Not applicable
Social History	Offender	In person, phone	Manual entry
Employment Verification	Employer	In person, phone	Manual entry
Residence Verification	Homeowner	In person, phone	Manual entry

79. Are the individuals in the Field Office Specialist roles manually entering any information into agency databases? If so, what information are they entering and has the agency looked into the possibility of having the information electronically sent to the agency to avoid the need for manual entry?

Yes, court information (entering new case information and court/release intake social history information) is entered by Field Office Specialists. Also, the recording of payments to County Clerk of Court office are entered into (Offender Management System) OMS Next. The majority of the intake information is obtained through an interview with the offender, so it would not be available to be sent electronically by other Agencies. The Department recently applied for a grant to receive and deliver data to SLED and SCDC. PPP is supposed to know if the grant is awarded in September 2021.

80. For the following orders/forms, how does the agency utilize the information in them and why are they handwritten instead of typed into an electronic system?

- a. Probation Revocation/Continuation Order (Form 9);
- b. Order of Supervised Reentry Revocation (Form 1455);
- c. Administrative Sanctions Order (Form 9B); and
- d. Parole Revocation Order (Form 1160).<sup>6</sup>

- The information is utilized to modify or close the offender order.
- The information is handwritten, signed by the correct authority and then typed in OMS.
- The Form 9 is a Court Administration form and PPP is not linked to Court Administration's database at this time.
- Any PPP form should be placed in OMS Forms Module or Violation Matrix after digital or handwritten signatures are obtained.
- The Form 9 can be completed electronically by using the Form 9 available in PPPnet or OMS. Usually done in virtual court settings, the Form 9 sentence information is usually typed, and the form 9 is then sent to the Judge by e-mail for his/her signature.
- The other documents listed are not official Court Administration documents and are internal documents used by the Department to return offenders to SCDC or impose additional sanctions. Because internet access is required for electronic entry, the Department is limited to handwriting documents in certain locations or circumstances.

81. Approximately how many Form 9s were processed each of the last three years?

**FY19** – 7,160

**FY20** – 6,628

**FY21** – 6,174

82. Each time a Form 9 was processed, the information from it was manually reentered at least twice, once by an employee at PPP into PPP's database and once by an employee at SCDC into SCDC's database, correct?

It is entered manually by PPP once the judge's signature is obtained and the Form 9 received.

<sup>6</sup> See slide 197, 205, 206, 210 in the agency's Field Operations Presentation.



83. What information is tracked through the internal offender management program<sup>7</sup> and, of that information, (a) which is manually entered into the system, after receiving it from somewhere else, and (b) which is electronically transferred into the system?

- Offender social history (family members, employment history, financial info. etc.), manual
- Offender identifiers (DOB, SSN, Race, Sex, etc.), manual
- Criminal history with PPP, manual
- Home visit interaction, manual
- Treatment provider interaction, manual
- Telephone calls with offender and community contacts, manual
- Court information, manual
- Drug Test results, manual
- Arrest records, manual
- GPS information, manual
- COMPAS, data transfer
- Incident Reports, created in OMS and manually entered for non-offenders

84. Please provide examples of errors the agency has discovered from manually entering data into its systems related to offenders or victims and the potential impact of those errors from the most minor to most severe.

Example: Offender had a C-Supervision (CSP) case entered as a probation case. At a violation hearing, the judge revoked six years when the statutory maximum for CSP is one year. (While this could have been harmful, the error was caught and an order was presented to the judge for correction before the offender served longer than one year.)

Example: An offender was on probation, and his restitution was deferred. The Solicitor's office had the hearing and the restitution order was filed in the Clerk's office. However, the Solicitor's office did not notify PPP so the account was not entered in the PPP database. There were seven months of supervision where we did not collect restitution.

### ***Supervision***

85. Please provide a chart with the number of yearly releases from SCDC to PPP for each of the last ten years, by release program (e.g., probation, parole, CSP, SRP)?

NOTE: This chart does not include offenders sentenced by the courts instead of released from SCDC into PPP supervision. [Populations **not** included are: GPS monitoring, "Not guilty by reason of insanity" (NGRI), Probation, Probation terminated upon payment (PTUP) and Youthful Offenders (YOA).]

	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
<b>C-Supervision</b>	896	939	1,091	1,026	1,111	1,025	969	926	887	805	775
<b>DJJ</b>	38	50	45	33	23	13	17	21	23	15	8
<b>Parole</b>	690	954	735	738	694	1,032	893	1,034	1,473	1,461	1,103
<b>Supervised Furlough-2</b>	7	7	5	3	5	3	3	2	-	1	-
<b>Supervised Furlough-2A</b>	18	7	5	6	3	4	-	1	1	1	-
<b>Shock Incarceration</b>	1	-	-	-	90	151	128	151	146	112	107
<b>Split Sentence</b>	2,234	2,085	2,333	2,321	2,205	1,897	1,862	1,644	1,593	1,461	1,324
<b>Supervised Reentry</b>	-	-	-	56	296	509	686	795	757	597	297
<b>Total</b>	<b>3,884</b>	<b>4,042</b>	<b>4,214</b>	<b>4,183</b>	<b>4,427</b>	<b>3,603</b>	<b>4,558</b>	<b>4,574</b>	<b>4,880</b>	<b>4,453</b>	<b>2,512</b>

<sup>7</sup> See slide 157 in the agency's Field Operations Presentation.

### ***Time Served***

86. Please explain each step in how PPP calculates the amount of time served by an offender for purposes of calculating whether an inmate is eligible for parole, CSP, or SRP including the source of each item of information utilized in the calculation. If PPP does not calculate “when” an individual is eligible, what does PPP review to determine “whether” an individual is eligible?

PPP does not calculate eligibility dates. To determine eligibility, PPP reviews the sentencing documents for the potentially parole or CSP-eligible crimes. SRP is a mandated release for parole-eligible inmates prior to the expiration of their active incarceration. PPP does not conduct an additional review for SRP eligibility.

87. Is there a central location where a victim, entity with an offender under its supervision, or offender, can see the following for a single offender:

- a. all charges (regardless of the county) for which an offender is under supervision;
- b. breakdown of time sentenced;
- c. breakdown of credits received, including time served and all locations which serve as the source of that credit; and
- d. time remaining until eligible for release (e.g., parole, CSP, SRP, in general)?

There is no central location matching that description.

88. If there is a question about whether the amount of time served written on a court order is accurate, what steps does the PPP take to confirm?

The SC Department of Corrections (SCDC) assumes the responsibility of calculating and applying time served. Generally, any amount of time served written on a court order is applied by SCDC because it is considered a court order. (Per S.C. Code 24-13-40 and *Tant v. South Carolina Dept. of Corrections*, 408 S.C. 334 (2014).) If a question is raised to PPP about the accuracy of the amount of time written on a court order, the PPP official is to refer the question to the appropriate SCDC staff.

89. How would an auditor check if the amount of credit for time served was accurately entered in the databases and forms of the following entities:

- a. PPP;
- b. SCDC;
- c. Local detention center; and
- d. Court.

The auditor would need to review all sentencing documents and receipts and release records for all detention facilities from the original arrest date within all of the aforementioned entities.

### ***Victim Notification and Information***

90. Does PPP send required notifications to victims by default or wait to have a victim request notification?

PPP sends **initial** notifications by default to all victims where we receive victim contact information from the Solicitor’s Office.

**For straight time cases**, PPP will send receipt letters to all victims where we receive victim information from the Solicitor’s Office. This letter notifies the victim they are registered with PPP and will receive notifications in their case if applicable. The letter also advises the victim of their responsibility to update their address with our agency should it change as well as provide information to register with SCDC. **(Please see the attachment labeled “Question 90- Office of Victim Services- Receipt Letters.”)**

**For straight probation and split probation cases**, PPP will send initial notifications to all victims where we receive victim information from the Solicitor’s Office. The initial notification letter advises the victim of the sentence the offender received as well as standard and special conditions. The letter also asks the victim to respond within in 30 days, complete and send the enclosed Victim Response Form back to the county office if they wish to continue to be

notified and remain active in the case. Once the victim advocate in the county office sends the initial notification letter (Form 1165), the notification status is turned to 'N' until the victim returns the victim response form indicating they wish to continue notification. **(Please see the attachment labeled “Question 90- Office of Victim Services- Initial Notification Letter.”)**

91. Please list the pros and cons of the system or process by which PPP sends notifications to victims compared to the one utilized by SCDC.

SCDC primarily uses technology such as email and text to provide notification to victims. PPP primarily uses letters sent via U.S. mail for mandatory notifications to victims.

Pros of using an email/text platform:

- Faster delivery
- Less manual labor
- Less material costs (no paper, no postage)

Cons of using an email/text platform:

- Some victims are not proficient using text and/or email.
- If technology fails, then notifications are not sent.

92. Please list the pros and cons of PPP and SCDC utilizing the same or similar systems to send victim notifications.

Pros of PPP and SCDC using the same system:

- Consistency of Victim Information
- Easier Access to Information (for information not captured by PIC, we have to pull up SCDC's system).
- Timeliness of Notifications

Cons of PPP and SCDC using the same system:

- Confidentiality – there may be information in the system either agency does not want shared, i.e. if a victim calls PPP and there is a note entered by SCDC re: inmate. PPP may inadvertently share this information. Parameters/guidelines would have to be established for both agencies.
- Must consider who will be granted access to the system.
- Cost and effort to expand the system to account for PPP notifications. Notifications by text or email may be a little more complex as victims are notified about the date of the hearing. Along with the notification letter, other letters are sent with detailed information about how to attend, who to call and options to attend.

93. Please provide a sample list of the different victim notifications provided by the different entities that are constitutionally required to send notifications. Please estimate the number of different types of events that trigger notification from each entity.

Type of Entity	Applicable portion of State Constitution (Article 1, Section 24(A))	Example Events that would trigger a Notification to Victim (Entity Likely Making the Notification)	Other entity that <u>must</u> be notified when event occurs

Responding Law Enforcement Agency Victim Advocates (e.g. county sheriffs, city police department; local detention facilities)	(2) be reasonably informed when the <u>accused</u> or convicted person is arrested, released from custody, or has escaped;  (4) be reasonably informed of and be allowed to submit either a written or oral statement at all hearings affecting bond or bail;	<ul style="list-style-type: none"> <li>• Offender is arrested. (Law Enforcement)</li> <li>• Offender makes bond. (Detention Center)</li> <li>• Offender escapes from local detention facility. (Detention Center)</li> <li>• Offender has a bond hearing. (Detention Center, Summary Court or Law Enforcement)</li> </ul>	<b>None for which we are aware</b>
Prosecuting Entity Victim Advocates (e.g., Attorney General; Summary Court/Law Enforcement; 1 of 16 Circuit Solicitors)	(3) be informed of and present at any criminal proceedings which are dispositive of the charges where the defendant has the right to be present  (4) be reasonably informed of and be allowed to submit either a written or oral statement at all hearings affecting bond or bail;  (5) be heard at any proceeding involving a post-arrest release decision, a plea, or sentencing;	<ul style="list-style-type: none"> <li>• Preliminary Hearing (Summary Court)</li> <li>• Offender's bond hearing or bond reduction hearing. (Summary Court/Solicitor's Office)</li> <li>• Defendant's guilty plea. (Solicitor's Office)</li> <li>• Defendant's trial. (Solicitor's Office)</li> <li>• Restitution hearing (Solicitor's Office)</li> </ul>	<b>None for which we are aware</b>
Post-Conviction Agency Victim Advocates (e.g., SCDC, PPP, Attorney General, DJJ)	(2) be reasonably informed when the accused or <u>convicted</u> person is arrested, released from custody, or has escaped;  (10) be informed of any proceeding when any post-conviction action is being considered, and be present at any post-conviction hearing involving a post-conviction release decision;	<ul style="list-style-type: none"> <li>• Offender is released from an institution e.g. maxout, mandatory release programs. (SCDC)</li> <li>• Offender escapes from institution. (SCDC)</li> <li>• Offender absconds from supervision; (PPP)</li> <li>• Parole Consideration Hearings (PPP)</li> <li>• Violations of parole or shock parole. (PPP)</li> <li>• Violations of probation and CSP. (PPP)</li> <li>• Post-Conviction Relief (PCR) Hearings (Attorney General)</li> <li>• Oral arguments for Direct Appeal or PCR Appeal cases (Attorney General)</li> </ul>	For CSP releases, SCDC notifies PPP. S.C. Code Section 24-21-560 (F)  For Parole Consideration Hearings, PPP also notifies the Solicitor who prosecuted the case and the law enforcement agency responsible for the arrest. S.C. Code Section 24-21-221

94. Are there scenarios in which a single victim may be receiving notifications from the victim advocate at two or more entities? If yes, please provide one or two example scenarios.

Yes. There are scenarios where a victim will properly receive notifications from more than one entity.

Scenario #1: An offender is currently serving time in SCDC and is eligible for parole. This same offender has also filed an appeal for his criminal conviction. If the victim is registered with SCDC, the victim will receive information from SCDC. However, if this same inmate is eligible for parole and is scheduled for a parole hearing, the victim will also receive notification from PPP as to the date and time of the parole hearing. Finally, the SC Attorney General's office will contact the victim as it relates to the appeal process which is taking place while the inmate is serving his sentence.

Scenario #2: If an offender on supervision reoffends the same victim and is arrested for this offense, the law enforcement agency will contact the victim about the arrest and/or the bond hearing for the new offense. If the offender is convicted of the new offense, the offender then is in violation of his probation. PPP will notify the victim of the probation violation hearing.

95. Is there a central location in which a victim can log in and initially set, or later change, their preferences for the notifications they receive from PPP (or any entity) and method by which they receive it?

There is no central location for a victim to log in, initially set or later change their preference for notifications they receive from PPP or any entity in the criminal justice system. Nor is there a central location for a victim to have the ability to choose the method by which they wish to receive notification.

- a. What would be the pros and cons of having a central location or system with this feature?

Pros:

- A centralized location offers the victim a "one-stop" place to able to control their victim information and preferences.
- A centralized location also minimizes notifications going to the wrong address or email address, thus preventing delays in notification.

Cons:

- The confidentiality of victim information may be compromised.
- The victim would have to be issued some kind of identifier such as a PIN number to be able to access his/her information ONLY.

96. Is there a central place where PPP can see a record of the different notifications a victim received while the offender was under PPP supervision, or at any other point in the process (i.e., when offender was under SCDC supervision)?

For those victims associated with offenders under PPP supervision, only PPP staff can see the different notifications sent to a victim. In the "Notification History" tab in the Offender Management System (OMS), the different notifications sent to a victim during the course of an offender's supervision are listed chronologically. There is no central place where an individual can look at notifications sent to a victim throughout their journey in the criminal justice system.

- a. What would be the pros and cons of having a central location or system with this feature?

Pros:

- As the victim progresses through the criminal justice system, knowing what mandatory notifications were provided to the victim is helpful. It is not unusual for a victim to reach the post-conviction stage and not know their case was disposed of at the prosecution stage.

Cons:

- The confidentiality of victim information may be compromised. Only certain approved individuals should be allowed access to this information.

97. Is there a central location in which an entity can select the type of triggering event and the notification automatically go to all the victims and entities that need to receive the notification (e.g., victim, solicitor's office, initial responding law enforcement agency) and the entity selecting the event access an audit trail, so if anyone claimed they did not receive a notification, it could be confirmed?

There is no central location in which an entity can select the type of notification and then that notification automatically go to the victim and any other agency that also must receive notification. There is also no central location where an entity can track to see if a victim received mandatory notifications during their journey in the criminal justice system.

a. What would be the pros and cons of having a central location or system with these features?

Pros:

- It would be difficult to determine the impact of this kind of notification system to all entities in the criminal justice system. However, as it relates to post-conviction agencies like PPP, it would be helpful to see what victim notifications have been sent by SCDC and S.C. Attorney General's Office. The ability to share notification and victim contact information would benefit all three post-conviction agencies.

Cons:

- The confidentiality of victim information may be compromised. Only certain approved individuals should be allowed access to this information.

### ***Offender Information***

98. Please determine and list in an Excel chart the specific information PPP could, and could not, provide about offenders under its supervision in a format similar to that included about inmates on SCDC's website (see, <https://public.doc.state.sc.us/scdc-public/>) For information that cannot be provided, please state why.

S.C. Code 24-21-290 makes the information Agents receive in their official duties privileged and confidential. Therefore, most information about offenders would fall under that protection. However, the agency director is authorized to release any information, meaning that PPP could theoretically list anything about an offender (unless privileged or confidential pursuant to some other law) on its website with director approval. The policy behind the statute – encouraging free and open communications between offenders and their Agents to encourage their rehabilitation – is reasoning for why the director should not authorize offenders' files to be released publicly on its website.

### ***Restitution***

99. For what type of crimes are individuals ordered to pay restitution?

Restitution can be ordered for any type of crime. However, it is at the discretion of the court as to whether it will be ordered.

100. How is the amount of restitution determined?

The amount of restitution is usually determined by the Court or the Parole Board. In some instances the Parole Board asks for the Agent to investigate and determine the amount owed to a victim. In these situations Agents will work with the Office of Victim Services, the prosecuting Solicitor, and original arresting agency to determine this amount.

101. Are there individual payment plans established to ensure the offender has an opportunity to get back on their feet while still paying the restitution?

If the Court or the Parole Board have not already established a restitution payment schedule, payment plans are then established automatically by our Offender Management System (OMS). This payment is calculated so that the



balance is paid within 80% of the period of supervision. At the beginning of supervision, if the offender is unable to make the ordered payments due to a hardship, the Agent and Supervisor can restructure the payment plan. If this hardship continues, the Court can be consulted and asked to set a payment plan. As with any hearing, the victim will be advised and allowed to attend and testify.

102. How has the agency been able to more effectively utilize time of personnel that were accepting payments from offenders in person, now that payment can be made online?

It should be noted that taking monetary payments on offender accounts are only a small portion of many duties of a Field Office Specialist. Furthermore, whereas we are now taking the majority of payments online as of late, agency staff members still accept cash in the county offices as needed. Some offenders still do not have the means to access the internet and/or utilize the online payment system. Field Office Specialists also still receive money orders via the mail and must process those payments as well.

103. What ecommerce company does the agency utilize to accept payments online?

PPP utilizes the services of NIC – SC Interactive to accept online payments.

- a. Does PPP have to pay the company to allow individuals to submit payments online or are those fees added to the individuals who submit the payments if they choose to make them online instead of in person?  
PPP does not pay any fees to NIC for online credit card processing. The individuals submitting payments online are charged a percentage of their transaction amount to offset the cost of the service.
- b. Is the same company utilized by other state agencies? If not, could fees statewide be lowered if the same company was used for all online payments individuals make to different state agencies whether it is restitution payments, or payments for fishing licenses? Yes, NIC has a state contract through the State Treasurer's Office.

104. How does the agency (or Parole Board) determine whether to make collection of debt to the S.C. Attorney General's Department of Crime Victim Compensation (DCVC), a condition of parole?<sup>8</sup>

The Board orders parole in an amount and at a rate to be determined by the Agent.

105. How does PPP, SCDC, and the Attorney General's Office track payments and amounts owed related to restitution as an offender may transition supervision between agencies?

PPP has its own monitoring system. (However, SCDC does have viewing rights to OMS accounts only.)

If an offender is sent to SCDC they also have their own monitoring system, getting their information from the sentencing order. SCDC will consult with PPP for balances due to victims from payments made while the offender was on probation. If the inmate has never been on probation, SCDC will set up and monitor any payments made by the inmate. If payments were ordered to be paid to the Attorney General's Office, they collect payments directly from the offender. We consult with them for payment updates. Also, a sentence can order that restitution payments be made through Drug Court. The agency also communicates payments made to adjust our records.

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<sup>8</sup> Slide 118 and 119 in the agency's Field Operations Presentation states, "S.C. Attorney General's Department of Crime Victim Compensation (DCVC)\* may **make an immediate restitution payment to a victim of crime up to \$15,000 from the S.C. Victim Compensation Fund for medical and dental services** rather than requiring victims to wait for restitution to be collected and distributed incrementally over the course of offender supervision. If the state makes a payment to, or on behalf of, a victim or intervener, or eligible family member, the person who committed the crimes owes a debt to the state. Making payments to the debt may be made a condition of probation by the court or a condition of parole by the Department. Department then must work with the Director of the S.C. Attorney General Crime Victim Services Division, and Deputy Director of the Crime Victim Compensation Department on policies and procedures to assure that victim restitution programs are administered in an effective manner to increase payments into the fund."

- a. Is information emailed back and forth between the agencies, or is there a system the two agencies can utilize to prevent the need for reentry of data?

No system is in place at the moment to share restitution information. The agencies communicate through emails.

106. Why does it take up to 30 days for PPP to confirm payment and mail a restitution check after an offender pays?

Prior to March 2020, payment transactions were made in county offices. Once the deposit packet for each county was submitted and received in Accounts Receivables, this section was responsible for auditing each deposit packet and its contents to ensure that all of the required documentation was included. The deposits were then batched and sent to the State Treasurer's Office (STO) for review and verification of the deposit in the state's account. The STO would then notify the agency of the valid deposit. At that point the payment could be confirmed in the PPP Offender Management System (OMS) for check processing. The checks were then processed at the STO and returned to the agency for mailing. The victim and offender accounts were then updated with the check number and the checks were mailed to the victim. During the pandemic, we started taking payment via mail in the PPP Central Office. The deposit process remained the same. The processing time was reduced after the county office was removed from the process.

**It now takes about 14 days to confirm and mail a restitution check to any given victim.**

107. Can a victim provide bank information so restitution can be direct deposited into their account instead of receiving a mailed check?

The Victim *can* provide bank information to the State Treasurer's Office (STO) per the instructions included with their check or on the STO website.

108. Are there any other states in the Southeast that allow victims to provide bank information so restitution can be direct deposited into their account instead of receiving a mailed check?

The Agency is not aware whether other states in the Southeast allow victims to provide bank information so restitution can be direct deposited.

109. Who would have information about the amount of restitution an offender on probation owes a victim? (e.g., Form for Victim Registration has place for victim to include that information)

- a. Which source would have the most accurate information?

The information placed on the registration form from the victim alerts PPP there may be restitution ordered in this victim's case. However, the official document PPP uses to enter restitution account information is the sentence sheet and/or the restitution order. If we receive information from the victim they are owed restitution PPP will check it against the information we received from the court.

- b. How does PPP receive this information from the most accurate source, if it receives information from them?

The sentence sheet and/or restitution order has the most accurate information. Each probation office receives this information according to county practices in court. Some probation offices receive copies of the sentence sheet and/or restitution order in court. Some probation offices receive it via email or other forms of transmission. Delivery of this information is not conducted via the same process in each county.

110. Who would have information about the amount of restitution an offender released under something other than probation (CSP, SRP, Parole) owes a victim? (e.g., Form for Victim Registration has place for victim to include that information)

- a. Which source would have the most accurate information?

The restitution amount an offender owes the victim for all supervision cases is found on the sentence sheet and/or restitution order. This is an official document and the most accurate source to determine the restitution amount. If a victim fills out the restitution amount on the form, it alerts PPP to the possibility of restitution owed by the offender and will be checked against information in OMS.

- b. How does PPP receive this information from the most accurate source, if it receives information from them?

Each county has a different process for receiving information from the courts such as sentence sheets and/or restitution orders. Some counties give copies of this information to the probation office in the courtroom. Some counties will email it or use other methods to ensure the information is sent to the probation office.

111. Of the offenders released from all supervision requirements in the following years, what was the total amount of restitution owed that was never paid:

- a. FY11-FY15; and
- b. FY16-FY20.

Fiscal Year	Unpaid Restitution Amount
2011	22,960.50
2012	30,001.96
2013	11,204.81
2014	6,126.49
2015	10,862.39
2016	32,579.19
2017	14,043.16
2018	20,495.58
2019	14,864.11
2020	30,936.68

112. Please provide the percentage of victims that received full restitution during the time periods below (and total number that did not) and explain how the agency calculated the percentages.

- a. FY11-FY15 (while under supervision);
- b. FY16-FY20 (while under supervision); and
- c. FY16-FY20 (while under administrative monitoring).

**Please see the attached spreadsheet labeled “Question 112 – Victims Paid in Full- Final.”**

Note: An average of 10-11% was reported in testimony to the LOC on August 29, 2021; however, this was the percentage of **offenders** who paid their restitution accounts in full during supervision. The attached spreadsheet reflects the percentage of **victims** that received full restitution.

113. When did the agency first begin administrative monitoring?

January of 2011.

114. Please list the number of individuals on administrative monitoring, separated by the total number of years in which they have been on administrative monitoring.

At the end of FY ‘20, there were 22,651 offenders in the administrative monitoring program. The chart below shows the amount of time (in years) each offender was in the program from the date their administrative monitoring case began to the end of FY ‘20.

Years in AM Program	Number of Offenders
Less than 1 Year	6,415
1-2 Years	5,110
2-3 Years	3,986
3-4 Years	2,701
4-5 Years	1,835
5-6 Years	1,429
6-7 Years	933
7-8 Years	221
8-9 Years	21

115. Please explain the mechanisms utilized by PPP during the last five years to ensure a victim receives full restitution, and frequency in which PPP utilizes them, including but not limited to number of unpaid amounts before petition for civil contempt has been filed for violation of administrative monitoring?
- Please list any other mechanisms available that PPP does not utilize.  
Agents monitor arrearage reports monthly, regardless of if the offender has been seen during this time period. If an offender is found to have missed a payment, the Agent is to act by notifying the offender and to order that a payment be made. If the offender becomes three payments in arrears, the case must be staffed with a supervisor. During this staffing, it is determined if the missed payments are willful or not. Other mechanisms to assist in collecting monetary obligations include: employment counseling (if unemployed), drug counseling (if substance abuse is found), or the case can be referred back to Court for a Judge to review the case. Sometimes hardships are found and fees are waived by the courts or PPP staff so that more of an offender's financial means can be directed to a restitution account. It should be noted that by statute if a restitution account is 6 payments in arrears, it must be referred back to court (per S.C. Code Section 17-25-322(C)). For a term of probation that is shorter than five years, the court has the option to extend probation to a full five years to provide additional time for payment of restitution. Offenders are advised that if payments are made as instructed, they are granted compliance credits in order to be released earlier than originally ordered. Offenders on administrative monitoring who become six or more payments in arrears are to submit to the county of conviction for an issuance of a Petition for a Civil Contempt. However, *prior* to issuance of the petition, but *after* the offender is placed on administrative monitoring, phone calls, Late Payment Notices and emails are sent to the offender to assist with the collection of the restitution.
116. How many times has a petition for civil contempt been filed for violation of administrative monitoring since inception of administrative monitoring?  
PPP has filed twenty-four petitions for civil contempt for violations of administrative monitoring terms over the past nine years.
117. How many victims have offenders, that are under administrative monitoring, that have not made payments toward restitution for at least three consecutive months during each of the following time periods:
- FY16;
  - FY17;
  - FY18;
  - FY19; and
  - FY20.
- Please see the attached chart labeled, "Question 117 – Offenders in AM with a DACOR Account."

### ***Referrals and outside services***

118. Do PPP, SCDC, and other state agencies (e.g., Department of Alcohol and Other Drug Abuse (DAODAS), Department of Mental Health (DMH) contract with some of the same entities, or for some of the same type services, to be provided to offenders or other individuals?  
Yes, PPP, SCDC and other state agencies rely on the same entities for the same type of services. This is particularly true for housing providers.
119. Has there ever been discussion of, or creation of, a joint provider directory that could be utilized by SCDC, PPP, DAODAS, and DMH?  
If there have been discussions regarding a joint provider directory, PPP has not been included in those discussions. PPP would welcome the conversation.
- What would PPP see as the pros and cons of such a directory?  
The pros would be PPP might gain additional resources that PPP is currently not aware exists. It would also be helpful to have other state entities assisting in locating and vetting service providers.

The cons might be that PPP has set standards for service providers and it is possible other entities do or do not have a formal process for the continued review of service providers. The PPP service provider directory is incorporated into the PPP Offender Management System, so depending on the format- there might be some interface issues.

120. Has there ever been discussion of, or creation of, a joint review board to receive anonymous feedback from individuals receiving services and agencies, to utilize in a process to approve providers for a joint provider directory to assist agencies in curating providers they utilize and to whom they refer individuals?

PPP is not aware of whether there have been discussions regarding a joint review board; however, PPP would welcome participating in any such conversations.

- a. What would PPP see as the pros and cons of such a board?

The pros would be multiple state agencies gaining information from participants about service providers and agreeing which providers should be eligible to receive referrals. PPP has not identified any cons.

121. Would PPP be open to discussion of a directory, as mentioned above, as it may help avoid PPP noticing a bad provider and eliminating them from PPP's list, just to have the provider go to SCDC?

Yes, PPP would be open to discussions of a directory.

122. What would be required (costs, logistics) and what benefits would PPP hope to see if a mental health clinician was embedded into larger county offices to provide direct services to offenders?

In order to embed a Department of Mental Health (DMH) clinician into a large PPP county office, space would need to be made available where the clinician and offender would meet with an expectation of confidentiality and privacy. PPP would provide office furniture and computer equipment. DMH would also need to provide equipment for the clinician to access their system. The estimated annual cost would be approximately \$65,000 per clinician.

The main benefit of this resource would be a seamless transition of offender services from their probation Agent to their mental health service provider- absent of the gaps created by a traditional referral and follow-up procedures. The clinician would provide onsite clinical assessments and triage care which would reduce the amount of time from referral to service delivery. This resource would also eliminate barriers in communication between the two state agencies.

123. Approximately how many external referrals are currently made, by county, and how does PPP monitor whether the offender goes to those to whom they are referred?

(Please see the attached chart listing the number of program referrals made by each county: "Question 123 – Program Referrals by County"). Agents and offender supervision specialists request attendance rosters from service providers. Often, providers will contact the Agent/offender supervision specialist if there are concerns regarding an offender. Additionally, some Agents and offender supervision specialists have regularly scheduled correspondence, phone calls and/or face-to-face meetings with service providers regarding offenders' progress. This is especially true for those that supervise intensive/specialized caseloads.

### ***Non-deliverables – Home Detention Program; Youthful Offender Program; Supervised Furlough; Day Reporting Center***

#### ***Home Detention Act***

124. Has the agency ever utilized the authorizations granted to it in S.C. Code Sections 24-13-1250 and 24-13-1540 (Home Detention Act)? If no, why not?

No, for three reasons, PPP has not utilized the cited Home Detention Act authorizations. First, the agency's primary jurisdiction does not fit within the intended coverage of the statute. Instead, the relevant portion of the Home Detention Act provides in part that: "... electronic and nonelectronic home detention programs may be used as an

alternative to incarceration for low risk, nonviolent adult and juvenile offenders as selected by the court if there is a home detention program available in the jurisdiction.” S.C. Code Section 24-13-1530(A). In other words, the statute appears to contemplate the court imposing a sentence of imprisonment, but then allowing the defendant to serve that term of imprisonment on home detention, as an alternative to incarceration. See *State v. Simpson*, 429 S.C. 83, 837 S.E.2d 669 (Ct. App. 2020) (holding that the sentencing statute for second degree sexual exploitation of a minor, a “violent offense,” required that the defendant be imprisoned for the mandatory two-year minimum sentence rather than being allowed to serve those two years of imprisonment on home detention under the terms of the Home Detention Act, because the Act only permitted home detention as an alternative to incarceration for “non-violent” offenses). The Department’s primary jurisdiction, as set forth by the Legislature, encompasses defendants whose prison sentences have been suspended to a term of probation, as well as those who are released early from prison to either parole or a mandatory release program, not those who are actually serving a term of imprisonment.

Second, while the agency acknowledges the statute goes on to provide that “[a]pplications by offenders for home detention may be made to the court as an alternative to [among other correctional programs]. . . probation (intensive supervision);” this specific provision is superfluous because the court already has the authority to impose “house arrest” and “surveillance by electronic means” as conditions of probation. S.C. Code Section 24-21-430. Because the imposition of probation and the option for house arrest, with or without electronic monitoring, is generally available to the sentencing court, the agency has never seen a need to utilize the authorizations granted in the Home Detention Act, particularly where “other law enforcement agenc[ies] created by law” have established their own home detention programs in several jurisdictions. S.C. Code Section 24-13-1520(1).

Finally, enforcement mechanisms for probation are well established by statute and have been effectively utilized by both the Department and the courts for years. Any newly established home detention program would not fall under these tried-and-true enforcement mechanisms. The Department believes the creation of a home detention program as an alternative to incarceration would best be left to the agency with explicit jurisdiction over incarceration, the South Carolina Department of Corrections.

#### Youthful Offender Act Supervision

125. How long has PPP been unable to locate the three youthful offenders who absconded supervision from the Youthful Offender Act Supervision Program?<sup>9</sup>

The Department has had three youthful offenders in absconded status for a little over seven years and continues to monitor these cases.

126. Will the YOA offenders remain in absconded status forever or is there a certain date on which they are removed, if never found or transferred to SCDC’s rolls since SCDC has resumed control of the program?

YOA offenders are unconditionally discharged from their sentence six years from the date of their conviction. (S.C. Code 24-19-120(A).) Offenders who have absconded, however, are not under supervision or serving their sentence. Tolling supervision for offenders who abscond is permissible. See *State v. Miller*, 404 S.C. 29 (2013). Policy does allow for all absconded cases in the National Crime Information Center (NCIC) to be reviewed for withdrawal at 3, 6, and 10 years.

127. Has the agency utilized the authorizations granted to it in S.C. Code Section 24-19-110 and 24-19-120 in the last decade?

The authorizations described in S.C. Code Sections 24-19-110 and 24-19-120 are authorizations granted to the South Carolina Department of Corrections (SCDC), not to PPP; therefore, PPP has neither utilized nor been able to utilize those statutory authorizations in the last decade. As noted on slides 279-281 of the Field Operations PowerPoint presentation, PPP has only ever supervised Youthful Offender Act (YOA) offenders on behalf of SCDC pursuant to a contract, a contract which terminated on or about July of 2011 when SCDC resumed control of the YOA supervision program.

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<sup>9</sup> Field Operations presentation slide 279



128. Do other offenders remain in absconded status forever or is there a certain date on which they are removed, if never found?

As stated in the response to #126, policy *does* allow for all absconded cases in NCIC to be reviewed for withdrawal at 3, 6, and 10 years. Several factors are considered prior to removal, including: if the current offense is violent; if restitution is still owed; and the amount of suspended time on the original sentence.

#### Supervised Furlough

129. How many individuals were on supervised furlough each of the last 5 years?

The below table shows the number of active offenders on Supervised Furlough-2 or Supervised Furlough-2A at any time during each fiscal year.

Years in Supervised Furlough Program	Number of Offenders
FY16	6
FY17	5
FY18	3
FY19	2
FY20	3

#### Proviso 66.3

130. Why does the agency no longer operate the GED Learn and Earn Program?

Although the program is still technically in existence per Department policy, the Department no longer utilizes the program and has recommended deleting the budget proviso authorizing reimbursements for pre-payment of offender GED enrollment fees. There are charitable organizations as well as SC Vocational Rehabilitation resources (in each county) that are consistently willing to pay these GED fees. As a result, getting these fees paid for offenders is no longer a barrier for efforts to get them into GED programs, and the proviso and the program are unnecessary.

131. When is the last year the agency operated the GED Learn and Earn Program?

The last time the Department utilized the program was in 2016.

#### Restitution Centers

132. When did the agency last operate restitution centers?

2009

133. Please provide information on the costs of running, and amounts collected from, restitution centers during the last three years the agency operated them.

The restitution centers closed prior to 2010. The financial records pertaining to the centers were contained in the outdated legacy accounting system. Along with other state agencies, PPP now utilizes the SCEIS Information System and the Department is unable to report specific restitution center costs at this time. The Department will continue to search the internal database in an effort to locate this information.

#### Day Reporting Centers

134. Is the agency aware of the General Assembly ever funding Day Reporting Centers?

No, the Department is unaware of the General Assembly having funded Day Reporting Centers.

135. Has the agency ever requested funding for Day Reporting Centers?

Yes, funding was requested in the FY 2012 agency budget. However, funding was not received.



136. Does the agency have any plans to seek funding for Day Reporting Centers?

No, PPP does not have any plans to seek funding for Day Reporting Centers in the foreseeable future.

137. How, if at all, would Day Reporting Centers operate differently than other current agency programs and operations?

The Agency opened a Day Reporting Center (DRC) in Columbia in 2012. The concept was to establish programming similar to a previous program called the Community Control Center located in Charleston. Offender services provided by the DRC included: job skills training, cognitive behavior therapy, substance abuse classes, financial counseling, parenting skills, educational programming, etc. Offenders who participated in the DRC were able to attend classes, but not reside on the property. Unlike restitution centers of the past, the DRCs were not residential facilities. The Department assisted offenders needing transportation by sending drivers in agency vehicles to pick up offenders at various locations in the Midlands.

As inmates were released to the DRC, and as offenders were placed on probation by the General Sessions Court, certain offenders- identified by an initial assessment- were referred by supervising Agents to report to the DRC daily. As the offenders progressed through the DRC program components, they were given the opportunity to seek employment. All DRC offenders were subject to random drug testing. The DRC attendance requirement lasted for up to six months- after which time the offenders would transition to traditional supervision in local county offices.

PPP transitioned away from the use of Day Reporting Centers in 2018 to more evenly distribute offender services across the state through all 46 county field offices. The Rehabilitation Services Division (prior to COVID-19) traveled to county offices and facilitated classes at the local level, so the offenders did not have to travel as far. (For example, Rehabilitation Service Coordinators traveled to Saluda versus the Saluda offenders having to find transportation to Richland/Lexington counties.) Now that the classes are virtual, Rehabilitation Services has been able to expand to almost every county in the state. Additionally, Program Planning and Development has expanded contractual services, enabling PPP to pay for some of the upfront costs for Batterer's Intervention and/or Substance Use counseling. This programming allows offenders to use local providers. The combination of both Department internal programming and Department financial assistance for external programming allows offenders greater freedom for selecting classes that fit their schedule- ensuring a greater chance at long-term success.

138. Please provide a table with the following information:

Cost of Day Reporting Centers	Potential benefits of Day Reporting Center	Potential similar benefits provided through ____insert name of agency program____	Potential similar benefits provided through ____insert name of agency program____
\$1,009,578 (based on calculations from July of 2008)	None of which the Department is aware. We have found innovative ways to provide offender services and benefits that would otherwise have been made available at a Day Reporting Center.	NA	NA

# **Attachments**

### **Hardship Process**

6. In an Excel Chart, please list all fees an offender under the supervision of PPP may have to pay (e.g., supervision fee, drug tests, community supervision setup, GPS tracking, etc.) and, the following for each:
- whether there are hardships available;  
Hardships are considered on a case by case basis and is an option for nearly all accounts. **Please see the attachment labeled, “Question 6- Hardship Process Chart.”** (Note: The information in the table does not consider department tools like public service conversion and use of civil judgments.)
  - who determines whether the offender qualifies for the hardship;  
Refer to the table provided. If Department is indicated then AICs have some ability to waive or exempt some amounts, otherwise this must come from a higher authority such as the court of general sessions.
  - information reviewed to determine whether the offender qualifies for the hardship (if only an offender’s statement, does the agency seek any documentation for proof) and how the information is obtained;  
Agents review the offender’s income information and reported bills if available. This information is documented on a Declaration of Financial Ability Form and used to justify a potential hardship.
  - whether the information reviewed is uniform across all PPP county offices;  
This policy is the same for all counties.
  - whether the information reviewed is similar to information reviewed by a county to determine whether an individual qualifies for indigent legal representation; and  
This Department’s process is not the same process as used to determine if an offender is indigent and requires that legal representation be provided. Pursuant to Rule 602(a) of the South Carolina Appellate Court Rules, every person charged with the violation of a probationary sentence is entitled to appointed counsel if indigent, a determination which is made using the process described above for criminal defendants.
  - for each of the last three years: total number required to pay the full fee and total number for which it was waived or reduced.
    - Number of accounts reduced and were required to pay at the full rate is outlined by “account type” in the attached table.
    - Since September 1<sup>st</sup>, 2018, \$21,806,816.31 has been exempted.

Account	Hardship available	Who determines hardship	Total number of Accounts	Number of reduced accounts	Full Rate Accounts
AM Collective	N		31,616	0	31,616
AM Fee	Y	Higher Authority	39,444	8	39,436
AM	N		30,011	0	30,011
Board Ordered Other Reimbursement	N		430	0	430
Board Ordered Restitution	Y	Higher Authority	866	0	866
Court Ordered Other Reimbursement	N		19	0	19
Conditional Discharge	N	Higher Authority	3,134	0	3,134
Court Ordered Restitution	Y		157	0	157
Dept Admin Ct. Restitution	Y		18,534	0	18,534
DNA Fee	N		14,735	0	14,735
Drug Test Fee	Y	Higher Authority	84,402	2,100	82,302
Electronic Monitoring Fee- GPS	Y	Higher Authority	1,175	57	1,118
Electronic Monitoring Fee- ISC	Y	Higher Authority	13	0	13
Electronic Monitoring Fee- RF	Y	Higher Authority	205	24	181
Extradition	N		139	0	139
Court Order Fines	Y	Higher Authority	33,423	0	33,423
Furlough Supervision	N		5	0	5
Insufficient Funds	N		7	0	7
Intensive Supervision Fee	Y	Department	5,144	195	4,949
Interstate Compact Fee	Y	Higher Authority	3,554	346	3,208
Public Defender Fund	N		12,683	0	12,683
PSE Fee	N		4,273	167	4,106
Regular Supervision	Y	Department	93,924	4,933	88,991
Sex Offender Court Ordered Monitoring Fee	Y	Higher Authority	55	1	54
Sex Offender Intensive Supervision Fee	Y	Higher Authority	426	6	420
Sex Offender Monitoring Fee	Y	Higher Authority	172	0	172
Sex Offender Tracking	Y	Higher Authority	614	7	607
Surcharge	N		47,022	0	47,022
YOA Intensive Supervision	Y	Higher Authority	2	0	2
YOA Regular Supervision	Y	Higher Authority	14	2	12
			426,198	7,846	418,352

## **Workload Model**

8. In regards to the workload model:

a. Please provide a copy.

**Please see the attachment labeled, “Question 8 – 4<sup>th</sup> Quarter Workload Model FY21.”**

b. When did the agency begin utilizing it?

PPP’s first model was completed during the 1980s and was based on a model developed by the National Institute of Corrections. This model was never validated by an outside entity. The current model was developed in 2002 and validated in 2003 through a technical assistance grant from the National Institute of Corrections. Since 2003, the model has continued to be updated as Agent duties expanded. The model was validated in 2008 and 2014. It is currently in the process of being validated through an external entity.

c. Why did the agency begin utilizing it?

PPP began utilizing the workload model to determine Agent-position need and to assist with allocation.

d. What are the pros and cons of utilizing it?

Pros- The workload model is useful in demonstrating how some tasks require too much of an Agent’s time. Once these tasks can be identified, changes can be made to make the Agent’s workload more efficient. Additionally, with a limited amount of full-time employees (FTEs) and multiple counties having a need, the model identifies which counties are in greater need.

Cons- It is time consuming to maintain. Additionally, it does not indicate what specific position is needed within a county (e.g., Agent, offender supervision specialist, supervisor). However, PPP utilizes caseload and employee ratios to determine the type of position needed.

# Workload Model: 4th Quarter FY 21 - Data as of June 30, 2021

## Agent/OSS Count as of June 30, 2021

		Activity Data	Time(hrs)	Workload
<b>Duty (1)</b>	<b>Initial Office Visit / Intake</b>			31,751.51
<b>Duty (1A)</b>	<b>Initial Office Visit / Intake</b>			10,839.00
<b>Frequency</b>	Per offender admitted to supervision			
<b>Time</b>	Each new offender placed on supervision must receive an intake according to policy.		1.00	
<b>Description</b>	Description of some of the activities: fingerprint card, photograph, social history, explain the conditions of supervision, discuss monetary obligations, make referrals, DSS forms, DNA forms, NOSOR, EPSO, transfer cases (Intra-state), rap sheet/prior record and review/check process to insure that all necessary actions have been taken. Initial entry in OMS.			
<b>Ideal Data</b>	Number of intakes per year			
<b>Actual Data</b>	<b>Number of Admissions Per Year</b>	10,839		
<b>Duty (1B)</b>	<b>Subsequent Intakes</b>			445.25
<b>Frequency</b>	Per additional intakes			
<b>Time</b>	It has been estimated that this takes 45 minutes per offender.		0.50	
<b>Description</b>	Description of some of the activities: explain the conditions of supervision, discuss monetary obligations, make referrals, rap sheet/prior record and review/check process to insure that all necessary actions have been taken.			
<b>Ideal Data</b>	Number of additional/subsequent intakes			
<b>Actual Data</b>	<b>Number of Additional/Subsequent Per Year</b>	891		
<b>Duty (1C)</b>	<b>COMPAS Full Core Assessment</b>			5,651.00
<b>Frequency</b>	Per offender given a COMPAS Full Core assessment			
<b>Time</b>	It has been estimated that this takes 30 minutes per offender.		0.50	
<b>Description</b>	Per policy			
<b>Ideal Data</b>	Number of admissions per year			
<b>Actual Data</b>	<b>Number of Admissions Per Year</b>	11,302		
<b>Duty (1D)</b>	<b>Case Summary Review (CSR)</b>			10,481.92
<b>Frequency</b>	Per offender given a CSR			
<b>Time</b>	It has been estimated that this takes 30 minutes per offender.		0.50	
<b>Description</b>	Per policy			
<b>Ideal Data</b>	Number of reassessments per offender per year			

<b>Actual Data</b>	<b>Number of Actives Multiplied by Two</b>	20,964
<b>Duty (1E)</b>	<b>Supervision Plan Initial Set-up</b>	2,487.84
<b>Frequency</b>	Per supervision plan set-up (one per offender)	
<b>Time</b>	It has been estimated that this takes 30 minutes per offender.	0.50
<b>Description</b>	Per policy	
<b>Ideal Data</b>	Number of supervision plans	
<b>Actual Data</b>	<b>Number of Supervision Plans</b>	4,976
<b>Duty (1F)</b>	<b>Static-99</b>	147.00
<b>Frequency</b>	Per offender given a Static-99	
<b>Time</b>	It has been estimated that this takes 30 minutes per offender.	0.50
<b>Description</b>	Per policy	
<b>Ideal Data</b>	Number of Static-99s needed based on sex offender admissions per year	
<b>Actual Data</b>	<b>Number of Static-99s Needed Based on Sex Offender Admissions Per Year</b>	294
<b>Duty (1G)</b>	<b>Transfer In</b>	856.00
<b>Frequency</b>	Per transfer in	
<b>Time</b>	It has been estimated that this takes 30 minutes transfer in.	0.50
<b>Description</b>	Per policy	
<b>Ideal Data</b>	Number of transfers from another county	
<b>Actual Data</b>	<b>Number of In-State Transfer Ins</b>	1,712
<b>Duty (1H)</b>	<b>Transfer Out</b>	843.50
<b>Frequency</b>	Per transfer out	
<b>Time</b>	It has been estimated that this takes 30 minutes per transfer out.	0.50
<b>Description</b>	Per policy	
<b>Ideal Data</b>	Number of transfers to another county	
<b>Actual Data</b>	<b>Number of In-State Transfer Outs</b>	1,687
		<b>Activity Data      Time(hrs)      Workload</b>
<b>Duty (2)</b>	<b>Special Conditions</b>	7,254.00
<b>Duty (2C)</b>	<b>Home Detention (HD) Initial Set Up</b>	4.00
<b>Frequency</b>	Per offender admitted to HD	
<b>Time</b>	According to policy, it is estimated that this will take 15 minutes per offender admitted to HD.	0.25
<b>Description</b>	Setting up and implementing a HD process	



<b>Notes</b>	We are using the county of supervision at the time the data is generated for offenders who are still active and the county of closure for offenders who are now closed neither of which are necessarily the county at the time the HD was started. The assumption is that there are not that many transfers between counties for HD offenders over the course of a year.	
<b>Ideal Data</b>	Actual number of offenders placed on HD.	
<b>Actual Data</b>	<b>Number of Placements on OMS Per Year</b>	16

<b>Duty (2D)</b>	<b>Home Detention (HD) Maintenance</b>	156.25
<b>Frequency</b>	Per scheduler event indicating contact with offender on home detention	
<b>Time</b>	It has been estimated that this duty will take 15 minutes per contact per offender on HD.	0.25
<b>Description</b>	Monitoring Home Detention case in your county.	
<b>Notes</b>	Number of home detention electronic monitoring scheduler events that indicate contact with offender; this duty is meant to capture those offenders that are on home detention but not necessarily on EM/GPS	
<b>Ideal Data</b>	Number of contacts made to insure compliance.	
<b>Actual Data</b>	<b>Number of Contacts Made with Offenders on Home Detention</b>	625

<b>Duty (2F)</b>	<b>Weekend Jail</b>	1,809.00
<b>Frequency</b>	Per agent per year	
<b>Time</b>	Contact is made with the jail to follow up with offenders that either report or not. It is estimated that each agent spends 30 minutes per month which is 6 hours per year.	6.00
<b>Description</b>	Monitoring the weekend jail process.	
<b>Ideal Data</b>	Actual count of every offender that reported for weekend jail.	
<b>Actual Data</b>	<b>Number of Line Agents, OSS and Small County AICs</b>	301.5 Line Agents, OSS & Small AICs Only

<b>Duty (2G)</b>	<b>PSE Initial Set Up</b>	219.25
<b>Frequency</b>	Per offender admitted to PSE	
<b>Time</b>	It has been estimated that this duty will take 1 hour per offender admitted to PSE.	1.00
<b>Description</b>	Action according to policy. Completing the paper work, placing the offender on the job site and entry into OMS.	
<b>Notes</b>	We are using account data to determine PSE admissions rather than supervision Plan data since account data is more likely to be accurate. We are using the county of supervision at the time the data is generated for offenders who are still active and the county of closure for offenders who are now closed neither of which are necessarily the county at the time the PSE was started. The assumption is that there are not that many transfers between counties over the course of a year.	
<b>Ideal Data</b>	Actual amount of time it takes to set up and monitor these cases.	
<b>Actual Data</b>	<b>Total Number of Placements on PSE Per Year</b>	219

<b>Duty (2H)</b>	<b>PSE Maintenance</b>	191.50
<b>Frequency</b>	Per offender per year using average # of offenders active on PSE	
<b>Time</b>	It has been estimated that this duty takes 1/2 hour per month per offender active on PSE which is 6 hours per year per offender active on PSE.	6.00
<b>Description</b>	Action according to policy. Monitoring the offender's progress on PSE.	
<b>Notes</b>	We are using account data to determine PSE actives rather than supervision plan data since account data is more likely to be accurate.  We estimate the number of offenders active on PSE by generating the number of active PSE offenders at the end of each month for a 12 month time period and then calculating an average.	

	We are using the county of supervision at the time the data is generated for offenders who are still active and the county of closure for offenders who are now closed neither of which are necessarily the county of supervision at the end of the given month. The assumption is that there are not that many transfers between counties over the course of a year.	
<b>Ideal Data</b>	Actual amount of time it takes to set up and monitor these cases.	
<b>Actual Data</b>	<b>Average Number of Offenders on PSE</b>	32

<b>Duty (2I)</b>	<b>GPS Initial Set Up</b>	345.00
<b>Frequency</b>	Per offender placed on GPS	
<b>Time</b>	It has been estimated that this duty takes 1 hour per offender placed on GPS.	1.00
<b>Description</b>	Action according to policy. This would include the paper work and the set up of the GPS system.	
<b>Notes</b>		
<b>Ideal Data</b>	Actual amount of time it takes to set these offenders up with a GPS unit.	
<b>Actual Data</b>	<b>Number of Offenders Placed on GPS</b>	345

<b>Duty (2J)</b>	<b>GPS Maintenance/Physical Response</b>	3,611.75
<b>Time</b>	See the GPSAct tab for details on the calculation of number of hours estimated for maintenance and physical response.	
<b>Description</b>	Actions according to Policy. The Agent must review data provided by the GPS vendor for possible violations, make phone calls and/or perform a physical response to a GPS violation.	
<b>Notes</b>	Data on the number of GPS reviews and physical responses are obtained from the scheduler portion of OMS. We estimate that it takes 2.5 hours per physical response and 15 minutes per GPS review.	
<b>Ideal Data</b>	Actual amount of time it takes to monitor these offenders.	
<b>Actual Data</b>	<b>Estimated Number of Hours for Maintenance and Physical Response</b>	3,612

<b>Duty (2K)</b>	<b>Referrals</b>	503.25
<b>Frequency</b>	Per referral	
<b>Time</b>	It has been estimated that this duty will take 15 minutes per referral.	0.25
<b>Description</b>	Action according to policy. The agent must call the referral agency to get offender enrolled and to set up the initial appointment. The agent must fill out paperwork and enter data into OMS.	
<b>Notes</b>		
<b>Ideal Data</b>	Actual amount of time it takes to make a referral.	
<b>Actual Data</b>	<b>Number of Referrals Made After Intake.</b>	2013

<b>Duty (2L)</b>	<b>Computer Searches</b>	414.00
<b>Frequency</b>	Per computer search	
<b>Time</b>	It has been estimated that this takes 1.5 hours per search	1.50
<b>Description</b>	Per policy	
<b>Ideal Data</b>	Number of computer searches per year	
<b>Actual Data</b>	<b>Number of Computer Searches Per Year</b>	276

		Activity Data	Time(hrs)	Workload
<b>Duty (3)</b>	<b>Progress Reports/ Home Visits</b>			168,920.46
<b>Duty (3A)</b>	<b>Standard Supervision</b>			12,989.83
<b>Frequency</b>	Per standard contact per year			
<b>Time</b>	Policy as of 3/18/15- Zero required progress report every quarter. Following the initial home contact, additional field contacts will be conducted in the event of community complaints or a violation investigation		1.00	
<b>Description</b>	Description of some of the activities: residence information, employment information, referral follow-up, arrest information, status of financial obligations, special conditions follow-up, general information, agent actions/reprimands to violations/provide information, support counseling and failure to report (SF3) follow-up.			
<b>Notes</b>	It was decided that four contacts per year would be reasonable amount of contacts an agent might have with an offender. This would allow for times when the contact is initiated by the offender.			
<b>Ideal Data</b>	Actual amount of time to complete these activities with standard supervision offenders.			
<b>Actual Data</b>	<b>Number of Offenders on Standard Supervision</b>	12,990		

<b>Duty (3B)</b>	<b>Medium Supervision</b>	25,241.00
<b>Frequency</b>	Per medium contact per year	
<b>Time</b>	Policy as of 9/23/13 requires one progress report every other month. One additional progress report must be conducted every six months as a field visit progress or home visit progress	6.00
<b>Description</b>	Description of some of the activities: residence information, employment information, referral follow-up, arrest information, status of financial obligations, special conditions follow-up, general information, agent actions/reprimands to violations/provide information, support counseling, failure to report (SF3) follow-up, supervision plan and EPICS.	
<b>Ideal Data</b>	Actual amount of time to complete these activities with medium supervision offenders.	
<b>Actual Data</b>	<b>Number of Offenders on Medium Supervision</b>	4,207

<b>Duty (3C)</b>	<b>High Supervision</b>	79,182.00
<b>Frequency</b>	Per offender on high supervision per year	

<b>Time</b>	Policy as of 9/23/13 requires one progress report every other month and an additional report must be conducted as a field visit progress or home visit progress every quarter	12.00
<b>Description</b>	Description of some of the activities: residence information, employment information, referral follow-up, arrest information, status of financial obligations, special conditions follow-up, general information, agent actions/reprimands to violations/provide information, support counseling, failure to report (SF3) follow-up, supervision plan and EPICS.	
<b>Ideal Data</b>	Actual amount of time to complete these activities with high supervision offenders.	
<b>Actual Data</b>	<b>Number of Offenders on High Supervision</b>	6,599
<b>Duty (3D)</b>	<b>Intensive Supervision</b>	4,707.00
<b>Frequency</b>	Per offender on intensive supervision per year	
<b>Time</b>	Policy as of 9/23/2013 requires 2 progress report per month and one of the two reports must be conducted as a field visit progress or home visit progress	18.00
<b>Description</b>	Description of some of the activities: residence information, employment information, referral follow-up, arrest information, status of financial obligations, special conditions follow-up, general information, agent actions/reprimands to violations/provide information, support counseling, failure to report (SF3) follow-up, supervision plan and EPICS.	
<b>Ideal Data</b>	Actual amount of time to complete these activities with intensive supervision offenders.	
<b>Actual Data</b>	<b>Number of Offenders on Intensive Supervision</b>	262
<b>Duty (3E)</b>	<b>DV1 Supervision</b>	11,622.00
<b>Frequency</b>	Per offender on DV1	
<b>Time</b>	Policy as of 12/27/19 requires one home visit progress audit per month; one group report; one office visit progress per month; one treatment provider contact per month and one face to face treatment provider contact per quarter	26.00
<b>Description</b>	Description of some of the activities: residence information, employment information, referral follow-up, arrest information, status of financial obligations, special conditions follow-up, general information, agent actions/reprimands to violations/provide information, support counseling, failure to report (SF3) follow-up, supervision plan and EPICS.	
<b>Ideal Data</b>	Actual amount of time to complete these activities with DV1 supervision offenders.	
<b>Actual Data</b>	<b>Number of Offenders on DV1</b>	447
<b>Duty (3F)</b>	<b>DV2 Supervision</b>	7,228.00
<b>Frequency</b>	Per offender on DV2	
<b>Time</b>	Policy as of 12/27/19 requires one home visit progress audit per month; one group report; one treatment provider contact per month and one face to face treatment provider contact per quarter	26.00
<b>Description</b>	Description of some of the activities: residence information, employment information, referral follow-up, arrest information, status of financial obligations, special conditions follow-up, general information, agent actions/reprimands to violations/provide information, support counseling, failure to report (SF3) follow-up, supervision plan and EPICS.	
<b>Ideal Data</b>	Actual amount of time to complete these activities with DV2 supervision offenders.	
<b>Actual Data</b>	<b>Number of Offenders on DV2</b>	278
<b>Duty (3G)</b>	<b>DV3 Supervision</b>	9,978.13

<b>Frequency</b>	Per offender on DV 3	
<b>Time</b>	Policy as of 12/27/19 requires one home visit progress audit or home visit every other month; one group report; (if still in treatment) one treatment provider contact per month and one face to face treatment provider contact per quarter	15.50
<b>Description</b>	Description of some of the activities: residence information, employment information, referral follow-up, arrest information, status of financial obligations, special conditions follow-up, general information, agent actions/reprimands to violations/provide information, support counseling, failure to report (SF3) follow-up, supervision plan and EPICS.	
<b>Ideal Data</b>	Actual amount of time to complete these activities with DV3 supervision offenders.	
<b>Actual Data</b>	<b>Number of Offenders on DV3</b>	644

<b>Duty (3H)</b>	<b>Sex Offender High Supervision</b>	11,870.25
<b>Frequency</b>	Per offender on sex offender high supervision per year	
<b>Time</b>	Policy as of 9/23/13 requires one home visit progress report per month; one employment verification per month; one field visit progress, home visit progress or office visit progress per month; and one treatment provider contact per month	21.00
<b>Description</b>	Description of some of the activities: residence information, employment information, referral follow-up, arrest information, status of financial obligations, special conditions follow-up, general information, agent actions/reprimands to violations/provide information, support counseling, failure to report (SF3) follow-up, supervision plan and EPICS.	
<b>Ideal Data</b>	Actual amount of time to complete these activities with Sex Offender High supervision offenders.	
<b>Actual Data</b>	<b>Number of Offenders on Sex Offender High Supervision</b>	565

<b>Duty (3I)</b>	<b>Sex Offender Intensive Supervision</b>	5,222.25
<b>Frequency</b>	Per offender on sex offender intensive supervision per year	
<b>Time</b>	Policy as of 9/23/13 requires two home visits per month; one employment verification per month; one field visit progress, home visit progress, or office visit progress per month; and one treatment provider contact per month	27.00
<b>Description</b>	Description of some of the activities: residence information, employment information, referral follow-up, arrest information, status of financial obligations, special conditions follow-up, general information, agent actions/reprimands to violations/provide information, support counseling, failure to report (SF3) follow-up, supervision plan and EPICS.	
<b>Ideal Data</b>	Actual amount of time to complete these activities with Sex Offender Intensive supervision offenders.	
<b>Actual Data</b>	<b>Number of Offenders on Sex Offender Intensive Supervision</b>	193

<b>Duty (3J)</b>	<b>Sex Offender Containment Supervision</b>	880.00
<b>Frequency</b>	Per offender on sex offender containment supervision per year	
<b>Time</b>	Policy as of 9/23/13 requires three home visits per month; one employment verification per month; one field visit progress, home visit progress or office visit progress per month; and one treatment provider contact per month	33.00
<b>Description</b>	Description of some of the activities: residence information, employment information, referral follow-up, arrest information, status of financial obligations, special conditions follow-up, general information, agent actions/reprimands to violations/provide information, support counseling, failure to report (SF3) follow-up, supervision plan and EPICS.	
<b>Ideal Data</b>	Actual amount of time to complete these activities with Sex Offender Containment supervision offenders.	
<b>Actual Data</b>	<b>Number of Offenders on Sex Offender Containment Supervision</b>	27



		Activity Data	Time(hrs)	Workload
<b>Duty (4)</b>	<b>Violations</b>			41,902.50
<b>Duty (4A)</b>	<b>Staffing and Investigation of Violations</b>			10,130.00
<b>Frequency</b>	Per warrant or citation issued per year			
<b>Time</b>	It is estimated that it takes 1 hour to process a warrant or citation.		1.00	
<b>Description</b>	Per policy			
<b>Ideal Data</b>	Actual amount of time to complete these activities.			
<b>Actual Data</b>	The Number of Staffings/Investigations are Based on an Estimate of the Number of Warrants and Citations Issued	10,130		
<b>Duty (4B)</b>	<b>Administrative Hearing Process</b>			1,636.50
<b>Frequency</b>	Per hearing			
<b>Time</b>	It is estimated that it takes .5 hour to attend an administrative hearing.		0.50	
<b>Description</b>	Per policy			
<b>Ideal Data</b>	Actual amount of time to complete these activities.			
<b>Actual Data</b>	Total Number of Administrative Hearings	3,273		
<b>Duty (4C)</b>	<b>Court Hearings</b>			3,456.00
<b>Frequency</b>	Per hearing			
<b>Time</b>	It is estimated that it takes 1 hour to attend a court hearing.		1.00	
<b>Description</b>	Per policy			
<b>Notes</b>				
<b>Ideal Data</b>	Actual amount of time to complete these activities.			
<b>Actual Data</b>	The Number of Court Hearings are Based on the Number of Form 9s	3,456		

<b>Duty (4D)</b>	<b>Citation Service</b>	1,736.00
<b>Frequency</b>	Per citation	
<b>Time</b>	It is estimated that it takes 1/2 hour to serve a citation.	0.50
<b>Description</b>	The service and the scheduling of the hearing.	
<b>Notes</b>		
<b>Ideal Data</b>	Actual amount of time it takes to accomplish these task.	
<b>Actual Data</b>	<b>Numbers are Based on an Estimate of the Number of Citations Served</b>	3,472

<b>Duty (4E)</b>	<b>Supervised Reentry Violation Hearings</b>	42.00
<b>Frequency</b>	Per hearing	
<b>Time</b>	It has been estimated that it takes 30 minutes for the hearing.	0.50
<b>Description</b>	Per policy	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>The Number of Supervised Reentry Violation Hearings</b>	84

<b>Duty (4F)</b>	<b>Bond Hearings</b>	1,494.25
<b>Frequency</b>	Per hearing	
<b>Time</b>	It has been estimated that it takes 15 minutes to prepare for and attend a bond hearing.	0.25
<b>Description</b>	Per policy and SOP	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>The Number of Bond Hearings are Based on an Estimate of the Number of Warrants Served</b>	5,977

<b>Duty (4G)</b>	<b>Parole Violation Hearings</b>	2,199.00
<b>Frequency</b>	Per hearing	
<b>Time</b>	It has been estimated that it takes 3 hours to prepare for and attend a parole violation hearing.	3.00
<b>Description Ideal Data</b>	Per policy. Preparation for and the scheduling of the hearing. Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>The Number of Parole Violation Hearings Held is Estimated Based on the Number of Parolees who are Recommended for Revocation Following a Parole Administrative Hearing where a Hearing Officer Made the Recommendation</b>	733

<b>Duty (4H)</b>	<b>NCIC</b>	2,189.00
<b>Frequency</b>	Per warrant entered	
<b>Time</b>	It has been estimated that it takes 1/2 hour to prepare paperwork and RAP sheet for this duty.	0.50
<b>Description Ideal Data</b>	Per policy. Preparing the paper work and RAP sheet. Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>Number of warrants entered into NCIC</b>	4,378

<b>Duty (4I)</b>	<b>Higher Authority Hearing Prep</b>	4,351.00
<b>Frequency</b>	Per hearing	
<b>Time</b>	It has been estimated that it takes 1 hour to prepare final disposition documents	1.00
<b>Description Ideal Data</b>	Gathering the information and preparing the report. Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>Numbers are Based on Estimates of the Number of Court Hearings (Duty 4C), the Number of Supervised Reentry Violation Hearings (Duty 4E), the Number of Parole Violation Hearings (Duty 4G) and the number of Form 1151 and 1152s</b>	4,351

<b>Duty (4J)</b>	<b>Staffing &amp; Investigation of Violations – 1182s and 1217s</b>	1,804.50
<b>Frequency</b>	Per 1182 or 1217 issued	
<b>Time</b>	It has been estimated that it takes 45 minutes to investigate and staff a violation when no warrant or citation is being issued.	0.75
<b>Description Ideal Data</b>	Per policy Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>The Number of 1182s and 1217s that are Issued as a Response to a Violation</b>	2,406

<b>Duty (4K)</b>	<b>Supervisor Staffing and Investigation of Violations</b>	5,065.00
<b>Frequency</b>	Per warrant or citation issued per year	
<b>Time</b>	It has been estimated that it takes a supervisor 30 minutes to staff a violation when warrant or citation is being issued.	0.50
<b>Description Ideal Data</b>	Per policy Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>The Number of Warrants and Citations that are Issued as a Response to a Violation</b>	10,130

<b>Duty (4L)</b>	<b>Supervisor Staffing and Investigation of Violations- 1182s</b>	863.50
<b>Frequency</b>	Per 1182 issued	
<b>Time</b>	It has been estimated that it takes a supervisor 30 minutes to investigate and staff a violation when no warrant or citation is being issued.	0.50
<b>Description</b>	Per policy	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>The Number of 1182s that are Issued as a Response to a Violation</b>	1,727

<b>Duty (4M)</b>	<b>Investigation/Staffing for Track Offenders</b>	192.00
<b>Frequency</b>	Per investigation/staffing	
<b>Time</b>	It has been estimated that it takes on average 3 hours.	3.00
<b>Description</b>	Includes time to determine a violation occurred, staff with the on-call RD, complete a worksheet (1431) for the magistrate, time to locate a magistrate and have the magistrate sign the warrant	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>The Number of Investigations/Staffings for Track Offenders</b>	64

<b>Duty (4N)</b>	<b>Locate Track Offenders</b>	140.00
<b>Frequency</b>	Per warrant	
<b>Time</b>	It has been estimated that it takes 2 agents each 2 hours to locate a track offender.	4.00
<b>Description</b>	Includes time to search for and take the offender into custody (excluding travel time).	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>The Number of Times a Track Offender had to be Located</b>	35

<b>Duty (4O)</b>	<b>Violation Reports</b>	5,283.00
<b>Frequency</b>	Per 1106	
<b>Time</b>	It has been estimated that it takes on average of 1 hour.	1.00
<b>Description</b>	Time it takes to complete a 1106 violation report.	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>The Number of Violation Reports</b>	5,283

<b>Duty (4P)</b>	<b>Supervisor Review of Violation Reports</b>	1,320.75
<b>Frequency</b>	Per 1106	
<b>Time</b>	It has been estimated that it takes 15 minutes.	0.25
<b>Description</b>	Time it takes for a supervisor to review a 1106 violation report.	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	

<b>Actual Data</b>	<b>The Number of Violation Reports Reviewed</b>	5,283
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		<b>Activity Data</b>	<b>Time(hrs)</b>	<b>Workload</b>
<b>Duty (5)</b>	<b>Legal Service</b>	12,176.00		
<b>Duty (5A)</b>	<b>Warrant Service</b>	8,965.50		
<b>Frequency</b>	Per warrant served X3 agents and 2 attempts			
<b>Time</b>	It is estimated that it takes 15 minutes per attempt.	0.25		
<b>Description</b>	This would include the paper work and the service but not travel time. Does not include citations. Based on the number of warrants served, with an average of two attempts and the required 3 agents per policy.			
<b>Ideal Data</b>	Actual amount of time to complete this activity.			
<b>Actual Data</b>	<b>Per Warrant Served X3 Agents and 2 Attempts</b>	35,862		

<b>Duty (5B)</b>	<b>Extraditions</b>	2,116.00		
<b>Frequency</b>	Per extradition			
<b>Time</b>	It has been estimated that it takes 2 hours per extradition.	2.00		
<b>Description</b>	Per policy. This would only include the telephone calls, staffings, and paper work. Not travel.			
<b>Notes:</b>	The data is obtained through an OMS scheduler event. This is meant to capture the number of in-state extraditions and out-state extraditions (300 miles or less) that they perform. The second part of the duty accounts for out-of-state extraditions performed by a private company BUT the agent gets credit for the coordination of the extradition. Note that travel time associated with in-state and out-of-state extraditions is already being accounted for in Duty 18 - Transportation.			
<b>Ideal Data</b>	Actual amount of time to complete this activity.			
<b>Actual Data</b>	<b>Number of Extraditions</b>	1,058		

<b>Duty (5C)</b>	<b>Governor's Warrants</b>	56.00
<b>Frequency</b>	Per warrant	
<b>Time</b>	It has been estimated that it takes 8 hours per governor's warrant.	8.00
<b>Description</b>	Per policy. This would only include the telephone calls, staffings, and paper work, not travel.	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>Number of Governor's Warrants</b>	7

<b>Duty (5D)</b>	<b>New Charge Incidents</b>	0.00
<b>Frequency</b>	Captured in tab	
<b>Time</b>	Calculated in NewCharges tab	4.50
<b>Description</b>	This is when the agent makes a home visit and discovered the offender has been engaging in illegal activities (e.g., drug usage/possession or gun possession) and the agent is involved in the arrest and booking of the offender. A time value for a second agent is also included.	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>Number of New Charge Incidents</b>	0

<b>Duty (5E)</b>	<b>Non-Custody Transports</b>	262.00
<b>Frequency</b>	Per transport	
<b>Time</b>	It has been estimated that it takes 2 hours per non-custody transport.	2.00
<b>Description</b>	The time it takes for preparing and admitting an offender to a treatment facility, Voc Rehab, DMV, etc. (excluding travel time)	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>Number of Non-Custody Transport</b>	131

<b>Duty (5F)</b>	<b>Incident Reports</b>	776.50
<b>Frequency</b>	Per incident report	
<b>Time</b>	It has been estimated that it takes on average .5 hours per incident report.	0.50
<b>Description</b>	The time it takes for write and submit an incident report.	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>Number of Incident Reports</b>	1,553

		<b>Activity Data</b>	<b>Time(hrs)</b>	<b>Workload</b>
<b>Duty (6)</b>	<b>Monitoring Sentencing Courts</b>			41,784.00
<b>Frequency</b>	Days of court reported by Court Administration			
<b>Time</b>	It has been estimated that each day of court is 8 hours.		8.00	
<b>Description</b>	Monitoring the courtroom during sentencing hearings. Does not include violation hearings.			
<b>Ideal Data</b>	Actual amount of time to complete this activity.			
<b>Actual Data</b>	<b>Number of Days of Court</b>		5,223	

		Activity Data	Time(hrs)	Workload
<b>Duty (7)</b>	<b>PIC Parole Process &amp; Investigations</b>			3,301.75
<b>Duty (7D)</b>	<b>Parole Residence Verification</b>			1,030.50
<b>Frequency</b>	Per offender conditionally paroled by county of intended residence			
<b>Time</b>	It has been estimated that it takes 1.5 hours per residence verification. Note that this amount of time takes into account multiple residence verifications for a single offender.		1.50	
<b>Description Notes</b>	Per policy Many times an offender's residence doesn't work out and so more than one residence verification is required. We are unable at this time to determine the exact number of residence verifications that are done since the system only stores the last entry – there is no history table for intended residence. We are giving 1.5 hours credit for this activity (which is more time than is required for a single residence verification) to allow for our inability to determine the exact number of residence verifications that are completed.			
<b>Ideal Data</b>	Actual amount of time to complete this activity.			
<b>Actual Data</b>	<b>Estimated Based on Number of Offenders Paroled with a County of Intended Residence</b>	687		
<b>Duty (7F)</b>	<b>CSP Residence Verifications</b>			24.00
<b>Frequency</b>	Per CSP residence verification			
<b>Time</b>	It has been estimated that it takes 1.5 hours per residence verification. Note that this amount of time takes into account multiple residence verifications for a single offender.		1.50	
<b>Description</b>	Per policy.			
<b>Ideal Data</b>	Actual amount of time to complete this activity.			
<b>Actual Data</b>	<b>Number of CSP Residence Verifications</b>	16		
<b>Duty (7G)</b>	<b>Parole Employment Verifications</b>			184.50
<b>Frequency</b>	Per offender conditionally paroled by county of intended employment			
<b>Time</b>	It has been estimated that it takes 45 minutes per employment verification. Note that this amount of time takes into account multiple employment verifications for a single offender.		0.75	
<b>Description Notes</b>	Per policy.  Many times an offender's employment does not work out and so more than one employment verification is required. We are unable at this time to determine the exact number of employment verifications that are done since the system only stores the last entry – there is no history table for intended employment. We are giving 45 minutes credit for this activity (which is more time than is required for a single employment verification) so that the additional time can account for our inability to determine the exact number of employment verifications that are completed.			
<b>Ideal Data</b>	Actual amount of time to complete this activity.			
<b>Actual Data</b>	<b>Estimated Based on Number of Offenders Paroled with a County of Intended Employment</b>	246		



Duty (7H)	ICE Detainer/Arrest	27.00
Frequency	Per arrest	
Time	It has been estimated that it takes 1 hour per ICE contact	1.00
Description	These are undocumented individuals' investigations for Immigration and Customs Enforcement (ICE).	
Ideal Data	Actual amount of time to spent on this activity.	
Actual Data	Number of ICE Contact Completed	27

Duty (7K)	Community Supervision Investigations	1,028.00
Frequency	Per investigation	
Time	It has been estimated that it takes 1 hour per CSP investigation to obtain relevant documents	1.00
Description	The 5052 Report	
Ideal Data	Actual amount of time to complete this activity.	
Actual Data	Number of Community Supervision Investigations	1,028

<b>Duty (7L)</b>	<b>PSI Investigations</b>	387.75
<b>Frequency</b>	Per investigation	
<b>Time</b>	It has been estimated that it takes 11.75 hours per PSI investigation.	11.75
<b>Description</b>	Per policy and includes COMPAS assessment	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>Estimate of Number of PSI Investigations Reported by AICs on a Survey Conducted Once a FY</b>	33

<b>Duty (7N)</b>	<b>Absconder Reviews</b>	584.00
<b>Frequency</b>	Per absconder per year	
<b>Time</b>	It has been estimated that it takes 15 minutes for investigation.	0.25
<b>Description</b>	Per policy	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>Number of Offenders in Absconded Status</b>	2,336

<b>Duty (7O)</b>	<b>Supervised Reentry Residence Verification</b>	36.00
<b>Frequency</b>	Per SRP residence verification	
<b>Time</b>	It has been estimated that it takes 1.5 hours per residence verification. Note that this amount of time takes into account multiple residence verifications for a single offender.	1.50
<b>Description</b>	Per policy	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>Number of SRP Residence Verifications</b>	24

		Activity Data	Time(hrs)	Workload
<b>Duty (8)</b>	<b>Victims</b>			2,583.00
<b>Frequency</b>	Per contact			
<b>Time</b>	It has been estimated that it take 45 minutes per contact.		0.75	
<b>Description</b>	Responding to victims (e.g., letters, telephone calls) and notification (e.g., violations, closures) and includes documentation.			
<b>Ideal Data</b>	Actual amount of time to complete this activity.			
<b>Actual Data</b>	<b>Number of Victim Contacts Documented in OMS</b>	3,444		

		Activity Data	Time(hrs)	Workload
<b>Duty (9)</b>	<b>Closing Cases</b>			4,175.00
<b>Duty (9A)</b>	<b>YOA Closures</b>			1.00
Frequency	Per YOA offender closed			
Time	It has been estimated that it takes 15 minutes per YOA closure.		0.25	
Description	Per policy			
Notes	Closures are based on offenders not cases.			
Ideal Data	Actual amount of time to complete this activity.			
Actual Data	Number of YOA Closures	4		
<b>Duty (9B)</b>	<b>All Other Closures</b>			3,433.25
Frequency	Per offender closed			
Time	It has been estimated that it takes 15 minutes per closure.		0.25	
Description	Per policy			
Notes	Closures are based on offenders not cases.			
Ideal Data	Actual amount of time to complete this activity.			
Actual Data	Number of Other Closures: Other Than Found in Duty 9A, 9C, 9D & 9E	13,733		
<b>Duty (9C)</b>	<b>Revocations</b>			412.25
Frequency	Per offender revoked			
Time	It has been estimated that it takes 15 minutes per revocation closure.		0.25	
Description	Per policy			
Notes	Closures are based on offenders not cases.			
Ideal Data	Actual amount of time to complete this activity.			
Actual Data	Number of Rev-C, Rev-T and Rev-TC Closures	1,649		
<b>Duty (9D)</b>	<b>PTUP</b>			254.50
Frequency	Per offender closed PTUP			
Time	It has been estimated that it takes 1/2 hour per PTUP closure.		0.50	
Description	Per policy and allows for the additional forms required			
Notes	Closures are based on offenders not cases.			
Ideal Data	Actual amount of time to complete this activity.			
Actual Data	Number of Offenders Closed PTUP	509		

<b>Duty (9E)</b>	<b>Early Termination for Probationers</b>	74.00
<b>Frequency</b>	Per offender early terminated	
<b>Time</b>	It has been estimated that it takes 30 minutes per early termination.	0.50
<b>Description</b>	Per policy	
<b>Notes</b>	Closures are based on offenders not cases.	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>Number of Offenders Early Terminated</b>	148

		Activity Data	Time(hrs)	Workload
<b>Duty (10)</b>	<b>Case Documentation</b>			65,425.50
<b>Frequency</b>	Per agent/OSS per year			
<b>Time</b>	It has been estimated that it takes 217 hours per year per agent for case documentation.		217.00	
<b>Description</b>				
	OMS/data entry and scheduler. Does not include time documenting progress reports.			
<b>Ideal Data</b>	Actual amount of time to complete this activity.			
<b>Actual Data</b>	<b>Number of Line Agents, OSS and Small County AICs</b>	302		Line Agents, OSS & Small AICs Only

		Activity Data	Time(hrs)	Workload
<b>Duty (11)</b>	<b>Drug Testing</b>			2,129.75
<b>Frequency</b>	Per drug test session			
<b>Time</b>	It has been estimated that it takes 15 minutes per drug testing session.		0.25	
<b>Description</b>	From beginning of the test to when the results are obtained.			
<b>Notes</b>	This includes testing for alcohol.			
<b>Ideal Data</b>	Actual amount of time to complete this activity.			
<b>Actual Data</b>	<b>Number of Drug Test Sessions</b>	8,519		

		Activity Data	Time(hrs)	Workload
<b>Duty (12)</b>	<b>Interstate Compact Investigations</b>			3,915.50
<b>Duty (12A)</b>	<b>ISC Investigations – Transfer In</b>			3,365.00
<b>Frequency</b>	Per investigation			
<b>Time</b>	It has been estimated that it takes 2.5 hours per ISC investigation for transfer in.		2.50	
<b>Description</b>	Per policy			
<b>Ideal Data</b>	Actual amount of time to complete this activity.			
<b>Actual Data</b>	<b>Number of ISC Investigations for Transfer In</b>	1,346		

<b>Duty (12B)</b>	<b>ISC Investigations – Transfer Out</b>			409.50
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Frequency	Per investigation	
Time	It has been estimated that it takes 1.5 hours per ISC investigation for transfer out	1.50
Description	Per policy	
Ideal Data	Actual amount of time to complete this activity.	
Actual Data	Number of ISC Investigations for Transfer Out	273

Duty (12C)	ISC Violation Reports	141.00
Frequency	Per violation report	
Time	It has been estimated that it takes 45 minutes per ISC violation report	0.75
Description	Per Policy	
Ideal Data	Actual amount of time to complete this activity.	
Actual Data	Number of ISC Violation Reports	188

		Activity Data	Time(hrs)	Workload
<b>Duty (13)</b>	<b>DNA Collection</b>	742.50		
Frequency	Per offender			
Time	It has been estimated that it takes 1/2 hour per offender tested.	0.50		
Description	Notification process and paperwork			
Ideal Data	Actual amount of time to complete this activity.			
Actual Data	Number of Offenders Whose DNA was Collected	1,485		

		Activity Data	Time(hrs)	Workload
<b>Duty(14)</b>	<b>Office Administration</b>	98,121.00		
<b>Duty (14A)</b>	<b>Staff/Team Meetings</b>	9,252.00		
Frequency	Per position per year			
Time	It varies by position type between 2 hours or 3 hours per month	9,252.00		
Description	3 hours for Big 4 and X-Large AICS and 2 hours for Large, Medium and Small AICs, TLs, OSS and agents			
Ideal Data	Actual amount of time to complete this activity.			
Actual Data	Number of Staff			

<b>Duty (14B)</b>	<b>Duty Agent</b>	26,832.00		
Frequency	Weeks			
Time	In varies by county size and calculated per week	52.00		
Description	Time spent doing duties that do not relate to your assigned case responsibilities.			
Notes	Big 4- 36 hours, extra-large- 24 hours, Large- 12 hours, Medium- 8 hours and Small- 4 hours			
Ideal Data	Actual amount of time to complete this activity.			
Actual Data	Number of Agents Preforming this Duty	516		

<b>Duty (14C)</b>	<b>Agent/OSS Cashiers</b>	7,164.00		
Frequency	Months			
Time	In varies by county size and calculated per month	12.00		
Description	Per SOP			
Notes	The number of cashiers are givens specific number of hours varying by county size Big 4- 2 hours, extra-large- 3 hours, Large- 4 hours, Medium- 5 hours and Small- 5 hours			
Ideal Data	Actual amount of time to complete this activity.			
Actual Data	Number of Agents/OSS Assisting with Cashier Duties	597		



<b>Duty (14D)</b>	<b>Agent Administrative Duties</b>	54,873.00
<b>Frequency</b>	Per agent per year	
<b>Time</b>	It has been estimated that it takes 3.5 hours per week for a total of 182 hours per year per agent.	182.00
<b>Description</b>	This duty includes such things as getting organized, conducting case management reviews, running reports including COMPAS reports, duties related to Administrative Monitoring and Compliance Credits, checking jail lists, servicing cars, bank deposits, mail runs, information requests from other agencies.	
<b>Ideal Data</b>	Actual amount of time to complete this activity.	
<b>Actual Data</b>	<b>Number of Line Agents, OSS and Small County AICs</b>	302 Line Agents, OSS & Small AICs Only

		Activity Data	Time(hrs)	Workload
<b>Duty (15)</b>	<b>Special / Emergency Operation Deployments</b>			10,636.42
<b>Duty (15A)</b>	<b>Deployments</b>			8,804.48
<b>Time</b>	Actual total time deployed			
<b>Description</b>	FY deployments			
<b>Ideal Data</b>	Actual time deployed.			
<b>Actual Data</b>	<b>Number of Deployment Hours for Previous FY</b>	8,804		

<b>Duty (15B)</b>	<b>Deployment Briefings/Training</b>	24.50
<b>Time</b>	Actual total time in training	
<b>Description</b>	Per policy	
<b>Ideal Data</b>	Actual time in training.	
<b>Actual Data</b>	<b>Number of Deployment Briefings/Training for Previous FY</b>	25

<b>Duty (15C)</b>	<b>Law Enforcement Meetings</b>	1,807.44
<b>Time</b>	Captured in tab	
<b>Description</b>	Per policy	
<b>Notes</b>	Limit to just meetings	
<b>Ideal Data</b>	Actual time in law enforcement meetings.	
<b>Actual Data</b>	<b>Estimated Number of Agent Meetings Reported by AICs in Annual Survey</b>	1,807

<b>Duty (15D)</b>	<b>Local Law Enforcement Assistance</b>	0.00
<b>Time</b>	Captured in tab	
<b>Description</b>	Assisting local LE agencies with things such as warrants, DUI stops, license checks, and tracking escapees.	
<b>Ideal Data</b>	Actual time assisting local LE agencies	
<b>Actual Data</b>	<b>Number of Hours Spent Assisting Local LE Agencies</b>	0

		<b>Activity Data</b>	<b>Time(hrs)</b>	<b>Workload</b>
<b>Duty (16)</b>	<b>Leave</b>			83,102.53
<b>Time</b>	Actual total leave taken by agent/OSS staff			
<b>Description</b>	Per policy. This includes annual leave, sick leave, family sick leave, military leave, court leave and leave without pay.			
<b>Ideal Data</b>	Actual leave taken			
<b>Actual Data</b>	<b>Actual Number of Leave Hours Taken by Agent Staff</b>		83,103	

		<b>Activity Data</b>	<b>Time(hrs)</b>	<b>Workload</b>
<b>Duty (17)</b>	<b>Training</b>			36,281.24
<b>Duty (17A)</b>	<b>Non-C1 Training</b>			6,715.93
<b>Time</b>	Actual total hours of non-C1 training for agent/OSS staff			
<b>Description</b>	Examples of this are conferences, stress management, time management and professional development.			
<b>Notes</b>				
<b>Ideal Data</b>	Actual training hours taken by individual.			
<b>Actual Data</b>	<b>Actual Number of Non-C1 Training Hours for Agent/OSS Staff</b>		6,716	

<b>Duty (17B)</b>	<b>C1 Training Including Re-Certification</b>			17,688.81
<b>Time</b>	<b>Actual total hours of C1 training for agent/OSS staff</b>			
<b>Description</b>	Per policy			
<b>Ideal Data</b>	Actual training hours taken by individual.			
<b>Actual Data</b>	<b>Actual Number of C1 Training Hours for Agent Staff</b>		17,689	

<b>Duty (17C)</b>	<b>Instructor Hours for Agents for Firearms, PPCT Arrest Scenario, Basic</b>			716.50
<b>Time</b>	Actual total hours of instructor hours for agent staff			
<b>Description</b>	Per policy			
<b>Ideal Data</b>	Actual training hours taken by individual.			

Actual Data	Actual Number of C1 Training Hours for Agent Staff	717
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<b>Duty (17D)</b>	<b>Number of OJT Instructor Hours</b>	0.00
<b>Time</b>	Actual total hours of OJT instructor hours for agent/OSS staff	
<b>Description</b>	Per policy	
<b>Ideal Data</b>	Actual training hours taken by individual.	
<b>Actual Data</b>	<b>Actual Number of C1 Training Hours for Agent Staff</b>	0

<b>Duty (17E)</b>	<b>Number of OJT Trainee Hours</b>	11,160.00
<b>Time</b>	Using Instructor OJT training hours to estimate OJT trainee hours for agent staff	
<b>Description</b>	Per policy	
<b>Ideal Data</b>	Actual training hours taken by individual.	
<b>Actual Data</b>	<b>Using Instructor C1 Training Hours to Estimate C1 Trainee Hours</b>	11,160

		<b>Activity Data</b>	<b>Time(hrs)</b>	<b>Workload</b>
<b>Duty (18)</b>	<b>Transportation</b>			101,288.54
<b>Frequency</b>	Per one hour per every 45 miles traveled		45	
<b>Time</b>	It has been estimated that it takes 1 hour for every 45 miles traveled.		1.00	
<b>Description</b>	Except for the activities that occur within the office, all others require travel. To estimate the travel time, it will be a function of the total miles traveled.			
<b>Notes</b>	It has been estimated that agent staff are responsible for 90% of the POV and state car mileage within counties. The other 10% would include mileage for administrative staff and victim advocates.			
<b>Ideal Data</b>	Actual miles associated with each action			
<b>Actual Data</b>	<b>Estimate for Agent Staff Mileage as 90% of Total POV and State Car Mileage for Cars Within the Counties</b>	4,557,985		

<b>Duty (19)</b>	<b>Holidays</b>	38,876.50
<b>Frequency</b>	<b>Per agent/OSS per holiday</b>	13
<b>Time</b>	OSS work 7.5 hour days Agents work 8 hour days	7.5 8.0
<b>Description</b>	There are 13 paid state holidays per year including Christmas Eve.	
<b>Ideal Data</b>	Actual number of holidays not worked	
<b>Actual Data</b>	<b>Number of OSS Staff</b>	67

Number of Agent Staff		311
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		Activity Data	County Cnt	Workload
Duty (20)	Community Relations			1,236.00
Frequency	Annually			
Time	In varies by county size and calculated for the year			
Description	Presentations to schools, community groups, Legislators, etc.			
Notes	Per Month: Big 4- 5 hours, extra-large- 4 hours, Large- 3 hours, Medium- 2 hours and Small- 1 hour			
Ideal Data	Actual amount of time to complete this activity.			
Actual Data	Estimate of Number of Hours per Year for Each County		1,236	

		Activity Data	Time(hrs)	Workload
Duty (21)	AIC & Team Leader Supervisor Administrative Duties			78,158.00
Duty (21A)	Big 4 AIC & Assistant AIC Administrative Duties			15,560.00
Time	It has been estimated that it takes 1,556 hours per year for the big 4 AICs/AAICs to perform administrative duties.		1,556.00	
Description	Includes things not related to the direct supervision of offenders but are required for a county to run such as tasks related to staff and staff issues, approving and ordering supplies, serving on committees, attending meetings and DARR, dealing with building issues, creating schedules, running reports and submitting data.			
Ideal Data	Actual amount of time to complete this activity.			
Actual Data	Number of Big 4 AICs + Number of Big 4 Assistant AICs		10	

Duty (21B)	X-Large AIC & Assistant AIC Administrative Duties			6,730.00
Time	It has been estimated that it takes 1,346 hours per year for the X-large AICs/AAIC to perform administrative duties.		1,346.00	
Description	Includes things not related to the direct supervision of offenders but are required for a county to run such as tasks related to staff and staff issues, approving and ordering supplies, serving on committees, attending meetings and DARR, dealing with building issues, creating schedules, running reports and submitting data.			
Ideal Data	Actual amount of time to complete this activity.			
Actual Data	Number of X-Large AICs + Number of X-Large Assistant AICs		5	

<b>Duty (21C)</b>	<b>Large AIC Administrative Duties</b>	12,771.00	
<b>Time</b>	It has been estimated that it takes 946 hours per year for the large AICs to perform administrative duties.	946.00	
<b>Description</b>	Includes things not related to the direct supervision of offenders but are required for a county to run such as tasks related to staff and staff issues, approving and ordering supplies, serving on committees, attending meetings and DARR, dealing with building issues, creating schedules, running reports and submitting data.		
<b>Ideal Data</b>	Actual amount of time to complete this activity.		
<b>Actual Data</b>	<b>Number of Large AICs</b>	14	

<b>Duty (21D)</b>	<b>Medium AIC Administrative Duties</b>	2,912.00	
<b>Time</b>	It has been estimated that it takes 728 hours per year for the medium AICs to perform administrative duties.	728.00	
<b>Description</b>	Includes things not related to the direct supervision of offenders but are required for a county to run such as tasks related to staff and staff issues, approving and ordering supplies, serving on committees, attending meetings and DARR, dealing with building issues, creating schedules, running reports and submitting data.		
<b>Ideal Data</b>	Actual amount of time to complete this activity.		
<b>Actual Data</b>	<b>Number of Medium AICs</b>	4	

<b>Duty (21E)</b>	<b>Small AIC Administrative Duties</b>	8,153.00	
<b>Time</b>	It has been estimated that it takes 526 hours per year for the small AICs to perform administrative duties.	526.00	
<b>Description</b>	Includes things not related to the direct supervision of offenders but are required for a county to run such as tasks related to staff and staff issues, approving and ordering supplies, serving on committees, attending meetings and DARR, dealing with building issues, creating schedules, running reports and submitting data.		
<b>Ideal Data</b>	Actual amount of time to complete this activity.		
<b>Actual Data</b>	<b>Number of Small AICs</b>	16	

<b>Duty (21F)</b>	<b>Team Leader Administrative Duties</b>	32,032.00	
<b>Time</b>	It has been estimated that it takes 728 hours per year for the Team Leaders to perform administrative duties.	728.00	
<b>Description</b>	Includes things not related to the direct supervision of offenders but are required for a county to run such as tasks related to staff and staff issues, approving and ordering supplies, serving on committees, attending meetings and DARR, dealing with building issues, creating schedules, running reports and submitting data.		
<b>Ideal Data</b>	Actual amount of time to complete this activity.		
<b>Actual Data</b>	<b>Number of Team Leaders</b>	44.00	Excludes Assit. AICs

		Activity Data	Time(hrs)	Workload
<b>Duty (22)</b>	<b>Body Worn Cameras</b>			1,797.60
<b>Duty (22A)</b>	<b>Labeling Body Worn Camera Videos</b>			1,159.38
<b>Time</b>	Per Video		0.02	
<b>Description</b>	Labeling video			
<b>Notes</b>				
<b>Ideal Data</b>	Actual number of videos labeled			
<b>Actual Data</b>	<b>Number of Videos</b>	57,969		

<b>Duty (22B)</b>	<b>Supervisor Review of Body Worn Camera Videos</b>	638.22	
<b>Time</b>	<b>Per Video</b>		
<b>Description</b>	Per policy		
<b>Ideal Data</b>	Actual numbers of videos reviewed		
<b>Actual Data</b>	<b>Actual Number of Videos Reviewed</b>	638	
	<b>Total</b>		835,559.29

Hours covered by agents	646,880.00
Hours covered by OSS	130,650
Total hours covered	777,530.00
Hours remaining to cover workload	58,029.29
Agents needed to meet workload	27.90
OSS needed to meet workload	29.76



### **Public Service Employment (i.e., Community Service)**

28. How does the agency vet non-profits for which offenders perform community service?

Each County Office recruits and vets their individual sites utilizing information they can verify locally.

29. For each registered state, county and municipal government agencies, businesses, and nonprofit organizations that received PPP offender services at public service employment worksites during the last three years please provide the number of hours received and please indicate the following:

From FY 2019-2021, public service employment sites have received 15,920 offender service hours. **(Please see the attachment labeled, “Question 29- PSE Work Sites List Addresses and Hours FY 19-21 –FINAL.”)**

- a. whether the entity is a non-profit, business, local government, or state government;  
Please see the aforementioned attached chart.
- b. names and addresses of the registered entities;  
Please see the aforementioned attached chart.
- c. whether any legislators or PPP employees are associated with the registered entity; and  
To the agency’s knowledge, there are no legislators associated with any of the registered PSE entities.
- d. whether the registered entity receives any state funding.  
Please see the aforementioned attached chart. (The Department notes the understanding that most local and state government entities receive some level of funding from the state.)

County	FY 2019-2021 Service Employment Work Site	Public Entity Type	PSE Hours Received FY 2019-2021	Address	Legislators Associated with Site	Recipient of State Funding		
ABBEVILLE	ABBEVILLE CIVIC CENTER	Local government	8	P.O. Box 40, N, Main Street, Abbeville SC 29620	None	No		
ABBEVILLE	ABBEVILLE COUNTY	Local government	8	1094 Gassoway Road, Abbeville SC 29620	None	No		
AIKEN	AIKEN COUNTY SOLICITOR'S OFFICE	Local government	250	109 Park Avenue SE/ PO Drawer 3368, Aiken SC 29802	None	No		
AIKEN	AIKEN SALVATION ARMY THIFT STORE	Nonprofit organization	30	3730 RICHLAND AVENUE W. Aiken SC 29801	None	No		
AIKEN	ASSIGN-A-HIGHWAY	Nonprofit organization	100	1930 University Pkwy, Aiken, SC 29801	None	No		
AIKEN	BIBLE WAY CHURCH OF AIKEN	Nonprofit organization	0	120 REDDS BRANCH ROAD, AIKEN SC 29801	None	No		
AIKEN	GOLDEN HARVEST FOOD BANK	Nonprofit organization	14	81 CAPITAL DRIVE Aiken SC 29803	None	No		
AIKEN	MIDLAND VALLEY NAZARENE SPORTS	Nonprofit organization	40	3526 JEFFERSON DAVIS HIGHWAY, Jefferson SC 29851	None	No		
ANDERSON	ANDERSON CO. SOLID WASTE/RECYC	Local government	250	728 PICKENS DR, PENDLETON SC	None	No		
ANDERSON	HABITAT FOR HUMANITY	Nonprofit organization	40	210 S. MURRAY AVE, ANDERSON SC 29624	None	No		
ANDERSON	SADLERS CREEK STATE PARK	State government	0	940 SADLERS CREEK PARK RD, ANDERSON SC 29624	None	No		
BAMBERG	CITY OF DENMARK SANITATION/PD	Local government	150	CAROLINA HIGHWAY, DENMARK SC 29042	None	No		
BAMBERG	RESTLAND CEMETERY	Local government	50	512 STOLLER ROAD BAMBERG SC 29003	None	No		
BARNWELL	AXIS-1 THRIFT/FOOD BANK	Nonprofit organization	88	1644 JACKSON STREET, BARNWELL SC 29812	None	No		
BARNWELL	BARNWELL LITER CONTROL	Local government	100	599 JOEY ZORN BLVD BARNWELL SC 29812	None	No		
BARNWELL	BARNWELL STATE PARK	State government	141	223 State Park Rd, Blackville, SC 29817	None	No		
BARNWELL	TOWN OF HILDA	Local government	75	35 RAIL ROAD AVENUE, BARNWELL SC 29812	None	No		
BEAUFORT	BC ANIMAL SHELTER AND CONTROL	Local government	240	10 PRITCHER POINT ROAD, OKATIE SC 29909	None	No		
BEAUFORT	BEAUFORT COUNTY LITTER	Local government	100	106 RIBAUT ROAD, BEAUFORT SC 299202	None	No		
BEAUFORT	BROAD CREEK PS DISTRICT	Local government	50	POST OFFICE BOX 5878, HILTON HEAD SC 29938	None	No		
BEAUFORT	CANCER THRIFT STORE OF BEAUFORT	Nonprofit organization	150	129 BURTON HILL ROAD, BURTON BRANCH SC 29906	None	No		
BEAUFORT	DEEP WELL PROJECT	Nonprofit organization	41.25	80 CAPITAL DRIVE, BEAUFORT SC 29926	None	No		
BEAUFORT	MARICULTURE CENTER	Nonprofit organization	8.75	P O BOX 809, SAWMILL CREEK ROAD, BLUFFTON SC 29910	None	No		
BEAUFORT	SALVATION ARMY THRIFT STORE	Nonprofit organization	100	164 ROBERT SMALLS PARKWAY, BEAUFORT SC 29901	None	No		
BEAUFORT	THE LITTER BOX	Business	80	46 OLD WILD HORSE ROAD, HILTON HEAD SC 29926	None	No		
BERKELEY	ALVIN RECREATION CENTER	Nonprofit organization	0	2191 Santee River Rd, Saint Stephen, SC 29479	None	No		
BERKELEY	BERKELEY COUNTY WATER & SANITATION	Local government	80	2111 REDBANK RD, GOOSE CREEK SC 29445	None	No		
BERKELEY	DOC WILLIAMS BERKELEY COUNTY SPCA	Local government	0	2673 S Live Oak Dr, Moncks Corner, SC 29461	None	No		
BERKELEY	HABITAT HUMANITY RESTORE	Nonprofit organization	96	1 BELKNAP RD, GOOSE CREEK SC	None	No		
BERKELEY	SPCA -ANIMAL SHELTER	Local government	120	502 CYPRESS GARDENS RD, MONCKSCORNER SC 29461	None	No		
BERKELEY	WATERS EDGE GREAT DANE RESCUE	Nonprofit organization	0	PO BOX 712, BONNEAU SC 29431	None	No		
CALHOUN	CALHOUN CLERK OF COURT	Local government	80	902 F R Huff Dr Ste B, Saint Matthews, SC 29135	None	No		
CALHOUN	CALHOUN CO COUNCIL-LITTER	Local government	50	102 COURTHOUSE DRIVE. ST MATTHEWS SC 29135	None	No		
CALHOUN	CALHOUN COUNTY COUNCIL	Local government	100	108 Courthouse Annex, St. Matthews SC	None	No		
CHARLESTON	SECOND CHANCE RECOVERY	Nonprofit organization	0	2015 A GRAYSON ST, N. CHARLESTON SC 29405	None	No		
CHARLESTON	A BRIGHTER FUTURE FOUNDATION	Nonprofit organization	0	3945 RIVERS AVE. N. CHARLESTON SC 29405	None	No		
CHARLESTON	BETHANY BAPTIST CHURCH	Nonprofit organization	0	790 MEETING ST., CHARLESTON SC 29403	None	No		
CHARLESTON	CATHEDRAL OF PRAISE	Nonprofit organization	0	3790 ASHLEY PHOSPHATE RD., N. CHARLESTON SC 29405	None	No		
CHARLESTON	CCSO COMMUNITY SERVICES PROG	Nonprofit organization	316	3841 LEEDS AVE., N. CHARLESTON SC 29405	None	No		
CHARLESTON	CHARELSTON CO SOLID WASTE	Local government	0	5303 HWY 165, HOLLYWOOD SC 29449	None	No		
CHARLESTON	CHARLES TOWNE LANDING STATE PK	State government	100	500 Old Towne Rd, Charleston, SC 29407	None	No		
CHARLESTON	CHARLESTON CO SOLID WASTE	Local government	40	6380 MAXVILLE ROAD, AWENDAW SC 29429	None	No		
CHARLESTON	CHARLESTON HABITAT FOR HUMANITY	Nonprofit organization	33.1	731 MEETING ST., CHARLESTON SC	None	No		
CHARLESTON	COMMUNITY BAPTIST CHURCH	Nonprofit organization	0	1427 ALMA STREET, CHARLESTON SC 29407	None	No		
CHARLESTON	DIVINE DELIVERANCE CHURCH	Nonprofit organization	0	2010 HAWTHORNE DR., N. CHARLESTON SC 29406	None	No		
CHARLESTON	EMMANUEL BAPTIST CHURCH	Nonprofit organization	0	1440 FOLLY RD., CHARLESTON SC 29412	None	No		
CHARLESTON	FATHER TO FATHER PROGRAM	Nonprofit organization	0	4731 MIXSON AVE, N. CHARLESTON SC 29405	None	No		
CHARLESTON	FIRST BAPTIST CHURCH	Nonprofit organization	0	1110 CAMP RD., CHARLESTON SC 29412	None	No		
CHARLESTON	GOODWIN ELEMENTARY SCHOOL	State government	0	5501 DORCHESTER RD., N. CHARLESTON SC 29418	None	No		
CHARLESTON	GREATER GOODWILL AME CHURCH	Nonprofit organization	0	2818 HIGHWAY 17N MT PLEASANT. MT PLEASANT SC 29466	None	No		
CHARLESTON	GREATER ST. LUKE AME CHURCH	Nonprofit organization	0	78 GORDON ST, CHARLESTON SC 29403	None	No		
CHARLESTON	GREEN CHAPEL CHURCH	Nonprofit organization	0	36 POINSETTE ST, CHARLESTON SC 29403	None	No		
CHARLESTON	HOLY TRINITY REF EPISCOPAL	Nonprofit organization	40	51 BULL STL CHARLESTON SC 29401	None	No		
CHARLESTON	HOPE CENTER	Nonprofit organization	0	995 MORRISON DR., CHARLESTON SC 29403	None	No		

CHARLESTON	JOSHUA BAPTIST CHURCH	Nonprofit organization	50	2482 FABER ROAD, N. CHARLESTON SC 29405	None	No		
CHARLESTON	LIGHT OF CHRIST MINISTRY	Nonprofit organization	0	1108 BEES FERRY RD, JOHNS ISLAND SC 29455	None	No		
CHARLESTON	MT. PLEASANT HABITAT HOME STORE	Nonprofit organization	1351	469 LONGPOINT RD., MT. PLEASANT SC 29465	None	No		
CHARLESTON	SALVATION ARMY STORE -RIVERS AVENUE	Nonprofit organization	150	6209 Rivers Avenue,N. Charleston SC 29046	None	No		
CHARLESTON	TRIDENT LITERACY	Nonprofit organization	75	6185-D Rivers Ave, North Charleston, SC 29406	None	No		
CHEROKEE	SALVATION ARMY	Nonprofit organization	0	601 COLONIAL AVE, GAFFNEY SC	None	No		
CHESTER	DOVE'S NEST	Nonprofit organization	0	105 Cotton Street, Chester SC 29706	None	No		
CHESTERFIELD	CHERAW STATE PARK	State government	60	100 STATE PARK RD., CHERAW SC 29520	None	No		
CHESTERFIELD	CHESTERFIELD COUNTY ANIMAL SHELTER	Local government	0	436 GOODALE ROAD, CHESTERFIELD SC 29709	None	No		
CLARENDON	CLARENDON COUNTY SHERIFF DEPT.	Local government	40	217 COMMERCE STREET, MANNING SC 29102	None	No		
CLARENDON	CLARENDON RECREATIONAL DEPT.	Local government	40	3057 RACCOON ROAD, MANNING SC 29102	None	No		
COLLETON	COLLETON COUNTY ANIMAL CONTROL	Local government	192	33 POOR FARM ROAD, WALTERBORO SC 29488	None	No		
COLLETON	MOBILE ASSIGN A HIGHWAY	Nonprofit organization	0	WALTERBORO SC 8435626689	None	No		
DARLINGTON	DARLINGTON COUNTY PRISON FARM/LITTER	Local government	240	200 Camp Rd, Darlington, SC 29532	None	No		
DARLINGTON	DARLINGTON COUNTY REC. DEPT.	Local government	20	300 Sanders St, Darlington, SC 29532	None	No		
DORCHESTER	HABITAT FOR HUMANITY	Nonprofit organization	72.5	Greyback Road Summerville, SC 29483	None	No		
DORCHESTER	KNIGHTSVILLE RECYCLING	Local government	162.5	1941 Central Ave, Summerville, SC -	None	No		
DORCHESTER	OAKBROOK AT OLD FORT	State government	200	235 <b>Old Fort</b> Dr. Summerville, SC	None	No		
EDGEFIELD	CITY OF JOHNSTON	Local government	0	500 Mims Ave, Johnston, SC 29832	None	No		
EDGEFIELD	EDGEFIELD POLICE DEPT	Local government	80	402 Main St, Edgefield, SC 29824	None	No		
EDGEFIELD	JOHNSTON SCHOOL BUS MAINTENANCE	State government	42	865 ROLAND AVE., JOHNSOTON SC	None	No		
EDGEFIELD	MT. CANAAN ASSOC. -BETTIS PARK	State government	54	76 NICHOLSON ROAD, Trenton, SC 29847	None	No		
EDGEFIELD	TRENTON POLICE DEPT	Local government	100	106 Church St, Trenton, SC 29847	None	No		
FLORENCE	HARVEST HOPE FOOD BANK	Nonprofit organization	200	2513 W Lucas St, Florence, SC 29501	None	No		
FLORENCE	POYNOR ADULT EDUCATION	Nonprofit organization	109.5	301 S Dargan St, Florence, SC 29506	None	No		
FLORENCE	TOWN OF COWARD	Local government	20	3720 US Hwy 52, Coward SC 29530	None	No		
FLORENCE	TOWN OF OLANTA	Local government	4	103 PARK AVE, OLANTA SC 29114	None	No		
FLORENCE	TOWN OF PAMPLICO	Local government	40	P.O.BOX 296, PAMPLICO SC 29583	None	No		
FLORENCE	TOWN OF TIMMONSVILLE	Local government	0	115 WEST MAIN STREET, TIMMONSVILLE SC 29161	None	No		
GREENVILLE	ALLEN TEMPLE AME CHURCH	Nonprofit organization	100	109 Green Ave, Greenville, SC 29601	None	No		
GREENVILLE	ENVIRONMENTAL SERVICES (LITTER)	Local government	80	655 RUTHFORD ROAD, GREENVILLE SC 29601	None	No		
GREENVILLE	HARVEST HOPE FOOD BANK	Nonprofit organization	200	2818 WHITE HORSE RD., GREENVILLE SC 29611	None	No		
GREENVILLE	MIRACLE HILL WADE HAMPTON	Nonprofit organization	100	2419 WADE HAMPTON BLVD, GREENVILLE SC 29615	None	No		
GREENVILLE	MIRACLE HILL (MAULDIN)	Nonprofit organization	40	114 W Butler Rd, Mauldin, SC 29662	None	No		
GREENVILLE	MIRACLE HILL (PETE HOLLIS BLVD)	Nonprofit organization	80	701 PETE HOLLIS BLVD, GREENVILLE SC 29601	None	No		
GREENVILLE	MIRACLE HILL- 291	Nonprofit organization	50	490 S. Pleasantburg Drive, Greenville SC 29607	None	No		
GREENVILLE	MIRACLE HILL MINISTRIES (GREER)	Nonprofit organization	160	14167 WADE HAMPTON BLVD., GREER SC 29651	None	No		
GREENVILLE	PARIS MOUNTAIN STATE PARK	State government	160	2401 State Park Rd, Greenville, SC 29609	None	No		
GREENVILLE	ROCK OF AGES BAPTIST CHURCH	Nonprofit organization	160	105 Donaldson Rd, Greenville, SC 29605	None	No		
GREENVILLE	SALVATION ARMY (MAULDIN)	Nonprofit organization	50	122 SOUTH MAIN STREET, MAULDON SC 29662	None	No		
GREENVILLE	SLATER MARIETTA YOUTH ASSOCIATION	Nonprofit organization	40	102 KIRKSEY COURT,TRAVELER REST SC 29690	None	No		
GREENVILLE	TRIUNE MERCY CENTER	Nonprofit organization	100	222 RUTHERFORD ST, GREENVILLE SC 29609	None	No		
GREENWOOD	FAITH HOME INC.	Nonprofit organization	115	P.O. BOX 39, GREENWOOD SC 29648	None	No		
GREENWOOD	FOOD BANK OF GREENWOOD COUNTY	Nonprofit organization	125	222 EAST AVENUE, GREENWOOD SC 29646	None	No		
GREENWOOD	GREENWOOD COUNTY PUBLIC WORKS	Local government	56	1119 SILOAM CHURCH ROAD, GREENWOOD SC 29646	None	No		
GREENWOOD	GREENWOOD HUMANE SOCIETY	Nonprofit organization	100	235 WILBANKS CIRCLE, GREENWOOD SC 29649	None	No		
GREENWOOD	THE SALVATION ARMY	Nonprofit organization	240	1805 72 BYPASS NE, GREENWOOD SC 29648	None	No		
HAMPTON	TOWN OF ESTILL	Local government	78	POST OFFICE BOX 415 ESTILL SC 29918	None	No		
HAMPTON	TOWN OF YEMASSEE	Local government	50	101 TOWN CIRCLE, YAMASSEE SC 29945	None	No		
HORRY	COMMUNITY KITCHEN OF MYRTLE BEACH	Nonprofit organization	240	1411 Mr Joe White Avenue, Myrtle Beach Sc 29577	None	No		
HORRY	GRAND STRAND HUMANE SOCIETY	Nonprofit organization	40	3241 Mr.Joe White Ave, Myrtle Beach SC 29577	None	No		
HORRY	LORIS POLICE DEPT.	Local government	0	3951 WALNUT STREET, LORIS SC 29569	None	No		
HORRY	NORTH MYRTLE BEACH HUMANE SOCIETY	Nonprofit organization	80	409 Bay St, North Myrtle Beach, SC 29582	None	No		
HORRY	SURFSIDE BEACH RECREATION DEPT.	Local government	143	115 HWY. 17 NORTH BUSINESS, MYRTLE BEACH SC 29575	None	No		
JASPER	JASPER COUNTY PUBLIC WORKS	Local government	24	623 LIVE OAK DRIVE, RIDELAND SC 29936	None	No		
KERSHAW	FATHER'S HOUSE MINISTRIES INT.	Nonprofit organization	20	1150 SESSIONS RD., ELGIN SC 29045	None	No		
KERSHAW	FOOD FOR THE SOUL SOUP KITCHEN	Nonprofit organization	100	110 EAST DEKALB STREET, CAMDEN SC 29020	None	No		

LANCASTER	ANDREW JACKSON STATE PARK	State government	30	196 ANDREW JACKSON PARK RD, LANCASTER SC 29720	None	No		
LANCASTER	CHRISTIAN SERVICES	Nonprofit organization	50	1227 GREAT FALLS HIGHWAY, LANCASTER SC 29720	None	No		
LANCASTER	GOLDEN CARE	Nonprofit organization	50	403 W. MEETING STREET, LANCASTER SC 29720	None	No		
LANCASTER	LANCASTER CTY SHER/PUB.WORKS	Local government	0	1520 PAGELAND HIGHWAY, LANCASTER SC 29720	None	No		
LAURENS	BELIEVER'S ASSEMBLY	Nonprofit organization	80	236 LITTLE ACRE ROAD, CLINTON SC 29325	None	No		
LAURENS	BELL FEDERATION CENTER OF THE BLIND	Nonprofit organization	0	1103 NORTH HARPER STREET, LAURENS SC 29360	None	No		
LAURENS	CHRIST CENTRAL	Nonprofit organization	0	HOPE DRIVE P.O. BOX 22, JOANNA SC 29351	None	No		
LAURENS	GOLDENVIEW BAPTIST CHURCH	Nonprofit organization	409	400 BOYD STREET, FOUNTAIN INN SC 29644	None	No		
LAURENS	LAURENS CITY LITTER CREW	Local government	0	LAURENS SC 8647158290	None	No		
LAURENS	WATERLOO, TOWN OF	Local government	56	48 ASHLEY ROAD, WALTERLOO SC 29384	None	No		
LAURENS	CITY OF CLINTON	Local government	0	1210 GARY STREET, CLINTON SC 29325	None	No		
LAURENS	LAURENS CITY PARK AND REC	Local government	0	205 WEST LAURENS STREET, LAURENS SC 29360	None	No		
LAURENS	LAURENS COUNTY BUILDING & GROUNDS	Local government	0	79 MT. VERNON CHURCH ROAD, LAURENS SC 29360	None	Yes		
LAURENS	LAURENS COUNTY SCHOOL DISTRICT 56	Local government	0	211 N. BROAD STREET, CLINTON SC 29325	None	No		
LAURENS	LAURENS COUNTY DISABILITIES AND SPECIAL NEEDS BOARD	Nonprofit organization	0	1860 HWY, LAURENS SC 29360	None	No		
LEXINGTON	HABITAT FOR HUMANITY RE-STORE	Nonprofit organization	100	2814 Augusta Rd, West Columbia 29170	None	No		
LEXINGTON	LCSWM EDMUND LANDFILL	Local government	250	429 Landfill Lane, Lexington, SC	None	No		
LEXINGTON	MISSION LEXINGTON (LICS)	Nonprofit organization	500	216 HARMON ST., LEXINGTON SC	None	No		
LEXINGTON	PALMETTO THRIFT STORE	Nonprofit organization	200	1470 Charleston Hwy, West Columbia, SC 29169	None	No		
LEXINGTON	PAWMETTO LIFELINE	Nonprofit organization	100	1275 BOWER PKWY., COLUMBIA SC 29212	None	No		
LEXINGTON	THRIFT AVENUE	Nonprofit organization	200	1217 SUNSET BLVD., WEST COLUMBIA SC 29169	None	No		
LEXINGTON	TOWN OF BATESBURG-LEESVILLE	Local government	200	366 LIBERTY ST., BATESBURG-LEESVILLE SC 29070	None	No		
LEXINGTON	WE CARE CENTER	Nonprofit organization	0	1800 CHAPIN RD, CHAPIN SC 29036	None	No		
MARION	MARION CO FIRE DEPT	Local government	63	107 E Bond St, Marion, SC 29571	None	No		
MARLBORO	MARLBORO COUNTY DETENTION CENTER	State government	240	253 THROOP STREET, BENNETTSVILLE SC 29512	None	No		
MCCORMICK	HOLY SPRINGS BAPTIST CHURCH	Nonprofit organization	0	226 KENNEDY RD, MCCORMICK SC 29835	None	No		
NEWBERRY	NEWBERRY COUNTY	Local government	57	PO BOX 156, NEWBERRY SC 29108	None	Yes		
NEWBERRY	NEWBERRY HOUSING AUTHORITY	Local government	70.5	PO DRAWER 737, NEWBERRY SC 29108	None	Yes		
NEWBERRY	TOWN OF PROSPERITY	Local government	300	PO BOX 36, PROSPERITY SC 29127	None	No		
ORANGEBURG	EXODUS BAPTIST CHURCH	Nonprofit organization	419	2431 Charleston Hwy, Orangeburg, SC 29115	None	No		
PICKENS	CITY OF EASLEY FIRE DEPARTMENT	Local government	0	1089 S Pendleton St, Easley, SC 29642	None	No		
PICKENS	MIRACLE HILL THRIFT STORE	Nonprofit organization	40	504 W. MAIN ST., EASLEY SC 9640	None	No		
RICHLAND	CITY OF COLUMBIA- PARKS AND REC	Local government	83	1111 PARKSIDE DR., COLUMBIA SC 29203	None	No		
RICHLAND	COURT ORDER EXEMPTION	Local government	240	1701 Main St Ste 205, Columbia, SC 29201	None	No		
RICHLAND	FIRST BAPTIST CHURCH	Nonprofit organization	380.5	1306 Hampton St., Columbia, SC	None	No		
RICHLAND	HARVEST HOPE FOOD BANK	Nonprofit organization	0	2220 SHOP ROAD, COLUMBIA SC 29202	None	No		
RICHLAND	LOWER RICHLAND BUS SHOP	State government	145	1511 Rabbit Run, Hopkins SC 29061	None	No		
RICHLAND	THE SALVATION ARMY	Nonprofit organization	22.49	3024 FARROW RD, COLUMBIA SC 29203	None	No		
SALUDA	EMMANUEL CHURCH	Nonprofit organization	104	793 COLUMBIA HWY., SALUDA SC 29138	None	No		
SPARTANBURG	BROWN ROOF THRIFT STORE	Nonprofit organization	90.5	141 FERNWOOD DR., SPARTANBURG SC 29307	None	No		
SPARTANBURG	CROFT STATE PARK	State government	27	450 CROFT STATE PARK RD., SPARTANBURG SC 29302	None	No		
SPARTANBURG	GREATER SPARTANBURG MINISTRIES	Nonprofit organization	80	680 ASHEVILLE HIGHWAY, SPARTANBURG SC 29303	None	No		
SPARTANBURG	GREER RELIEF/RESOURCES AGENCY	Nonprofit organization	64	202 VICTORIA STREET, GREER SC 29652	None	No		
SPARTANBURG	HABITAT HOME STORE	Nonprofit organization	62	2270 SOUTH PINE STREET, SPARTANBURG SC 29302	None	No		
SPARTANBURG	NEW LIFE CHRISTIAN FELLOWSHIP	Nonprofit organization	80	1042 W.O. EZELL BLVD, SPARTANBURG SC 29301	None	No		
SPARTANBURG	SAFE HOMES- RAPE CRISIS COALITION	Nonprofit organization	75	236 UNION STREET, SPARTANBURG SC 29302	None	No		
SPARTANBURG	SALVATION ARMY- SPARTANBURG	Nonprofit organization	69	1529 JOHN B. WHITE SR. BLVD. SPARTANBURG SC 29301	None	No		
SPARTANBURG	SALVATION ARMY- WOODRUFF	Nonprofit organization	80	467 CROSS ANCHOR ROAD, WOODRUFF SC 29388	None	No		
SPARTANBURG	SOUP KITCHEN	Nonprofit organization	100	136 S FOREST ST., SPARTANBURG SC 29306	None	No		
SPARTANBURG	SPARTANBURG COUNTY LANDFILL	Local government	62	595 LITTLE MOUNTAIN ROAD, WELLFORD SC 29385	None	No		
SPARTANBURG	SPARTANBURG THRIFT STORE	Nonprofit organization	40	369 C WHITNEY ROAD, SPARTANBURG SC 29303	None	No		
SPARTANBURG	SWS AT LAKE BLALOCK	Local government	100	1925 SANDY FORD ROAD, CHESNEE SC 29323	None	No		
SPARTANBURG	SWS AT LAKE BOWEN	Local government	62	8515 HWY 9, INMAM SC 29349	None	No		
SPARTANBURG	UNA FIRE DEPT	Local government	11	1025 HAYNE ST., UNA SC 29301	None	No		
SPARTANBURG	UPSTATE FAMILY RESOURCE CENTER	Nonprofit organization	300	1850 OLD FURANCE RD, SPARTANBURG SC 29316	None	No		
SPARTANBURG	WELLFORD NATIONAL GUARD	State government	80	910 FORT PRINCE BLVD, WELLFORD SC 29385	None	No		

SPARTANBURG	WOODRUFF AREA SOUP KITCHEN	Nonprofit organization	61.5	340 MCARTHUR ST., WOODRUFF, SC 29388	None	No		
SUMTER	HABITAT RESTORE	Nonprofit organization	0	30 BRIDGE COURT, SUMTER SC 29151	None	No		
SUMTER	SALVATION ARMY THRIFT STORE	Nonprofit organization	200	PO BOX 2229, SUMTER SC 29151	None	No		
UNION	SALVATION ARMY	Nonprofit organization	120	215 S Mountain St, Union, SC 29379	None	No		
UNION	YMCA	Nonprofit organization	4	106 LAKESIDE DR., UNION SC 29379	None	No		
YORK	FREEDOM MINISTRIES	Nonprofit organization	40	1070 Heckle Blvd, Rock Hill SC 29730	None	No		
YORK	PATH'S THRIFT STORE	Nonprofit organization	80	35 S. CONGRESS ST, YORK SC 29745	None	No		
YORK	TENDER HEARTS THRIFT STORE RH	Nonprofit organization	110	511 Kings Mountain St, York, SC 29745	None	No		
YORK	TENDER HEARTS THRIFT STORE YRK	Nonprofit organization	130	1735 HECKLE BLVD. , SUITE 117, ROCK HILL SC 29732	None	No		
YORK	THE ROC MINISTRIES	Nonprofit organization	200	546 S. CHERRY ROAD, ROCK HILL SC 29732	None	No		
<b>TOTAL HOURS</b>			15920.09					

County	FY 2019-2021 Public Service Employment Work Site	Entity Type	PSE Hours Received 2019-2021	FY
MARLBORO	MARLBORO COUNTY DETENTION CENTER	State government	240	
DORCHESTER	OAKBROOK AT OLD FORT	State government	200	
GREENVILLE	PARIS MOUNTAIN STATE PARK	State government	160	
RICHLAND	LOWER RICHLAND BUS SHOP	State government	145	
BARNWELL	BARNWELL STATE PARK	State government	141	
CHARLESTON	CHARLES TOWNE LANDING STATE PK	State government	100	
SPARTANBURG	WELLFORD NATIONAL GUARD	State government	80	
CHESTERFIELD	CHERAW STATE PARK	State government	60	
EDGEFIELD	MT. CANAAN ASSOC. -BETTIS PARK	State government	54	
EDGEFIELD	JOHNSTON SCHOOL BUS MAINTENANCE	State government	42	
LANCASTER	ANDREW JACKSON STATE PARK	State government	30	
SPARTANBURG	CROFT STATE PARK	State government	27	
ANDERSON	SADLERS CREEK STATE PARK	State government	0	
CHARLESTON	GOODWIN ELEMENTARY SCHOOL	State government	0	
CHARLESTON	MT. PLEASANT HABITAT HOME STORE	Nonprofit organizati	1351	
LEXINGTON	MISSION LEXINGTON (LICS)	Nonprofit organizati	500	
ORANGEBURG	EXODUS BAPTIST CHURCH	Nonprofit organizati	419	
LAURENS	GOLDENVUE BAPTIST CHURCH	Nonprofit organizati	409	
RICHLAND	FIRST BAPTIST CHURCH	Nonprofit organizati	380.5	
CHARLESTON	CCSO COMMUNITY SERVICES PROG	Nonprofit organizati	316	
SPARTANBURG	UPSTATE FAMILY RESOURCE CENTER	Nonprofit organizati	300	
GREENWOOD	THE SALVATION ARMY	Nonprofit organizati	240	
HORRY	COMMUNITY KITCHEN OF MYRTLE BEACH	Nonprofit organizati	240	
FLORENCE	HARVEST HOPE FOOD BANK	Nonprofit organizati	200	
GREENVILLE	HARVEST HOPE FOOD BANK	Nonprofit organizati	200	
LEXINGTON	PALMETTO THRIFT STORE	Nonprofit organizati	200	
LEXINGTON	THRIFT AVENUE	Nonprofit organizati	200	
SUMTER	SALVATION ARMY THRIFT STORE	Nonprofit organizati	200	
YORK	THE ROC MINISTRIES	Nonprofit organizati	200	
GREENVILLE	MIRACLE HILL MINISTRIES (GREER)	Nonprofit organizati	160	
GREENVILLE	ROCK OF AGES BAPTIST CHURCH	Nonprofit organizati	160	
BEAUFORT	CANCER THRIFT STORE OF BEAUFORT	Nonprofit organizati	150	
CHARLESTON	SALVATION ARMY STORE -RIVERS AVENUE	Nonprofit organizati	150	
YORK	TENDER HEARTS THRIFT STORE YRK	Nonprofit organizati	130	
GREENWOOD	FOOD BANK OF GREENWOOD COUNTY	Nonprofit organizati	125	
UNION	SALVATION ARMY	Nonprofit organizati	120	
GREENWOOD	FAITH HOME INC.	Nonprofit organizati	115	
YORK	TENDER HEARTS THRIFT STORE RH	Nonprofit organizati	110	
FLORENCE	POYNOR ADULT EDUCATION	Nonprofit organizati	109.5	
SALUDA	EMMANUEL CHURCH	Nonprofit organizati	104	
AIKEN	ASSIGN-A-HIGHWAY	Nonprofit organizati	100	
BEAUFORT	SALVATION ARMY THRIFT STORE	Nonprofit organizati	100	
GREENVILLE	ALLEN TEMPLE AME CHURCH	Nonprofit organizati	100	
GREENVILLE	MIRACLE HILL WADE HAMPTON	Nonprofit organizati	100	
GREENVILLE	TRIUNE MERCY CENTER	Nonprofit organizati	100	
GREENWOOD	GREENWOOD HUMANE SOCIETY	Nonprofit organizati	100	
KERSHAW	FOOD FOR THE SOUL SOUP KITCHEN	Nonprofit organizati	100	

LEXINGTON	HABITAT FOR HUMANITY RE-STORE	Nonprofit organizati	100
LEXINGTON	PAWMETTO LIFELINE	Nonprofit organizati	100
SPARTANBURG	SOUP KITCHEN	Nonprofit organizati	100
BERKELEY	HABITAT HUMANITY RESTORE	Nonprofit organizati	96
SPARTANBURG	BROWN ROOF THRIFT STORE	Nonprofit organizati	90.5
BARNWELL	AXIS-1 THRIFT/FOOD BANK	Nonprofit organizati	88
GREENVILLE	MIRACLE HILL (PETE HOLLIS BLVD)	Nonprofit organizati	80
HORRY	NORTH MYRTLE BEACH HUMANE SOCIETY	Nonprofit organizati	80
LAURENS	BELIEVER'S ASSEMBLY	Nonprofit organizati	80
SPARTANBURG	GREATER SPARTANBURG MINISTRIES	Nonprofit organizati	80
SPARTANBURG	NEW LIFE CHRISTIAN FELLOWSHIP	Nonprofit organizati	80
SPARTANBURG	SALVATION ARMY- WOODRUFF	Nonprofit organizati	80
YORK	PATH'S THRIFT STORE	Nonprofit organizati	80
CHARLESTON	TRIDENT LITERACY	Nonprofit organizati	75
SPARTANBURG	SAFE HOMES- RAPE CRISIS COALITION	Nonprofit organizati	75
DORCHESTER	HABITAT FOR HUMANITY	Nonprofit organizati	72.5
SPARTANBURG	SALVATION ARMY- SPARTANBURG	Nonprofit organizati	69
SPARTANBURG	GREER RELIEF/RESOURCES AGENCY	Nonprofit organizati	64
SPARTANBURG	HABITAT HOME STORE	Nonprofit organizati	62
SPARTANBURG	WOODRUFF AREA SOUP KITCHEN	Nonprofit organizati	61.5
CHARLESTON	JOSHUA BAPTIST CHURCH	Nonprofit organizati	50
GREENVILLE	MIRACLE HILL- 291	Nonprofit organizati	50
GREENVILLE	SALVATION ARMY (MAULDIN)	Nonprofit organizati	50
LANCASTER	CHRISTIAN SERVICES	Nonprofit organizati	50
LANCASTER	GOLDEN CARE	Nonprofit organizati	50
BEAUFORT	DEEP WELL PROJECT	Nonprofit organizati	41.25
AIKEN	MIDLAND VALLEY NAZARENE SPORTS	Nonprofit organizati	40
ANDERSON	HABITAT FOR HUMANITY	Nonprofit organizati	40
CHARLESTON	HOLY TRINITY REF EPISCOPAL	Nonprofit organizati	40
GREENVILLE	MIRACLE HILL (MAULDIN)	Nonprofit organizati	40
GREENVILLE	SLATER MARIETTA YOUTH ASSOCIATION	Nonprofit organizati	40
HORRY	GRAND STRAND HUMANE SOCIETY	Nonprofit organizati	40
PICKENS	MIRACLE HILL THRIFT STORE	Nonprofit organizati	40
SPARTANBURG	SPARTANBURG THRIFT STORE	Nonprofit organizati	40
YORK	FREEDOM MINISTRIES	Nonprofit organizati	40
CHARLESTON	CHARLESTON HABITAT FOR HUMANITY	Nonprofit organizati	33.1
AIKEN	AIKEN SALVATION ARMY THIFT STORE	Nonprofit organizati	30
RICHLAND	THE SALVATION ARMY	Nonprofit organizati	22.49
KERSHAW	FATHER'S HOUSE MINISTRIES INT.	Nonprofit organizati	20
AIKEN	GOLDEN HARVEST FOOD BANK	Nonprofit organizati	14
BEAUFORT	MARICULTURE CENTER	Nonprofit organizati	8.75
UNION	YMCA	Nonprofit organizati	4
AIKEN	BIBLE WAY CHURCH OF AIKEN	Nonprofit organizati	0
BERKELEY	ALVIN RECREATION CENTER	Nonprofit organizati	0
BERKELEY	WATERS EDGE GREAT DANE RESCUE	Nonprofit organizati	0
CHARLESTON	SECOND CHANCE RECOVERY	Nonprofit organizati	0
CHARLESTON	A BRIGHTER FUTURE FOUNDATION	Nonprofit organizati	0
CHARLESTON	BETHANY BAPTIST CHURCH	Nonprofit organizati	0
CHARLESTON	CATHEDRAL OF PRAISE	Nonprofit organizati	0



CHARLESTON	COMMUNITY BAPTIST CHURCH	Nonprofit organization	0
CHARLESTON	DIVINE DELIVERANCE CHURCH	Nonprofit organization	0
CHARLESTON	EMMANUEL BAPTIST CHURCH	Nonprofit organization	0
CHARLESTON	FATHER TO FATHER PROGRAM	Nonprofit organization	0
CHARLESTON	FIRST BAPTIST CHURCH	Nonprofit organization	0
CHARLESTON	GREATER GOODWILL AME CHURCH	Nonprofit organization	0
CHARLESTON	GREATER ST. LUKE AME CHURCH	Nonprofit organization	0
CHARLESTON	GREEN CHAPEL CHURCH	Nonprofit organization	0
CHARLESTON	HOPE CENTER	Nonprofit organization	0
CHARLESTON	LIGHT OF CHRIST MINISTRY	Nonprofit organization	0
CHEROKEE	SALVATION ARMY	Nonprofit organization	0
CHESTER	DOVE'S NEST	Nonprofit organization	0
COLLETON	MOBILE ASSIGN A HIGHWAY	Nonprofit organization	0
LAURENS	BELL FEDERATION CENTER OF THE BLIND	Nonprofit organization	0
LAURENS	CHRIST CENTRAL	Nonprofit organization	0
LAURENS	LAURENS COUNTY DISABILITIES AND SPECIAL NEEDS BOARD	Nonprofit organization	0
LEXINGTON	WE CARE CENTER	Nonprofit organization	0
MCCORMICK	HOLY SPRINGS BAPTIST CHURCH	Nonprofit organization	0
RICHLAND	HARVEST HOPE FOOD BANK	Nonprofit organization	0
SUMTER	HABITAT RESTORE	Nonprofit organization	0
NEWBERRY	TOWN OF PROSPERITY	Local government	300
AIKEN	AIKEN COUNTY SOLICITOR'S OFFICE	Local government	250
ANDERSON	ANDERSON CO. SOLID WASTE/RECYC	Local government	250
LEXINGTON	LCSWM EDMUND LANDFILL	Local government	250
BEAUFORT	BC ANIMAL SHELTER AND CONTROL	Local government	240
DARLINGTON	DARLINGTON COUNTY PRISON FARM/LITTE	Local government	240
RICHLAND	COURT ORDER EXEMPTION	Local government	240
LEXINGTON	TOWN OF BATESBURG-LEESVILLE	Local government	200
COLLETON	COLLETON COUNTY ANIMAL CONTROL	Local government	192
DORCHESTER	KNIGHTSVILLE RECYCLING	Local government	162.5
BAMBERG	CITY OF DENMARK SANITATION/PD	Local government	150
HORRY	SURFSIDE BEACH RECREATION DEPT.	Local government	143
BERKELEY	SPCA -ANIMAL SHELTER	Local government	120
BARNWELL	BARNWELL LITER CONTROL	Local government	100
BEAUFORT	BEAUFORT COUNTY LITTER	Local government	100
CALHOUN	CALHOUN COUNTY COUNCIL	Local government	100
EDGEFIELD	TRENTON POLICE DEPT	Local government	100
SPARTANBURG	SWS AT LAKE BLALOCK	Local government	100
RICHLAND	CITY OF COLUMBIA- PARKS AND REC	Local government	83
BERKELEY	BERKELEY COUNTY WATER & SANITATION	Local government	80
CALHOUN	CALHOUN CLERK OF COURT	Local government	80
EDGEFIELD	EDGEFIELD POLICE DEPT	Local government	80
GREENVILLE	ENVIRONMENTAL SERVICES (LITTER)	Local government	80
HAMPTON	TOWN OF ESTILL	Local government	78
BARNWELL	TOWN OF HILDA	Local government	75
NEWBERRY	NEWBERRY HOUSING AUTHORITY	Local government	70.5
MARION	MARION CO FIRE DEPT	Local government	63
SPARTANBURG	SPARTANBURG COUNTY LANDFILL	Local government	62

SPARTANBURG	SWS AT LAKE BOWEN	Local government	62
NEWBERRY	NEWBERRY COUNTY	Local government	57
GREENWOOD	GREENWOOD COUNTY PUBLIC WORKS	Local government	56
LAURENS	WATERLOO, TOWN OF	Local government	56
BAMBERG	RESTLAND CEMETERY	Local government	50
BEAUFORT	BROAD CREEK PS DISTRICT	Local government	50
CALHOUN	CALHOUN CO COUNCIL-LITTER	Local government	50
HAMPTON	TOWN OF YEMASSEE	Local government	50
CHARLESTON	CHARLESTON CO SOLID WASTE	Local government	40
CLARENDON	CLARENDON COUNTY SHERIFF DEPT.	Local government	40
CLARENDON	CLARENDON RECREATIONAL DEPT.	Local government	40
FLORENCE	TOWN OF PAMPLICO	Local government	40
JASPER	JASPER COUNTY PUBLIC WORKS	Local government	24
DARLINGTON	DARLINGTON COUNTY REC. DEPT.	Local government	20
FLORENCE	TOWN OF COWARD	Local government	20
SPARTANBURG	UNA FIRE DEPT	Local government	11
ABBEVILLE	ABBEVILLE CIVIC CENTER	Local government	8
ABBEVILLE	ABBEVILLE COUNTY	Local government	8
FLORENCE	TOWN OF OLANTA	Local government	4
BERKELEY	DOC WILLIAMS BERKELEY COUNTY SPCA	Local government	0
CHARLESTON	CHARELSTON CO SOLID WASTE	Local government	0
CHESTERFIELD	CHESTERFIELD COUNTY ANIMAL SHELTER	Local government	0
EDGEFIELD	CITY OF JOHNSTON	Local government	0
FLORENCE	TOWN OF TIMMONSVILLE	Local government	0
HORRY	LORIS POLICE DEPT.	Local government	0
LANCASTER	LANCASTER CTY SHER/PUB.WORKS	Local government	0
LAURENS	LAURENS CITY LITTER CREW	Local government	0
LAURENS	CITY OF CLINTON	Local government	0
LAURENS	LAURENS CITY PARK AND REC	Local government	0
LAURENS	LAURENS COUNTY BUILDING & GROUNDS	Local government	0
LAURENS	LAURENS COUNTY SCHOOL DISTRICT 56	Local government	0
PICKENS	CITY OF EASLEY FIRE DEPARTMENT	Local government	0
BEAUFORT	THE LITTER BOX	Business	80
<b>TOTAL HOURS</b>			<b>15920.09</b>

### **Parole Information Provided to Inmate and Inmate's Family**

31. Please provide a copy of information an inmate or inmate's family would receive regarding the parole process, eligibility, criteria, etc.

**Please see the attached documents provided to inmates by the agency prior to a parole hearing:**

- **"Question 31- 1212 Criteria for Parole Consideration"**
- **'Question 31- Inmate Hearing Notification Letter'**
- **"Question 31- Hearing Witness Portal Statement"**

Please note, the inmate's family may also obtain information from the Department's website at <https://www.dppps.sc.gov/index.php>

South Carolina Department of Probation, Parole and Pardon Services  
Criteria For Parole Consideration

SC Board of Probation, Parole and Pardon Services  
P.O. Box 50666  
Columbia, SC 29250

Inmate Name	SCDC#
-------------	-------

**Criteria for Parole Consideration**

The South Carolina parole law creates no right to be released on parole. Parole in South Carolina is strictly a matter of privilege or grace. The South Carolina Board of Probation, Parole and Pardon Services has absolute discretion to grant or deny parole. As such, the publication of these parole criteria in no way creates a expectancy of release; nor does it bind the Parole Board in any way to favorable parole decision or establish any presumptions of entitlement to parole.

In deciding whether or not to grant parole, the Parole Board considers, among other things, the inmate's record before incarceration as well as during incarceration. The record itself is prepared through investigations conducted for the Parole Board, and it becomes a part of the inmate's parole file. The files are maintained by the Department of Probation, Parole and Pardon Services and are, by the statute, privileged and confidential. The confidentiality of the parole file is far reaching; inmates themselves have no right to inspect the contents of their files. If the inmate thinks his/her file is somehow incomplete or contains some errors or other inaccuracy, he/she must notify the Board of the specific error or inaccuracy. The Board will investigate the inquiry and notify the inmate of the action taken.

Inmates do, however, enjoy certain rights in the parole process. The inmate has the right to appear at his parole hearing. If the inmate fails to appear, the Board may decide his/her case in absence. The inmate has the right to be represented by an attorney; however, he/she has no right to have an attorney appointed if he/she cannot afford one. At the hearing, the inmate has the right to present witnesses and evidence on his/her own behalf, but an inmate does not have a right to confront witnesses.

In deciding whether or not an inmate should be granted parole, the Board or Panel of the Board exercises its absolute discretion to the limits allowed by state and federal law. The discretion of the Board or panel aims at protecting the best interest of both society and the inmate being considered for parole. In its concern for the protection of society's and the inmate's best interests, the Board or Panel deliberates upon the "reasonable probability" that an inmate will not again violate the law, if parole is granted. When deliberating that an inmate will not again violate the law, the Board or Panel weighs the factors listed below. The Board or Panel, in its absolute discretion, also considers any other factors not listed below which it considers relevant in a particular case.

1. The risk the inmate poses to the community;
2. The nature and seriousness of the inmate's offense, the circumstances surrounding the offense, and the inmate's attitude toward it;
3. The inmate's prior criminal records and his/her adjustment under any previous programs or supervision;
4. The inmate's attitude toward his/her family, the victim, and authority in general;
5. The inmate's adjustment while in confinement, including his/her progress in counseling, therapy, and other similar programs designed to encourage the inmate to improve himself/herself;
6. The inmate's employment history, including his/her job training and skills and his/her stability in the work place;
7. The inmate's physical, mental and emotional health;
8. The inmate's understanding of the cause of his/her past criminal conduct;
9. The inmate's efforts to solve his/her problems such as seeking treatment for substance abuse, enrolling in academic and vocational education courses, and in general using whatever resources the Department of corrections has made available to inmates to help with their problems;
10. The adequacy of the inmate's overall parole plan. This includes inmates living arrangements, where he/she will live and who he will live with; the character of those with whom the inmate plans to associate in both his/her working hours and his/her off-work hours; the inmate's plans for gainful employment;
11. The willingness of the Community into which the inmate will be released to receive the inmate;
12. The willingness of the inmate's family to allow his/her to return to the family circle;
13. The attitudes of the sentencing judge, the solicitor, and local law enforcement officers respecting the inmates; parole;
14. The feelings of the victim's family, and any witnesses to the crime about the release of the inmate
15. The actuarial risk and needs assessment outlined in section 24-21-10 (F)(1) of the S.C. Code of laws; which evaluates based on Criminal Involvement, Relationships/Lifestyle, Personality/Attitudes, Family, Social Exclusion and Mental Health.
16. Other factors considered relevant in a particular case by the Board.

**Reservation of Discretionary Power of the Parole Board**

These criteria in on way limit the absolute discretion of the Parole Board or Panel to make parole decisions on a case-by case basis and to grant or deny parole as it determines to be in the best interest of society and the intimate under review.

In some cases, the Board may decide that inmate should be granted parole if the inmate completes one or more stated conditions. When this is the case, the Board may grant a parole that becomes effective when the inmate completes on or more stated conditions. Should the inmate fail to complete any one of these conditions or disobey any rule or regulation of the South Carolina Department of Corrections before satisfying the stated conditions to make his parole effective, the Board may rescind the inmate's parole and treat the case as though parole had been rejected. In other cases, the Board may feel it needs more time to form its decision. In such cases, the Board may simply take the parole consideration under advisement and reschedule it at a later date. Similarly, the Board may postpone a parole hearing in order to dispose of detainers or pending charges. If the Board rejects an inmate for parole, the inmate will be given written notice of rejection stating the reasons for rejection. Decisions of the Board have no precedential effect whatever and in no way limit the Board's absolute discretion at later parole hearings.

After rejection for parole, the procedure of scheduling of rehearing is as follows:

1. An individual serving time for a violent offense defined in §16-1-60 of the South Carolina Code of Laws 1976 will be reheard for parole two years following the date of parole rejections. Applicable legal exceptions may allow for a one year hearing.
2. An individual serving time for a nonviolent offense defined in §16-1-70 of the South Carolina Code of Laws 1976 will be reheard for parole one year following the date of parole rejections.

***I certify that the above material has been explained to me, and I have received a copy.***

Inmate's Signature	Date	Witness	Date
--------------------	------	---------	------

# HEARING PROTOCOL AS OF MARCH 13, 2020

## UNTIL FURTHER NOTICE

In an effort to protect the inmate population, during the current global pandemic surrounding Coronavirus-19, the state is taking measures to prevent the spread of disease to the residents of correctional facilities. The SC Department of Corrections has limited access to their correctional institutions by suspending all visitation at their facilities until further notice. No supporters or family members will be allowed to attend parole hearings until such time as this ban has been lifted.

*Note: At this time, there is no change regarding attorney attendance. Attorneys will be allowed to attend the hearings, per the normal procedure.*

In an effort to ensure that every inmate has the right to present witnesses/evidence on his/her own behalf, the SC Department of Probation, Parole and Pardon Services is creating a **Hearing Witness Portal** that will allow supporters or family members who would have attended the parole hearing along with the inmate to submit a written statement of support via e-mail or US Postal Service at the addresses listed below. Please be reminded that the instructions received from SCDC limit the number of attendees to five. See below.

The inmate who is being considered for parole by the Parole Board may have up to five (5) total persons appear with him/her. Of the five, one (1) can be a minister/spiritual adviser, one (1) can be an attorney, and no more than three (3) can be family, friends, employers, etc.

Due to this normal restriction, only five statements per inmate from the **Hearing Witness Portal** will be presented to the Board. Any other statements received will be listed as Supporters, per the normal procedure.

In order to submit written Witness Testimony, use the link

[HearingWitnessPortal@ppp.sc.gov](mailto:HearingWitnessPortal@ppp.sc.gov)

OR submit your statement in writing to

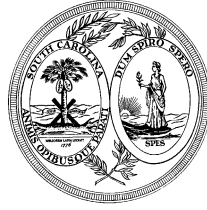
SCPPPS Hearing Witness Portal  
PO Box 207  
Columbia, SC 29202

Statements must be received at least 48 hours prior to the actual hearing date.

INMATE NAME  
INSTITUTION  
ADDRESS  
CITY, SC

**State of South Carolina**  
**Department of Probation, Parole and Pardon Services**

**HENRY McMASTER**  
Governor



**JERRY B. ADGER**  
Director

293 Greystone Boulevard  
Post Office Box 207  
Columbia, South Carolina 29202  
Telephone: (803) 734-9220  
Fax: (803) 734-9440  
[www.dppps.sc.gov](http://www.dppps.sc.gov)

DATE1

INMATE NAME  
INSTITUTION  
ADDRESS  
CITY, SC

**RE: NOTICE OF HEARING**

Hearing Date: WEEK DAY, MONTH AND DATE, YEAR Arrival Time: 7:45 AM  
Location:

Dear INMATE:

This is to inform you that your parole hearing is scheduled for the above date. Your hearing will be held at the above location. Family members or supporters should report at the above noted time. Your hearing will be by way of videoconference, which means that the Board will review your case on a television monitor.

You can have a total of three (3) visitors or family members appear with you and you may retain an attorney at your own expense. It is your responsibility to notify visitors or family members of the date and time they will need to be at your hearing. Also, you must notify your attorney if he or she has not requested in writing such notifications from this agency.

Please find enclosed parole hearing information sheet. It may be necessary to provide your family members or visitors a copy.

Sincerely,

A handwritten signature in cursive script that reads "Nettie C. Jacobs".

Nettie C. Jacobs  
Board Support Services

## **Parole Board Manual**

42. Please provide a copy of the parole board manual.

Please see the attachment labeled, “Question 42- Manual of SC Board of Pardons and Paroles.”

43. What is the purpose of the parole board manual?

The Parole Board Manual dates back to the Agency’s inception. The document has been maintained and updated throughout the years for the purpose of identifying the Board’s adopted procedures.

44. When was the manual last updated?

November, 2019. The edit temporarily changed the Board’s established quorum.



# South Carolina Board of Pardons and Paroles

South Carolina Department of Probation, Parole and Pardon Services  
**DIVISION OF PAROLES AND PARDONS AND RELEASE SERVICES**

**November, 2019**

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# PREFACE

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## **The Parole System In South Carolina**

Parole is a form of early release from prison based on the prisoner's agreement to abide by certain conditions of supervision during the balance of the sentence. The South Carolina Board of Pardons and Paroles (hereinafter "Board") is a gubernatorial appointed, independent decision making body vested with sole authority in making discretionary parole decisions in the State of South Carolina. Upon release on parole, the parolee continues to serve the sentence outside the prison walls and remains under the legal jurisdiction of the Board, and must comply with the terms and conditions of release as set by the Board.

The South Carolina Department of Probation, Parole, and Pardon Services (hereinafter "Department") is a cabinet agency of the Governor, and through its Director (hereinafter "Department Director") is vested with supervision responsibilities for adult parolees.

While on parole, the parolee should show reasonable promise of being able to function in society as a responsible, self-reliant person. Subject to the conditions of parole, the parolee can be gainfully employed. The parolee can enter into contracts and go to court without a guardian ad litem. The parolee is free to be with family and friends and to form other attachments of normal life. Within the limits defined by the conditions of parole, the parolee is free to come and go as he/she pleases, to travel anywhere in the state that is supervising parole, on occasion, to travel out of that state, and even to reside in another state with proper authorization. The parolee's liberty is regarded as a "privilege." The United States Supreme Court has said it is valuable enough to deserve the protection of certain minimal requirements of procedural due process under the Constitution.

Any expectation or desire that a convicted prisoner may have to be released on parole, however, is not a constitutional right. In South Carolina, paroles are granted as a privilege. The Board retains absolute and exclusive discretion to grant or deny parole in all cases, except community supervision, once a prisoner has become eligible to be considered. Community supervision release is not reviewed by the Board. (Certain offenders, it must be noted, are disqualified by statute from eligibility for parole.) The parole release decisions of the Board are final. They are not reviewable in the courts of South Carolina.

The purpose of parole is universally recognized to be reformatory or rehabilitative. Parole is intended as a means of rehabilitating then restoring the offender to society as a law-abiding and productive member. Under the structured supervision that parole sets up, the parolee has the opportunity to participate in a wide array of health and human services programs designed to help him/her. As an

early-release mechanism, parole also serves to alleviate the high costs to the state, and ultimately to the taxpayer, of keeping offenders in prison, not to mention the costs of building and operating new prisons. Further, parolees are required to pay supervision fees to help defray the cost of administering the parole system.

Aside from the obvious economic benefit to the state of releasing offenders on parole and then requiring them to pay supervision fees, there is a certain element of moral instruction also at work. In being required to shoulder at least a part of the economic burden that would otherwise fall entirely to the state, parolees are encouraged to assume moral responsibility for their actions. Requiring parolees to pay restitution to their victims, as a condition of supervision, goes even further in this most worthwhile direction.

### **Pardons, Reprieves, and Commutations**

In addition to the clemency power to grant (and revoke) paroles, the Board also has the absolute and exclusive power to grant pardons. Like the grant of parole, the grant of a pardon is not a matter of right. Anyone who wants a pardon may apply through the Department, but the Board will consider only those applicants who are by statute eligible to be considered for a pardon. The Department is responsible for investigating all pardon applications, reporting its findings, and making recommendations to the Board.

Under South Carolina law, all pardons are full pardons. Thus, when a person receives a pardon from the Board, he/she is fully pardoned from all the legal consequences of the crime and the conviction, direct and collateral, including the punishment, whether of imprisonment, monetary penalty or whatever else the law has provided. A pardon fully restores all civil rights lost as a result of a criminal conviction. These rights are enumerated in the statute. A pardon also restores the pardoned person's ability to own and possess firearms.

Although in South Carolina a pardon does relieve the pardoned person of the consequences of the criminal conviction for which he received the pardon, a pardon does not establish the innocence of the person pardoned. Nor does a pardon expunge the criminal conviction for which the pardon was granted. The idea, often and widely expressed, is that a pardon forgives but it does not forget. The criminal record remains intact and preserved; the fact of the underlying criminal conviction survives the pardon. Anyone who receives a pardon and is on the Sex Offender Registry will remain on the Registry per statute. Indeed, state law requires that the record of that conviction, together with the pardon, be maintained by the clerks' offices. Similarly, under current law a pardoned person is barred from holding public office if the crime for which the pardon was granted involved embezzlement of public funds. Finally, even though a person has a pardon, he/she may be barred by the licensing authority from obtaining a professional license or certification where good moral character is required, because the criminal

conviction, though pardoned, will still be on the record and may be regarded as showing bad moral character.

The Governor of South Carolina, in whom the pardon power once resided, now retains only the power to grant reprieves and commutations. A reprieve is defined as the withdrawing of a sentence for an interval of time whereby the execution of the sentence is suspended to a certain day. The Governor's power to grant reprieves applies only in capital cases and is not subject to review in the courts. A commutation of sentence or punishment is simply a reduction in punishment to something less severe than was originally imposed. In South Carolina, the Governor's power to commute sentences is restricted by law to the commutation of death sentences to life imprisonment. The Governor may refer these matters to the Board, which must then consider them and make recommendations to the Governor. The Governor may or may not adopt the Board's recommendations. If the Governor chooses not to adopt the Board's recommendations, the reasons for the decision must be submitted to the General Assembly. The Governor may act without any reference to the Board.

Date: November 06, 2019

Kim Frederick, Chairman



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# MISSION

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The South Carolina Board of Pardons and Paroles, as part of the criminal justice system, makes independent, quality conditional release and pardon decisions and clemency recommendations. The Board contributes to the protection of society by facilitating, as appropriate, the timely integration of offenders as law-abiding citizens.

## **MAKING THE MISSION A REALITY**

In making quality decisions regarding conditional releases and pardons, as well as recommendations in clemency cases, the Board's primary objective is the long-term protection of society. The Board firmly believes that law-abiding behavior can best be achieved by timely and supervised conditional release and effective administration of sentences. In making its decisions, the Board is autonomous and independent, however, it is accountable for its actions, not only by virtue of its internal framework, but to the Governor of this state and ultimately, to all South Carolinians.

## **OBJECTIVES**

- To ensure that every Board decision is based on the risk presented by the offender and is consistent with the goal of protection of the public.
- To promote the safe integration of every offender who is conditionally released by imposing necessary release conditions and by responding, as appropriate, to significant changes in the risk presented.
- To ensure that Board members are provided with effective risk assessment tools and with complete and accurate information about each offender.
- To work in collaboration with the Department of Corrections and others in identifying better ways to attain the shared goals of preventing crime and protecting society.
- To ensure that victims who so wish are duly informed and treated fairly and their input is fully considered in the conditional release process.
- To recognize the rehabilitation of former offenders through the granting of pardons.
- To ensure that the Board's decisions are communicated clearly and distributed in a timely manner to those who are entitled to be notified of them.

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# PART I

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## ADMINISTRATIVE PROCEDURES

### A. BOARD OF PAROLES AND PARDONS

#### 1. COMPOSITION OF THE BOARD

The Board is composed of seven members, one from each of the state's seven Congressional districts. Members are appointed by the Governor, with the advice and consent of the senate, to a six-year term and serve until a successor is appointed and confirmed. Vacancies occurring before the expiration of a term are filled by the Governor.

#### 2. STATUTORY POWERS

The Board is vested with the following statutory powers:

- To grant or deny paroles and pardons;
- To revoke, modify, or re-hear paroles;
- To make recommendations on petitions for reprieves and commutations referred by the Governor;
- To preserve order at its meetings.

#### 3. ELECTION OF OFFICERS

The Chair, Vice-Chair and the Secretary are elected annually, between January 15th and 31st, each by majority vote of the Board.

#### 4. TRAINING

New members of the Board are required to complete a comprehensive training course developed by the Department using training components consistent with those offered by the National Institute of Corrections or the American Probation and Parole Association. The training hours will be tracked via the Agency's in-house automated training system.

- a. **Board Orientation Training:** Within 90 days of a Board member's appointment by the Governor and confirmation by the Senate, the Board member will complete a comprehensive training course of at least sixteen (16) hours including (but not limited to ) the following components:

- National and State Crime Statistics and Trends
- Decision Making and evidence-Based Practices in the Justice System
- Offender Risk and Needs Assessment
- Offender Case Planning

- South Carolina Department of Corrections (SCDC) Classifications, Programming and Disciplinary Processes
- Violations
- Criminal Victimization
- Criminal Justice Collaboration, Offender Success and Public Safety
- PPP Organization and Functions

**b. Board Annual Training:** Each Board member is required to complete at least eight (8) hours of training annually including (but not limited to):

- Review of Policies and Procedures
- Review of Critical Programs within the Department
- Review of the Department Risk /Needs Assessment Tool
- Review of the Department Public Safety Goals
- Decision Making and Data
- Evidence-Based Practices/Corrections
- Evidence-Based Practices/Crime Victims

Members of the Board shall also participate in additional training as may be required by the Board's Chair and Department Director pursuant to accreditation standards.

## **5. COMPENSATION**

Members of the Board are entitled to reasonable and necessary expenses incurred in the discharge of their official duties and consistent with state law governing the compensation of board or commission members. Members of the Board receive no salary. In addition to fees for hearings, members of the Board receive per diem compensation for the following activities directly associated with their service on the Board:

- Parole hearings, including revocations;
- Pardon hearings;
- Training required by the Board's Chair and Department Director;
- Review of paroles, parole revocations, and pardons prior to the actual hearing of the matter

## **6. QUORUM FOR CONDUCTING BUSINESS**

Five members of the Board constitutes a quorum for conducting business. Effective 11/06/2019 the Board enacts the following exception: By unanimous vote on 11/06/2019, the Board of Pardons and Paroles elected to change the quorum for conducting business from five members to four members. This will be in place until March 15, 2020, at which time the quorum will revert back to five members. This is being enacted due to current appointment vacancy and member absences.

## **7. RULES AND REGULATIONS FOR CONDUCTING BUSINESS**

- a. Implied Powers.** In the exercise of its statutory powers, the Board may make such rules and regulations as are necessary and proper to conduct its business
- b. Attendance at Hearings.** Members are required to attend all hearings of the full Board or of their respective panel.

## **B. PANELS OF THE BOARD**

### **1. COMPOSITION OF PANELS**

Parole panels consist of any three members of the Board, as appointed by the Board Chair and the Board Liaison of the Department's Office of Board Support Services (hereinafter "Board Liaison").

### **2. STATUTORY POWERS**

A panel may grant, deny, revoke, or otherwise decide paroles in only those cases involving nonviolent offenders who become eligible for parole after having served one-fourth of their sentence. A panel may also revoke any offender released under EPA and any violent offender released by the full Board.

- a. **Vote.** In all cases properly decided before a three-member panel of the Board, a unanimous vote is required to grant parole or to revoke parole or EPA I. A unanimous vote of a panel constitutes the final decision of the Board. Any vote of a panel which is not unanimous must be referred to the full Board for a final decision.
- b. **Pardons.** Panels may not decide pardons. See Part IV.

### **3. MEETINGS OF THE PANELS**

Meetings of the panels are scheduled by the Board Liaison acting under the authority of the Director. Under routine procedure, panel members are assigned the cases for their review no less than two weeks before the date of the hearing.

### **4. DUAL PANELS**

Dual panels of the Board have the same statutory powers to hear cases as single panels. Dual panels are scheduled at the discretion of the Department Director when the need arises because of a backlog of cases. Members are appointed by the Chair and the Director of the Department's Office of Board Support Services Director (hereinafter "Board Support Services Director"), according to the usual procedure.

## **C. CHAIR OF THE BOARD**

### **1. ELECTION AND TERM OF OFFICE**

The Board's Chair is elected annually in January, by majority vote of the Board and serves a one year term. The Chair may not serve more than two consecutive terms in office.

### **2. GENERAL RESPONSIBILITIES**

The Chair manages and oversees the Board. The Chair meets at least monthly with the Board Support Services Director and/or Board Liaison. The following list enumerates the general responsibilities of the Chair in that capacity.

- a. **Policies and Procedures.** The Chair is responsible for seeing that the policies and procedures set forth in this manual are carried out.

- b. **Presiding Over Meetings.** The Chair is responsible for presiding over meetings and proceedings of the full Board and panels of the Board and for maintaining order and proper decorum during proceedings.
- c. **Assigning Members to Panels.** The Chair is responsible for assigning members of the Board to panels as often as is necessary and for appointing a member to serve as Chair on each of the various panels.
- d. **Overseeing Panels.** The Chair is responsible for overseeing the various panels by periodically serving on them.
- e. **Absence of a Panel Member.** The Chair is responsible for arranging a substitute member to serve on a panel whenever a member cannot be present.
- f. **Coordination of Scheduling.** The Chair is responsible for coordinating the scheduling of hearings with the Board Support Services Director.
- g. **Minutes.** The Director is responsible for ensuring that the Board Support Services Director keeps complete and accurate minutes of all public meetings and proceedings of the Board or of its panels.
- h. **New Member Training.** The Chair will participate in and promote appropriate training for new Board members.
- i. **Public Relations.** The Chair or designee is responsible for acting as the Board's spokesperson on matters relating to the work of the Board. Board members shall direct all inquiries from the media to the Department's Office of Public Information.
- j. **Appearances before Legislative Committees.** The Chair or designee is also responsible for appearing before legislative committees from time to time to report on the work of the Board.

## **D. RESPONSIBILITIES OF THE DEPARTMENT DIRECTOR AND STAFF**

### **1. MANAGING THE DEPARTMENT**

As part of the general restructuring of state government brought about by the Restructuring Act of 1993, the responsibility for overseeing and managing the Department has been transferred from the Board to the Department Director. The Department Director, however, still has most, if not all, of the same responsibilities to assist the Board that he/she had before the enactment of this legislation. These responsibilities are considered below.

### **2. SCHEDULING MEETINGS AND HEARINGS OF THE BOARD**

Acting under the Department Director's authority, the Board Support Services Director is responsible for the timely scheduling of meetings and hearings of the Board. See S.C. Code Ann. §24-21-220 (1993).

- a. **Number of cases.** The number of cases scheduled for hearing on any given day is set by the Department Director and Chair of the Board.
- b. **Violent versus non-violent.** Offenders convicted of a violent crime will be scheduled for parole hearings before the full Board only. Offenders convicted of a non-violent crime may be scheduled for parole hearings before either the full Board or a three-member panel.

### **3. INVESTIGATING AND PREPARING CASES FOR REVIEW**

The Department is responsible for investigating and preparing parole and pardon cases for the Board's review and for ensuring that these cases reach the members no less than two weeks before the date of the hearing.

- a. **Date of Eligibility for Parole.** The South Carolina Department of Corrections is responsible for determining the dates of parole eligibility for offenders who are eligible for parole.
- b. **Assigning Cases.** The Board Support Services Director is responsible for assigning cases for timely review to members of the Board, as may be necessary.
- c. **Preliminary Hearings.** The Department is responsible for scheduling and conducting such preliminary hearings as may be required by law.

### **4. PROVIDING NOTICE OF HEARINGS TO INTERESTED PARTIES**

The Department is responsible for providing timely notice of hearings. See Part II, A., Parole Hearings.

### **5. EXECUTING DECISIONS AND ORDERS OF THE BOARD**

The Department Director and his/her staff are responsible for seeing that the decisions and orders of the Board and its panels regarding paroles, pardons, and revocations are fully carried out.

### **6. INFORMING THE BOARD OF CURRENT PAROLE LAWS**

Through its Office of General Counsel, the Department is responsible for keeping the Board informed of current parole laws as they affect the Board's practices and procedures.

### **7. MAINTAINING THE OFFICIAL RECORDS OF THE BOARD**

The Board Support Services Director and Department's Office of Records Management Services are responsible for maintaining the official records of the Board. These records, including hard copy, electronic and audio, will be maintained until the inmate maxes out, is paroled, until death, or for five (5) years, whichever is sooner.

## **E. CONFIDENTIALITY AND THE DISCLOSURE OF INFORMATION**

### **1. STATE LAW IN GENERAL**

Both the Department and the Board are subject to certain state laws governing confidentiality and the disclosure of information. This section considers those laws and their effect.

**a. Confidentiality of the Department's Files.** Under S. C. Code 24-21-290, all information obtained by probation and parole agents in the discharge of their official duties is privileged information. It may not be received as evidence in any court, except, in probation cases, in the court with jurisdiction over the probation case. And it may not be disclosed, directly or indirectly to anyone other than the judge of that court or others entitled to receive reports under the law, unless ordered by a court with jurisdiction or by the Department's Director. The Board is therefore entitled to receive this information from the Department. But the Board is required to preserve the confidentiality of the files it receives for its review.

**b. The Freedom of Information Act.** Under the Freedom of Information Act, any part or all of a prisoner's in-prison disciplinary records are subject to disclosure. This applies to records involving all awards, honors, earned work credits and educational credits. Similarly, certain other matters are declared public information by the Act, and are subject to disclosure as such. These matters are listed below:

- The names, sex, race, title and dates of appointment of all members of the Board;
- Administrative manuals, including this manual, and instructions to staff that affect a member of the public;
- Final decisions and orders of the Board;
- Any statements of policy and interpretations of policy, statute, and the Constitution which are adopted by the Board;
- Written policies and goals;
- Information in or taken from any account, voucher or contract dealing with the receipt or expenditure of public funds by members of the Board;
- The minutes of all proceedings of the Board and all votes at those proceedings.

### **2. MATTERS EXEMPT FROM DISCLOSURE UNDER THE FOIA**

Although the reach of the Freedom of Information Act is far and wide, the following matters are exempt from disclosure under its terms:

- The Department's files on offenders;
- Medical and psychological reports on the offender which, if disclosed to the offender, could reasonably be thought to disrupt his treatment and rehabilitation;
- Facts which, if disclosed, could reasonably be thought to reveal a source of information who had been promised confidentiality;
- Any information which, if disclosed, could reasonably be thought to result in physical or emotional harm to someone.
- Any information regarding the victims including address and input regarding an inmate's parole.



- Parole case summary.

### **3. INFORMATION RELEASABLE ON REQUEST**

The following information must be made available to any person who requests it:

- The offender's name, identification number, and date of birth;
- The offense upon which the offender was convicted or pleaded guilty;
- The county in which the offense was committed;
- The date of parole eligibility or reconsideration for parole following a rejection;
- The sentencing judge;
- The disposition of the hearing (parole granted, parole denied, parole revoked, parole rescinded, hearing postponed, pardon granted, pardon denied, and so on);
- Any transcripts of hearings and meetings;
- Information about detainees;
- The date of the offender's release;
- The vote of the Board;
- Any order of parole signed by the members of the Board.

### **4. INFORMATION NOT LISTED AS RELEASABLE ON REQUEST**

Any other information not listed as releasable upon request, or required to be released under the FOIA, may be released only by express permission of the Department Director.

**Exceptions.** Information not listed as releasable upon request, or otherwise required to be released under the FOIA, may be released to the S. C. Department of Corrections, the United States Department of Probation, and any federal, state, or local law enforcement agency, insofar as the release serves the best interests of the Department, and the broader interests of cooperation among these various agencies. When any agency receives information from the Board under this exception, that agency must be notified that the information is exclusively for the use of law enforcement and corrections, that it is confidential information, and that it may not be released outside of the agency that has received it.

### **5. ASSESSMENT OF COSTS**

The Department may assess reasonable costs for producing documents, audio recordings and other material.

### **6. SECURITY AND OTHER MATTERS OF ORDER AT HEARINGS**

The Chair or designee is responsible for preserving order at parole and pardon hearings.

- a. Addressing the Board.** No person may address the Board unless called by the Board to be heard. The Chair may order any or all visitors to leave the hearing room if their presence becomes disruptive.

- b. Visitor Conduct.** Visitors, including the news media, are not permitted to enter or leave the hearing room while proceedings are in progress, except in case of emergency.
- c. During Deliberations.** No visitor appearing for or against parole or pardon may remain in the hearing room during the Board's deliberations.
- d. The News Media.** The Chair may limit the presence of the media to a reasonable number. The Chair may regulate the activities of the media during hearings to limit disruption of the proceedings. The media may be allowed to film or record hearings. Before members of the media may attend a hearing they are asked to notify the Department's Office of Public Information. Depending on considerations of space and security, the media are subject to being pooled at the discretion of the Department's Office of Public Information and the Board Support Services Director. Members of the media are asked to seek consent from victims and witnesses appearing before the Board prior to filming that portion of any hearing.
- e. Preserving Order.** The Chair is responsible for maintaining order and decorum in the hearing room, and may punish any disrespect or disruption by the removal from the hearing room and/or by imposing a fine of no more than fifty (\$50.00) dollars.

## **7. LOCATION OF HEARINGS**

The Board or any of its panels will convene for parole and pardon hearings at the Department's Central Office in Columbia at 2221 Devine Street, Suite 400.

- Parole eligible offenders make their presentations to the Board from prisons throughout the state via video conferencing.
- Pardon applicants may appear at the Columbia location
- Victims may appear at the Columbia location or have the option of appearing at other video conferencing locations.

## **8. RECUSAL OF A BOARD MEMBER**

Board members must recuse themselves if they have any personal involvement in the case which would affect or give the appearance of affecting the fairness and impartiality of their decisions.

### **a. Reasons for Recusal.**

- The Board member is a family member of the offender, the offender's attorney, or the victim. "Family member" includes the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, or grandchild; or a member of the individual's immediate family; or
- The Board member has a personal or business relationship with the offender, the offender's family, the offender's attorney, the victim, or the victim's family; or
- The Board member has served as counsel for the offender or the victim in legal proceedings; or

- The Board member has any other interest in the proceeding that he/she knows would affect or reasonably give the appearance of affecting his/her judgment in the matter.
- b. Determining Recusal.** Each Board member is responsible for determining the appropriateness of their own recusal under the guidelines established by this policy.
- c. Guidelines for Recusal.** Pursuant to S.C. Code 8-13-700(B), a Board member who, in the discharge of his/her official responsibilities, is required to take an action or make a decision which affects an economic interest of himself/herself, a member of their immediate family, an individual with whom he/she is associated, or a business with which he/she is associated shall:
- Prepare a written statement describing the matter requiring action or decisions and the nature of the potential conflict of interest with respect to the action or decision;
  - Furnish a copy of the statement to the Chair who shall cause the statement to be made a part of the record of the matter; the Chair's statements should be furnished to the Vice-Chair and the Director; and
  - The Board member shall be excused from any votes, deliberations, and other actions on the matter on which the potential conflict of interest exists and shall cause the disqualification and the reasons for it to be noted in the record of the matter.

In establishing these guidelines for recusal for members of the Board, it is not the intent of the Board to create a right or basis to challenge the actions of this Board, or any member of the Board, which is not otherwise provided by the laws or the Constitution of this State or the United States. In the event a Board member abstains or recuses from a vote for parole, revocation or pardon, this action is final and cannot be changed.

## 9. ELECTRONIC INFORMATION AT HEARINGS

This may include information submitted by film, videotape or other electronic media that is both visual and aural. The Board will consider, prior to making a determination, any information submitted pursuant to its policies.

In lieu of a personal appearance, a presentation may be made by film, videotape or other electronic media may be submitted.

The submission must be received one week prior to the scheduled hearing date by the Department's Office of Board Support Services and must identify the voice of each person heard and each person seen; contain a visual or aural statement of the date the information was recorded and contain a visual or aural statement of the name of the person whose parole is being considered.

The Board will not retain any information submitted. The presenter can take the information after its presentation. If the presenter provides an adequate postage prepaid mailer, with the addressee and the addressor the same, the information will be returned. Any information not taken at the hearing, or for which a mailer with postage prepaid is not provided, will be destroyed following the hearing.

The Board is only equipped to receive electronic media in VHS or DVD format.

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## **PART II**

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### **PAROLE PROCESS**

## **A. PAROLE HEARINGS**

### **1. PROCEDURAL REQUIREMENTS UNDER THE CONSTITUTION**

Because there is no federal constitutional right to parole, and because South Carolina's parole laws leave the decision to grant or deny parole entirely in the discretion of the Board, very little is required in the way of procedural due process at parole hearings. For prisoners eligible to be considered for parole on their sentence the law requires the following:

- The right to be heard for parole if eligible and the right to waive such hearing;
- Fair written notice of the specific parole criteria, which are required to be established by the Board under South Carolina law and which must be made available to all prisoners at the time of their incarceration;
- Fair written notice of the date, time, and place of the parole hearing;
- The opportunity to be heard by a fair and impartial Board or panel;
- The opportunity to present evidence and to have up to three witnesses to speak on their behalf, and to have the Board or panel carefully consider the complete record before, during, and after imprisonment;
- At the offender's own expense, to have an attorney present at the hearing;
- When parole is denied, written notice of the Board's reasons for denying parole.

### **2. NOTICE REQUIREMENTS**

All notices pertaining to parole hearings that are required by law to be given by the Board are given on its behalf by the Department. For the Board's information, these notices are briefly considered below.

- a. **Notice to the Offender.** The Board Support Services Director is responsible for giving adequate and timely notice of hearings at least 30 days before the date of the hearing to the offender.
- b. **Notice to Other Interested Parties.** The Department's Director of Victims Services is responsible for giving adequate and timely notice of hearings at least 30 days before the date of the hearing to the following parties:
  - The victim or the victim's immediate family if the victim is deceased;
  - The solicitor or his successor in office in the jurisdiction in which the offender was prosecuted;
  - The law enforcement agency that made the arrest;
  - The judge of the court in which the offender was convicted and sentenced.
- c. **Notice of Rejection.** The Board Support Services Director is responsible for providing to offenders who are denied parole a written notice of rejection stating the reasons for that decision and giving the date of the offender's next parole hearing.

- d. Notice of Release.** In certain cases, the Department's Director of Victims' Services is required by law to provide notice to victims and witnesses of the release of an offender on parole.

### **3. PREPARATION OF CASES FOR THE BOARD'S REVIEW**

The Department, through its Division of Field Operations and Office of Board Support Services, prepares cases for the Board's review. Before every hearing of the Board or a panel of the Board, all members receive a list of offenders who will be appearing for a parole hearing, together with the respective parole file on each prisoner. Board Members will receive these files no less than two weeks before the actual date of the hearing.

### **4. CONTENTS OF THE PAROLE CASE SUMMARY REPORT**

Every file that the Department prepares for the Board's review includes, though it is not limited to, the following information:

- The criminal offense and a description of it;
- The sentencing date, the "max-out" date, the parole eligibility date, the date of any previous parole hearings, the names of any co-defendants;
- The offender's criminal record;
- The offender's prison and disciplinary records;
- Risk classification reports;
- A medical history and psychological reports, if any;
- A history of the offender's supervision on probation or parole, if any;
- A proposed place of residence and employment;
- The parole examiner's recommendation(s);
- Any statements from law enforcement;
- Any statement from the prosecuting witness or the prosecuting witness's next of kin, if the witness is deceased;
- Any statement from the solicitor or his successor;
- Any statement from the sentencing judge;
- The offender's social history;
- The offender's employment experience.

### **5. STANDARD PROCEDURE FOR CONDUCTING HEARINGS**

Parole hearings are informal proceedings, and the Board or its panels may properly conduct them within its discretion. Hearings may be conducted as follows:

- The Department, through its Office of Board Support Services, schedules hearings. The names and case numbers of offenders who have been scheduled for a parole hearing are then

published at the respective prisons where they are confined, so that they can begin preparing themselves for their hearing.

- The Department, through its parole examiners, then interviews these offenders, investigates their cases, and submits a recommendation for or against parole.
- At the hearing, the offender or offender's counsel, if any, appears first and presents to the Board or panel. The Department of Corrections sets the limit for family members or other supporters appearing on behalf of the offender, however, the Board may limit the number of speakers.
- Members of the Board or the panel may ask questions of the offender and his witnesses. The Chair or the member presiding over the panel leads the questioning.
- Once the case has been presented, the offender is excused from the hearing room, and those appearing in opposition to parole are given their opportunity to be heard.
- After the witnesses in opposition are heard, they are excused from the hearing room, and the Board or the panel then deliberates.
- After deliberations, a voice and/or electronic vote is cast and documented.
- The offender and the other interested parties are informed of the decision by Department staff. If the offender is rejected for parole, the Department gives a written notice of the reasons for rejection.

## **6. THE PRESENCE OF THE OFFENDER AND HIS/HER ATTORNEY**

Offenders scheduled for a parole hearing must be allowed to appear via videoconferencing. If they are represented by counsel, their counsel must also be allowed to be present. Counsel must appear at the location of the offender. Request for exceptions must be submitted to the Chair two weeks in advance of the hearing date. The Chair has discretion regarding requests for exceptions.

### **a. Exceptions.** Exceptions to this rule are given below:

- The offender is prevented because of illness from attending the hearing, or is confined at a state hospital.
- The offender has been placed in punitive segregation by the Department of Corrections.
- The offender has been transferred to prison outside South Carolina, or is otherwise serving a sentence in another state, in which case the Board may decide the case in the offender's absence. If the offender in this case wishes to be present at the hearing, he/she must make arrangements with South Carolina Department of Corrections.
- The offender has waived appearance at the hearing.

### **b. Absence from hearing.** If the offender is unable to be present at his hearing either because of illness or because he is in punitive segregation, the hearing may be postponed until such time as he is able to be present.

### **c. Waivers.** In the event that the offender waives his appearance, such waiver shall form the basis for denying parole on an automatic vote of the Board or the panel. In these cases, the parole examiner is responsible for seeing that the signed waiver of the offender is delivered to the Board or the panel. If the offender refuses to sign the waiver and refuses to attend the hearing, the Board

or the panel may deny parole on this basis. These offenders will then be considered for parole one year or two years from the date of this denial, as would normally occur after an offender has been rejected for parole.

## **7. THE PRESENCE OF OTHER INTERESTED PARTIES**

Parole hearings are public hearings. As such, they are open to victims, witnesses, the media and any other members of the general public who may wish to attend.

**a. Victims and witnesses.** Although victims and witnesses are members of the public and must be allowed to attend parole hearings, they are given priority under the South Carolina victims' and witnesses' bill of rights because of their special relation to the offense. The following procedures are designed specifically to accommodate their presence at parole hearings.

- Cases in which victims and witnesses are present should be heard first whenever possible;
- The Board may allow up to three victims and witnesses to be heard in any given parole or pardon case. The Chair has the discretion to allow additional victims and witnesses to be heard if in his/her judgment it is believed the case warrants it;
- Victims and witnesses will be given a reasonable amount of time by the Chair in which to be heard.

**b. The public and other interested parties.** Although parole are open to the public, the number of visitors is limited by the space available and security concerns. To ensure that all hearings proceed in an orderly fashion, the Board has limited the number of persons who may attend parole hearings as follows:

- Administrative staff from the Department who are needed to support the Board or panel;
- An interpreter or translator for any offender or victim;
- Up to three supporters (family, employers, ministers counselors, and so forth as allowed by the Department of Corrections;
- The offender's attorney;
- A representative from the arresting law enforcement agency;
- Victims and witnesses;
- News media;
- Other people, as determined by the Board.

## **B. ELIGIBILITY FOR PAROLE AND DISQUALIFICATION FROM ELIGIBILITY**

### **1. GENERAL RULES OF ELIGIBILITY**

**a. Crimes Committed Prior to June 15, 1981.** The offender has to serve one-third of the sentence before being eligible for parole.



- b. Crimes Committed Between June 15, 1981 and June 3, 1986.** The offender has to serve one-fourth of the sentence before being eligible for parole except burglary first degree and second degree.
- Between June 15, 1981 and June 20, 1985, offenders with burglary first and burglary second degree convictions must serve one-fourth of the sentence before being eligible for parole.
  - Between June 20, 1985 and June 3, 1986, offenders with burglary first and burglary second degree convictions must serve one-third of the sentence before being eligible for parole.
- c. Crimes Committed on and after June 3, 1986.** A parolable violent crime requires service of one-third of the sentence before being eligible for parole and non-violent crimes requires service of one-fourth of the sentence before being eligible for parole except for crimes with specific eligibility requirements and certain specific rules.

## **2. CRIMES WITH SPECIFIC PAROLE ELIGIBILITY RULES**

As set forth in the following S. C. Code sections, there is no parole consideration, on the following crimes, until parole eligibility is satisfied. (Note the effect of consecutive sentencing.)

- a.** First degree sexual exploitation of a minor has a minimum three (3) year parole eligibility. Sentences to be consecutive. §16-15-395. After April 26, 2004, this offense is a no parole offense.
- b.** Second degree sexual exploitation of a minor has a two (2) year parole eligibility. §16-15-405.
- c.** Promoting prostitution of a minor has a three (3) year parole eligibility. Sentences to be consecutive. §16-15-415. After April 26, 2004, this offense is a no parole offense.
- d.** Participating in prostitution of a minor has a two (2) year parole eligibility. Sentences to be consecutive. §16-15-425.
- e.** Additional Punishment. There is a five year additional punishment for possession of a firearm or knife during the commission or attempt to commit a violent crime. These five (5) years are to be served without parole and without good time or work credits. Sentences may be consecutive or concurrent. §16-23-490. (Effective after June 3, 1986.)
- f.** Armed Robbery. Must serve at least seven (7) years to be eligible for parole if crime committed prior to January 1, 1996. After January 1, 1996, no parole crime. §16-11-330(A).
- g.** Manufacturing, Distribution, or PWID under §44-53-370(b) or §44-53-375(b) are parole eligible for first or second offenses. Third offenses are only parole eligible if all prior drug offenses are for possession.
- h.** Trafficking in drugs under §44-53-370(e) or §44-53-375(c).

- (1) Trafficking in drugs under §44-53-370(e) and sentenced to: “a mandatory minimum term of imprisonment of twenty-five years.” The no parole provision applies if the crime was committed on or after June 19, 1984, and before January 1, 1994, or on or after January 12, 1995.
  - (2) Trafficking in drugs under §44-53-370(e) and sentenced to: “a mandatory term of imprisonment of twenty-five years.” The no parole provision applies if the crime was committed on or after July 1, 1998, and before January 1, 1994, or on or after January 12, 1995. See *Kerr v. State*, 345 S.C. 183, 547 S. E.2d 494 (2001).
  - (3) Trafficking in drugs under §44-53-370(e) and sentenced to: “a mandatory minimum term of imprisonment of not less than twenty-five years nor more than thirty years.” The no parole provision applies if the crime was committed on or after January 12, 1995.
  - (4) Trafficking in drugs under §44-53-375(c) and sentenced to: (1) “a mandatory minimum term of imprisonment of twenty-five years;” (2) “a mandatory term of imprisonment of twenty-five years;” or (3) “a mandatory minimum term of imprisonment of not less than twenty-five years nor more than thirty years.” The no parole provision applies if the crime was committed on or after January 12, 1995.
- i. Murder. For murder convictions after January 1, 1996, the offender is sentenced either to death, life without parole, or a thirty (30) year mandatory minimum without credits or parole eligibility.
  - j. No Parole Crimes. A no-parole crime is an A, B or C felony or a crime with a penalty of twenty (20) years or more. (Effective date: January 1, 1996.)
  - k. Most Serious Crimes. Upon a second conviction for a most serious crime, the offender must receive life without parole. §17-25-45(A). (Effective date: January 1, 1996.)
  - l. Serious Crimes. Upon a third conviction, the offender may, at the solicitor’s discretion, receive life without parole. §17-25-45(B). (Effective date: January 1, 1996.) Parole is possible on a life sentence for a serious or most serious crime if SCDC requests the Board to consider the case and the inmate:
    - is sixty-five (65) years of age;
    - has served thirty (30) years;
    - is seventy (70) years of age and has served at least twenty (20) years; or
    - has an illness where life expectancy is one year or less.

### **3. PAROLE ELIGIBILITY AND DOMESTIC VIOLENCE**

- S. C. Code 16-25-90 allows the Board to hear an inmate for parole after serving one-fourth of the sentence if the Board finds evidence in the transcript of the guilty plea, nolo contendere or conviction, of a history of domestic abuse against the inmate by the household member. This history can also be taken from a transcript of a post-conviction relief hearing. “Household member” is defined as spouses, former spouses. Prior to January 1, 2004, Household member included persons who have a child in common, and a male and female who are cohabiting or formerly have cohabited.
- If the Board makes a favorable ruling, the inmate gets a one-fourth eligibility calculation, annual parole consideration and a two-thirds vote is required to be granted parole.

- Allows an inmate to obtain a parole hearing after being convicted of a no parole crime.

#### **4. SUBSEQUENT VIOLENT OFFENDER ANALYSIS**

- a. The following are general rules governing subsequent violent offender analysis:
  - The Board must not grant parole to an offender serving a sentence for a second or subsequent violent conviction, following a separate sentencing event for a prior conviction of a violent crime. S. C. Code 24-21-640.
  - Crimes committed within one 24-hour period are treated as one offense.
  - Crimes committed as one continuous course of conduct are treated as one offense.
- b. Determination of continuous course of conduct falls under the Board's jurisdiction, not the Court's. State v. McKay, 386 S.E.2d 623 (1989).
- c. The subsequent crime must have been committed after June 3, 1986 and have been defined as violent at the time of commission of the crime.
- d. The prior crime can be committed at any time including after the offense date of the subsequent crime because the focus is on the date of conviction.
- e. For only the period of January 1, 1994 - January 12, 1995, the prior crime must have been defined as violent at the time the prior crime was committed.
- f. Crimes from other jurisdictions are not considered to determine SVO status.
- g. Manufacturing Methamphetamine (44-53-375(B)) cannot be a Subsequent Violent Offense.

### **C. STANDARDS FOR GRANTING PAROLE**

#### **1. THE ABSOLUTE DISCRETION OF THE BOARD**

Under South Carolina law the Board has the sole and exclusive power to grant or deny paroles.

#### **2. PAROLE CRITERIA CONSIDERED BY THE BOARD**

In making its parole decisions, the Board is required by law to carefully consider the record of the prisoner before, during and after imprisonment. In addition, the law also requires the Board to establish written, specific criteria for the granting of paroles. These criteria must be made available to all prisoners at the time of their incarceration, as well as to the general public. The Board will not parole a prisoner unless it determines, based on the following criteria, as well as any other factors the Board may consider relevant, that the conduct of the offender merits a lessening of the rigors of imprisonment; that the interests of society will not be impaired by granting parole; and that the offender has secured, or will be able to secure, suitable employment and residence. The publishing of these

criteria in no way binds the Board to grant a parole in any given case. The Board's specific parole criteria are set out below:

- The risk that the offender poses to the community;
- The nature and seriousness of the offender's offense, the circumstances surrounding that offense, and the prisoner's attitude toward it;
- The offender's prior criminal record and adjustment under any previous programs of supervision;
- The offender's attitude toward family members, the victim, and authority in general;
- The offender's adjustment while in confinement, including his progress in counseling, therapy, and other similar programs designed to encourage the prisoner to improve himself;
- The offender's employment history, including his job training and skills and his stability in the workplace;
- The offender's physical, mental, and emotional health;
- The offender's understanding of the causes of his past criminal conduct;
- The offender's efforts to solve his problems;
- The adequacy of the offender's overall parole plan, including his proposed residence and employment;
- The willingness of the community into which the offender will be paroled to receive that offender;
- The willingness of the offender's family to allow the offender, if he is paroled, to return to the family circle;
- The opinion of the sentencing judge, the solicitor, and local law enforcement on the offender's parole;
- The feelings of the victim or the victim's family, about the offender's release;
- Any other factors that the Board may consider relevant, including the recommendation of the parole examiner.

### **3. PAROLE FOR NON U.S. CITIZENS**

In considering paroles in the case of non-U.S. citizens, the Board gives the same consideration as it gives to U.S. citizens. When the Board receives requests to parole non-U.S. citizens to their native countries or to the Immigration and Customs Enforcement (ICE) for deportation, the Board considers this factor, along with all the other criteria it normally considers, in making its decision to grant or deny parole.

### **4. PSYCHOLOGICAL EXAMINATION OF CERTAIN OFFENDERS**

S. C. Code 24-21-610

No prisoner who has served a total of ten consecutive years or more in prison may be paroled until the Board has first received a report as to his mental condition and his ability to adjust to life outside the prison from a duly qualified psychiatrist or psychologist. The examination itself assesses the inmate's current mental condition and ability to adjust to life outside prison. The class of inmates for whom such an examination is required:

- Any offender who has served a total of ten (10) consecutive years or more in prison.

## 5. THE EFFECT OF UNRESOLVED DETAINERS AND DEFAULTS

The existence of an outstanding detainer or default against an offender who is eligible for parole does not operate as an automatic bar to parole. The Board may in its discretion parole such offenders in any of the following circumstances:

- An offender who has certain minor defaults (such as minor violations of prison rules) may still be paroled, on the special condition that any such defaults are cleared before release. In these cases, the grant of parole may be particularly desirable when the offender's incarceration on the current sentence has caused the minor defaults to occur. The Board may define what constitutes a "minor" default as it sees fit.
- An offender may be paroled to an in-state detainer or another state's detainer and be allowed to serve out the remainder of his/her sentence concurrently in that state.

## D. PAROLE DECISIONS

In addition to the decision to grant or deny parole, the Board or its panels may order a number of other actions as their decision. This section considers not only the decision to grant parole and the various forms that grant of parole may take, but it also considers those other decisions that the Board may make when it wants to do something other than grant parole outright.

### 1. PAROLE

The full Board or one of its panels votes to grant parole and orders that a Certificate of Parole be prepared and issued by the Department. Voting by proxy or absentee ballot violates due process and is therefore not allowed. The order of parole must include the conditions to be met by the offender during parole. The Board or one of its panels may grant parole on the condition of the occurrence of some future event. For example, parole may be granted on the condition that the offender is accepted into a particular treatment program, or on condition that the offender obtain suitable employment or an approved residence. Whatever the condition upon which parole is contingent, the Board or the panel should indicate that condition in its vote. The case will be referred to the Board if the offender does not meet the conditions for parole.

- a. **Vote in the Case of Violent Offenders after 1986.** In the case of violent offenders whose offenses occurred after January 1, 1986, the vote to grant parole must be by at least two-thirds of the members of the Board members present; however, only a quorum must be present to conduct business.
- b. **Vote in the Case of Violent Offenders prior to 1986.** In the case of violent offenders whose offenses occurred before January 1, 1986, the vote to grant parole must be by a majority of members of the Board members present. These offenders cannot be considered by a three-member panel.
- c. **Vote in the Case of Non-violent Offenders.** In the case of non-violent offenders, the vote to grant parole must be by at least a majority of the members of the Board members present, or by a unanimous vote of a three-member panel.

- d. Case Referred to the Full Board.** If a three-member panel fails to arrive at a unanimous vote, the case is then referred to the full Board for a final decision.

## **2. PROVISIONAL PAROLE**

- a.** This form of parole may be granted not more than ninety (90) days prior to the initial date of parole eligibility, nor after the initial parole eligibility date. An order of provisional parole must include the conditions to be met by the offender during the provisional parole, as well as the conditions to be met by the offender while on parole.
- b. Administrative Review for Non-violent Offenders.** In the case of non-violent offenders, the Director may appoint an administrative hearing officer to review cases for parole. In this event, the hearing officer must submit to the full Board written findings of fact and recommendations, which shall then form the basis for the Board's decision.

## **3. PAROLE FOR MEDICAL REASONS**

- a.** Not sooner than one year before the date of any prisoner's parole eligibility, the Board is authorized by law to grant parole for medical reasons. In order to grant such a parole, the Board must first determine on the record the following facts:
- The offender is terminally ill; and
  - Because of his illness, the offender cannot be reasonably expected to live for more than one year.
- b.** As a matter of policy, the Board requires the medical opinion of two licensed physicians, whose prognosis states that the offender is terminally ill and to a reasonable degree of medical certainty cannot be expected to live for more than one year. One of these medical opinions must come from a physician attached to the Department of Corrections; the other may come from any other licensed physician. In no case is the Board ever required to grant a parole for medical reasons.

## **4. PAROLE FOR TERMINALLY ILL, GERIATRIC, OR PERMANENTLY DISABLED INMATES**

S. C. Code 24-21-715 (A) (1) 'Terminally ill' means an inmate who, as determined by a licensed physician, has an incurable condition caused by illness or disease that was unknown at the time of sentencing or, since the time of sentencing, has progressed to render the inmate terminally ill, and that will likely produce death within two years, and that is so debilitating that the inmate does not pose a public safety risk. (2) 'Geriatric' means an inmate who is seventy years of age or older and suffers from chronic infirmity, illness, or disease related to aging, which has progressed so the inmate is incapacitated as determined by a licensed physician to the extent that the inmate does not pose a public safety risk. (3) 'Permanently incapacitated' means an inmate who no longer poses a public safety risk because of a medical condition that is not terminal but that renders him permanently and irreversibly incapacitated as determined by a license physician and which requires immediate and long term residential care. (B) Notwithstanding another provision of law, only the full Board, upon a petition filed by the Director of the Department of corrections, may order the release of an inmate who is terminally ill, geriatric, permanently incapacitated, or a combination of these conditions. (C) The parole order issued by the Board pursuant to this section must include findings of fact that substantiate a legal and medical conclusion that the inmate is terminally ill, geriatric, permanently incapacitated, or

a combination of these conditions, and does not pose a threat to society or himself. It also must contain the requirements for the inmate's supervision and conditions for his participation and removal. (D) An inmate granted a parole pursuant to this section is under the supervision of the Department of Probation, Parole and Pardon Services. The inmate must reside in an approved residence and abide by all conditions ordered by the Board. The department is responsible for supervising an inmate's compliance with the conditions of the Board's order as well as monitoring the inmate in accordance with the department's policies. (E) The department shall retain jurisdiction for all matters relating to the parole granted pursuant to this section and conduct an annual review of the inmate's status to ensure that he remains eligible for parole pursuant to this section. If the department determines that the inmate is no longer eligible to participate in the parole set forth in this section, a probation agent must issue a warrant or citation charging a violation of parole and the Board shall proceed pursuant to the provisions of Section 24-21-680.

## **5. SPECIAL PAROLE OF VETERANS FOR PSYCHIATRIC TREATMENT**

Any offender who is a veteran and who is otherwise eligible for parole, except that the offender's mental condition is deemed by the Board to be such that he or she should not be released from confinement, may be released on special parole to the custody of the Veterans Administration for psychiatric treatment, subject to its approval. Or, the offender may be released on parole to the custody of a committee appointed to commit such offenders to a Veterans Administration Hospital.

- The Board retains sole discretion to grant this kind of special parole.
- When the Board, in its sole discretion, grants special parole, the offender must be transferred directly from the place of confinement to a Veterans Administration Hospital which provides psychiatric care.
- When any offender who has been paroled to the Veterans Administration for psychiatric treatment is determined to be in suitable mental condition to be released from confinement, he/she may be released to continue their parole under community supervision of the Department, subject to all standard and any special conditions of parole.

## **6. PAROLE TO DETAINER**

The Board or a panel may parole an offender to a detainer in this state or in another state for confinement or otherwise to answer the charges set forth in the detainer. The Board may further order that the parole on the South Carolina sentence run concurrently with any sentence to be served in the state where the detainer originated.

## **7. PAROLE TO ANOTHER AUTHORITY**

The Board or a panel may parole an offender directly to another state for supervision under that state's parole authority.

## **8. CONTINUED OR DEFERRED CASES**

The Board or panel may continue or defer any case to allow for further investigation to be conducted and additional relevant information to be gathered when the interests of fairness and justice seem to require it. Whenever any case is continued or deferred, the Board or the panel must inform the

offender of its reasons for taking that action, and it must also schedule a date when the offender can next be heard. The date on which the hearing is re-scheduled must be fixed on the day the continuance or deferral is ordered, and it should be set on the first available date after the date of the continuance or deferral.

## **9. POSTPONED CASES**

After hearing any parole case, the Board or panel may, where it seems appropriate under the circumstances to do so, postpone giving its final decision for up to one year in order to allow an offender to complete a treatment program, vocational training course, or other similar worthwhile endeavor.

# **E. THE DENIAL OF PAROLE AND ITS EFFECT**

## **1. REASONS FOR DENIAL OF PAROLE**

A denial of parole continues the status quo: the offender remains in prison until his next parole hearing or until he maxes out of his sentence.

Taking these standards and criteria of parole into account in its deliberations, the Board will not as a general rule grant parole when it is reasonably satisfied that the offender does not deserve a lessening of the rigors of imprisonment and that the interests of society will not be best served by granting parole. When the Board or a panel decides to deny parole, due process of law requires it to express its reasons for rejection in writing. To do this, the Board or panel should begin by making some such general introductory statement as the following:

"The Board (or the panel) is reasonably satisfied that (Offender's Name) does not at this time deserve a lessening of the rigors of imprisonment and that the interests of society will not be best served by granting parole now."

After this general statement, the Board or the panel should then enumerate its reasons for denying parole. Due process requires that these reasons be sufficient to explain to the offender why he was denied parole. Further, due process also requires that the reasons for denying parole be rationally related to the written standards and criteria of parole which the Board has adopted and published. The following reasons for denying parole are rationally related to the Board's published parole criteria:

- Nature and seriousness of the current offense
- Indication of violence in this or a previous offense
- Use of a deadly weapon in this or a previous offense
- Prior criminal record indicates poor community adjustment
- Failure to successfully complete a community supervision program
- Institutional record is unfavorable

## **2. SUBSEQUENT HEARING FOLLOWING A DENIAL**

- a. **A denial of parole continues the status quo.** The offender remains in prison until his next parole hearing or until he maxes out of his sentence, whichever occurs first.



- b. Subsequent Hearing of non-violent offenders.** Following a denial of parole, offenders serving a sentence for a non-violent crime will have a parole hearing one year after the date of the last hearing in which parole was denied.
- c. Subsequent Hearing of violent offenders.** Following a denial of parole, offenders serving a sentence for a violent crime will have a parole hearing two years after the date of the last hearing in which parole was denied, unless the law provides for annual review.

## **F. CONDITIONS OF PAROLE**

Underlying every parole is the contractual agreement between the State and the parolee. In exchange for the privilege of receiving a parole, the parolee agrees to abide by the terms and conditions of supervision. If the parolee refuses the offer, in whole or in part, then parole is not granted. If the offer is accepted, with all standard and special conditions, then parole is granted.

### **1. THE STANDARD CONDITIONS**

Attached to every grant of parole is a set of ten standard conditions of parole which is always reduced to writing on the formal Certificate of Parole issued by the Department. These are set forth below:

- I shall report in person to the South Carolina Department of Probation, Parole and Pardon Services' office on the day of my release or not later than 8:30 a.m. on the next business day, and as instructed by the Department; and I shall make complete and truthful reports to the Agent.
- I shall not change my residence or employment without the consent of my Agent. Further, I shall allow my Agent to visit me in my home, at my place of employment, or elsewhere at any time.
- I shall not use controlled substances, except when properly prescribed by a licensed physician, not consume alcoholic beverages to excess nor visit establishments whose primary business is the sale and drinking of alcoholic beverages. Furthermore, I shall submit to a urinalysis or a blood test when requested by an Agent of the Department, and I agree that any of these test results may be used as evidence in any hearing.
- I shall not possess or purchase any firearms, knives, or other dangerous weapons, and I shall not associate with any person who has a criminal record, or any other person whom my Agent has instructed me to avoid.
- I shall work diligently at a lawful occupation, furthermore, I shall notify my Agent if I become unemployed.
- I shall not violate any federal, state, or local laws, and shall contact my supervising agent if I am ever arrested or questioned by a law enforcement officer for any reason whatsoever.
- I shall pay supervision fees as determined by the department.
- I shall not leave the state without permission from my agent. Furthermore, if I am ever arrested in another state for violating these conditions, I hereby irrevocably waive all extradition rights I may otherwise have been entitled to and agree to return to South Carolina when directed by my Agent, the Court, Board or by a warrant.
- I shall obey all conditions of supervision set forth in this order including the payment of fines, restitution, or other payments, and the services of any period of incarceration. I will make all child support payments as ordered by the courts.

- I shall follow the advice and instructions of my Agent and I agree to comply with any further conditions imposed by the Department or its Agent.
- Unless I was convicted of or pled guilty or nolo contendere to a Class C misdemeanor or an unclassified misdemeanor that carries a term of imprisonment of not more than one year, I shall be subject to search or seizure, without a search warrant, with or without cause, of my person, any vehicle I own or am driving, and any of my possessions by: (1) any probation agent employed by the Department; or (2) any other law enforcement officer.

## 2. SPECIAL CONDITIONS

The Board has discretion to impose additional, special conditions of parole in addition to the standard conditions. These special conditions of parole must be reasonably related to the offender's crime, necessary to further some rehabilitative purpose, and not violate any state or federal law or public policy. Conditions may not be punitive in nature.

Within these limitations, the Board has a fairly broad power to impose any special conditions that might reasonably serve to further the general purposes of supervision on parole. The special conditions which the Board most commonly imposes are selected from the list of special conditions given below. This list is not exhaustive. Within the limitations referred to above, the Board may impose other special conditions of parole.

- The offender must attend and successfully complete a substance-abuse rehabilitation program for as long as may be necessary to receive treatment, and he must submit to drug tests whenever asked to do so.
- The offender is to be placed on intensive supervision for an indeterminate period not to exceed six (6) months, as determined by the Department.
- The offender must attend a mental-health care program for as long as may be necessary to receive adequate treatment.
- The offender must avoid any contact with the victim or the victim's family while on parole.
- The offender must attend and successfully complete substances abuse program as determined by the Addictions Treatment Unit and attend aftercare program.
- The offender must attend the Parole Employment Program (PEP).
- The offender must be placed under home detention for an indeterminate period not to exceed ninety (90) days, as determined by the Department.
- The offender must be placed on electronic monitoring for an indeterminate period not to exceed six (6) months, as determined by the Department.
- The offender shall be ordered to pay restitution to the victims.
- The offender must pay court ordered fines.
- The offender must secure acceptable residence and employment
- The offender is granted parole, subject to his having undergone a psychological examination and received an acceptable evaluation from a duly qualified psychologist. (This is required for offenders who have served 10 consecutive years and sex offenders.)
- The offender may be paroled to a detainer only.
- The offender must attend and successfully complete the Self Paced In-Class Education Program (SPICE).

- The offender may be paroled to another state for supervision provided approval by receiving state. The offender is exempt from having to pay South Carolina supervision fees while being supervised on parole in another state. The offender may request to return to South Carolina through the SCDPPPS Interstate Compact Office.
- For Provisional Parole. The offender must diligently seek and obtain acceptable employment within 90 days of the grant of his provisional parole or have that parole revoked. Further, the offender must comply with all other conditions of his provisional parole. The offender is exempt from having to pay supervision fees while he is actively and diligently seeking acceptable employment while under provisional parole.
- The offender must participate in the Department of Corrections' Pre-Release Program.
- Exempt supervision fees
- The offender must be placed in a Restitution Center and must comply with the rules and regulations. Recommend 90 days, however, may be extended to 6 months.
- The offender is to complete \_hours of Public Service Employment while on parole (up to 100 hours), excepting violent offenders and sex offenders.
- The offender must reimburse the Department for the cost of the psychological evaluation.

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## **PART III**

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### **REVOCATIONS, MODIFICATIONS AND RECONSIDERATIONS**

## **A. REVOCATION OF PAROLE CASES**

If a parolee willfully violates any of the conditions of parole, a final determination must be made by the Board as to whether the offender's parole should be revoked and whether he/she should be required to serve any remaining unserved part of his sentence.

### **1. CONSTITUTIONAL REQUIREMENTS OF PROCEDURAL DUE PROCESS**

Parolees are entitled to both a preliminary and a final revocation hearing before parole may be revoked.

- a. Preliminary Hearing.** Preliminary hearings are conducted by hearing officers employed by the Department, who must be neutral, detached, fair and impartial. At the preliminary hearing, the hearing officer must make a determination that reasonable grounds exist to warrant going forward with the revocation process. A finding by the hearing officer that probable cause exists to believe that the parolee did willfully violate parole is sufficient to bind over the parolee and return him/her to the detention facility until the final hearing if the parolee has not been released on bond. The Hearing Officer will prepare a written summary of their findings for the Parole Board's consideration at a final hearing.

In cases where a criminal conviction forms the basis of the violation for which the revocation of parole is sought, and the parolee has received a sentence of six months or more to serve, he/she is not entitled to a preliminary hearing. This is because the criminal trial that results in the conviction adequately protects the offender's due-process rights.

- b. The Final Hearing.** If, after an unfavorable decision at the preliminary hearing, the parolee desires a final hearing, due process requires that this be granted within a reasonable time after being taken into custody. The final hearing must go beyond the inquiry made at the preliminary hearing. It must lead to a final evaluation of any contested relevant facts, and it must consider whether the facts, as they are found, warrant full revocation, or something less severe. The parolees are entitled to the following procedural rights:

- Have a final hearing conducted reasonably promptly after the preliminary hearing;
- Receive written notice of the alleged violations upon which revocation is sought;
- Receive a fair and impartial hearing, at both the preliminary and the final hearing;
- Be present at the preliminary and final hearings, to offer evidence in their own defense, and to show that they did not violate the conditions of parole, or that, if they did, the violation was not willful;
- Obtain an attorney at his or her own expense;
- Have a bond set by a circuit court judge pending the outcome of the preliminary and the final hearing;
- Have the evidence against them disclosed;
- Cross examine witnesses to the violation who testify, unless there is good cause for not allowing it;

- Receive a written statement by the Board or the panel of the evidence relied on and the reasons for revoking parole (if the Board or the panel finds by a preponderance of the evidence that the parolee willfully violated parole and decides to revoke the parole).

## 2. PROCEDURES FOR THE FINAL HEARING

In parole violation hearings, the rules of evidence do not need to be strictly observed. Hearsay is admissible, but may be challenged by the parolee. The Fourth Amendment's Exclusionary Rule does not apply. The standard to support revocation is proof by a preponderance of the evidence that the parolee willfully violated the conditions of parole.

The procedures adopted by the Board, in its discretion to administer this part of its business, should not be confused with the procedural requirements mandated by constitutional due process. Although these procedures conform with those requirements, nothing in them should be construed in such a way as to give parolees any more than their limited due process rights.

- a. **Revocation by the Board or a Panel.** The full Board may revoke parolee by a majority vote. A three-member panel may revoke parole by unanimous vote.
- b. **Call to Order.** The Chair or designee, is responsible for calling hearings to order, identifying by name the members of the Board who are present, and opening and closing the proceedings.
- c. **Presenting the Cases.** The Board Support Services Director or designee will assist the Board or the panel by presenting the cases for review and provide technical assistance. Cases are presented according to the following protocol:
  - The parolee is identified by name and SCDC number.
  - If the parolee has an attorney, the attorney is identified by name.
  - The case against the parolee is presented. This includes all violations alleged in the warrant or citation, the facts surrounding those allegations, and evidence in support of those facts.
- d. **Parolee's Opportunity to be Heard.** Once the case against the parolee has been presented, the Chair must give the parolee or his/her attorney an opportunity to be heard and present any relevant evidence. This may include evidence that tends to show either that the parolee did not violate the conditions of supervision as alleged, or that, if he/she did violate, he/she did not do so willfully, or if he/she did willfully violate them, why parole should not be revoked. The parolee may present either documentary evidence or the testimonial evidence of witnesses at the hearing.
- e. **Examination by the Board or Panel.** After the parolee has had an opportunity to be heard, the Chair may give the members of the Board or panel the chance to ask either party, or any of the witnesses any questions. The Chair presides over the examination and maintains order.
- f. **The Record.** All violation hearings shall be recorded.

## 3. THE FINAL DECISION

After the Board or the panel has heard all the evidence from both sides, it then deliberates and makes its final decision. The Board is the sole judge as to whether parole has been violated, and no appeal

is allowed. See S. C. Code 24-21-680. Insofar as the Board or the panel is reasonably satisfied that its decision is supported by the evidence, the decision may take any of the following forms.

- a. **Revocation of Parole.** If the evidence is sufficient to show that the parolee willfully violated the conditions of parole, the Board may determine these violations warrant revocation of parole and enter such an order.
- b. **Continued on Parole.** There are two possible bases upon which parole may properly be continued:
  - The evidence is insufficient to show that the parolee willfully violated the conditions of parole.
  - Although the evidence is sufficient to show that the parolee willfully violated parole, evidence presented in mitigation supports continuing the parolee on parole.
- c. **In Addition to a Continuation.** In addition to continuing the parolee on parole, the Board or panel may decide to do any of the following:
  - Reprimand the parolee for his/her conduct and issue a written warning citing the specific misconduct;
  - Order that the parolee's supervision be enhanced;
  - Impose any special condition that may be appropriate;
  - Remove any condition no longer deemed appropriate.
- d. **The Order of Continuation.** At the conclusion of the hearing, the Board or the panel should issue and sign its Order of Continuation. The Order itself should accurately reflect the action taken at the hearing, and should include any further conditions of supervision that were imposed by the Board or the panel. The parolee should be given a copy of this Order.

#### 4. THE EFFECT OF REVOCATION

The offender is remanded to the custody of the Department of Corrections to serve the remaining unserved part of his/her sentence, less any credit for time served on parole before the revocation.

The Board's policy is offenders will be eligible for parole consideration one year following revocation. If the offender is paroled again and then revoked, the Board's policy is that parole eligibility will be two years after the second or subsequent revocation. When the basis of the revocation is a new conviction, then as a matter of law the offender will not be considered for parole until the new sentence becomes parole eligible. The Board may never consider an offender for parole before the eligibility date, except where the law specifically allows it.

## **B. MODIFICATIONS OF PAROLE CASES**

### **1. IN GENERAL**

Violations of parole do not always result in revocation. Revocation of parole is generally reserved for the most serious violations, including but not limited to: new criminal convictions; absconding from supervision; and other violations that threaten the safety of the community.

In such cases, modification of the conditions of parole may be the best solution. Modifications of parole serve two purposes: they respond to the parolee's individual rehabilitative needs as those needs change over time and allow for parole to continue in a way that reasonably ensures the safety of the community, while saving the state the cost of incarcerating the offender. Where modification of parole seems to offer the best course, the law allows the supervising parole agent to issue a citation, instead of an arrest warrant, to bring the parolee before an administrative hearing officer, so that appropriate modification can be made.

As a matter of policy, the Department prefers to continue cases on parole by modifying the conditions of supervision where appropriate and reasonably likely to lead to successful completion of supervision rather than resorting to revocation.

### **2. PROCEDURE**

The Board has delegated the authority to the Department's Administrative Hearings Section to hear and decide all parole cases where a modification of parole is being sought, except with the Board continues parole after a revocation hearing and modifies conditions, the Board has left the matter of modifications to the Department's Hearing Officers.

In addition to being able to modify parole by imposing any additional condition of supervision that an agent could impose, Administrative Hearing Officers may also:

- Place the offender on Home Detention;
- Place the offender in a Halfway House;
- Order the offender to complete Public Service Employment;
- Order the offender to pay restitution (actual damages only) for violations committed while under supervision;
- Place the offender on a higher, or a lower level of supervision, including placement on intensive supervision;
- Restructure the offender's payment schedule;
- Restructure the restitution payment schedule, with Board approval, on which the offender pays restitution;
- Recommend placement at a Restitution Center;
- Exempt or defer the offender's supervision fees;
- Modify any other special conditions of parole as may be appropriate.



## **C. RECONSIDERATIONS OF PAROLE CASES**

After the Board or the panel has decided a parole case, the Board or panel may want to re-consider its decision.

Requests for reconsideration after a parole rejection will not be accepted for routine parole denials. However, if within fifteen (15) days of the date of the notice of rejection letter, the inmate or the inmate's attorney submits a letter to the Director of Board Support Services requesting a reconsideration hearing, and provides information that the Board may have based its decision on erroneous information or can provide additional information that the Board did not have during the hearing, the Board may decide to grant a reconsideration hearing. The Director of the Office of Board Support Services will make a determination as to whether or not the information provided is sufficient to grant a rehearing. If the Director of Board Support Services agrees, this information will be forwarded to the Board's Chair for a final determination. A letter will be sent to the inmate or the inmate's attorney notifying them of the decision. There is no appeal of the final decision.

### **1. REASONS FOR CONDUCTING A RECONSIDERATION**

- a. **Subsequent Misconduct by the Inmate.** In cases where the Board has granted parole conditioned on the satisfaction of some pre-release requirement, and the inmate has committed some violation of prison rules before the actual release from prison, the case will be presented to the Board or panel in order to deal with the subsequent misconduct.
- b. **New Criminal Charges Against the Inmate.** The inmate received a new conviction after conditional parole but prior to release.
- c. **After-Acquired Information About the Inmate.** If the Board or panel acquires new information after it has made its final decision and in the Board's or panel's judgment is so important as to require an immediate reconsideration of the case, the case will be presented to the Board or panel to review its decision.
- d. **Failure of the Inmate to Meet Conditions of Release.** The Board will review cases in which the inmate has failed to meet the conditions of release.

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## **PART IV**

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### **PARDONS, REPRIEVES, AND COMMUTATIONS**

## **A. PARDON PROCESS**

A pardon is an executive act of grace or clemency releasing an offender from all the legal consequences of a criminal conviction. The Board's decision to grant or deny a pardon is discretionary. The Board may only consider a pardon for those offenders who are eligible to receive pardons under S. C. Code 24-21-950. The Board Support Services Director is responsible for determining which applicants are eligible to be considered for a pardon, with the exception of those applicants whose eligibility is based on the assertion of extraordinary circumstances. Pursuant to S. C. Code 17-25-322(E), the Board may not grant a pardon to an applicant until the restitution and collection fees required by the restitution order have been paid in full.

The Board has complete discretion in all aspects of a pardon consideration. Applicants do not have a right under the due process clause of the constitution to a statement of the reasons for the Board's decision, and the decision may not be appealed.

### **1. PERSONS ELIGIBLE TO BE CONSIDERED FOR A PARDON\***

Anyone may apply for a pardon, but the Board will only consider the applications of those persons who have been determined to be eligible under the law for a pardon. The law also allows the victims of the crime, as well as any member of the offender's family living in South Carolina, to petition for a pardon.

- a. Persons Discharged from Supervision.** Probationers, parolees, and all other individuals under supervision are eligible to apply for a pardon at any time after their discharge from supervision.
- b. Persons Discharged from Prison.** Offenders who are discharged from their sentence without supervision are eligible to be considered for a pardon at any time after their discharge.
- c. Parolees Under Supervision.** Parolees are eligible to apply for a pardon after successfully completing five (5) years of supervision.
- d. Inmates Serving Sentences.** Inmates who have not reached their parole eligibility date may be considered for a pardon only if they can produce evidence showing the most extraordinary circumstances why they should be considered.

The Office of Board Support Services will follow the procedures outlined below for these requests:

- Written requests are received by the Office of Board Support and forwarded to the Office of General Counsel for review.
- The Office of General Counsel will review the inmate's request and submit a recommendation to the Board Chair at the next available parole or pardon hearings.
- If the Board's Chair concurs with the recommendation, either a letter is written to the inmate informing him/her of the decision to deny the request or a pardon application is sent back to the inmate to continue the pardon process.
- If the Board's Chair does not concur with the recommendation, the request will be reviewed by the full Board to make a determination.
- The Board's decision is final.

**e. Inmates With Terminal Illness**

The Board may also consider the pardon application of any prisoner who is suffering from a terminal illness where the prisoner is not expected to live longer than one year as verified by the Department of Corrections.

\*The Board may not grant a pardon to an applicant until the restitution and collection fees required by the restitution order have been paid in full. (S. C. Code 17-25-322(E))

**2. FILING OF APPLICATION**

Applications may be obtained from the county offices, the Department's Office of Board Support Services, and the Department's website. The non-refundable fee for filing an application is one hundred dollars (\$100.00).

**3. PARDON INVESTIGATIONS**

The Department's Office of Field Operations thoroughly investigates pardon applications and the Department's Office of Board Support Services prepares cases for the Board's review.

**4. REVIEW BY THE BOARD**

The Office of Board Support Services will send the pardon applications and the Department's investigation reports to each member of the Board not less than two weeks before the pardon hearing. In preparation for the pardon hearing, the Board carefully reviews all applications.

Pardon hearings are held at the Central Office location. The Department will provide notice of the hearing to the applicant and other interested parties. Pardon applicants are not required to be present at the hearing. The Board may decide pardon cases in the absence of the applicant, so long as the applicant has been given notice of the hearing. The Board hears all scheduled cases and decides each case on its individual merits.

**5. THE ORDER OF PARDON**

The grant of a pardon requires a two-thirds vote of the Board. When the Board votes to grant a pardon an Order of Pardon is issued.

**6. THE CERTIFICATE OF PARDON**

After the Order of Pardon has been issued, the applicant will receive a Certificate of Pardon. The certificate states that the person is pardoned from all legal consequences of the crime. However, a pardon will not remove an individual from the Sex Offender Registry. (S.C. Code 23-3-430(F)).

**7. RIGHTS RESTORED**

Under South Carolina law, a pardon fully restores all civil rights lost as a result of the conviction and sentence. These rights include:

- The right to serve on a jury;
- The right to hold public office, except in the case where the crime was embezzlement of public funds;
- The right to testify at a trial without having the fact of conviction introduced for impeachment purposes, unless the crime indicates a lack of veracity;
- The right to have one's testimony included in a legal proceeding if the crime was perjury;
- The right to be licensed for any occupation requiring a license; and
- The right to own and possess firearms under state law.

## **8. IRREVOCABLE UNLESS OBTAINED THROUGH FRAUD**

Once the Certificate of Pardon is issued, it cannot be revoked or rescinded unless it was obtained through fraud. Pardons obtained through fraud are void.

## **9. RE-APPLICATION AFTER A DENIAL OF PARDON**

Anyone whose application for a pardon is considered but denied must wait one year from the date of the denial to re-apply. The filing fee to re-apply is one hundred dollars (\$100.00).

## **B. REPRIEVES AND COMMUTATIONS**

The Governor has the power to grant reprieves in capital cases only and to commute death sentences to life imprisonment. The Governor may refer these matters to the Board for consideration and recommendations. The Governor may or may not adopt the Board's recommendations; but if he/she does not, he/she must submit the reasons to the General Assembly (See S.C. Code 24-21-910; S.C. Constitution Article 4, Section 14).

## **Pardon Order Sample**

56. Please provide sample copies of each type of the following orders for violent and non-violent offenders, (a) authorizing parole; (b) denying parole; (c) authorizing pardon; and (d) denying pardon.

Please note there is no order of denial. **Please find attached the sample Parole Order “Question 56 – Parole Order Sample” and Pardon Order “Question 56 – Pardon Order Sample.”** There is no difference between orders for Violent and Non-Violent offenders.

SOUTH CAROLINA  
DEPARTMENT OF PROBATION, PAROLE AND PARDON SERVICES  
COLUMBIA, SOUTH CAROLINA  
ORDER OF PARDON

It having been made to appear to the SOUTH CAROLINA DEPARTMENT OF PROBATION, PAROLE AND PARDON SERVICES that the pardoning of this individual is not incompatible with the welfare of society, and it appearing further that the BOARD is satisfied «Name» **SID 00222279** will abide by all laws of this State:

It is therefore ORDERED that said «Name» **SID 00222279** be PARDONED, effective this **01st day of Month 2021**, and by this action, is absolved from all legal consequences of his crime and conviction, and all civil rights are restored.

\_\_\_\_\_  
Chairman

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### **Parole Order Sample**

56. Please provide sample copies of each type of the following orders for violent and non-violent offenders, (a) authorizing parole; (b) denying parole; (c) authorizing pardon; and (d) denying pardon.

Please note there is no order of denial. **Please find attached the sample Parole Order “Question 56 – Parole Order Sample” and Pardon Order “Question 56 – Pardon Order Sample.”** There is no difference between orders for Violent and Non-Violent offenders.



**South Carolina Department of Probation, Parole and Pardon Services**

**Columbia, South Carolina**

**ORDER OF PAROLE**

It having to be made appear to the satisfaction of the Board that **INMATE NAME AND SCDC** is eligible for parole and has shown a disposition to reform; that there is a reasonable probability that said prisoner will remain at liberty without violating the law; that release is not incompatible with the welfare of society; and that the prisoner will not become a public charge upon release, and that the prisoner will keep and/or successfully satisfy the conditions of this order inviolate, and understands that the violation or unsuccessful completion of any of the conditions pre- or post-release will constitute a breach of faith and be sufficient grounds for the revocation or rescission of the parole issued, and the execution of the original sentence imposed.

It is therefore ordered that **INMATE NAME AND SCDC** be released on Parole the **xxth** day of **Month, 2021** subject to said prisoner's agreement to abide by the conditions listed on the reverse side of this order, which parole is to expire [Parole Expiration date]. This parole is granted by [the full board or a panel of the full board].

Ordered this **xxth** day of **Month, 2021**

\_\_\_\_\_  
Chairman

## **Hearing Day Report<sup>1</sup>**

57. Please provide copies of reports, if any exist, board members receive at the end of a hearing day that summarizes what occurred during the day or their decisions.

**Please see sample attached, “Question 57- Sample Hearing Day Report.”**

Note: As part of files to review prior to an offender’s hearing, parole board members receive information on an offender’s risk of committing a crime (i.e., general risk level) in the future as well as risk of committing a violent crime (i.e., violent risk score) in the future. Whether an offender is heard as a non-violent or violent case hearing has nothing to do with an offender’s risk of committing a violent crime. Whether the case is a non-violent or violent case is based solely on how the crime, the offender committed in the past and was convicted upon, is classified in statute.<sup>2</sup>

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<sup>1</sup> Included in PPP Letter to LOC (9.27.21)

<sup>2</sup> 10.14.21 phone conversation between PPP Associate Deputy Director for Paroles, Pardons and Release Services and House Legislative Oversight Committee’s General Counsel

# Report 5017: Parole Hearings

9/8/2021 - 9/8/2021

## Non-Violent Cases

Risk Level	Num. Cases	Parole Count	Reject Count	Parole Percent	Reject Percent
Low	1	0	1	0.00 %	100.00 %
Medium	0	0	0	NaN	NaN
High	0	0	0	NaN	NaN
No Assessment	1	1	0	100.00 %	0.00 %
<b>Total</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>50.00 %</b>	<b>50.00 %</b>

## Violent Cases

Risk Level	Num. Cases	Parole Count	Reject Count	Parole Percent	Reject Percent
Low	24	2	22	8.33 %	91.67 %
Medium	7	2	5	28.57 %	71.43 %
High	1	0	1	0.00 %	100.00 %
No Assessment	17	1	16	5.88 %	94.12 %
<b>Total</b>	<b>49</b>	<b>5</b>	<b>44</b>	<b>10.20 %</b>	<b>89.80 %</b>

## All Cases

Risk Level	Num. Cases	Parole Count	Reject Count	Parole Percent	Reject Percent
Low	25	2	23	8.00 %	92.00 %
Medium	7	2	5	28.57 %	71.43 %
High	1	0	1	0.00 %	100.00 %
No Assessment	18	2	16	11.11 %	88.89 %
<b>Total</b>	<b>51</b>	<b>6</b>	<b>45</b>	<b>11.76 %</b>	<b>88.24 %</b>

## **Paperless County Offices and E-Filing**

68. Please provide/explain the following about the agency's planned e-filing system through which the agency asserts its 46 county offices will go paperless:

- a. flow chart outlining agency processes prior to implementation of the new system and a flow chart outlining processes with the new system;  
**Please see "Question 68 - E-filing Process Flow Charts" and "Question 68 - Process to Create Paper Files" attached.**
- b. direct benefits expected for employees from implementation of the new system; and  
E-Filing allows for Agents to have up-to-date information on an offender's case when they are not in the office. It also allows for agency internal partners to have access to case files for auditing purposes.
- c. history of the project and lessons learned from it (e.g., initial hesitations in feasibility, work with vendors, benefits of having internal stakeholders involved, etc.).  
E-Filing was developed as a pilot program in April 2020 during the beginning of the COVID19 Pandemic. Because many employees began to work remotely, PPP wanted to create a system that would allow county office staff to have access to case files, while they conducted field work and maintained contact with the offender population.

The expansion of E-filing began in July 2021. Currently the Department has over 3,200 cases that are considered "E-File Ready." Thus far, staff in 10 counties has been trained. Counties will be trained by regions. As counties within regions are trained, an audit team will review files uploaded into the Offender Management System (OMS) to ensure documents are labeled correctly and placed into chronological order. Each county has been given a completion date to have all legacy cases transitioned into E-File.

E-File is completely developed by employees within PPP. The cost of E-Filing is \$14,500. This includes purchasing scanners, styluses to allow electronic signatures, and Adobe Pro software for automative sorting and form labeling. If this project was outsourced, research reflects that the cost to the Agency would be over \$2.1 Million.

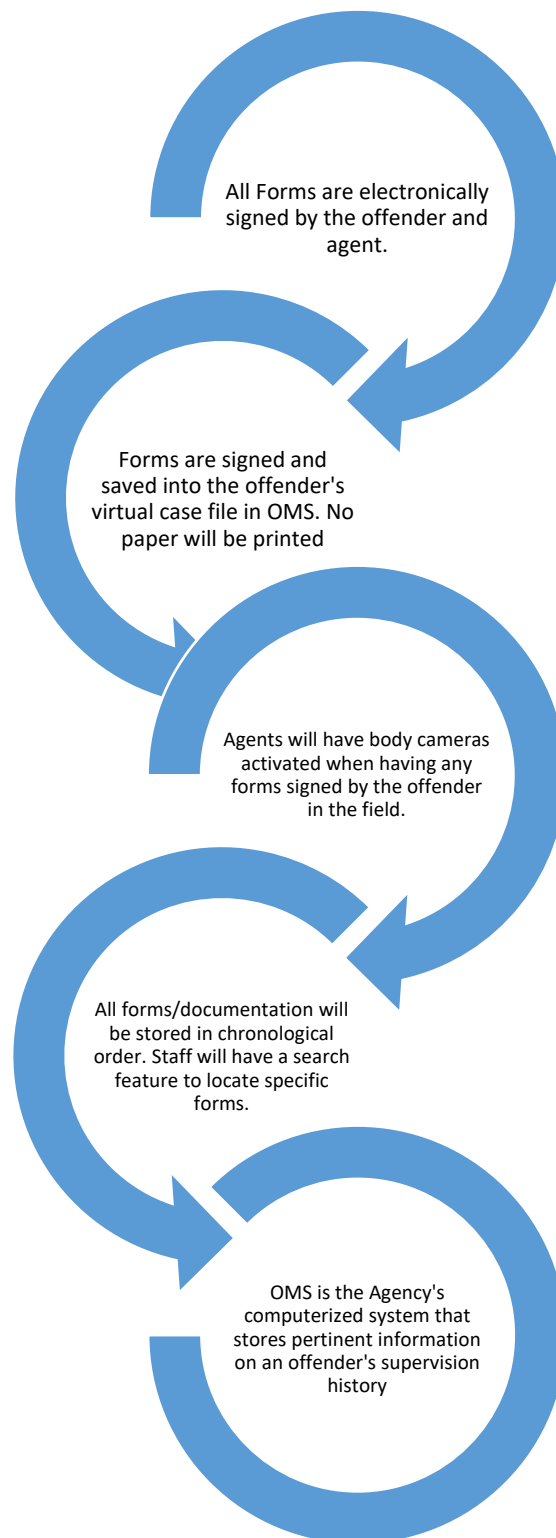
The benefits of using internal stakeholders are: (1) Knowledge of policies for creation of case files (2) Understanding of what processes are user-friendly for Agency employees (3) Ability to use current systems to offset cost (4) Staff Confidence is instilled in the process due to internal staff creation.

## ELECTRONIC FILING

### Standard Documents for Case File (E-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
- This includes all future documentation(refer to Chart 1 "Maintaining Documentation of Paper File".
- The above documents will be uploaded into the Offender Management System into the Offender's virtual case file

# ELECTRONIC FILING



## PROCESS IN CREATING 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 Correnspondence 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

### Expenditures of Maintaining Paper File

- Cost of File Cabinets- \$300 to \$400 each. Currently, the Agency have over 600 file cabinets
- Stamps- Use for Transferring Case files through mail. Average case file to mail can cost \$5.00 in postage
- Paper files- \$37.60 per box
- Paper - \$32 per box
- Microphis- archived Files-\$200,000 per year
- Printers
- Approximately projected expenditures to maintain paper files- over \$1,500,000 per year

## **Process Improvement Discussions**

69. Does the agency have regular discussions (quarterly, annually, etc.) about ideas for how various technology could be utilized to improve efficiencies and effectiveness at the agency? If not, would the agency consider it?

Yes, there are various methods in which ideas are presented on how technology can be used to make the agency more efficient. The Strategic Planning Committee meets regularly throughout the year and monitors the agency's progress toward achieving long term goals, some of which are technology-based. Also, staff may submit recommended technological/procedural changes to the Office of Professional Responsibility using the **Divisional Process Improvement Request Form 1208 (attached)** Procedures for Continuous Improvement.

In addition, the PPP TIB (Technology Investment Board) is responsible for reviewing, prioritizing, and approving all budget requests, agency projects, and technological expenditures in an effort to obtain maximum results. The Chief Information Officer also provides monthly updates to the Executive Management Team to enhance collaboration, discuss ongoing IT challenges, and address technological obstacles as it relates to the Agency's infrastructure.



**South Carolina Department of Probation, Parole and Pardon Services**  
**Divisional Process Improvement Request**

**Division/Section/Office:** Click here to enter text.

**Requestor:** Click here to enter text.

**Date:** Click here to enter a date.

**Who should receive this request?**

☐ Regional Program Administrator    ☐ Audit    ☐ Risk Management    ☐ Quality Assurance

**What are you requesting a review of? (Please indicate below)**

Click here to enter text.

**Factors Impacting Process Improvement:** Click here to enter text.

**Has this process been reviewed?**    ☐ Yes    ☐ No

If yes, how far back?

If no, how often are you requesting this to be reviewed?

☐ Monthly    ☐ Quarterly    ☐ Annually    ☐ Other: Click here to enter text. (Specify Frequency)

Strategic Plan (indicate goal, objective or strategy) Click here to enter text.

Special Interest (grant, legislative mandate, policy, etc.) Click here to enter text.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

**INTERNAL USE ONLY**

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date Responded: \_\_\_\_\_ Date Plan of Action Created (if applicable): \_\_\_\_\_

Comments: Click here to enter text.

Action Completed By: \_\_\_\_\_ Date Action Completed: \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO: OPR@ppp.sc.gov**

## **Data Sharing Grant Application**

76. Please provide a copy of the agency's grant submission for its data sharing initiative that was noted during agency personnel testimony in the July 27, 2021 Subcommittee meeting. Additionally, please provide an explanation of the agency's plans for addressing the issue if it is not awarded the grant.

**Please see the attachment labeled, "Question 76- JRI Data Sharing Grant Narrative."** If this grant is not awarded, PPP still considers data sharing a priority and we may make a future budget request to support this initiative.

## **Description of the Issue**

Collaboration and coordination efforts with local and state law enforcement agencies are critical best practiced for reducing violent crime among offenders in the community and is essential to creating an effective justice system. The South Carolina Department of Probation, Parole and Pardon Services (SCDPPPS) is charged with the community supervision of criminal offenders placed on probation by the court and paroled by the State Board of Pardons and Pardons. Offenders are supervised through a series of community sanctions that help ensure they adhere to specific conditions of supervision. At the end of March 2021, the Department provided supervision to an average daily population of 62,998 jurisdictional offenders. Legal jurisdiction includes offenders on active supervision, in federal custody, institutionalized, being supervised out of state, or have absconded. At the end of March 2021, there were 22,613 offenders ~~were~~ under direct, active supervision by the Department. While SCDPPPS have a successful closure rate higher than national averages – 84% probation and 86% parole – those 16% and 14% respectively violate supervision. They will be sent to prison for violating probation or returned to prison for parole violations. Sharing information is paramount to successful operations with other law enforcement agencies.

One impediment within South Carolina’s justice system has been the method by which information is transferred or shared. There is not one coordinated system for sharing data with justice partners that does not involve entering or reentering information from paper copies. The South Carolina Legislature has appropriated funding for some forms of justice information to be automated but that project is expected to extend for years. SCDPPPS is mandated by law to share certain data and information with fellow state law enforcement agency the South Carolina Department of Corrections (SCDC) because of the integrated missions. SCDC is the state-level

prison for felons, operating 21 institutions statewide. SCDPPPS receives data on parole eligible inmates from SCDC which is used to schedule parole hearings and inmate release dates. Both agencies have worked to improve the technology and enhance the user-friendliness of the operating system known as the Parole Information Center or PIC. While notable goals have been accomplished, there still exists opportunities for advancement. For example, SCDC uses an assessment tool to determine inmate classification levels and referral needs upon entry to prison. There is no method to have SCDC's initial assessment results transferred to SCDPPPS when an inmate is released to supervision. Moreover, SCDPPPS administers the COMPAS (Correctional Offender Management Profiling for Alternative Sanctions) actuarial risk/needs assessment tool on probationers to determine the likelihood an offender will reoffend; and the degree in which certain criminogenic factors linked to criminal behavior are present. Those factors include criminal history, family issues, substance abuse, education and employment. In addition, SCDPPPS administers the COMPAS Re-entry tool on parole eligible inmates and inmates in mandatory release programs to determine risk of reoffending as well as referral needs upon release. Unfortunately, SCDC has no way to receive those assessment scores if a probationer or parolee is incarcerated.

As South Carolina's criminal data clearinghouse, SLED manages information in multiple databases, including the SC Sex Offender Registry, SC Information Exchange (SCIEx), National Crime Information Center (NCIC), National Law Enforcement Telecommunications System (NLETS), Computerized Criminal History (CCH), Automated Fingerprint Identification System (AFIS), as well as court-ordered expungements, violent gang affiliations, and driving records. Information from SLED is accessible to SCDPPPS but it often requires retyping data into the Department's offender management system (OMS), presenting the risk of human error and

misinformation. Currently, a Probation and Parole Agent has to access rap sheet information by other secure applications, and print the documents – which is extremely time consuming. The Agent will then use the printed information when initially interviewing a new offender, and again while later assessing the offender with our risk/needs assessment tool. These steps could be streamlined with rap sheet data that is directly accessible in the OMS. SCDPPPS' field support staff currently are assigned to prepare new offender files with the criminal histories that are used by the Agents for interviewing and for the COMPAS assessment. With this process eliminated, valuable resources such as support staff hours could be better used on other duties.

SCDPPPS also is combatting the challenge of ensuring the accuracy of information within OMS. Establishing protocols for ensuring data integrity is an industry best practice and one of SCDPPPS' strategic objectives. To improve the efficacy of criminal justice data, developing data-sharing strategies that assist in addressing deficiencies in data accuracy and integrity that impede the Department's mission-critical objective will allow the Department to build a technological infrastructure for process improvement.

To achieve the goal for this project of using the five-step Justice Reinvestment Initiative (JRI) process to address persistent or emerging crime and public safety problems, or to remove impediments of sharing quality data among justice involved stakeholders in South Carolina, SCDPPPS will take the following steps to and achieve three objectives:

1. Engage state level law enforcement agencies;
2. Develop and build data-sharing interfaces that assist in breaking down information-sharing silos;
3. Increase data integrity of offender accounts in the SCDPPPS offender management system.

## **Program Design and Implementation**

**Engaging Stakeholders.** The JRI approach to addressing jurisdictional impediments calls first for identifying and engaging stakeholders. The three agencies involved in the proposed project are all cabinet level agencies and have enjoyed a long and productive working relationship. SCDPPPS, SLED and SCDC will work with the technical assistance provider and move through the JRI steps to gather and analyze data, problem solve, develop and implement innovative strategies to further advancements in information sharing, evaluate project success and develop protocols for continuous process improvement. Staff from each agency who are responsible for information technology, data reporting, data security, and information management will be involved in this process

**Data sharing interfaces.** The SCDPPPS determined improvements to its technological functions were necessary to provide the required interface and systems updates to accomplish the goals set forth in this project. In addition, minor updates to the SCDPPPS' existing infrastructure to support data collection will be required. SCDPPPS will automate management of data reports to support project performance measures.

**SLED data-sharing interface.** The SCDPPPS proposal intends to expand upon the sharing of law enforcement data within the state, by enabling bidirectional query and response between SLED and SCDPPP. SLED's servers are the primary repository for Computerized Criminal History (CCH) data for the state of South Carolina. Inquiries against the CCH database is managed primarily by the Law Enforcement Message Switch (LEMS), which in turn is also hosted by SLED. In addition, LEMS enables communications between agencies within South Carolina to both the FBI and counterparts of SLED in other states. The net effect of this is to enable a single law enforcement network to allow inquiry into databases hosted by federal or

state governments by multiple agencies. SCDPPPS, in turn, hosts a suite of applications collectively in the OMS which supports the ability to manage offenders under supervision, victims of those offenders, finances, risk assessments, supervision plans, and other day to day requirements of such a population. Among data needed for OMS includes CCH data. SCDPPPS proposes to enable direct data sharing between LEMS – and thus, this larger network – and the existing OMS application. The immediate benefit to SCDPPPS is to import results of LEMS inquiries directly into OMS. While looking at a specific offender under supervision, an SCDPPPS Agent would be able to run an inquiry and get nearly immediate results on that offender’s current CCH data, driving history, warrant status, possible intelligence results on violent gang and terrorist information. The primary benefit is to officer safety and situational awareness, as this information is made available on demand. The interface will allow for Agents to access and upload a new rap sheet at each encounter with the offender from OMS. The Agent would relevant information on each offender while in the field. There would be no need to print this information and the OMS could delete the data after a determined number of days – which would further improve data security. Additional benefits include improving entry of data related to supervision, improved timeliness and quality of risk and need assessments, and the ability to improve quality control procedures of law enforcement information in both OMS and CCH due to the ease of cross referencing these data sources.

This interface also will have the benefit of allowing other local, state, and national law enforcement agencies to inquire against the SCDPPPS database and receive results related to current supervision status of an offender. Any law enforcement agency which makes use of this network would be able to run an inquiry against an individual’s status in order to determine if they are currently being supervised by SCDPPPS and retrieve contact information for who is

supervising that offender, travel permits, ignition interlock requirements, and any other pertinent information related to officer safety in near real time.

**SCDC data sharing interface.** SCDC will make IT enhancements to its operating systems that will create a limited network interface to allow staff to access risk assessment data from SCDPPPS. The interface will provide information for each offender remanded to SCDC from supervision in the community, including a list of revocation codes, category of revocation, COMPAS risk/needs assessment results, STATIC 99-R sex offender assessment scores, active risk level, offender referrals made based on assessment as well as those successfully completed. For offenders previously released from prison, SCDC also will receive results from the COMPAS Re-entry assessment tool. SCDC will ensure that all internal systems enhancements will meet NCIC and CJIS security protocols.

SCDC uses an assessment tool to classify an inmate by risk level when they are first imprisoned. This interface with SCDC will allow SCDPPPS access to assessment scores and risk levels of inmates leaving prison. The proposed interface project will expand on SCDPPPS' strategic objective of reducing the number of inmates leaving incarceration without completed or updated risk/needs assessments and provide vital comparative data relevant to making appropriate and beneficial referrals.

**Increasing data integrity of offender accounts.** SCDPPPS will create a data quality control section. A program coordinator and five program assistants will be hired to staff this section. The program coordinator will manage the OMS data quality control section and will supervise staff assigned those duties. Under limited supervision of the Continuous Improvement Program Manager, the program coordinator will be responsible for developing section policies



and procedures for reviewing offender accounts, training staff, researching restitution, fines and fees on offender accounts and creating strategies to improve data integrity.

Five program assistants will provide data cleaning of the existing offender accounts in the OMS. Under direct supervision of the program coordinator, they will use rap sheets and sentencing information to quality check and make corrections as needed on all active offender accounts as of October 1, 2021. There will be five program assistants for the first and second years of the funding period to accommodate the volume of offender accounts. Four program assistants will be retained during the third year of the funding period as fewer accounts will be under review.

SCDPPPS will acquire the services of a law enforcement expert to develop and deliver comprehensive training on reading and interpreting rap sheets. This training will be delivered to all staff responsible for creating offender accounts during the intake process to ensure accuracy of information in OMS. In addition, a cohort of SCDPPPS staff and volunteer trainers will receive training for trainers (T4T) to ensure sustainment of this process. The costs covered include three days to prepare the online course, two days to deliver the T4T course, and associated course materials.

### **Capabilities and Competencies**

The South Carolina Department of Probation, Parole and Pardon Services (SCDPPPS) is a state-level community corrections agency and the third-largest law enforcement department in the state. SCDPPPS made the shift toward becoming an evidence-based organization in response to the Omnibus Crime Reduction and Sentencing Reform Act of 2010 and in an effort to ensure supervision strategies and offender program services are consistent with empirically proven practices to reduce risk and recidivism. SCDPPPS continues to embrace the use of science and

data to drive decisions through the integration and use of evidence-based practices in all aspects of its operations. To improve the fidelity of programs and processes, the Department developed an evaluation plan as a quality assurance mechanism to monitor the measures and outcomes of new programs and supervision strategies relative to the Omnibus Crime Reduction and Sentencing Reform Act of 2010. This evaluation plan has been instituted as a comprehensive framework to ensure the Department meets measurable goals and objectives while holding the Department accountable to the Sentencing Reform Oversight Committee of the South Carolina Legislature. SCDPPPS' managers embraces use of data to drive decisions. SCDPPPS continues to implement innovative strategies to reduce recidivism.

The following SCDPPPS staff will serve as the key personnel responsible for the development, implementation, and quality assurance of the proposed project:

Rebecca Raybon is the Director for Continuous Improvement. She will serve as the project director. Rebeca is a 25-year SCDPPPS veteran, starting as a Probation and Parole Agent. Ms. Raybon currently develops continuous improvement plans for the Department and identifies critical processes, control points and preventive measures. In addition, she was instrumental in the developing the Department's protocols for creating standard operating procedure and accomplishing strategic objectives. Ms. Raybon supervise the program coordinator, serve as liaison to stakeholders and the technical assistance provider, as well as assist in developing MOUs, policies and procedures, and will be responsible for all program reporting.

William Speaks is the Director of Application at SCDPPPS. He has over 15 years of experience with developing software components, management tools and document business and workflow processes. Mr. Speaks will coordinate all interface processes for SCDPPPS with

counterparts at SLED and SCDC, including developing the statement of work for the solicitation process and overseeing the timeline for interface development, testing and execution.

The grants manager for this project will be the SCDPPPS Administrator for Grants Management Arnise Moultrie. A 26-year veteran with the SCDPPPS, Ms. Moultrie serves as the administrator for all agency grants which include the identification of external funding sources, application preparation and revisions, and other duties related to grants management and compliance to ensure all documentation is accurate based on federal and state regulations. Since 2004, Ms. Moultrie has managed grants, cooperative agreements, and technical assistance awarded to SCDPPPS by the agencies within the U. S. Department of Justice, the National Highway Traffic Safety Administration, the U. S. Department of Veterans Affairs, and the U. S. Department of Labor. Ms. Moultrie will ensure all reporting requirements are met and the funds are utilized as intended.

The original correctional system in South Carolina was established in 1866 when the South Carolina Legislature passed an act that created the first state-level prison for felons that were housed in county facilities. In 1960, the Governor of South Carolina decided to end the abuses of the correctional system and therefore created a new state agency. The agency was named the South Carolina Department of Corrections. Today, the Department of Corrections is still a state agency, reporting directly to the Governor. The Department of Corrections currently has about 4,500 employees, just over 15,000 inmates and operates 21 institutions. To manage the successful integration for interfaces at SCDC, Trevis Shealy, Director of Research and Information Management will be the project's subrecipient liaison. Mr. Shealy is Chief Information Officer for SCDC, managing all aspects of information technology including

applications development, research and statistics, networking and telecommunications, and help desk and user support services.

SLED's Criminal Justice Information Services (CJIS) division serves as the central criminal justice information repository for the state—collecting, processing, storing, and disseminating crime data and criminal identification and record information—assisting with crime prevention and the administration of criminal justice by providing accurate and timely information to local, state, and federal justice involved entities, civil government agencies, policymakers, legislators, academia and the public as authorized by state law and regulation. SLED's subrecipient liaison will be CJIS Technology Manager Michelle Moore. With more than 20 years of information and data security experience, Ms. Moore will be responsible to managing compliance with protocols and ensuring the seamless interface with SLED.

### **Plan for Collecting the Data**

**SLED interface data collection.** SCDPPPS will develop a needs survey to assist with selecting the message keys to access through the interface. It is anticipated the use of the message key assigned to SCDPPPS will greatly increase after the release of the OMS update. SCDPPPS will generate data usage reports out of OMS to determine which message keys are most used by staff to track staff preferences. In addition, a follow up surveys will be disseminated to assess satisfaction and for continuous improvement.

**SCDC interface data collection.** SCDPPS will use OMS to track the amount of data accessed by SCDC staff. A similar survey will be distributed to assess satisfaction and process improvement.

**Data integrity improvement.** SCDPPPS will measure the effectiveness of the criminal history training by running error reports out of OMS. In addition, project will assign staff to use

the new quality control methods to review quarterly samples of new offender case files for accuracy. All data collected will be included in annual updates to stakeholders and in the project's required reports.

## **Data SCDC Shares with PPP**

77. In an Excel chart, please list the specific data fields PPP receives from SCDC in the regular download with a summary beside each field type (or group of field types) that explains what the information is and how it is utilized by PPP.<sup>1</sup>

**Please see the attachment labeled, “Question 77- PIC Tables Received from SCDC.”**

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<sup>1</sup> SCDC response to Subcommittee (October 29, 2019), Question 15. What information does the parole board request about inmates? Response - The S.C. Department of Probation, Parole and Pardon Services downloads data from SCDC’s OMS nightly; therefore, the Parole Board does not request anything from SCDC. Please see attached list of information provided through OMS. Attached document includes the following list: • Inmate demographics • Inmate movement • YOA programs-Young Offender Intensification Program participation • Victims • Reentry Services • Detainers • Disciplinaries • Parole review • Programs-program participation, while at SCDC, to include start and end date and completion status • Drug testing • Supervised furlough reviews • Classification reviews • Priors • Inmate address • Conviction • Alias • Accomplices • Relatives • Previous numbers • Education-certificates earned while at SCDC and enrollment in educational programs • STG-Security Threat Group • TCUDS-Texas Christian University Drug Dependency Screen • EWC-Earned Work Credits • EEC-Earned Education Credits • Inmate restrictions

**Tables Received from SCDC**

<b>Table</b>	<b>Description</b>	<b>What Contains (Sample)</b>	<b>How Utilized</b>
academic_enrollment	Educational data	Course, Curriculum type, Academic termination, SCDC Location, etc.	PIC
accomplice	Accomplice data	Accomplice SCDC #, Name	Not part of PIC system
change_reason	Change reason Codes	Code and Description e.g. MEDICAL, ADMINISTRATIVE, PAROLE BOARD ACTION, RELEASED TO PROBATION	PIC
consecutive_order	Consecutive Sentences data	Initial Conviction Num, Consecutive Conviction Num. * I believe is used in Sentence Structure tab	PIC - Sentence Structure - Calculation of Total Sentence
disciplinary_infraction	Disciplinary infraction Codes	Code and Description, e.g. CURFEW VIOLATION(INQUIRY), FAIL TO ADJUST(INQUIRY), SEXUAL ASSAULT	PIC - Inmate Disciplinary Infractions
disciplinary_sanctions	Disciplinary inmate sanctions	Sequence Number, Start and End Dates, Case Number, Restriction indicator, etc.	Not part of PIC system
disciplinary_sanctions_code	Disciplinary sanction Codes	Code and Description, e.g. DISCIPLINARY, CANTEEN, VISITATION	Not part of PIC system
disciplinary	Disciplinary data	Location, Infraction date, Disposition code, Infraction charged, Infraction convicted, etc	PIC - Inmate Disciplinary Infractions
disciplinary_text	Disciplinary description	Disciplinary description text	PIC - SCDC Notes
earned_education_credit	Earned education credits	Start date, End date, Location, Termination reason, Create date, etc.	Not part of PIC system
earned_work_credit	Earned work credits	Job code, Full part time indicator, Days per week, Hours per week, Start date, etc.	Not part of PIC system
edu_certificate_code	Education certificate Codes	Code and Description e.g. HS DIPLOMA, GED, EMPLOYABILITY SKILLS	Not part of PIC system
edu_certificate_inmate	Education certificate data	Certificate ID, Create Date, Last Entry date, Program Certificate code, Certificate Location, Certificate type, etc.	Not part of PIC system
edu_competency	Education competency Codes	Code and Description e.g. 1. Proper Safety Procedures in the work place. 2. Shown the ability to recognize and identify the anatomy of a Bee, its life cycle., etc.	Not part of PIC system
eec_ewc_termination_code	Earning work credit Codes	Code and Description e.g. INSTIT TRANSFER, UNSAT JOB PERFORM, DEATH	Not part of PIC system
eec_level_code	Earned education level Codes	Code and Description e.g. LVL 2 - FULL TIME(NO EWC), LVL 2 - PART TIME(NO EWC), BONUS 4-7 HRS/WK	Not part of PIC system
ewc_job_code	Earned work credit job Codes	Code and Description e.g. 1 UNASSIGNED/UNEMPLOYED, 2 SCU-FACILITATOR, 3 SCU-PARTICIPANT	Not part of PIC system
inmate	Inmate data	SCDC #, Location, SSN, SID, FBI, Name, Gender, etc.	PIC - Inmate Data
inmate_conviction	Conviction data	Conviction Num., Sentenced date, Warrant Num., Indictment Num., Offense code, etc.	PIC - Conviction Data
inmate_detainer	Detainer data	Issued date, Detainer type, Detainer source, Issuing agency, etc.	PIC - Detainer Data
inmate_drug_test	Drug Inmate test results	Drug test date, Amphetamine result, Barbituate result, Benzo result, etc.	PIC - Drug Inmate Test Results
inmate_tcu_drug_screen	TCU Inmate screening question answers	Chemical dependency Ind., Drug screen question ID, Drug screen answer, Version number	PIC - Tcu Inmate Screening Question Answers
inmate_intended_residence_scdc	SCDC Intended Inmate residence	Last name, First name, Relationship code, Country code, Tel. Number, Address, etc.	PIC - Scdc Intended Inmate Residence
inmate_relative	Inmate relative data	Last name First name, Birth date, Relationship code, Address	PIC - Inmate Relative Data
inmate_status	Inmate status Code	Code and Description e.g. INCARCERATED, PAROLE, PROBATION	PIC - Inmate Status Code
scdc_location	Inmate location	Location code, Description (e.g. HEADQUARTERS, POLICE SERVICES, TRAINING ACADEMY, etc.), County code, Hearing site, Hearing Type, etc.	PIC - Inmate Location
movement	Inmate movement	Movement date, Change reason code, Inmate status, Location code	PIC - Inmate Movement
notification_method	Notification method Code	Code and Description e.g. PHONE, MAIL, EMAIL	Not part of PIC system
notification_reason	Notification reason Code	Code and Description e.g. MEDICAL, ADMINISTRATIVE, SENT EXPIRED, COURT ORDER REL	Not part of PIC system
offense_code	SCDC Offense Code	Code and Description e.g. DRUG CONSP/ATT. TO VIOLA, DRUGS/POSS NARC SI-II 1S, CHILD CUST <16 NOT RETD	PIC - Scdc Offense Code
parole_review_hist	Parole Inmate hearing history	Initial eligibility, Next Eligibility, Parole Packet Date Interview, Investigation Complete. ** USED IN 5021 Par Rev Eligibility Report	PIC - Parole Inmate Hearing History

previous_scdc	Previous Inmate SCDC numbers	Current SCDC ID, Previous SCDC ID, Flag verified.	Not part of PIC system
prior_conviction	Prior Inmate Convictions	Court type, State/County, Offense, Disposition	PIC - Prior Inmate Convictions
program_code	Program type Code	Code and Description e.g. Adult Education, CC Reentry, CC Anger Management, CC Ged	PIC - Program Type Code
program_involvement	Inmate program involvement	Location, Program Code, Begin Date, End Date, Closure Code	PIC - Inmate Program Involvement
sf2_csp_program	SF2 / CSP Program data	Inmate ID, Program description, Early Release date, Actual Completion	PIC - Sf Csp Program Data
shock_program	Shock program data	Inmate ID, Start date, Termination status, Termination reason, Projected Parole date	PIC - Shock Program Data
stclass	Mental Medical/Health Indicator	Status code, Review date, Review Inst code, Violent Hist Indicator, Disciplinary Indicator, Medical Health Ind., Mental Health Ind., etc.	PIC - Mental Medical Health Indicator
victim	Victim data	Last name, First name, SCDC Comment, SCDC Register, Notify victim, PPP note, Relationship code, Victim dropped, etc.	PIC - Victim Data
victim_intersection	Inmate Victim relation table	Inmate ID, Victim ID, Conviction Num., Victim Statement, Statement Date	Not part of PIC system
yoa_program	YOA Program data	Inmate ID, Program Code, Location, Start date, Outcome	PIC - Yoa Program Data





disciplinary_text	txt_scdc_inmate_id
disciplinary_text	txt_seq_nbr
earned_education_credit	dte_create_date
earned_education_credit	dte_end_date
earned_education_credit	dte_last_entry_date
earned_education_credit	dte_start_date
earned_education_credit	int_sequence_number
earned_education_credit	txt_eec_level_code
earned_education_credit	txt_eec_level_rate_number
earned_education_credit	txt_location_code
earned_education_credit	txt_offender_type
earned_education_credit	txt_scdc_inmate_id
earned_education_credit	txt_termination_reason_code
earned_work_credit	dte_create_date
earned_work_credit	dte_end_date
earned_work_credit	dte_last_entry_date
earned_work_credit	dte_start_date
earned_work_credit	int_days_per_week
earned_work_credit	int_hours_per_day
earned_work_credit	int_rate_number
earned_work_credit	int_sequence_number
earned_work_credit	txt_full_part_time_indicator
earned_work_credit	txt_job_code
earned_work_credit	txt_offender_type
earned_work_credit	txt_scdc_inmate_id
earned_work_credit	txt_termination_reason_code
edu_certificate_code	flg_archive_indicator
edu_certificate_code	flg_certificate_type
edu_certificate_code	int_competency_id
edu_certificate_code	txt_certificate_code
edu_certificate_code	txt_desc
edu_certificate_code	txt_unknown_eightspace
edu_certificate_inmate	dte_certificate_date
edu_certificate_inmate	dte_create_date
edu_certificate_inmate	dte_last_entry_date
edu_certificate_inmate	flg_certificate_type
edu_certificate_inmate	flg_deleted_indicator
edu_certificate_inmate	int_certificate_id
edu_certificate_inmate	int_hours
edu_certificate_inmate	txt_cert_location_code
edu_certificate_inmate	txt_offender_type
edu_certificate_inmate	txt_program_certificate_code
edu_certificate_inmate	txt_scdc_inmate_id
edu_competency	flg_archive_indicator
edu_competency	int_competency_id
edu_competency	txt_character_traits
edu_competency	txt_desc

edu_competency	txt_technical_skills
edu_competency	txt_unknown_field
eec_ewc_termination_code	Code
eec_ewc_termination_code	Description
eec_ewc_termination_code	txt_unknown_fields
eec_level_code	Code
eec_level_code	Description
eec_level_code	txt_unknown_field
ewc_job_code	Code
ewc_job_code	Description
ewc_job_code	txt_unknown_field
inmate	dte_admission_date
inmate	dte_birth_date
inmate	dte_current_sentence_start_date
inmate	dte_initial_eligibility_date
inmate	dte_next_eligibility_date
inmate	dte_projected_maxout_date
inmate	dte_srp_reentry_date
inmate	dte_status_date
inmate	iss_ind
inmate	sml_full_sentence_day
inmate	sml_full_sentence_month
inmate	sml_full_sentence_year
inmate	sml_maxout_sentence_day
inmate	sml_maxout_sentence_month
inmate	sml_maxout_sentence_year
inmate	sml_ppp_total_sentence_day
inmate	sml_ppp_total_sentence_month
inmate	sml_ppp_total_sentence_year
inmate	txt_AIMS_desc
inmate	txt_arrest_address
inmate	txt_arrest_city
inmate	txt_arrest_state
inmate	txt_arrest_zip
inmate	txt_assignment_code
inmate	txt_body_build
inmate	txt_central_monitor_ind
inmate	txt_citizenship_code
inmate	txt_community_service_indicator
inmate	txt_country_code
inmate	txt_county_code
inmate	txt_DL_number
inmate	txt_DL_state_abbrev
inmate	txt_dorm_building_code
inmate	txt_dorm_bunk
inmate	txt_dorm_room
inmate	txt_emergency_notify_address

inmate	txt_emergency_notify_city
inmate	txt_emergency_notify_fname
inmate	txt_emergency_notify_lname
inmate	txt_emergency_notify_phone
inmate	txt_emergency_notify_relation
inmate	txt_emergency_notify_state
inmate	txt_emergency_notify_zip
inmate	txt_ethnic_origin
inmate	txt_eye_color_code
inmate	txt_fbi_nbr
inmate	txt_first_name
inmate	txt_five_unknown_chars
inmate	txt_ged_verified
inmate	txt_gender_code
inmate	txt_gps
inmate	txt_hair_color_code
inmate	txt_health_ind
inmate	txt_height
inmate	txt_high_school_diploma
inmate	txt_identifying_marks
inmate	txt_inmate_custody
inmate	txt_inmate_security
inmate	txt_inmate_sid
inmate	txt_inmate_ssn
inmate	txt_inmate_status_code
inmate	txt_labor_work_date
inmate	txt_last_name
inmate	txt_lat_admis_type_code
inmate	txt_life_death_ind
inmate	txt_live_with_fname
inmate	txt_live_with_lname
inmate	txt_live_with_relation
inmate	txt_major_occupation_code
inmate	txt_marital_status
inmate	txt_maxout_conv_group
inmate	txt_mental_health_ind
inmate	txt_middle_name
inmate	txt_military_service_code
inmate	txt_military_status_code
inmate	txt_most_serious_offense_code
inmate	txt_most_serious_offense_county
inmate	txt_multiple_violent_offenses
inmate	txt_offender_type
inmate	txt_private_sector
inmate	txt_race_code
inmate	txt_reason_code
inmate	txt_religion_code

inmate	txt_scdc_dna_status_code
inmate	txt_scdc_inmate_id
inmate	txt_scdc_location_code
inmate	txt_sched_rel_date
inmate	txt_sex_offender
inmate	txt_sexual_predator_code
inmate	txt_SFII_date
inmate	txt_skin_tone
inmate	txt_state_code
inmate	txt_violent_ever
inmate	txt_violent_offense
inmate	txt_weight
inmate	txt_work_release
inmate_conviction	dte_commitment_date
inmate_conviction	dte_create_date
inmate_conviction	dte_last_entry_date
inmate_conviction	dte_maxout_date
inmate_conviction	dte_offense_date
inmate_conviction	dte_sentence_start_date
inmate_conviction	dte_sentenced_date
inmate_conviction	dte_status_change_date
inmate_conviction	flg_illegal_sent_ind
inmate_conviction	int_extra_credit_days
inmate_conviction	int_jail_credit_days
inmate_conviction	sml_conviction_counts
inmate_conviction	sml_eligible_before_parole_days
inmate_conviction	sml_eligible_before_parole_months
inmate_conviction	sml_eligible_before_parole_years
inmate_conviction	sml_flat_served_length_days
inmate_conviction	sml_flat_served_length_months
inmate_conviction	sml_flat_served_length_years
inmate_conviction	sml_incarcerated_days
inmate_conviction	sml_incarcerated_months
inmate_conviction	sml_incarcerated_years
inmate_conviction	sml_probation_days
inmate_conviction	sml_probation_months
inmate_conviction	sml_probation_years
inmate_conviction	sml_sentence_days
inmate_conviction	sml_sentence_months
inmate_conviction	sml_sentence_years
inmate_conviction	txt_class_violation_offense_flag
inmate_conviction	txt_commit_sequence_number_nbr
inmate_conviction	txt_conviction_cdr_code
inmate_conviction	txt_conviction_group_nbr
inmate_conviction	txt_conviction_indictment_nbr
inmate_conviction	txt_conviction_status
inmate_conviction	txt_conviction_warrant_nbr

inmate_conviction	txt_county_code
inmate_conviction	txt_dna_offense_flag
inmate_conviction	txt_dna_override_flag
inmate_conviction	txt_eec_eligibility_ind
inmate_conviction	txt_judge_first_name
inmate_conviction	txt_judge_last_name
inmate_conviction	txt_no_parole_flag
inmate_conviction	txt_offense_character_code
inmate_conviction	txt_offense_code
inmate_conviction	txt_one_unknown_char
inmate_conviction	txt_onsecutive_ind
inmate_conviction	txt_parole_factor_code
inmate_conviction	txt_plea_code
inmate_conviction	txt_prior_greater_6months_ind
inmate_conviction	txt_restitution_amount
inmate_conviction	txt_restitution_code
inmate_conviction	txt_revocation_nbr
inmate_conviction	txt_revocation_num_type
inmate_conviction	txt_revocation_reason_code
inmate_conviction	txt_revocation_type_code
inmate_conviction	txt_scdc_inmate_id
inmate_conviction	txt_sentence_type_code
inmate_conviction	txt_sex_offender_flag
inmate_conviction	txt_sexual_predator_flag
inmate_conviction	txt_spouse_abuse_flag
inmate_conviction	txt_status_code
inmate_conviction	txt_violent_offense_indicator
inmate_detainer	dte_create_date
inmate_detainer	dte_issued_date
inmate_detainer	dte_last_entry_date
inmate_detainer	dte_received_date
inmate_detainer	sml_offense_count
inmate_detainer	sml_removed_count
inmate_detainer	sml_total_count
inmate_detainer	txt_contact_code
inmate_detainer	txt_county_code
inmate_detainer	txt_detainer_source_code
inmate_detainer	txt_detainer_txt1
inmate_detainer	txt_detainer_txt2
inmate_detainer	txt_detainer_txt3
inmate_detainer	txt_detainer_type
inmate_detainer	txt_dropped
inmate_detainer	txt_issuing_agency_code
inmate_detainer	txt_issuing_agency_state
inmate_detainer	txt_issuing_county_or_city
inmate_detainer	txt_issuing_name
inmate_detainer	txt_offense_category_code

inmate_detainer	txt_offense_ch_code
inmate_detainer	txt_offense_code
inmate_detainer	txt_scdc_inmate_id
inmate_detainer	txt_sequence_nbr
inmate_detainer	txt_warrant_nbr
inmate_disciplinary	dte_appeal_date
inmate_disciplinary	dte_create_date
inmate_disciplinary	dte_disciplinary_infraction_date
inmate_disciplinary	dte_hearing_date
inmate_disciplinary	dte_last_entry_date
inmate_disciplinary	dte_removed_date
inmate_disciplinary	dte_scheduled_hearing_date
inmate_disciplinary	int_recom_good_time_lost_days
inmate_disciplinary	int_total_good_time_lost_days
inmate_disciplinary	int_total_good_time_rest_days
inmate_disciplinary	sml_seq_nbr
inmate_disciplinary	txt_accuser_present_ind
inmate_disciplinary	txt_action_code
inmate_disciplinary	txt_aggravating_circumstances_ind
inmate_disciplinary	txt_am/pm_ind
inmate_disciplinary	txt_assaulted_ind
inmate_disciplinary	txt_disposition_code
inmate_disciplinary	txt_gt_lost_aprv_ind
inmate_disciplinary	txt_hearing_location_code
inmate_disciplinary	txt_infraction_charged_code
inmate_disciplinary	txt_infraction_convicted_code
inmate_disciplinary	txt_inmate_rep_present_ind
inmate_disciplinary	txt_location_area_code
inmate_disciplinary	txt_location_code
inmate_disciplinary	txt_offense_character_code
inmate_disciplinary	txt_offense_hour
inmate_disciplinary	txt_offense_minute
inmate_disciplinary	txt_officer_first_name
inmate_disciplinary	txt_officer_last_name
inmate_disciplinary	txt_plea_code
inmate_disciplinary	txt_scdc_inmate_id
inmate_disciplinary	txt_sequence_nbr
inmate_disciplinary	txt_weapon_ind
inmate_drug_test	dte_create_date
inmate_drug_test	dte_drug_test_date
inmate_drug_test	dte_drug_test_selected_date
inmate_drug_test	dte_last_entry_date
inmate_drug_test	dte_voided_date
inmate_drug_test	int_seq_no
inmate_drug_test	txt_amphetamine_result
inmate_drug_test	txt_barbituate_result
inmate_drug_test	txt_benzo_result

inmate_drug_test	txt_cocaine_result
inmate_drug_test	txt_confirm_indicator
inmate_drug_test	txt_dilution_indicator
inmate_drug_test	txt_drug_bunk_code
inmate_drug_test	txt_drug_dorm_area_code
inmate_drug_test	txt_drug_given_by_text
inmate_drug_test	txt_drug_room_number
inmate_drug_test	txt_drug_test_hour
inmate_drug_test	txt_drug_test_location_code
inmate_drug_test	txt_drug_test_min
inmate_drug_test	txt_drug_test_reason
inmate_drug_test	txt_error_indicator
inmate_drug_test	txt_ext_indicator
inmate_drug_test	txt_morphine_heroin_e_result
inmate_drug_test	txt_pcp_result
inmate_drug_test	txt_scdc_inmate_id
inmate_drug_test	txt_test_result
inmate_drug_test	txt_thc_result
inmate_drug_test	txt_voided_by
inmate_intended_residence	dte_create_date
inmate_intended_residence	dte_last_entry_date
inmate_intended_residence	dte_rejection_date
inmate_intended_residence	phn_other_phone_nbr
inmate_intended_residence	phn_phone_nbr
inmate_intended_residence	phn_work_phone_nbr
inmate_intended_residence	sml_residence_plan_seq_nbr
inmate_intended_residence	txt_address_line_1
inmate_intended_residence	txt_address_line_2
inmate_intended_residence	txt_address_rejection
inmate_intended_residence	txt_approval
inmate_intended_residence	txt_bus_ticket_requested
inmate_intended_residence	txt_city
inmate_intended_residence	txt_county
inmate_intended_residence	txt_first_name
inmate_intended_residence	txt_last_name
inmate_intended_residence	txt_middle_name
inmate_intended_residence	txt_relationship
inmate_intended_residence	txt_scdc_inmate_id
inmate_intended_residence	txt_state
inmate_intended_residence	txt_zip
inmate_relative	dte_last_entry_date
inmate_relative	txt_address_line_1
inmate_relative	txt_address_line_2
inmate_relative	txt_birth_date
inmate_relative	txt_city
inmate_relative	txt_first_name
inmate_relative	txt_last_name



inmate_relative	txt_middle_name
inmate_relative	txt_relationship_code
inmate_relative	txt_scdc_inmate_id
inmate_relative	txt_sequence_number
inmate_relative	txt_state
inmate_relative	txt_zip
inmate_status	txt_code_identifier
inmate_status	txt_status_code
inmate_status	txt_status_desc
inmate_tcu_drug_screen	dte_create_date
inmate_tcu_drug_screen	dte_last_updated_date
inmate_tcu_drug_screen	flg_chemical_dependency_indicator
inmate_tcu_drug_screen	int_number_of_yes_questions
inmate_tcu_drug_screen	txt_drug_of_choice_alcohol
inmate_tcu_drug_screen	txt_drug_of_choice_amphetamines
inmate_tcu_drug_screen	txt_drug_of_choice_bath_salts
inmate_tcu_drug_screen	txt_drug_of_choice_cocaine
inmate_tcu_drug_screen	txt_drug_of_choice_crack
inmate_tcu_drug_screen	txt_drug_of_choice_hallucinogens
inmate_tcu_drug_screen	txt_drug_of_choice_heroin
inmate_tcu_drug_screen	txt_drug_of_choice_heroin_cocaine
inmate_tcu_drug_screen	txt_drug_of_choice_inhalants
inmate_tcu_drug_screen	txt_drug_of_choice_marijuana
inmate_tcu_drug_screen	txt_drug_of_choice_meth
inmate_tcu_drug_screen	txt_drug_of_choice_methadone
inmate_tcu_drug_screen	txt_drug_of_choice_none
inmate_tcu_drug_screen	txt_drug_of_choice_opiates
inmate_tcu_drug_screen	txt_drug_of_choice_other
inmate_tcu_drug_screen	txt_drug_of_choice_tranqs
inmate_tcu_drug_screen	txt_offender_type
inmate_tcu_drug_screen	txt_question_1_answer
inmate_tcu_drug_screen	txt_question_11a
inmate_tcu_drug_screen	txt_question_11b
inmate_tcu_drug_screen	txt_question_11c
inmate_tcu_drug_screen	txt_question_11d
inmate_tcu_drug_screen	txt_question_11e
inmate_tcu_drug_screen	txt_question_11f
inmate_tcu_drug_screen	txt_question_11g
inmate_tcu_drug_screen	txt_question_11h
inmate_tcu_drug_screen	txt_question_11i
inmate_tcu_drug_screen	txt_question_11j
inmate_tcu_drug_screen	txt_question_11k
inmate_tcu_drug_screen	txt_question_11l
inmate_tcu_drug_screen	txt_question_11m
inmate_tcu_drug_screen	txt_question_11n
inmate_tcu_drug_screen	txt_question_11o
inmate_tcu_drug_screen	txt_question_11O_text

inmate_tcu_drug_screen	txt_question_12
inmate_tcu_drug_screen	txt_question_13
inmate_tcu_drug_screen	txt_question_14
inmate_tcu_drug_screen	txt_question_15
inmate_tcu_drug_screen	txt_question_2_answer
inmate_tcu_drug_screen	txt_question_3_answer
inmate_tcu_drug_screen	txt_question_4a_answer
inmate_tcu_drug_screen	txt_question_4b_answer
inmate_tcu_drug_screen	txt_question_5_answer
inmate_tcu_drug_screen	txt_question_6a_answer
inmate_tcu_drug_screen	txt_question_6b_answer
inmate_tcu_drug_screen	txt_question_6c_answer
inmate_tcu_drug_screen	txt_question_7_answer
inmate_tcu_drug_screen	txt_question_8_answer
inmate_tcu_drug_screen	txt_question_9_answer
inmate_tcu_drug_screen	txt_scdc_inmate_id
inmate_tcu_drug_screen	txt_validity_indicator
location	txt_code_identifier
location	txt_location_code
location	txt_location_desc
movement	dte_create_date
movement	dte_last_entry_date
movement	dte_movement_date
movement	txt_assign_code
movement	txt_change_reason_code
movement	txt_inmate_status_code
movement	txt_inmate_status_from_code
movement	txt_location_code
movement	txt_location_from_code
movement	txt_received_ind
movement	txt_scdc_inmate_id
movement	txt_sequence_number
notification_method	txt_code_identifier
notification_method	txt_notification_method_code
notification_method	txt_notification_method_desc
notification_reason	txt_notification_reason_code
notification_reason	txt_notification_reason_desc
notification_reason	txt_reason_code_identifier
offense_code	txt_offense_code_identifier
offense_code	txt_scdc_offense_code
offense_code	txt_scdc_offense_desc
parole_review_hist	dte_actual_hearing_date
parole_review_hist	dte_create_date
parole_review_hist	dte_initial_eligibility_date
parole_review_hist	dte_interview_date
parole_review_hist	dte_investigation_complete_date
parole_review_hist	dte_jailed_date

parole_review_hist	dte_last_entry_date
parole_review_hist	dte_next_parole_hearing_date
parole_review_hist	dte_parole_packet_date
parole_review_hist	dte_parole_placement_date
parole_review_hist	dte_parole_projected_completion_date
parole_review_hist	dte_parole_switch_date
parole_review_hist	dte_rest_start_date
parole_review_hist	dte_termination_date
parole_review_hist	dte_warrant_issued_date
parole_review_hist	txt_approval_condition_code_1
parole_review_hist	txt_approval_condition_code_2
parole_review_hist	txt_approval_condition_code_3
parole_review_hist	txt_case_number
parole_review_hist	txt_hearing_decision_code
parole_review_hist	txt_life_ind
parole_review_hist	txt_parole_text
parole_review_hist	txt_reject_reason_code_1
parole_review_hist	txt_reject_reason_code_2
parole_review_hist	txt_reject_reason_code_3
parole_review_hist	txt_rest_sent_days
parole_review_hist	txt_rest_sent_months
parole_review_hist	txt_rest_sent_years
parole_review_hist	txt_scdc_inmate_id
parole_review_hist	txt_sequence_nbr
parole_review_hist	txt_status_code
parole_review_hist	txt_supervision_county
parole_review_hist	txt_termination_reason
parole_review_hist	txt_violation_offense_ind
previous_scdc	dte_create_date
previous_scdc	dte_last_entry_date
previous_scdc	txt_current_scdc_nbr
previous_scdc	txt_fbi_match_ind
previous_scdc	txt_previous_scdc_nbr
previous_scdc	txt_prvnum_01_code
previous_scdc	txt_sequence_nbr
previous_scdc	txt_ssn_match_ind
previous_scdc	txt_verified
prior_conviction	dte_create_date
prior_conviction	dte_last_entry_date
prior_conviction	dte_offense_date_group
prior_conviction	sml_incarcerated_sentence_day
prior_conviction	sml_incarcerated_sentence_month
prior_conviction	sml_incarcerated_sentence_year
prior_conviction	sml_offense_count
prior_conviction	sml_probation_sentence_day
prior_conviction	sml_probation_sentence_month
prior_conviction	sml_probation_sentence_year

prior_conviction	sml_total_sentence_day
prior_conviction	sml_total_sentence_month
prior_conviction	sml_total_sentence_year
prior_conviction	txt_most_dominant
prior_conviction	txt_multiple_offense_ind
prior_conviction	txt_offense_category
prior_conviction	txt_offense_character_code
prior_conviction	txt_offense_code
prior_conviction	txt_offense_type_code
prior_conviction	txt_scdc_county
prior_conviction	txt_scdc_inmate_id
prior_conviction	txt_sequence_number
prior_conviction	txt_sex_offender
prior_conviction	txt_source_indicator
prior_conviction	txt_time_served_or_fine_indicator
program_code	txt_code_identifier
program_code	txt_program_code
program_code	txt_program_desc
program_involvement	dte_create_date
program_involvement	dte_last_entry_date
program_involvement	dte_program_begin_date
program_involvement	dte_program_end_date
program_involvement	txt_activity_code
program_involvement	txt_last_name
program_involvement	txt_program_code
program_involvement	txt_scdc_inmate_id
program_involvement	txt_scdc_location_code
program_involvement	txt_sequence_number
program_involvement	txt_termination_reason_code
sf2_csp_program	dte_actual_completion_date
sf2_csp_program	dte_early_release_date
sf2_csp_program	sml_seq_nbr
sf2_csp_program	txt_cent_indicator
sf2_csp_program	txt_epa_indicator
sf2_csp_program	txt_inst_indicator
sf2_csp_program	txt_program_desc
sf2_csp_program	txt_scdc_inmate_id
sf2_csp_program	txt_unknown1
sf2_csp_program	txt_unknown2
sf2_csp_program	txt_unknown3
sf2_csp_program	txt_unknown4
sf2_csp_program	txt_unknown5
sf2_csp_program	txt_unknown6
shock_program	dte_projected_parole_date
shock_program	dte_start_date
shock_program	dte_unknown1_date
shock_program	sml_extensions

shock_program	sml_seq_nbr
shock_program	txt_scdc_inmate_id
shock_program	txt_termination_reason
shock_program	txt_termination_status
shock_program	txt_unknown1
shock_program	txt_unknown2
stclass	dte_create_date
stclass	dte_labor_crew_date
stclass	dte_last_entry_date
stclass	dte_review_date
stclass	int_sequence_num
stclass	txt_approved_cust_code
stclass	txt_approved_sec_code
stclass	txt_criminal_charges_ind
stclass	txt_current_cust_code
stclass	txt_current_sec_code
stclass	txt_detainer_lvl_code
stclass	txt_detainer_offense_cat_code
stclass	txt_detainer_offense_code
stclass	txt_disc_within_6_mos_ind
stclass	txt_disciplinary_ind
stclass	txt_drug_lvl_code
stclass	txt_eligible_labor_crew_now
stclass	txt_escape_class1_cnt
stclass	txt_escape_class2_cnt
stclass	txt_escape_hist_lvl_code
stclass	txt_medical_health_ind
stclass	txt_medical_need_ind
stclass	txt_mental_health_ind
stclass	txt_mental_health_need_ind
stclass	txt_mental_retard_need_ind
stclass	txt_mor_elig_ind
stclass	txt_multi_viol_offense_ind
stclass	txt_offense_cat_code
stclass	txt_offense_cat_lvl_code
stclass	txt_offense_code
stclass	txt_override_reason_code
stclass	txt_pending_disc_ind
stclass	txt_previous_violent_lvl_code
stclass	txt_prior_com_gt_90_cnt
stclass	txt_prior_hist_lvl_code
stclass	txt_prior_viol_com_gt_90_cnt
stclass	txt_reason_type_code
stclass	txt_recommend_cust_code
stclass	txt_recommend_sec_code
stclass	txt_review_inst_code
stclass	txt_review_reason_code

stclass	txt_review_type
stclass	txt_scdc_inmate_id
stclass	txt_separation_req_ind
stclass	txt_sex_offender_need_ind
stclass	txt_state_approve_sec_code
stclass	txt_state_override_reason_code
stclass	txt_status_code
stclass	txt_stg_affil_status_code
stclass	txt_substance_abuse_need_ind
stclass	txt_text1
stclass	txt_text2
stclass	txt_text3
stclass	txt_total_sent_len_lvl_code
stclass	txt_total_sentence_days
stclass	txt_total_sentence_months
stclass	txt_total_sentence_years
stclass	txt_transient_ind
stclass	txt_violent_hist_ind
victim	phn_alt_home_area_code
victim	phn_alt_home_phone_nbr
victim	phn_alt_work_area_code
victim	phn_alt_work_phone_nbr
victim	phn_primary_home_area_code
victim	phn_primary_home_phone_nbr
victim	phn_primary_work_area_code
victim	phn_primary_work_phone_nbr
victim	txt_address_line_1
victim	txt_address_line_2
victim	txt_city
victim	txt_contact_first_name
victim	txt_contact_last_name
victim	txt_contact_middle_name
victim	txt_first_name
victim	txt_last_name
victim	txt_middle_name
victim	txt_notify_victim
victim	txt_relationship_code
victim	txt_scdc_comment
victim	txt_scdc_victim_id
victim	txt_sequence_number
victim	txt_state
victim	txt_unknoun1
victim	txt_unknoun2
victim	txt_unknoun4
victim	txt_unknoun5
victim	txt_unknoun6
victim	txt_zip

victim_intersection	dte_create_date
victim_intersection	dte_last_entry_date
victim_intersection	txt_conviction_group_nbr
victim_intersection	txt_scdc_inmate_id
victim_intersection	txt_scdc_victim_id
victim_intersection	txt_sequence_number
yoa_program	dte_create_date
yoa_program	dte_last_entry_date
yoa_program	dte_outcome_date
yoa_program	dte_projected_completion_date
yoa_program	dte_start_date
yoa_program	sml_seq_nbr
yoa_program	sml_setback_days
yoa_program	txt_location_code
yoa_program	txt_outcome_code
yoa_program	txt_outcome_reason
yoa_program	txt_program_code
yoa_program	txt_program_desc
yoa_program	txt_scdc_inmate_id

## **PPP Victim Notifications**

90. Does PPP send required notifications to victims by default or wait to have a victim request notification?

PPP sends **initial** notifications by default to all victims where we receive victim contact information from the Solicitor's Office.

**For straight time cases**, PPP will send receipt letters to all victims where we receive victim information from the Solicitor's Office. This letter notifies the victim they are registered with PPP and will receive notifications in their case if applicable. The letter also advises the victim of their responsibility to update their address with our agency should it change as well as provide information to register with SCDC. **(Please see the attachment labeled "Question 90- Office of Victim Services- Receipt Letters.")**

**For straight probation and split probation cases**, PPP will send initial notifications to all victims where we receive victim information from the Solicitor's Office. The initial notification letter advises the victim of the sentence the offender received as well as standard and special conditions. The letter also asks the victim to respond within in 30 days, complete and send the enclosed Victim Response Form back to the county office if they wish to continue to be notified and remain active in the case. Once the victim advocate in the county office sends the initial notification letter (Form 1165), the notification status is turned to 'N' until the victim returns the victim response form indicating they wish to continue notification. **(Please see the attachment labeled "Question 90- Office of Victim Services- Initial Notification Letter.")**



State of South Carolina  
Department of Probation, Parole and Pardon Services

HENRY McMASTER  
Governor



JERRY B. ADGER  
Director

181 N Irby Street Suite 3100  
FLORENCE, SC 29501  
(843)665-3063  
Fax (843)665-3029

September 21, 2021

FLORENCE COUNTY DSS  
2685 S IRBY ST  
BOX A  
FLORENCE, SC 29505

Offender: SMITH, DANA MARIE

Offense: Legal custodian, unlawful neglect of child or helpless person

Date of Sentence: 9/20/2021

Indictment Number: 21-GS-21-00835

Offender SID: 02407297

Dear FLORENCE COUNTY DSS,

Our records indicate that you are a victim in the above referenced case or a contact person for the victim. Please be advised that the above named offender was sentenced to 4 YEARS SUSPENDED TO 2 YEARS PROBATION. Enclosed are the conditions of supervision and any special conditions that the Judge ordered in this case. If the offender was sentenced to serve time first, the probation will begin once the offender is released from prison.

If you wish to receive continued notification regarding this case, please check the appropriate box on page 4 of this packet (the Victim Response Form) and return it to the above address. **If we do not receive a response from you within thirty days, we will assume that you do not wish to receive further notification.** You may also use the Victim Response Form to make any comments or to note a change in your name, address, or telephone number. **It is very important that you keep us informed of any changes.** You may keep the remainder of this packet for your records.

The Office of Victim Services has information about community referrals to assist you and your family. If you need any assistance, or have any questions as a result of this offense, please do not hesitate to call me at the above number, or toll-free at 888-551-4118 (victims only, please). If I am unavailable, please leave a message and I will return your call.

Sincerely,

Daune Dawson  
12th Circuit Victim Advocate

STANDARD CONDITIONS OF SUPERVISION

1. I shall report in person to the South Carolina Department of Probation, Parole and Pardon Services' office on the day of my sentencing or release and as instructed by the Department; and I shall make complete and truthful reports to the Agent.
2. I shall not change my residence or employment without the consent of my Agent. Further, I shall allow my Agent to visit me in my home, at my place of employment, or elsewhere, at any time.
3. I shall not use controlled substances, except when properly prescribed by a licensed physician, nor consume alcoholic beverages to excess, nor enter establishments whose primary business is the sale and drinking of alcoholic beverages. Further, I shall submit to a urinalysis, blood test or provide forensic evidence when instructed by Agents of the Department, and I agree that any of these test results may be used as evidence in any hearing for the violation of the conditions of my supervision.
4. I shall not possess or purchase any firearm or other dangerous weapons, and I shall not associate with any person who has a criminal record, or any other person whom my Agent has instructed me to avoid.
5. I shall work diligently at a lawful occupation. Further, I shall notify my Agent if I become unemployed.
6. I shall not violate any Federal, State, or Local Law, and I shall contact my Agent if I am ever arrested or questioned by a law enforcement official for any reason whatsoever.
7. I shall pay a supervision fee and any other fees as determined by the Department.
8. I shall not leave the State without permission from my Agent. Further, if I am ever arrested in another state for violating these conditions, I hereby irrevocably waive all extradition rights I may otherwise have been entitled to and agree to return to South Carolina when directed by my Agent, the court, or by a warrant.
9. I shall obey all conditions of supervision set forth in this order including the payment of fines, restitution, or other payments, and the service of any period of incarceration.
10. I shall follow the advice and instructions of my Agent and I agree to comply with any further conditions imposed by the Department or its Agents.
11. I agree to pay restitution and statutory collection fee payable to the Department of Probation, Parole and Pardon Services as directed by Agents of the department. (20% collection fee charged)
12. Unless I was convicted of or pled guilty or nolo contendere to a Class C misdemeanor or an unclassified misdemeanor that carries a term of imprisonment of not more than one year, I shall be subject to a search or seizure, without a search warrant, based on reasonable suspicions, of my person, any vehicle I own or am driving, and any of my possessions by 1) any probation Agent employed with the Department; or 2) any other law enforcement officer.



SPECIAL CONDITIONS OF SUPERVISION

In addition to the regular conditions of supervision, the offender may be ordered to comply with some of the special conditions listed below. The conditions that are checked apply to your case.

☐ RESTITUTION – The offender must pay \$ in restitution to you. In accordance with state law, the offender is required to pay an additional 20% in administrative fees, and this is part of the monthly payment. While we encourage full payment each month, we will accept partial payment. Also, please note that other individuals may also be receiving restitution from this same offender. The monthly payments are prorated among all recipients, which will determine how much you receive. Our policy is to mail a payment once \$20.00 or more has accumulated in your account. However, if you would like to receive a different amount, you may indicate so on page 4 of this packet (Victim Response Form). Per Department policy, the offender may be six payments in arrears before we schedule a violation hearing. If the offender was ordered to pay restitution and we do not have your current mailing address on file, it could result in your restitution being considered unclaimed, and you may not be able to recover these monies.

**If the offender was ordered to pay restitution and we do not have your current mailing address on file, it could result in your restitution being considered unclaimed, and you may not be able to recover these monies**

☐ INTENSIVE SUPERVISION – The offender must report at least biweekly to the probation office. Also, the Agents make more frequent home visits, employment visits, and face-to-face contacts.

☐ WEEKEND TIME – The offender may serve any ordered jail time on the weekends.

☐ PUBLIC SERVICE EMPLOYMENT – The offender is required to perform up to 500 hours of work, without pay, for a tax-supported or non-profit agency.

☒ URINALYSIS – All offenders are required to submit to periodic drug testing. This offender was specifically ordered by the court to be tested.

☒ SUBSTANCE ABUSE COUNSELING – The offender must attend an approved treatment program. This may be an inpatient center, outpatient individual or group therapy, or a combination.

☐ OTHER COUNSELING – ☐ Mental Health ☐ Anger Management ☐ Parenting Skills

☐ BATTERERS' TREATMENT – The offender must attend an approved domestic abuse program.

☐ DOMESTIC VIOLENCE CONDITIONS – The offender must comply with the enclosed extra conditions.

☐ HOME DETENTION – The offender will be confined to his/her residence at all times, or for a specified amount of time each day, as determined by the court or supervising Agent.

☐ ELECTRONIC MONITORING – This condition is similar to Home Detention, except the offender is required to wear a Global Positioning System (GPS) device attached to his/her ankle which monitors their physical location during specified times.

☐ OBTAIN GED – The offender is required to enroll in a GED program or equivalent educational course.

☐ VOC REHAB – The offender must be evaluated by the SC Vocational Rehabilitation Department for eligibility for services needed to gain or maintain suitable employment.

☐ TRANSFER SUPERVISION – Supervision of this case will be transferred to the State of .

☒ COMPLIANCE CREDITS – If the date of offense is on or after January 1, 2011, the offender will be eligible to earn compliance credits. These can be applied towards an offender's supervision period to establish an earlier end date for supervision. An offender may earn up to 20 days of compliance credits for each 30 days of supervision if he/she is compliant with all the conditions of supervision.

☐ PTUP – Probation is to be terminated upon certification that all monies have been paid.

☒ COURT COSTS – The offender must pay fines/fees to the Clerk of Court in the county of sentencing.

☐ NO CONTACT – The offender is to have no contact with victim and/or victim's family.

☒ OTHER CONDITIONS – MUST COMPLY WITH ANY DSS TREATMENT PLANS.



## VICTIM RESPONSE FORM

Please complete and return within 30 days.

Please indicate your current phone numbers. If your address or name is incorrect on this form, please provide the correct information. **It is important to let our Department know if your address or phone number changes.**

FLORENCE COUNTY DSS  
2685 S IRBY ST  
BOX A  
FLORENCE, SC 29505

For Identification Purposes Only

Date of Birth \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Race \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Federal Tax ID# \_\_\_\_\_

(Businesses only)

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

If you are not the actual victim, please indicate your relationship to the victim:

Email Address: \_\_\_\_\_

Other Contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Offender's Name: SMITH, DANA MARIE Indictment #: 21-GS-21-00835  
Offense: Legal custodian, unlawful neglect of child or helpless person  
Date of Sentence: 9/20/2021 Offender SID: 02407297

**NOTIFICATION** (Please indicate your preference even if you have already completed a form with the solicitor's office.)

☐ I do want to be notified of post sentence hearings regarding this case.

☐ I do not want to be notified of post sentence hearings regarding this case.

**If we do not receive a response from you within thirty days, we will assume that you do not wish to receive further notification.**

**RESTITUTION** (Applies to you only if restitution has been ordered in your case. See page 3 of this packet.)

☐ I prefer to wait until at least \$20 has accumulated in my account before a check is issued (standard policy).

☐ I prefer to receive a check when at least \$1 has accumulated in my account, or specify other amount \$\_\_\_\_\_.

Please include any comments you wish to make in this space (Use the back for additional space):

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Your Signature \_\_\_\_\_ Date \_\_\_\_\_

**State of South Carolina**  
**Department of Probation, Parole and Pardon Services**

**HENRY D. McMASTER**  
Governor



**JERRY B. ADGER**  
Director

293 Greystone Boulevard  
Post Office Box 207  
Columbia, South Carolina 29202  
Telephone: (803) 734-9220  
Fax: (803) 734-8822  
[www.dppps.sc.gov](http://www.dppps.sc.gov)

September 21, 2021

«Victim\_Name»  
«Attn\_»  
«Street\_Address»  
«CityZip»

Re: «Inmate\_Name», SCDC#«SCDC»

Dear «Salutation»:

This letter is to acknowledge the receipt of your victim registration form in our office. We have registered you in the case of «Inmate\_Name», SCDC#«SCDC». Our office notifies registered victims of parole hearings and any subsequent release to parole supervision. It is your responsibility to keep us informed if your mailing address or telephone number changes. The inmate has a projected parole eligibility of «DATE\_1», which is subject to change.

It is your responsibility to register with the South Carolina Department of Corrections. The SC Department of Corrections notifies registered victims in the event of releases and escapes. The telephone number for the Division of Victim Services at the SC Department of Corrections is (803) 896-1733 in the Columbia area or toll free, 1-800-835-0304. The SC Attorney General's Office notifies victims of all State Appeals filed regarding the conviction. The toll free telephone number for the Attorney General's office is 1-800-213-5652. It is your responsibility to keep SCDC and the SC Attorney General's Office informed of any mailing address or phone number changes.

If our office can assist you, please contact our office in the Columbia area at (803)734-9220 or outside the Columbia area, toll-free, at 1-888-551-4118.

Sincerely,

Yvonne Conte  
Victim Services Specialist



State of South Carolina  
**Department of Probation, Parole and Pardon Services**

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September 21, 2021

«Victim\_Name»  
«Attn\_»  
«Street\_Address»  
«CityZip»

Re: «Inmate\_Name», SCDC#«SCDC»

Dear «Salutation»:

This letter is to acknowledge the receipt of your victim registration form in our office. We have registered you in the case of «Inmate\_Name», SCDC#«SCDC». Our office notifies registered victims of parole hearings and any subsequent release to parole supervision. **It is your responsibility to keep us informed if your mailing address or telephone number changes.** The inmate is scheduled to complete the suspended incarceration period of the sentence **before** becoming eligible for parole consideration. The inmate has a projected sentence completion of «DATE\_1». If the inmate's status changes and becomes eligible for parole consideration before completing the incarceration period of the sentence, our office will notify you of the parole hearing.

It is your responsibility to register with the South Carolina Department of Corrections. The SC Department of Corrections notifies registered victims in the event of releases and escapes. The telephone number for the Division of Victim Services at the SC Department of Corrections is (803) 896-1733 in the Columbia area or toll free, 1-800-835-0304. The SC Attorney General's Office notifies victims of all State Appeals filed regarding the conviction. The toll free telephone number for the Attorney General's office is 1-800-213-5652. It is your responsibility to keep SCDC and the SC Attorney General's Office informed of any mailing address or phone number changes.

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September 21, 2021

«Victim\_Name»  
«Attn\_»  
«Street\_Address»  
«CityZip»

Re: «Inmate\_Name», SCDC#«SCDC»

Dear «Salutation»:

This letter is to acknowledge the receipt of your victim registration form in our office. We have registered you in the case of «Inmate\_Name», SCDC#«SCDC». Our office notifies registered victims of parole hearings and any subsequent release to parole or community supervision. However, current records reflect this inmate is not eligible for parole consideration. **It is your responsibility to keep us informed if your mailing address or telephone number changes.**

It is your responsibility to register with the South Carolina Department of Corrections. The SC Department of Corrections notifies registered victims in the event of releases and escapes. The telephone number for the Division of Victim Services at the SC Department of Corrections is (803) 896-1733 in the Columbia area or toll free, 1-800-835-0304. The SC Attorney General's Office notifies victims of all State Appeals filed regarding the conviction. The toll free telephone number for the Attorney General's office is 1-800-213-5652. It is your responsibility to keep SCDC and the SC Attorney General's Office informed of any mailing address or phone number changes.

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Sincerely,

Yvonne Conte  
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September 21, 2021

«Victim\_Name»  
«Attn\_»  
«Street\_Address»  
«CityZip»

Re: «Inmate\_Name», SCDC#«SCDC»

Dear «Salutation»:

This letter is to acknowledge the receipt of your victim registration form in our office. We have registered you in the case of «Inmate\_Name», SCDC#«SCDC». Our office notifies registered victims of parole hearings and any subsequent release to parole or community supervision. However, current records reflect this inmate is not eligible for parole consideration. If the status of the inmate changes and he/she becomes eligible for parole, we will notify you of the parole hearing. If, after the completion of 85% of the sentence the inmate becomes eligible for community supervision, we will notify you. **It is your responsibility to keep us informed if you mailing address or telephone number changes.**

It is your responsibility to register with the South Carolina Department of Corrections. The SC Department of Corrections notifies registered victims in the event of releases and escapes. The telephone number for the Division of Victim Services at the SC Department of Corrections is 803-896-1733 in the Columbia area or toll free, 1-800-835-0304. The SC Attorney General's Office notified victims of all State Appeals filed regarding the conviction. The toll free number for the Attorney General's office is 1-800-213-5652. It is your responsibility to keep SCDC and the Attorney General's Office informed of any mailing or phone number changes.

If our office can assist you, please contact our office in the Columbia area at 803-734-9220 or outside the Columbia area, toll free, at 1-888-551-4118.

Sincerely,

Yvonne Conte  
Victim Services Specialist



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September 21, 2021

«Victim\_Name»  
«Attn\_»  
«Street\_Address»  
«CityZip»

Re: «Inmate\_Name», SCDC#«SCDC»

Dear «Salutation»:

This letter is to acknowledge the receipt of your victim registration form in our office. We have registered you in the case of «Inmate\_Name», SCDC#«SCDC». Our office notifies registered victims of the administrative review of an inmate's case prior to the inmate's release. **It is your responsibility to keep us informed if your mailing address or telephone number changes.**

It is your responsibility to register with the South Carolina Department of Corrections. The SC Department of Corrections notifies registered victims in the event of releases and escapes. The telephone number for the Division of Victim Services at the SC Department of Corrections is (803) 896-1733 in the Columbia area or toll free, 1-800-835-0304. The SC Attorney General's Office notifies victims of all State Appeals filed regarding the conviction. The toll free telephone number for the Attorney General's office is 1-800-213-5652. It is your responsibility to keep SCDC and the SC Attorney General's Office informed of any mailing address or phone number changes.

If our office can assist you, please contact our office in the Columbia area at (803) 734-9220 or outside the Columbia area, toll-free, at 1-888-551-4118.

Sincerely,

Yvonne Conte  
Victim Services Specialist

## Unpaid Victim Restitution

112. Please provide the percentage of victims that received full restitution during the time periods below (and total number that did not) and explain how the agency calculated the percentages.

- a. FY11-FY15 (while under supervision);
- b. FY16-FY20 (while under supervision); and
- c. FY16-FY20 (while under administrative monitoring).

**Please see the attached spreadsheet labeled “Question 112 – Victims Paid in Full- Final.”**

Note: An average of 10-11% was reported in testimony to the LOC on August 29, 2021; however, this was the percentage of **offenders** who paid their restitution accounts in full during supervision. The attached spreadsheet reflects the percentage of **victims** that received full restitution.

113. When did the agency first begin administrative monitoring?  
January of 2011.

114. Please list the number of individuals on administrative monitoring, separated by the total number of years in which they have been on administrative monitoring.

At the end of FY ‘20, there were 22,651 offenders in the administrative monitoring program. The chart below shows the amount of time (in years) each offender was in the program from the date their administrative monitoring case began to the end of FY ‘20.

Years in AM Program	Number of Offenders
Less than 1 Year	6,415
1-2 Years	5,110
2-3 Years	3,986
3-4 Years	2,701
4-5 Years	1,835
5-6 Years	1,429
6-7 Years	933
7-8 Years	221
8-9 Years	21

115. Please explain the mechanisms utilized by PPP during the last five years to ensure a victim receives full restitution, and frequency in which PPP utilizes them, including but not limited to number of unpaid amounts before petition for civil contempt has been filed for violation of administrative monitoring?

- a. Please list any other mechanisms available that PPP does not utilize.

Agents monitor arrearage reports monthly, regardless of if the offender has been seen during this time period. If an offender is found to have missed a payment, the Agent is to act by notifying the offender and to order that a payment be made. If the offender becomes three payments in arrears, the case must be staffed with a supervisor. During this staffing, it is determined if the missed payments are willful or not. Other mechanisms to assist in collecting monetary obligations include: employment counseling (if unemployed), drug counseling (if substance abuse is found), or the case can be referred back to Court for a Judge to review the case. Sometimes hardships are found and fees are waived by the courts or PPP staff so that more of an offender’s financial means can be directed to a restitution account. It should be noted that by statute if a restitution account is 6 payments in arrears, it must be referred back to court (per S.C. Code Section 17-25-322(C)). For a term of probation that is shorter than five years, the court has the option to extend probation to a full five years to provide additional time for payment of restitution. Offenders are advised that if payments are made as instructed, they are granted compliance credits in order to be released earlier than originally ordered. Offenders on administrative monitoring who become six or more payments in arrears are to submit to the county of conviction for an issuance of a Petition for a Civil Contempt. However, *prior* to issuance of the petition, but *after* the offender is placed on administrative monitoring, phone calls, Late Payment Notices and emails are sent to the offender to assist with the collection of the restitution.

116. How many times has a petition for civil contempt been filed for violation of administrative monitoring since inception of administrative monitoring?  
PPP has filed twenty-four petitions for civil contempt for violations of administrative monitoring terms over the past nine years.
117. How many victims have offenders, that are under administrative monitoring, that have not made payments toward restitution for at least three consecutive months during each of the following time periods:
- a. FY16;
  - b. FY17;
  - c. FY18;
  - d. FY19; and
  - e. FY20.

Please see the attached chart labeled, “Question 117 – Offenders in AM with a DACOR Account.”

112. Please provide the percentage of victims that received full restitution during the time periods below (and total number that did not) and explain how the agency calculated the percentages.

a. FY11 - FY15 (while under supervision)

b. FY16 - FY20 (while under supervision)

**Offenders Who Paid Off Their DACOR Accts. In 100% of The Sentence Time Period**

Fiscal Year	Total Offenders	Total Victims	Offenders Who Paid Their Accounts In Full	Victims Paid In Full	Percent Victims Paid in Full	Percent Victims Not Paid in Full
2011	16,769	30,012	1,688	2,157	7%	93%
2012	16,932	29,228	1,553	1,961	7%	93%
2013	17,038	28,762	1,494	1,837	6%	94%
2014	16,973	28,352	1,678	2,043	7%	93%
2015	16,495	27,455	1,728	2,075	8%	92%
2016	15,717	25,959	1,726	2,038	8%	92%
2017	14,740	24,407	1,528	1,856	8%	92%
2018	13,704	22,615	1,450	1,758	8%	92%
2019	12,607	20,758	1,323	1,561	8%	92%
2020	11,442	18,812	1,175	1,356	7%	93%

**NOTES (apply to chart above and chart below):**

1. Total Offenders: Offenders With a DACOR Account That Started During the Year or Before and Ended During the Year
2. Offenders Who Paid Their Account In Full: Offenders Whose DACOR Account Was Paid in Full On or Before The Account End Date
3. Victims Paid In Full: Victims Of Offenders Who Paid in Full, Whose Victim Account's Loss - Paid Out = 0.00
4. Percent Victims Paid in Full: (Victims Paid In Full Divided By the Total Victims) Multiplied by 100
5. Percent Victims Not Paid in Full: 100 - Percent Victims Paid in Full

112. Please provide the percentage of victims that received full restitution during the time periods below (and total number that did not) and explain how the agency calculated the percentages.

c. FY16 - FY20 (while under administrative monitoring)

The below charts show the same offenders from chart at the top of the page, but the charts show how they paid during their Administrative Monitoring years.

The BLUE background row shows the same values as in Chart of Page 14 for the same year during Active Supervision.

The light brown background rows show the same offenders but in following years, during Admin Monitoring.

**Follow Up of The Same Group Of Offenders Who Had DACOR Accts. In FY 2016**

Fiscal Year	Total Offenders	Total Victims	Offenders Who Paid Their Accounts In Full	Victims Paid In Full	Percent Victims Paid in Full	Percent Victims Not Paid in Full
2016	15,717	25,959	1,726	2,038	8%	92%
2017	15,717	25,959	1,398	1,701	7%	93%
2018	15,717	25,959	949	1,206	5%	95%
2019	15,717	25,959	503	640	2%	98%
2020	15,717	25,959	229	272	1%	99%
<b>Total During AM:</b>		<b>25,959</b>		<b>3,819</b>	<b>15%</b>	<b>85%</b>

**Follow Up of The Same Group Of Offenders Who Had DACOR Accts. In FY 2017**

Fiscal Year	Total Offenders	Total Victims	Offenders Who Paid Their Accounts In Full	Victims Paid In Full	Percent Victims Paid in Full	Percent Victims Not Paid in Full
2017	14,740	24,407	1,528	1,856	8%	92%
2018	14,740	24,407	1,305	1,602	7%	93%
2019	14,740	24,407	865	1,055	4%	96%
2020	14,740	24,407	428	520	2%	98%
<b>Total During AM:</b>		<b>24,407</b>		<b>3,177</b>	<b>13%</b>	<b>87%</b>

**Follow Up of The Same Group Of Offenders Who Had DACOR Accts. In FY 2018**

Fiscal Year	Total Offenders	Total Victims	Offenders Who Paid Their Accounts In Full	Victims Paid In Full	Percent Victims Paid in Full	Percent Victims Not Paid in Full
2018	13,704	22,615	1,450	1,758	8%	92%
2019	13,704	22,615	1,204	1,424	6%	94%
2020	13,704	22,615	744	870	4%	96%

<b>Total During AM:</b>	<b>22,615</b>	<b>2,294</b>	<b>10%</b>	90%
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**Follow Up of The Same Group Of Offenders Who Had DACOR Accts. In FY 2019**

Fiscal Year	Total Offenders	Total Victims	Offenders Who Paid Their Accounts In Full	Victims Paid In Full	Percent Victims Paid in Full	Percent Victims Not Paid in Full
2019	12,607	20,758	1,323	1,561	8%	92%
2020	12,607	20,758	1,053	1,209	6%	94%
<b>Total During AM:</b>		<b>20,758</b>		<b>1,209</b>	<b>6%</b>	<b>94%</b>

Offenders in Administrative Monitoring and Having a DACOR Account			
Fiscal Year	Offenders with AM and DACOR Accounts	Offenders Not Paying Three or More Months in a Row	Victims
2016	534	124	350
2017	829	201	530
2018	1284	288	745
2019	1482	201	573
2020	1570	141	333
<b>NOTE:</b> 1. All these offenders paid at least one payment to their victim			

## **Program Referrals Made to Offenders under PPP Supervision**

123. Approximately how many external referrals are currently made, by county, and how does PPP monitor whether the offender goes to those to whom they are referred?  
(Please see the attached chart listing the number of program referrals made by each county: “Question 123 – Program Referrals by County”). Agents and offender supervision specialists request attendance rosters from service providers. Often, providers will contact the Agent/offender supervision specialist if there are concerns regarding an offender. Additionally, some Agents and offender supervision specialists have regularly scheduled correspondence, phone calls and/or face-to-face meetings with service providers regarding offenders’ progress. This is especially true for those that supervise intensive/specialized caseloads.

Program Referrals During FY 21

County	Anger Management	Domestic Violence Counseling	Education	Emotional/ Psychological	Employment	Parenting	Reentry Services	Resource	Sex Offender Counseling	Substance Use	Total
ABBEVILLE	0	0	0	0	0	0	0	0	0	0	0
AIKEN	0	0	0	0	0	0	0	0	0	3	3
ALLENDALE	0	0	0	0	14	0	0	0	0	1	15
ANDERSON	0	12	0	7	11	2	0	0	0	21	53
BAMBERG	0	0	0	0	0	0	0	0	0	0	0
BARNWELL	0	0	0	0	0	0	0	0	0	0	0
BEAUFORT	0	1	0	1	0	0	0	0	0	10	12
BERKELEY	0	4	0	0	0	0	0	0	0	11	15
CALHOUN	0	0	0	0	0	0	0	0	0	1	1
CHARLESTON	0	26	4	6	0	0	0	0	1	25	62
CHEROKEE	3	26	2	9	8	1	1	1	5	125	181
CHESTER	0	1	0	2	0	0	0	0	1	3	7
CHESTERFIELD	0	0	0	0	0	0	0	0	3	4	7
CLARENDON	0	0	0	0	0	0	0	0	0	0	0
COLLETON	0	0	0	0	6	0	0	0	0	1	7
DARLINGTON	0	8	0	4	3	0	0	1	0	47	63
DILLON	0	0	0	0	0	0	0	0	0	0	0
DORCHESTER	0	2	0	7	0	0	0	0	2	10	21
EDGEFIELD	0	1	0	3	3	0	0	0	0	7	14
FAIRFIELD	0	3	0	0	0	0	0	0	2	1	6
FLORENCE	0	15	1	21	20	0	0	0	1	78	136
GEORGETOWN	0	3	0	1	1	0	0	0	0	6	11
GREENVILLE	2	116	2	6	17	4	0	0	25	149	321
GREENWOOD	0	60	1	3	2	4	1	0	0	15	86
HAMPTON	0	0	0	0	0	0	0	0	0	0	0
HORRY	0	6	0	2	5	2	0	0	8	62	85
JASPER	0	2	0	0	0	0	0	0	0	2	4
KERSHAW	0	7	0	1	2	0	0	0	1	7	18
LANCASTER	0	8	0	2	0	0	0	0	1	22	33
LAURENS	0	17	0	0	1	1	0	0	0	1	20
LEE	0	1	0	0	0	0	0	0	0	2	3
LEXINGTON	1	53	1	8	2	1	0	0	0	75	141
McCORMICK	0	0	0	0	0	0	0	0	0	0	0
MARION	0	0	0	0	0	0	0	0	0	0	0
MARLBORO	0	0	0	0	0	0	0	0	0	0	0
NEWBERRY	2	4	0	0	0	0	0	0	2	18	26
OCONEE	0	15	0	2	17	0	0	0	0	50	84
ORANGEBURG	0	19	0	5	4	0	0	0	0	8	36
PICKENS	0	12	0	4	1	0	0	0	4	45	66
RICHLAND	0	48	0	19	6	0	0	0	6	86	165
SALUDA	0	1	0	0	0	0	0	0	0	13	14
SPARTANBURG	0	95	1	3	2	3	0	0	5	23	132
SUMTER	0	0	0	1	2	0	0	0	2	1	6
UNION	2	16	4	13	3	0	0	0	2	54	94
WILLIAMSBURG	0	0	0	1	1	0	0	0	0	0	2
YORK	0	44	0	4	0	0	0	0	3	12	63
<b>Totals</b>	<b>10</b>	<b>626</b>	<b>16</b>	<b>135</b>	<b>131</b>	<b>18</b>	<b>2</b>	<b>2</b>	<b>74</b>	<b>999</b>	<b>2,013</b>