

# PROGRAM EVALUATION REPORT

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

Date of Submission: *June 12, 2019*

The contents of this report are considered sworn testimony from the agency director.

### **Agency Director**

Name: Jerry B. Adger

Start Date: January 12, 2015

Number of Years as Agency Head: 4

Number of Years at Agency: 4

Email: Jerry.Adger@ppp.sc.gov

### **Primary Agency Staff Contact for Oversight Study**

Name: Deborah Parker

Phone: 803-240-8865

Email: Deborah.Parker@ppp.sc.gov

### **Main Agency Contact Information**

Phone: 803-734-9220

Email: Deborah.Parker@ppp.sc.gov

Mailing Address: Post Office Box 50666, Columbia, South Carolina 29250

### **Agency Online Resources**

Website address: <https://www.dppps.sc.gov/>

Online Quick Links:

About PPP: <https://www.dppps.sc.gov/About-PPP>

Contact us: <https://www.dppps.sc.gov/About-PPP/Contact-Us>

FOIA Requests: [FOIA@ppp.sc.gov](mailto:FOIA@ppp.sc.gov) (email)

Hearings: <https://www.dppps.sc.gov/Parole-Pardon-Hearings>

Ignition Interlock Device Program: <https://www.dppps.sc.gov/Ignition-Interlock>

Media Inquiries: [PublicInformation@ppp.sc.gov](mailto:PublicInformation@ppp.sc.gov) (email)

Offender Online Payments: <https://web.sc.gov/SCDPPPSoffenderpayments>

Offender Search: <https://www.dppps.sc.gov/Offender-Supervision>

Offender SID# to make Payments: <https://www.dppps.sc.gov/Offender-Supervision/Offender-Search>

Victim Services: <https://www.dppps.sc.gov/Victim-Services>

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# I. Agency Snapshot

## A. Glossary of Terms

### 1. Glossary of agency terms.

Term, Phrase or Acronym	Meaning of the Term, Phrase or Acronym
AA	Affirmative Action
AARS	Automated Accounts Receivable System
ABSCONDER	An offender under the Department's supervision who has fled from supervision, or who is otherwise absent without proper permission
ACT	Agent Career Track
AH	Administrative Hearing
AHO	Administrative Hearing Officer
AHV	Attempted Home Visit
AIC	Agent-in-Charge
AIDS	Acquired Immune Deficiency Syndrome
AM	Administrative Monitoring
AOD	Alcohol and Other Drugs
AP	Accounts Payable
APM	Agent Performance Management
AR	Accounts Receivable
ATU	Addiction Treatment Unit
BAIID	Breath Alcohol Ignition Interlock Device
BATF	Bureau of Alcohol, Tobacco and Firearms
BDU	Battle Dress Uniform
BOLO	Be on the Look Out
BORA	Board Ordered Restitution Account
CA	Case Audit
CALEA	Commission on Accreditation for Law Enforcement Agencies
CC	Collateral Contact
CCC	Community Control Center
CCH	Criminal Case History
CD	Conditional Discharge
CDR	Court Docket Record
CDS	Career Development System
CDV	Criminal Domestic Violence
CFR	Code of Federal Regulations
CHRS	Criminal History Records Search
CIRT	Critical Incident Response Team
CJ	Civil Judgment

CLEE	Continuing Law Enforcement Education Credit
COMMUNITY SUPERVISION PROGRAM	A mandatory supervision program operated by the Department pursuant to Section 24-21-560 of the S.C. Code for offenders sentenced for a “no parole offense” and released after completing at least 85% of their sentence
COMPLAINT	Any expression of dissatisfaction or any allegation of conduct that is unconstitutional or unlawful or in violation of Department policy
COMPLETED SENTENCE	Sentence that was part of the original conviction that has been completed
CONTROLLED STOCK	Forms Stocked in Procurement but can only be ordered by authorized sections
COQS	Central Office Quality Subcommittee
CORA	Court Ordered Restitution Account
CS	Case Summary
CSM	Case Summary Managers
CSR	Case Supervision Review
DACOR	Departmentally Administered Court Ordered Restitution
DD	Due Date
DHEC	Department of Health and Environmental Control
DIRECTOR	The executive and administrative head of the Department of Probation, Parole and Pardon Services, responsible for managing and overseeing the business of the Department
DJJ	Department of Juvenile Justice
DMVM	Division of Motor Vehicle Management (changed to SFM)
DNA	Deoxyribonucleic Acid
DOB	Date of Birth
DOJ	US Department of Justice
DORA	Department Ordered Restitution Account
DQC	Department Quality Council
DQM	Department Quality Management
DSHR	Division of State Human Resources
DSS	Department of Social Services
DT	Drug Test
DUI	Driving Under the Influence
DVS	Director of Victim Services
EAP	Employee Assistance Program
EEO	Equal Employment Opportunity
EIS	Employee Innovation System
EM	Electronic Monitoring
EMT	Executive Management Team
ENTRY LEVEL AGENT	Probation and Parole Agent I
EOC	Emergency Operations Center

EPA	Emergency Powers Act
EPMS	Employee Performance Management System
EPSO	Enter Pre-registration of Sex Offenders
ERT	Emergency Response Team
EV	Employment Verification
FACTS OF THE OFFENSE	All facts surrounding the commission of the offense by the offender/co-defendant
FM	Financial Matters
FBI	Federal Bureau of Investigation
FIOS	Fugitive Information and Offender Surveillance
FLSA	Fair Labor Standards Act
FML	Family Medical Leave
FMLA	Family Medical Leave Act
FOIA	Freedom of Information Act
FORM	A document (electronic, paper, etc.) with a fixed arrangement of captioned spaces designed for entering and extracting prescribed information
FORMS AND SUPPLY CATALOG	Document which lists supplies and forms by commodity code that can be requisitioned through the Procurement Section
FOS	Field Operations Specialist
FTC	Field Training Coordinator
FTE	Full-time Equivalent
GEAR	Government Entity Accounts Receivable Program
GED	General Equivalency Diploma
GOC	GPS Operations Center
GPS	Global Positioning Satellite System
H	Hearing
HBV	Hepatitis B Virus
HD	Home Detention
HD/EM	Home Detention/Electronic Monitoring
HEARING DATE	The date a parole consideration case will be heard by the Parole Board
HIV	Human Immunodeficiency Virus
HLTV	Human Lukotropic T-Cell Virus
HOME DETENTION	A condition of intensive supervision under which an offender is confined to his or her residence
HRD	Human Resources Division
HRO	Human Resource Office
HV	Home Visit
ICA	Initial Community Assessment
ICHR	CCH Rap Sheet Request

ICHS	CCH Summary Report
ICOTS	Interstate Compact Offender Tracking System
ID	Identification
IE	Initial Entry
INDIRECT STATUS	A period of time when an offender is not under supervision (transferred out of state, institutionalized or absconded)
INITIAL PAROLE ELIGIBILITY DATE	The date when the offender first became eligible for parole
IGNITION INTERLOCK DEVICE	A device the size of a hand held calculator that, when connected to a vehicle's ignition system, prevents a vehicle from starting if it detects a blood alcohol concentration (BAC) over a pre-set level
INMATE	An individual serving a prison sentence at an institution of the SC Department of Corrections
INTENSIVE SUPERVISION	An enhanced level of supervision on which an offender may be placed
INTERSTAE COMPACT	The Interstate Compact for Adult Offender Supervision (S.C. Code Section 24-21-1100 - 1220) is a reciprocal agreement permitting the transfer of adult offender cases between member states under certain conditions
I/O NOTE	Inter-Office Note
IPP	Intensive Probation and Parole
IRT	Incident Response Team
ISC	Interstate Compact
ITS	Information Technology Services
JL	Jessie's Law
JRSP	Job Retention Services Program
JTPA	Job Training Partnership Act
L	Letter
LIVESCAN	A device capable of digitally scanning, storing and transmitting fingerprints
LWOP	Leave Without Pay
MMO	Material Management Office
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRO	Medical Review Officer
MSDS	Material Safety Data Sheets
N	Note
NCIC	National Crime Information Center
NGRI	Not Guilty by Reason of Insanity
NON STOCK	Forms not Stocked in Procurement (must be requested through RMS)
NOSOR	Notice of Sex Offender Registry
NSF	Non-Sufficient Funds
OC	Other Contact

OCR	On-Call Response Book (OCR)
OFFENDER	An individual serving a term of supervision in the community under the authority of the Department
OFFENSE CATEGORY	The level at which an offender is classified: Violent or Nonviolent
OHR	State Office of Human Resources
OIA	Office of Internal Audit
OJT	On-The-Job Training
OMS	Offender Management System
OOS	Out of State
OPCON	Operation Condition
OPI	Office of Public Information
OPR	Office of Professional Responsibility
OSHA	Occupational Safety and Health Administration
OSS	Offender Supervision Specialist
OV	Office Visit
OVS	Office of Victim Services
PARDON	An act of forgiveness given by the state for any crime committed by an individual
PAROLE	conditional release given by the Board of an offender into the community under the supervision of the Department of Probation, Parole and Pardon Services
PAROLE MAX OUT	How long the offender will be under supervision if released on parole
PC	Personal Computer
PD	Position Description
PDF	Public Defender Fund
PEP	Parole Employment Program
PIC	Parole Information Center
PIN	Personal Identification Number
POV	Privately Owned Vehicle
PPC	Policy & Procedure Committee
PPCT	Pressure Point Control Tactics
PPI	Pre-Parole Investigation
PPPNet	Agency Intranet
PR	Progress Report
PR/HV	Progress Report/Home Visit
PR/OV	Progress Report/Office Visit
PRIOR CRIMINAL RECORD	The offender's past criminal record
PRIOR SUPERVISION HISTORY	Prior probation/parole supervision in the community
PROBATION	A judicial act of grace or clemency that allows a person convicted of a crime to avoid imprisonment, or at least to avoid some part of the term of imprisonment that might be imposed under the sentence, by

	suspending the sentence and placing the offender on supervision in the community
PROFESSIONALISM	As defined by the Department is the promoting of ethical and moral standards.
PS	Process Services
PSE	Public Service Employment
PSEC	Public Service Employment Coordinator
PSEP	Public Service Employment Program
PSI	Pre-Sentence Investigation
PSPL	Preferred Service Provider Listing
PTUP	Probation Terminated Upon Payment
R	Referral
RADIO FREQUENCY /ELECTRONIC MONITORING	A device that employs radio frequency technology that is attached to the ankle and records the offender's activity when entering and leaving his or her residence, and generates reports which document the compliance or noncompliance with an established curfew
RC	Restitution Center
RD	Regional Director
R&E	Reception and Evaluation Center
RESCISSION	The early termination of supervision, before the date on which it was set to expire, based upon a showing by a preponderance of the evidence that the offender willfully violated the conditions of his supervision
RESIDENTIAL FACILITY	Restitution Center; Community Control Center
REVOCATION	The early termination of supervision, before the date on which it was set to expire, based upon a showing by a preponderance of the evidence that the offender willfully violated the conditions of his supervision
RIF	Reduction in Force
RISK LEVEL	Low, moderate or high likelihood that the offender might commit another crime
RMS	Records Management Services
RNR	Risk-Need-Responsivity principle
RPA	Regional Program Administrator
RPC	Regional Program Coordinator
RQC	Regional Quality Council
RSL	Residential Services Liaisons
S	Staffing
SAF	State Accident Fund
SC	Surveillance Contact
SCCA	South Carolina Court Administration
SCCJA	South Carolina Criminal Justice Academy



SCDC	South Carolina Department of Corrections
SCDC#	South Carolina Department of Corrections Number
SCDPPPS	South Carolina Department of Probation, Parole, and Pardon Services
SCDOR	South Carolina Department of Revenue
SCEDP	South Carolina Emergency Preparedness Division
SCEIS	South Carolina Enterprise Information System
SCLEAP	South Carolina Law Enforcement Assistance Program
SCVRD	South Carolina Vocational Rehabilitation Department
SCW	South Carolina Warrant
SDT	Staff Development and Training
S/F	Supervision Fees
SFI	Supervised Furlough I
SFII	Supervised Furlough II
SFII A	Supervised Furlough II A
SFM	State Fleet Management
SID	State Identification
SID#	State Identification Number
SLED	State Law Enforcement Division
SOAPMA	Sex Offender Accountability and Protection of Minors Act of 2006
SOCIAL HISTORY	This information is taken from family and community members. The offender also provides input
SOP	Standard Operating Procedures
SOVA	State Office of Victim Assistance
SORT	Special Operations Response Team
SP	Supervision Plan
SPC	State Program Coordinator
SPICE	Self Paced In Class Education Program
SRM	Supplier Relationship Management
SRP	Supervised Reentry Program
SSN	Social Security Number
STANDARD SUPERVISION	The lowest level of supervision on which an offender may be placed
STOCK	Forms stocked in Procurement Section
SUPPLY CATALOG	Document which lists supplies by commodity code that can be requisitioned through the Procurement Section
SUSPENDED SENTENCE	Actual time imposed
SVO	Subsequent Violent Offender
T	Telephone
TB	Tuberculosis
TCCS	Team and Committee Coordination Subcommittee
TCPD	Training Compliance and Professional Development
TERI	Teacher and Employee Retention Incentive Program

UNISYS	Uniform Supervision System
V	Violations
VICTIM STATEMENTS	The pre-parole investigator obtains statements from victims after locating a current address. The agency is required by law to notify all victims/law enforcement officials and judges 30 days prior to the hearing date
VIOLATION EPISODE	A Violation(s) that has been responded to by the Agent utilizing a Case Management Option and which has been communicated to the Offender
VISP	Volunteer Intern Services Program
VSC	Victim Services Coordinator
WEX	Wright Express
WOTC	Work Opportunity Tax Credit
YOA	Youthful Offender Act
YOS	Youthful Offender Services
YOUTHFUL OFFENDER CONDITIONAL RELEASE	The Youthful Offender Act (YOA) is an indeterminate sentence of up to six years for offenders ages 17 through 25
24-7	Twenty-four hours a day, seven days a week

## B. History

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2. History of significant events related to the agency, from agency's origin to the present.
- 1941
    - Governor Burnet Rhett Maybank signed into law Act 562 (amended by Act 563) creating the South Carolina Probation and Parole Board. Jake C. Todd was appointed Director.
  - 1946
    - The powers and duties of the separate Board of Pardons were devolved upon the Probation and Parole Board, which was renamed the Probation, Parole, and Pardon Board by the signing into law of Act 562 by Governor Ransome Judson Williams.
  - 1949
    - Clemency power was vested in the Board to grant pardons and to issue and revoke paroles.
  - 1981
    - The Community Corrections Act (1981 Act No. 100) separated the management of pardon and parole functions. The Board was renamed the Parole and Community Corrections Board and the agency became the South Carolina Department of Parole and Community Corrections.
    - Community-based alternatives to incarceration resulted in initiatives and programs including restitution through community service, halfway houses, and an early release supervision furlough program.
  - 1985
    - A new parole process was implemented which utilized parole examiners and a risk assessment scale on each eligible inmate considered for parole and developed summaries and recommendation reports for the Board.
  - 1986
    - The Department created the Office of Victim Services becoming the first probation/parole agency in the country to hire staff whose sole responsibility was to work with victims.
    - The missions of the Board and Department were expanded through the Omnibus Criminal Justice Improvements Act (1986 Act No. 462).
  - 1987
    - The Department opened its first Restitution Center in Columbia under a cooperative effort with SCDC.
  - 1988
    - To more fully reflect these increasing roles in the state's criminal justice system, the Board was renamed the South Carolina Board of Pardons and Paroles and the agency was renamed the South Carolina Department of Probation, Parole and Pardon Services.
  - 1989
    - The first specialized caseload for sex offenders was established in the Charleston County office.
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- **1994**
    - State government restructuring resulted in the Board and the Department becoming two separate and distinct entities. The Department became a cabinet-level agency, with the agency's director reporting to the Governor.
  - **1997**
    - The Board began conducting its hearings with video conferencing technology.
  - **1998**
    - The Department began to collect and distribute court-ordered victim restitution previously collected by the Clerk of Courts.
  - **2000**
    - Probation and Parole Agents transitioned from Class-II to Class-I Law Enforcement Officers following completion of required training and certification.
  - **2002**
    - The Interstate Compact Act (2002 Act No. 273) was enacted establishing a uniform system for reporting, tracking, and exchanging data on the authorized movement of adult offenders supervised in the community.
  - **2003**
    - Governor Hodges appointed Joan B. Meacham as the Department's first female director.
    - Department began exploring Global Positioning Satellite (GPS) technology.
  - **2005**
    - The Department established Sex Offender Management Specialized caseloads agency-wide.
  - **2006**
    - The Department implemented digital fingerprinting to obtain and transmit offender fingerprints electronically to the State Law Enforcement Division (SLED).
  - **2007**
    - The Prevention of Underage Drinking and Access to Alcohol Act (2007 Act No. 103) was signed into law which mandated an Ignition Interlock Device (IID) Program in South Carolina and designated SCDPPPS as the lead agency.
  - **2010**
    - The Omnibus Crime Reduction and Sentencing Reform Act (2010 Act No. 273 Part II) was passed which called for mandates that enabled the Department to implement alternative strategies to incarceration in order to reduce the state's reliance on prisons.
  - **2011**
    - The Department implemented several evidenced-based community corrections strategies which resulted in the reduction of recidivism while maintaining public safety.
  - **2014**
    - Emma's Law was enacted and greatly enhanced the Department's IID program (2014 Act No. 158).
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- **2015**
  - Director Jerry Adger created the Offender Supervision Specialist Program (OSS) Program, which reduced caseload size, enhanced supervision strategies, while addressing Agent retention.
- **2017**
  - Governor Henry McMaster signed the OSS Bill (2017 Act No. 75) into law that codified current practices and enabled the Department to create policies and procedures regarding the OSS position.
  - The Department was allocated \$1.2 million in recurring funds to launch its Domestic Violence Specialized Supervision Program.
- **2018**
  - The Department became the first probation and parole agency in the nation to be accredited by the Commission on Accreditation for Law Enforcement Agencies.

**3. Agency directors and time of service.**

Name of Director	Time of Service
Jake C. Todd	1941 – 1964
J. C. Moore	1964 – 1973
Grady A. Wallace	1973 – 1981
Jack “Jesse” Pratt	1981 – 1983
Frank B. Sanders	1984 – 1987
Michael J. Cavanaugh	1987 – 1995
William E. Gunn	1995 – 1997
Stephen G. Birnie	1997 – 1999
Stephen K. Benjamin	1999 – 2001
Joan B. Meacham	2001 – 2003
James V. M <sup>c</sup> Clain	2003 – 2003
Samuel B. Glover	2004 – 2011
Kela E. Thomas	2011 – 2014
Jerry B. Adger	2015 – Present

### C. Governing Body, Organizational Chart, and Related Entities

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#### 4. Agency's governing body, as outlined in the enabling statute.

Pursuant to state statute 24-21-10, the Department of Probation, Parole and Pardon Services is governed by its Director. The Director is appointed by the Governor with the advice and consent of the Senate. In January 2015, Jerry B. Adger was appointed Director. The Director serves at the pleasure of the Governor.

The South Carolina Board of Probation, Parole and Pardon Services, known as the Board of Pardons and Paroles, is a separate entity, and has no governing authority over the Department. The Board has no role in developing policies that govern operations or in the day-to-day activities of the Department.

The terms of office of the members are for six years. The Governor appoints members representing each of the state's seven congressional districts. At least one appointee shall have at least five years of work or volunteer experience in one or more of the following fields: parole, probation, corrections, criminal justice, law, law enforcement, psychology, psychiatry, sociology, or social work. Vacancies must be filled by gubernatorial appointment with the advice and consent of the Senate for the unexpired term. If a vacancy occurs during a recess of the Senate, the Governor may fill the vacancy by appointment for the unexpired term pending the consent of the Senate, provided the appointment is received for confirmation on the first day of the Senate's next meeting following the vacancy. A Chairman must be elected annually by a majority of the membership of the board and may serve consecutive terms.

The Governor shall deliver an appointment within sixty days of the expiration of a term, if an individual is being reappointed, or within ninety days of the expiration of a term, if an individual is an initial appointee. If a board member who is being reappointed is not confirmed within sixty days of receipt of the appointment by the Senate, the appointment is considered rejected. For an initial appointee, if confirmation is not made within ninety days of receipt of the appointment by the Senate, the appointment is deemed rejected. The Senate may, by resolution extend the period after which an appointment is considered rejected. If the failure of the Senate to confirm an appointee would result in the lack of a quorum of board membership, the seat for which confirmation is denied or rejected shall not be considered when determining if a quorum of board membership exists.

Parole Board Member	Congressional District	Year Appointed
Christopher Gibbs	First	2017
Mollie Taylor	Second	2019
Dan Batson	Third	2015
David Baxter	Fourth	2012
Henry Eldridge	Fifth	2013
Lonnie Randolph	Sixth	2018
Kim Frederick	Seventh	2017

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5. Qualifications and duties of the agency director and governing body, as specified in law.

**Agency Director Qualifications**

- Baccalaureate or more advanced degree from an institution of higher learning that has been accredited by a regional or national accrediting body, which is recognized by the Council for Higher Education Accreditation; and
- At least ten years of training and experience in one or more of the following fields: parole, probation, corrections, criminal justice, law, law enforcement, psychology, psychiatry, sociology, or social work.

Applicable laws:

- Section 24-21-10(A)

**Agency Director Duties:**

- Oversee, manage, and control the department
- Develop written policies and procedures for the following:
  - the supervising of offenders on probation, parole, community supervision, and other offenders released from incarceration prior to the expiration of their sentence, which supervising shall be based on a structured decision-making guide designed to enhance public safety, which uses evidence-based practices and focuses on considerations of offenders' criminal risk factors;
  - the consideration of paroles and pardons and the supervision of offenders in the community supervision program and other offenders released from incarceration prior to the expiration of their sentence. The requirements for an offender's participation in the community supervision program and an offender's progress toward completing the program are to be decided administratively by the Department of Probation, Parole and Pardon Services. No inmate or future inmate shall have a "liberty interest" or an "expectancy of release" while in a community supervision program administered by the department;
  - the operation of community-based correctional services and treatment programs; and
  - the operation of public work sentence programs for offenders as provided in item (1) of this subsection. This program also may be utilized as an alternative to technical revocations. The director shall establish priority programs for litter control along state and county highways. This must be included in the "public service work" program.
- Proper care, assessment, treatment, supervision, and management of offenders under its control
- Scheduling board meetings
- Assuring proper cases and investigations are prepared for the board
- Maintain the board's official records
- Perform other administrative duties relating to the board's activities
- Employ such personnel as may be necessary to carry out his duties and responsibilities including the functions of probation, parole, and community supervision, community-based programs, financial management, research and planning, staff development and training, and internal audit

Applicable laws:

- Section 24-21-13(A)
- Section 24-21-220

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**Board of Probation, Parole and Pardon Services Qualifications**

NOTE: The Board is not a “governing body,” as it does not set policy, govern the agency, or oversee the agency’s day-to-day activities.

At least one appointee

- At least five years of work or volunteer experience in one or more of the following fields: parole, probation, corrections, criminal justice, law, law enforcement, psychology, psychiatry, sociology, or social work.

All members

- Complete a comprehensive training course developed by the department, within 90 days of appointment
- Complete a minimum of 8 hours of training developed by the department, annually

Applicable laws:

- Section 24-21-10(B)
- Section 24-21-10(D) and (E)

**Board of Probation, Parole and Pardon Services Duties**

- Consider cases for parole, pardon, and any other form of clemency provided for under law.

Applicable laws:

- Section 24-21-13(B)

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6. **Organizational Units Chart.** See attached Excel chart.

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7. **Role and responsibilities of the agency compared to its counterpart entities, if any, at the federal and local levels.**

Federal counterparts

**United States Probation Office, District of South Carolina**

The U.S. Probation Office carries out probation and pretrial services functions in the U.S. district courts. This agency is a federal counterpart to SCDPPPS because of its core directives to supervise offenders released to the community, to respond to offender risks and needs, deter additional crimes through interventions, and to promote community safety.

Local counterparts

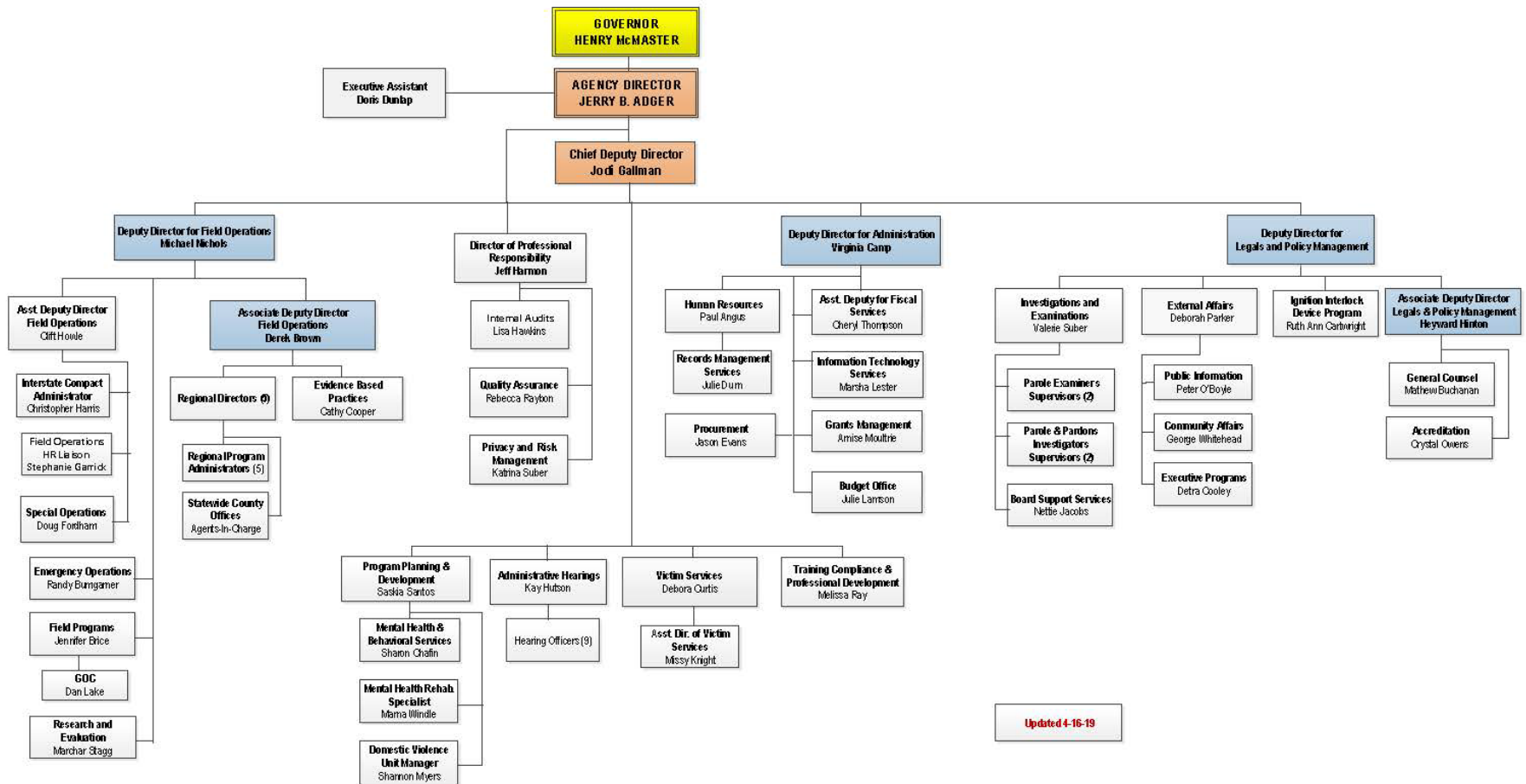
SCDPPPS does not have any local counterparts.

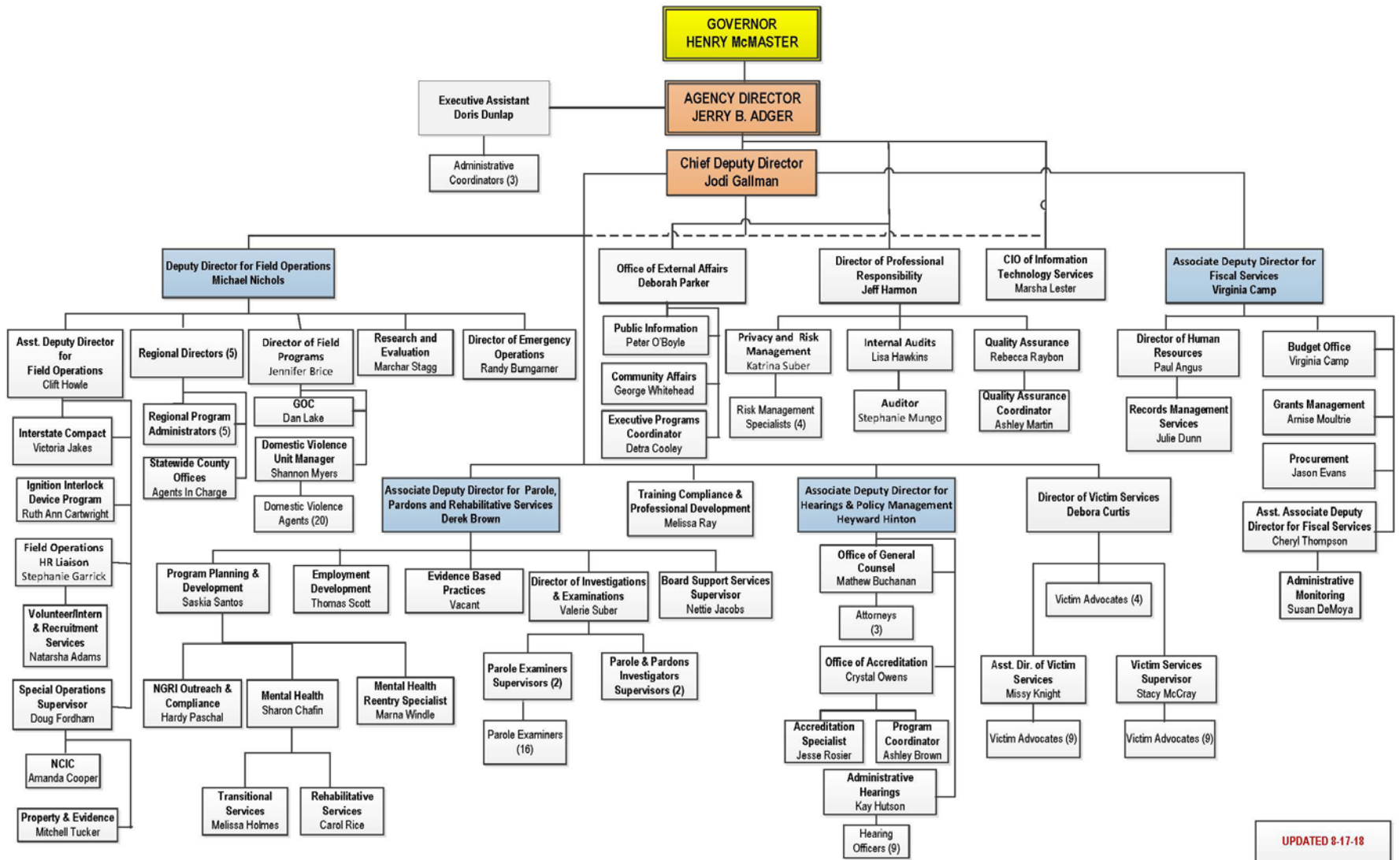
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## 8. Organizational Flow Chart.

The realignment of staff and command structure was conducted to better serve the organization, align with industry best practices, and to promote continuity of services to the Department's customers, partners and stakeholders.





**9. 3-4 agency successes.**

**CALEA Accreditation Achieved**

Attaining national accreditation was the most significant achievement and internal factor demonstrating SCDPPPS' successful performance during FY 2018. SCDPPPS is the first probation agency in the nation to achieve accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA). The Department is the third South Carolina Cabinet agency to become CALEA-certified, preceded by the State Law Enforcement Division (SLED) and the Department of Public Safety. In March 2018, two CALEA assessors visited SCDPPPS and reviewed the Department's policies, procedures, and management strategies. SCDPPPS was found to be in 100% compliance with all applicable standards. Through the process of reviewing and revamping several policies and procedures, SCDPPPS has experienced improvements in documentation practices, evidence collection, training curriculum, officer safety practices and the creation of a statewide emergency communications system. The Department completed its implementation of these new, improved policies in March 2018, and later received its official initial accreditation on July 28<sup>th</sup>. SCDPPPS will next pursue accreditation on the state level. (2015-2020 Strategic Plan Objective 3.2.7)

**Caseloads Reduction through Offender Supervision Specialists (OSS)**

While retention continues to be a challenge to the Agency, steps to address agent morale through caseload reduction were explored. In the Fiscal Year 2015 Appropriations Bill, SCDPPPS received \$2,598,761 recurring to hire 44 new Field Operations FTEs, of which 17 were designated to create the Offender Supervision Specialist (OSS) position in FY 2016. Originally launched as a pilot project, the OSS are non-law enforcement certified staff members who monitor lower risk offenders (Standard level) and were assigned to the Department's four largest counties – Charleston, Greenville, Richland and Spartanburg. Shifting those offenders to the OSS caseload resulted in notable caseload reductions in those areas and led to a broader implementation and utilization of this concept across the state. The Offender Supervision Specialist (OSS) Pilot Program was expanded in Fiscal Year 2017 to improve Agent retention, reduce caseload size and enhance case management. Data showed a reduction in Agent caseloads by an average of 47% in Charleston, Greenville, Richland and Spartanburg Counties and just slightly less in other counties with OSS staff.

In addition, implementation of this new staff position has increased the average Agent retention rate by 4% (from 83% in September 2015 to 86.7% at the end of FY 2018). In June 2019, the SCDPPPS employed 60 OSS positions in 27 counties, compared to 32 OSS in 15 counties the previous fiscal year. The current OSS caseload average size is 121 cases. In the four initial pilot counties, the OSS average caseload size is 128. The creation and expansion of the OSS position has achieved its goal of reducing caseload sizes, enhancing case management and allowing the Department to shift Agent focus to more specialized supervision. To that end, the Department requested and was

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granted \$863,408 in its Fiscal Year 2018-2019 budget for 20 additional OSS FTEs.

The OSS attend the Department PPP Basic course at the Criminal Justice Academy. Upon assignment of a standard level caseload, OSS are responsible for non-sworn Probation and Parole Law Enforcement Officer duties by monitoring compliance or using technology in the management of the caseload. They perform compliance monitoring on offenders to include conducting required non-field related progress reports and community contacts, reviewing offender financial obligations and other special conditions of supervision. In addition, the OSS perform administrative duties related to caseload monitoring, including conducting initial risk and needs assessments, explaining the conditions of supervision, reviewing and completing all pertinent forms related to supervision, initiating offender case files by obtaining social histories, fingerprinting, and photographing offenders. OSS also monitor court activity and provide information to the court as required regarding violation related documentation and orders.

On May 19, 2017, Governor Henry McMaster signed the OSS Bill, H.3741 which inserted the OSS title into state law, codified SCDPPPS' current practices established with the pilot project and enabled the Department to create policies and procedures regarding the OSS position (2015-2020 Strategic Plan Objective 1.1.4).

#### **Domestic Violence Specialized Caseloads Introduced**

In June 2018, SCDPPPS had 1,917 offenders under supervision for domestic violence. As of November 2018, that number increased to nearly 2,000. Recognizing a need to address this growing societal problem, using \$1,224,000 in recurring funds allocated by the General Assembly in the FY 17-18 budget, SCDPPPS implemented specialized Domestic Violence Agent caseloads. SCDPPPS hired 20 Domestic Violence Agents who are located in 11 counties and serve the entire state. In its first year, this pilot project is showing positive results with an 82% successful case closure rate (percentage of offenders who complete their probation term without a new criminal conviction). Experienced Agents were promoted, trained and certified to supervise this unique population (2015-2020 Strategic Plan Objective 1.1.6). The average caseload for these Agents is 51 offenders, enabling Agents to focus solely on supervising this high-risk group.

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#### **10. 3-4 agency challenges.**

##### **Conversion of 40 FTEs from Earmarked to State Funds**

The Department's funding stream is challenging, because 36% of the Department's annual funding is derived from earmarked or "other" funds-bolstered by unreliable court fees and offenders' ability to pay supervision fees. A significant number of the Department's FTEs are supported by these earmarked funds. This has proven to be somewhat challenging - exhibited by the continuous downward trend of fee and fine collections, a consequence that financially impacted the Department. To ensure that the Department continues to operate on solid financial ground, SCDPPPS requested \$1,963,798 in state funding to convert 40 FTEs from the earmark-funded category to state-funded for FY 2020. This change in funding structure enabled the

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Department to continue successfully meeting its mission, goals and objectives (2015-2020 Strategic Plan).

Following the passage of the 2010 Sentencing Reform Act and Omnibus Crime Bill, supervision fee collection declined on an average of 7% annually, reducing the Agency's revenue from \$10,390,671 in FY 2015 to \$8,426,873 in FY 2018 - an overall reduction of 19%.

The 40 positions in question all were from the Division of Field Operations. The remaining positions that rely on "Other Funds" revenue, organizationally, is agency wide. See attached spreadsheet by department.

### **Implementation of an Agent Recruitment and Retention Pay Plan**

The Department requested a total of \$2,043,191 for the retention of Class 1 (C-1) Certified Agents. A major challenge for the Department is retaining experienced agents. Data tracked during FY17-18 showed that 56% of Agents leave within six years of service. Moreover, 64% of Agents with 10 years of experience separated from the Department. The Agent Recruitment and Retention Pay plan is needed to provide a milestone pay increase for C-1 certified law enforcement staff in JC class while providing an incentive for trained, seasoned agents to remain with the Agency. The exit interview survey and face-to-face meeting are voluntary for all staff and the highest percentage of staff participating in either method are retirees.

The plan proposes milestone salary increases based on training, EPMS, and years of service, however the Department implemented other strategies to retain seasoned agent staff, including upgraded equipment, new uniforms and weapons, and achieving a 1:1 Agent to car ratio. In addition, the creation of several new positions serve as promotional opportunities for C-1 certified staff. The Department hopes to deter Agent turnover and reduce the rate of separation to seek higher pay and enhanced specialization.

Minimum salary comparisons among 115 municipal, county and state law enforcement offices showed that SCDPPPS ranked 29<sup>th</sup> (\$35,700) behind SCDPS (\$37,069) (South Carolina Careers), SC Lexington Sheriff's Office (\$39,474) (South Carolina Association of Counties 2018 Wage and Salary Report), and North Charleston Police Department (\$40,623) (2018 Municipal Association of South Carolina Annual Compensation Report). The Department's federal counterpart, U. S. Probation and Pretrial Services, has the highest starting salary (\$49,875) (USAjobs.com) of all municipal, county, and state entities.

It is the Department's continued goal to recruit and retain experienced, specialized highly qualified Agents, and to offer a competitive law enforcement salary. (2015-2020 Strategic Plan Objectives 3.1.6). This will remain a budget priority for the Department in the future.

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### **Information Technology Security and Safety**

SCDPPPS strives constantly to improve its information technology infrastructure. These necessary improvements will elevate the information security posture, and ensure the reliability of agency statewide systems to enhance citizen access. In addition, new application development will assist in future data driven decisions while modernizing technology to increase mobility for specialized business needs.

With the ever-evolving technology environment, SCDPPPS is compelled to improve its processes to combat hacking, data theft, and other methods of cyberattacks. Ensuring that security measures are implemented on all platforms, including networks and mobile devices- is of paramount concern and requires the concerted effort of all staff.

Developing the most current training protocols is a continuing challenge to ensure the maintenance of a knowledgeable cybersecurity workforce. The South Carolina Legislature approved the SCDPPPS FY 2020 budget request for \$1,542,638 for information technology needs.

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### **11. 3-4 emerging issues.**

#### **Expansion of Mental Health and Rehabilitative Services Programs**

SCDPPPS will continue to grow its mental health program and rehabilitative services in a variety of ways. The Department has increased its focus on the behavioral health needs of its offender population by collaborating with the South Carolina Department of Corrections. Working together, the agencies have shared information and resources ensuring inmates living with mental illness have comprehensive discharge plans implemented *prior* to their release under supervision in the community.

The Department has refocused its efforts to serve its offender population by placing Rehabilitative Services programming directly in county offices. A new curriculum was developed and staff have been trained on evidence-based therapeutic interventions. These services include substance use education, anger management and batterer's intervention classes aimed at changing maladaptive and criminogenic behavior. Additional programming is currently in development that will address other areas of need identified by official court orders as well as the SCDPPPS offender risk/needs assessment (2015-2020 Strategic Plan Objective 4.3.4).

In accordance with 2015-2020 Strategic Plan Objective 4.4.1 and CALEA standards, the Department has also been successful in providing mental health training to 100% of agency staff. There are ongoing efforts to put additional annual trainings into place (2015-2020 Strategic Plan Objectives 1.2.5, 1.2.6, 4.1.3, 4.1.6, and 4.4.1).

#### **Specialized Caseloads**

Specialized caseload management is a method for addressing the needs and demands of the high-risk offender through intensification of supervision services and interventions. To prepare offenders to become productive citizens, we offer specialized training to our staff, enabling them to reduce the likelihood of future criminal activity. The Department implemented sex offender specialized caseloads agency-wide in 2005. Maintaining its focus to

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address specific offender needs, SCDPPPS collaborated with Clemson University to assist in the development of mental health specialized Agent caseloads that will focus on offenders living with mental illness. Emphasis will be placed on treatment, medication compliance and long-term stability that will endure following the end of supervision (2015-2020 Strategic Plan Objective 4.4.3). To ensure the success of specialized caseloads, Agents will have detailed, comprehensive training that is tailored directly to the needs of this population for cognitive behavioral supervision.

**Expansion of the Ignition Interlock Device (IID) Program**

The passage of pending legislation (2019 Senate Bill S.18) will significantly increase the scope of the Ignition Interlock Device (IID) Program, expanding the classes of drivers who will have a mandatory ignition interlock requirement. Presently, the IID Program is fiscally self-sustaining. However, in order for the Program to monitor the anticipated increased number of drivers, the Department may need to hire additional staff and provide them with office space. Further, the new law will affect IID Program technology requirements, because the Ignition Interlock Management System will have to be reprogrammed in order to accommodate the statute's requirements. Finally, with more drivers required to enter the IID Program, more interlock device manufacturers may seek to enter the market. This may cause the need for additional staff and resources dedicated to the inspection and oversight of the businesses that install the interlock devices for manufacturers. It is anticipated that an increased number of drivers created by S.18 would generate sufficient funding for the IID Program; however, SCDPPPS may need to request that the General Assembly allot additional FTEs to the IID Program to support this new growth.

## II. Agency Records, Policies, and Risk Mitigation Practices

### A. Records and Policies Management

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12. (A) Agency's records management policy.	See attached Policies and Procedures: 1000 – Records Management Services 1001 – Information Requests and Customer Services 1002 – Records Retention Program 1005 – Creation, Maintenance, and Disposition of Inmate File Folders
(B) Agency's status in regards to compliance with the records management policy and explanation for non-compliance, if the agency is non-compliant.	The agency is compliant in meeting policy requirements.
13. Agency's schedule for regularly reviewing and updating, as necessary, all agency policies and explanation for lack of a schedule, if the agency does not have a schedule.	See attached Policy and Procedure: 1201 - Issuance and Modifications of Policies and Procedures
14. (A) Agency's status in regards to compliance with S.C. Code Ann. §1-23-120(J) that requires agencies to conduct a formal review of its regulations every five years.	The agency is compliant with S.C. Code Ann. §1-23-120(J). See attached confirmation email from SC Legislative Council.
(B) Last time the agency conducted a formal review of its regulations.	November 2013
(C) Last time the agency submitted new or revised regulations to the General Assembly.	March 2019
15. Agency's status in regards to compliance with S.C. Code Ann. §2-1-230 that requires	The agency is in compliance with S.C. Code Ann. §2-1-230.

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agencies to submit reports to Legislative Services Agency for publication online, and the State Library.

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**16. How the agency collaborates with other agencies to seek funding (e.g. grant and federal funding).**

The Office of Grants Management was established to identify creative funding sources that will enable the Department to implement new initiatives. The Office provides funding research and program conceptualization services to all administrative operations to assist the Department in meeting its core mission through grant funding. The Department has established several agreements with system partners, federal, state and local stakeholders, and service providers. During the solicitation review process, subject matter experts are consulted to ensure that proposals consider applicable partnerships for the successful implementation of projects.

The Office is committed to fostering partnerships with members of the justice community in pursuit of programmatic funding. Local and statewide partners include the Richland County Sheriff's Office, City of Columbia Police Department, Goodwill Industries, Benedict College, Midlands Gang Task Force, Greenville Workforce Development Board, Pickens County Law Enforcement Partnership, Pickens County Sheriff's Office, Medical University of South Carolina, Midlands Community Development Corporation, SC Department of Corrections, SC Department of Public Safety, and the SC Attorney General's Office. National partnerships established through grants management include the National Highway Traffic Safety Administration (NHTSA), the Association of Ignition Interlock Program Administrators, National Association of VOCA Assistance Administrators, and the US Department of Justice. Several agreements are established annually with law enforcement, Solicitor's offices, and state agencies to share data and other relevant information on our offender population.

Grant funding in the amount of \$42,000 was secured to implement the Victim Services Specialist (VSS) Program. The purpose of this funding is to ensure that all victims of crime receive proper notifications as it relates to their rights, the laws of the state and exercise their rights according to the South Carolina Constitution. The VSS uses various data mining techniques to increase the number of victim notifications by reviewing returned victim notification letters and attempts to locate and update victim contact information. In addition to letters returned to the Central Office and Victim Advocates in 16 counties, the VSS assists in locating correct addresses for returned restitution checks. Since the inception of this grant program, the VSS has processed 7,005 returned notification letters and has located 6,583 correct addresses, for an overall success rate of 94%.

The Department partnered with law enforcement in the Midlands area to launch a gang task force. Initial funding was used to hire a Probation and Parole Agent to provide 100% dedicated service to all gang-related duties at SCDPPPS and to serve as a liaison to the Midlands Multijurisdictional Gang

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Task Force. FY 18 funding provided enhanced safety equipment for task force members. In addition, the Department received grant funding from NHTSA to develop oversight protocols for its Ignition Interlock Device Program. The grant secured the services of a program assistant to create strategies to provide vendor oversight in South Carolina.

Each year, SCDPPPS supports the rights of crime victims through funding from the US Department of Justice's Office of Victims of Crime. Funding totaling \$5,000 was used to develop community awareness campaigns. SCDPPPS used funds to rent digital billboard space along South Carolina's major interstates and thoroughfares to promote victims' rights around an annual theme, "Expand the Circle – Reach All Victims".

The Department received a cash award of \$69,461 through the South Carolina Public Safety Coordinating Council, administered by the SC Department of Public Safety, to launch its body-worn camera program. Funding was provided pursuant of 23-1-240 to be applied to the initial purchase or reimbursement of body-worn camera, video storage or maintenance of equipment.

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## B. Audit and/or Other Risk Mitigation Practices

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17. Updated version of the agency's "Report and External Review Template" from the Accountability Report.

See updated report attached.

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18. (A) Agency's internal audit process and/or other risk mitigation practices.

Since the implementation of the Agency's Strategic plan from 2015-2020, the Agency has been working diligently on improving processes. Although the Agency does not have a formal improvement plan, the strategic planning process is used for evaluating performance measurements. The process is based upon developing SMART (specific, measurable, attainable, realistic, time bound) goals, strategies and objectives.

In 2017, the Director established the Office of Professional Responsibility (OPR) comprised of the Offices of Internal Audit (OIA), Privacy and Risk Management (OPRM), and Quality Assurance. These sections work collaboratively to identify, analyze, monitor and evaluate risks to which the Agency is exposed and develop efficient ways to improve processes.

Quality Assurance's role in process improvement is to confirm that agency standards are examined to identify errors or process deficiencies that may be present. If issues are identified, recommendations are made and addressed through regular quality assurance checks.

Prior to beginning an approved audit engagement, all information obtained is communicated to the team and noted in the official audit file. In matters when auditors identify a security or process concern, the office implements the most appropriate plan of action.

The Director or Chief Deputy Director of the Agency will task this office to work jointly on a process improvement project. Data is gathered from the Offender Management system and the Research and Evaluation section. These reports involve their financials, supervision status report, cases overdue for closure, risk assessments to do "compass", home visits, active/pending warrants and citations, and more.

The assigned staff will conduct periodic visits using an approved internal checklist as well as interview staff regarding concerns, recommended process improvements, or complaints. The attached checklist includes other topics relating to facility security and vulnerabilities, financial integrity, information technology and data classification, disaster control, incident reports etc...

Standard operating procedures not being followed, misconduct or any other issues, will be addressed per policy and procedures and a plan of action will be devised if applicable.

**Applicable Staff Positions:**

The Office of Internal Audit is composed of two (2) staff persons – Director of Internal Audit and an Internal Auditor.

**Date the Agency First Started Performing Audits or other Risk Mitigation Practices**

The SCDPPPS Agency Director established the Office of Internal Audits in August 2004.

**General Subject Matters Audited or For Which There Are Risk Mitigation Practices**

The Office of Internal Audit is one of three areas under the Office of Professional Responsibility Division and provides independent review to ensure that internal controls within the Department operate in compliance to policies and accountability measures. Audits primarily consist of financial operations and services in statewide county offices.

**Position of the Person Who Makes the Decision of When an Internal Audit or Risk Mitigation Review is Conducted**

The Director for the Office of Professional Responsibility is the first level of approval for audit engagements. Final approval is at the discretion of the Agency Director and Chief Deputy Director.

**Do Internal Auditors or Other Agency Personnel Conduct an Agency-Wide Risk Assessment Routinely**

Internal auditors do not routinely conduct agency-wide risk assessments. An internal questionnaire regarding audit subject matter is distributed to the audit client for completion prior to the announced audit engagement.

**Total Number of Audits or Reviews Performed in the Last Five Fiscal Years and Date of the Most Recent Peer Review**

In the last five fiscal years, the Office of Internal Audits has conducted 20 statewide field office audits and three (3) internal reviews. Due to the risk associated with the large sums of money collected and disbursed by the Agency on a daily basis, the 20 field office audits were authorized and conducted to examine financial activities surrounding offender payment collections and to ensure that staff were practicing due diligence when handling agency funds. In 2014, a limited-scope review was outlined and conducted in the SCDPPPS Greenville County office to provide the newly appointed Agent-In-Charge with information to foster future planning and management goals of senior managers. In 2016, a limited-scope of the PPP Sex Offender Monitoring Program internal protocols was conducted to assess the collection and use of fees generated from electronic monitoring. In 2018, a limited-scope review of expenditures from funding for the specialized Domestic Violence agent caseloads. The Office of Internal Audit has not undergone a Peer Review by South Carolina State Internal Auditors Association or other entity.

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### **Applicable Staff Positions**

The Office of Privacy and Risk Management is comprised of 5 staff members: Director of Privacy and Risk Management, Risk Management Supervisor, Risk Management Training Specialist, Risk Management Data Specialist, and Risk Management Specialist.

### **Date The Agency First Started Performing Audits or Other Risk Mitigation Practices**

The SCDPPPS Office of Risk Management was established in July 2016.

### **General Subject Matters Audited or For Which There Are Risk Mitigation Practices**

The Office of Privacy and Risk Management was charged with partnering with the Audit and Quality Assurance section under the Office of Professional Responsibility Division to provide an accountability service to all operations and assist with improving current processes within the agency. This includes assisting with mitigating financial, operational and strategic risks.

### **Position of The Person Who Makes The Decision of When An Internal Audit or Risk Mitigation Review Is Conducted**

Although the Office of Privacy and Risk Management is under the Supervision of the Director of Office of Professional Responsibility, the Director of the Agency and Chief Deputy Director decide when a risk mitigation review is conducted.

### **Provide Information About the Agency's Internal Audit Process and/or Other Risk Mitigation Practices**

The Office of Privacy and Risk Management, assist the budget office in conducting an annual financial audit of travel reimbursements throughout the agency. If there are any discrepancies, a risk mitigation plan will be developed to identify the gap.

This office also assists the Finance area of conducting daily agency-wide audits of career development forms in connection with reimbursement forms to mitigate any financial risks of overpayment.

The Office of Privacy and Risk Management audits data located within the Agency using a Data Classification template. This template assists the Information Technology section in knowing each type of data agency-wide and the best course for protecting all data. Using this template, a Privacy Analysis is conducted and this helps the Office of Privacy and Risk Management locate gaps within processes and develop risk mitigation plans for those gaps.

The Office of Privacy and Risk Management also conducts random office visits to discuss areas of improvement and ensure compliance with Agency's policies and procedures. If an office is found to be out of compliance, the Director or the Chief Deputy Director may request a risk action plan be developed to assist the office with restoring compliance.

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The Office of Privacy and Risk Management, at the discretion of the Director and/or Chief Deputy Director, conducts cases of interest reviews. Once those reviews are completed, if a need arises, a risk mitigation plan would be developed for process improvement.

The Office of Privacy and Risk conducts monthly audits of mobile device usage. If a staff member is found to be out of compliance, at the discretion of the Director and/or Chief Deputy, a risk mitigation plan is developed.

**B) List of areas reviewed in agency internal audits during the last five years.**

The following is a description and number of internal audits and the risk and mitigations plans developed during the last five fiscal years.

## Internal Audits

Type of Audit	Subject Matter of Audit	Date Audit Process was Initiated	Frequency of Audit	Position of Person Conducting the Audit	Position of Person Overseeing the Audit	Approx. Number of Audits of this Kind in Last 5 Fiscal Years
Internal	Internal Financial Controls	Unknown	Monthly	Internal Audit Director	OPR Director	17
Internal	Purchasing Card Program Controls	Dec - 2013	Yearly	Internal Audit Director	OPR Director	5
Internal	Management-Selected County Operations	Sept -2014	Once	Internal Audit Director	Deputy Director	1
Internal	Electronic Monitoring Revenue Allocation	Feb - 2016	Once	Internal Audit Director	Agency Director	1
Internal	Electronic Monitoring/DV Expenditures	May – 2018	Once	Internal Audit Director	Agency Director	1
Internal	County Office Operations Assessment	Feb – 2019	Once	Internal Audit Director/ Privacy & Risk – Director	OPR Director	1

Risk and Mitigation Action Plans

Subject Matter of Risk	Date Initiated	Frequency	Position of Person Conducting Mitigation Plan	Position of Person Overseeing	Appx Number of Mitigations of this kind
Paraphernalia	9/26/2018	As needed	Risk Management Specialist	Director of Privacy and Risk	1
Inappropriate E-mails	2/1/2018	As needed	Risk Management Specialist	Director of Privacy and Risk	1
Misuse of state equipment	10/16/2018	As needed	Risk Management Specialist	Director of Privacy and Risk	1
Outside Employment	9/28/2018	As needed	Risk Management Specialist	Director of Privacy and Risk	1
Personable Identifiable Information not needed	4/17/2018	As needed	Risk Management Specialist	Director of Privacy and Risk	1
Shredding Documents	5/1/2018	As needed	Risk Management Specialist	Director of Privacy and Risk	2
Working From Home	6/22/2018	As needed	Risk Management Specialist	Director of Privacy and Risk	1
County Process Issue	2018	As needed	Risk Management Specialist	Director of Privacy and Risk	9
Cell Phone Usage Abuse	12/5/2018	As needed	Risk Management Specialist	Director of Privacy and Risk	2
Agent Equipment Needed	4/10/2018	As needed	Risk Management Specialist	Director of Privacy and Risk	1



**19. Issues or recommendations from external reviews or audits conducted of the agency during the last five years, which the agency has not yet fully addressed or implemented.**

Issue or Recommendation	Agency's Status in Addressing or Implementing	Date External Review or Audit completed	Entity Conducting the Audit or Review
The South Carolina Department of Probation, Parole and Pardon Services should adhere to its stated policy and not hold evaluation panels for vacancies below band 6 and Assistant Agents-in-Charge.	Policy 201, "Applicant Recruitment, Consideration, and Selection" and our new Policy 240, "Promotions" (attached), describes the recruitment and hiring process which includes interviews for all positions. The Applicant Consideration Team is only convened for band 6 positions and higher and Assistant Agents-in-Charge. For positions at Central Office below band 6, a non-voting member of Human Resources will sit on the interview panels. Entry Probation and Parole Agent, band 4, panels are held per Policy 201.	December 13, 2016	Legislative Audit Council
The South Carolina Department of Probation, Parole and Pardon Services should follow Equal Employment Opportunity Commission and S.C. Department of Human Affairs guidelines and recommendations and not require a photograph of applicants prior to an offer of employment being made.	No photos are taken prior to a conditional offer of employment. Once the conditional offer is made, a driver's license is required to complete the background investigation for the final offer of employment. The only photograph taken after the conditional offer is made is not included in the hire packet. The photograph is used to make the employee ID badge.	December 13, 2016	Legislative Audit Council
The South Carolina Department of Probation, Parole and Pardon Services should have non-law enforcement positions evaluated by the Public Employees Benefit Authority for PORS eligibility.	The Department complies with PEBA's recommendation, practices and guidelines to ensure that staff with administrative responsibilities who are currently under PEBA qualify for PORS law enforcement duties to include "participates in employment and acts as a first responder as ordered by the Department during times of emergency or disaster and any other special law enforcement duties all of which include the power and authority to enforce the criminal laws of the state." PEBA also conducts audits in which they request position descriptions to verify PORS eligibility.	December 13, 2016	Legislative Audit Council
The South Carolina Department of Probation, Parole and Pardon Services should include the IID program fund revenue, expenditures, and account balance in the annual accountability report and provide the revenue and expense trend and balances for the most current three years.	The IID program fund expenditures are now included in all annual Accountability Reports (found on page 8 in the attached 2018 Report). The IID program fund revenue is also included in all annual Fines and Fees Reports 2 (found on page 12 in the attached 2017-2018 Report).	December 13, 2016	Legislative Audit Council

<p>The South Carolina Department of Probation, Parole and Pardon Services should consult with the Budget and Control Board's Information Technology Management Office regarding the loaning or donation of equipment to private organizations to ensure these transactions are in compliance with the state procurement code.</p>	<p>Per the Director, SCDPPPS no longer loans or donates equipment to private organizations. SCDPPPS Fiscal Services Policy #609 (attached) on Inventory Control addresses this issue in the "Disposal of Fixed Assets (Surplus Property)" section.</p>	<p>December 13, 2016</p>	<p>Legislative Audit Council</p>
<p>The South Carolina Department of Probation, Parole and Pardon Services should update its workload model and have it re-validated as needed.</p>	<p>The workload model is a fluid document that is continually updated to reflect changes with the Department and agent/offender supervision specialists' duties. Due to changes in personnel, in August 28, 2018 a new Workload Committee was formed. The Workload Committee is in the process of reviewing each of the 90 plus duties. Once the review is complete, new time studies will be conducted. To align with Strategic Plan Objective 3.2.10, a validation study performed by an outside entity will be conducted prior to December 2020. The 2016 LAC Follow Up Report proposed that SCDPPPS should execute the one remaining recommendation of the 2014 Workload Model Validation Study Report; Recommendation #8 was to conduct a three-month study where county offices would track the number of agents traveling per month so a proxy measure of the number of agents traveling can be used for the workload model. The SCDPPPS plan to carry out the study was postponed. Later, due to the Department becoming one-to-one with agents and vehicles in 2018, the study is no longer necessary. The mileage for each agent's vehicle can be used for agent travel information.</p>	<p>December 13, 2016</p>	<p>Legislative Audit Council</p>
<p>The South Carolina Department of Probation, Parole and Pardon Services should use the \$2 million in state appropriations from FY 11-12 to hire new, additional agents to assist in fulfilling its mission, as legislatively intended.</p>	<p>The 44 FTEs, along with the \$2.6 million that SCDPPPS received in FY 16, have all been identified and have since been filled. Identifiable position numbers were assigned to these FTEs to ensure that fundings were spent specifically for the FTE positions requested at that time. Since that time, SCDPPPS continues to track those positions, along with other specific positions requested through the legislative process. SCDPPPS has a tracking mechanism in place through the ECC system in an effort to keep track of all positions and how they are being funded.</p>	<p>December 13, 2016</p>	<p>Legislative Audit Council</p>
<p>The South Carolina Department of Probation, Parole and Pardon Services should create</p>	<p>After evaluation of the On-the-Outside Mentoring pilot program, SCDPPPS decided to absorb this program into its growing</p>	<p>December 13, 2016</p>	<p>Legislative Audit Council</p>

evaluation tools for its <i>On the Outside</i> mentoring program.	Rehabilitation Program. The Rehabilitation Program serves a wider audience of offenders and involves a mentoring component.		
The South Carolina Department of Probation, Parole and Pardon Services should re-evaluate the permanent assignment of state vehicles to ensure that state vehicles are used in the most efficient and cost-effective manner.	All C-1 certified law enforcement officers employed by the Department have been assigned a take home law enforcement vehicle for efficient operations and to promote public safety.	December 13, 2016	Legislative Audit Council
The South Carolina Department of Probation, Parole and Pardon Services should track the actual number of on-call responses for individuals assigned state vehicles to determine if the assignment is justified based on the number of emergency responses.	All C-1 certified law enforcement officers employed by the Department have been assigned a take home law enforcement vehicle for efficient operations and to promote public safety.	December 13, 2016	Legislative Audit Council
The South Carolina Department of Probation, Parole and Pardon Services should revise the residential requirement it imposes for employees on the agent career track to include all employees assigned vehicles and have public safety and emergency on-call situations listed in their job functions.	Employees in the probation and parole career track positions must reside within the assigned county within which they work. Employees choosing to live outside their assigned county must receive approval from their chain of command. (The attached policy #201 references the residential requirement. All employees who are assigned vehicles now have public safety and emergency on-call situations, or "deployments," added to their job descriptions.)	December 13, 2016	Legislative Audit Council
The South Carolina Department of Probation, Parole and Pardon Services should ensure that its employees are on the most cost-effective device plan to avoid unnecessary usage charges.	The state contract provides the best pricing offered by Verizon. All of the pricing is the same across the carriers. Verizon has been able to provide the best coverage across the state. Internally, the usage and pricing are reviewed monthly to determine if the current plan is meeting the needs and mission of the agency. Each phone has 400 minutes, which are pooled, together for all phones on the plan. As a part of the monitoring process, we review the total pooled minutes versus the number used to ensure that the agency is not spending more than the allotted amount. The phones are also placed on a mobile device management platform to assist with managing unauthorized app downloads, tracking and overall device security.	December 13, 2016	Legislative Audit Council
Two of the disbursement transactions inspected were not paid timely in accordance with Department policy. Both disbursements were to refund offender overpayments associated with cases that were closed in fiscal	The agency will continue to closely review closed offender accounts monthly to ensure refunds packets are submitted to finance timely for processing.	May 9, 2018	Agreed-Upon Procedures – Office of the State Auditor

year 2015, but were not paid until fiscal year 2017.			
We were unable to confirm compliance with the Department's requirement to report Public Service Employment set-up fee information as required by fiscal year 2017 Proviso 66.6.	The Public Service Employment set-up fee will be included in the FY17-18 Accountability report, to be shared with the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee. However, the department will explore changing Proviso 66.6 during the FY 20 Executive Budget Subcommittee Hearing, as this information is no longer a requirement by the House Ways and Means or the Senate Finance Committee. This proviso was adopted during the FY 08-09, due to budgetary Constraints at that time.	May 9, 2018	Agreed-Upon Procedures – Office of the State Auditor
Contingent rental payments reported on the Operating Leases Reporting Package were understated due to certain contingent rental payments miscoded as supplies in the general ledger. The inspection of Journal Entries identified a reclassification of some contingent rental payments to supplies and therefore not reported on the reporting package.	Due to the delayed response related to how to handle the classification of Cost Per Copy payments related to Copier rentals/leases, the agency did not have a chance to reclassify the Journal Entries prior to the yearend close period. The Agency is currently classifying the Cost Per Copy entries as required per the Comptroller General's Office guidance.	May 9, 2018	Agreed-Upon Procedures – Office of the State Auditor
The Public Employee Benefit Authority should implement an audit process to ensure that applicants for the Police Officers Retirement System meet the qualifications initially and on a continuing basis as set forth in South Carolina law	Partially Implemented	December 13, 2016	Legislative Audit Council
The General Assembly should amend state law to require the Materials Management Office to pre-approve all sole source procurements above an agency's certification limit.	Not implemented	December 13, 2016	Legislative Audit Council
The General Assembly should amend §1-11-270 of the S.C. Code of Laws to eliminate the assignment of state vehicles to agency heads based solely on their position.	Not implemented	December 13, 2016	Legislative Audit Council
The General Assembly should revise the Appropriations Act proviso on allowances for residences and compensation to require that state agencies report to the Agency Head Salary Commission the assignment of state vehicles to agency heads and the amount of personal use.	Not implemented	December 13, 2016	Legislative Audit Council

### III. Agency Spending

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<b>20. Finance Overview Chart.</b>	See attached Excel chart.
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### IV. Agency Legal Directives, Services, and Performance

#### *A. Laws*

See Legal Standards Chart from the agency's most recent Accountability Report.

#### *B. Deliverables*

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<b>21. Deliverables Chart.</b>	See attached Excel chart.
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#### *C. Performance*

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<b>22. Performance Measures Chart.</b>	See attached Excel chart.
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## V. Agency Ideas and Recommendations

### 23. Recommendations for changes in law.

LAW CHANGE 1			
Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
22-5-580	<p><u>Current Law:</u> Required that a statewide pretrial classification program be established to improve magistrates' collection and consideration of information concerning release of defendants to bail. It also required that PPP, an executive branch entity, promulgate regulations which were to be used by magistrates, judicial branch entities, for gathering information to be considered in admitting defendants to bail. This included a requirement that PPP create a "point total" system for pretrial bond screenings for magistrates.</p> <p><u>Recommendation:</u> Repeal.</p>	<p>Enacted in 1995, the entire project appears to have been abandoned by PPP and Court Administration shortly afterward due to concerns with separation of powers. Research reveals that nothing has been done with the statute since it was enacted.</p> <p>Section 22-5-510, by way of amendments enacted in 2010 Act No. 273, Section 10, 2014 Act No. 144 Section 3, and 2015 Act No. 58, Pt III, Section 11, now provides magistrates with a long list of information they either "must" consider or "may" consider when admitting defendants to bail. It also mandates that all relevant information be provided to the magistrates by the arresting law enforcement agency. In other words, Section 22-5-580 has effectively been replaced by section 22-5-510. As a result, 22-5-580 should be repealed.</p>	<p><u>Presented and approved by agency's governing body:</u> Not yet presented.</p> <p><u>Other entities potentially impacted:</u> Court Administration; Counties and Magistrate Courts.</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u></p>
Current Law Wording			Proposed Revisions to Law Wording
<p><b>SECTION 22-5-580.</b> Statewide pretrial classification program; bail-setting; Department of Probation, Parole and Pardon Services to promulgate regulations; "point-total" system.</p> <p>(A) A statewide pretrial classification program is established to bring about an improvement of magistrates' collections and consideration of information concerning release of persons placed in jail pending disposition of criminal charges. The program must allow magistrates to make more fully informed bail-setting decisions so those persons who present low risks of absconding while under appearance recognizance or an appearance bond may be released and those persons presenting unacceptably high risks of absconding or committing crime will continue to be held in custody.</p> <p>(B) The Department of Probation, Parole and Pardon Services shall promulgate regulations in accordance with the Administrative Procedures Act to be used by magistrates in improving the collection and consideration of information on persons requesting release on appearance recognizance or appearance bonds. The regulations developed by the Department of Probation, Parole and Pardon Services must include the establishment of a "point-total" system for pretrial screening of appropriate defendants. This system must establish an amount or range of the recognizance entered into based on the nature of the offense charged, the danger the accused presents to himself and others, the likelihood the accused will flee to avoid trial, and other applicable factors. The regulations also must provide guidance for the collection and verification of relevant information on the person under consideration for the release.</p>			<p>Repeal.</p>

**LAW CHANGE 2**

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
23-3-540(H)	<p><u>Current Law:</u> Provides for a ten-year review of the “Jessie’s Law” GPS monitoring of child sex offenders.</p> <p><u>Recommendation:</u> Strike the last sentence of Subsection (H).</p>	S.C. Supreme Court ruling, <i>State v. Dykes</i> , 403 S.C. 499, 744 S.E.2d 505 (2013) held that the final sentence of (H) was unconstitutional and therefore struck it from the code.	<p><u>Presented and approved by agency’s governing body:</u> Not yet presented.</p> <p><u>Other entities potentially impacted:</u> None</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u></p>

Current Law Wording	Proposed Revisions to Law Wording
<p>(H) The person shall be monitored by the Department of Probation, Parole and Pardon Services with an active electronic monitoring device for the duration of the time the person is required to remain on the sex offender registry pursuant to the provisions of this article, unless the person is committed to the custody of the State. Ten years from the date the person begins to be electronically monitored, the person may petition the chief administrative judge of the general sessions court for the county in which the person was ordered to be electronically monitored for an order to be released from the electronic monitoring requirements of this section. The person shall serve a copy of the petition upon the solicitor of the circuit and the Department of Probation, Parole and Pardon Services. The court must hold a hearing before ordering the person to be released from the electronic monitoring requirements of this section, unless the court denies the petition because the person is not eligible for release or based on other procedural grounds. The solicitor of the circuit, the Department of Probation, Parole and Pardon Services, and any victims, as defined in Article 15, Chapter 3, Title 16, must be notified of any hearing pursuant to this subsection and must be given an opportunity to testify or submit affidavits in response to the petition. If the court finds that there is clear and convincing evidence that the person has complied with the terms and conditions of the electronic monitoring and that there is no longer a need to electronically monitor the person, then the court may order the person to be released from the electronic monitoring requirements of this section. If the court denies the petition or refuses to grant the order, then the person may refile a new petition every five years from the date the court denies the petition or refuses to grant the order. A person may not petition the court if the person is required to register pursuant to this article for committing criminal sexual conduct with a minor in the first degree, pursuant to Section 16-3-655(A)(1), or criminal sexual conduct with a minor in the third degree, pursuant to Section 16-3-655(C).</p>	<p>(H) The person shall be monitored by the Department of Probation, Parole and Pardon Services with an active electronic monitoring device for the duration of the time the person is required to remain on the sex offender registry pursuant to the provisions of this article, unless the person is committed to the custody of the State. Ten years from the date the person begins to be electronically monitored, the person may petition the chief administrative judge of the general sessions court for the county in which the person was ordered to be electronically monitored for an order to be released from the electronic monitoring requirements of this section. The person shall serve a copy of the petition upon the solicitor of the circuit and the Department of Probation, Parole and Pardon Services. The court must hold a hearing before ordering the person to be released from the electronic monitoring requirements of this section, unless the court denies the petition because the person is not eligible for release or based on other procedural grounds. The solicitor of the circuit, the Department of Probation, Parole and Pardon Services, and any victims, as defined in Article 15, Chapter 3, Title 16, must be notified of any hearing pursuant to this subsection and must be given an opportunity to testify or submit affidavits in response to the petition. If the court finds that there is clear and convincing evidence that the person has complied with the terms and conditions of the electronic monitoring and that there is no longer a need to electronically monitor the person, then the court may order the person to be released from the electronic monitoring requirements of this section. If the court denies the petition or refuses to grant the order, then the person may refile a new petition every five years from the date the court denies the petition or refuses to grant the order. <del>A person may not petition the court if the person is required to register pursuant to this article for committing criminal sexual conduct with a minor in the first degree, pursuant to Section 16-3-655(A)(1), or criminal sexual conduct with a minor in the third degree, pursuant to Section 16-3-655(C).</del></p>

**LAW CHANGE 3**

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
24-21-610	<p><u>Current Law:</u> Sets the eligibility for parole for inmates not sentenced to “no parole” offenses and requires that, before paroling an inmate who has served ten consecutive years or more in prison, the Board must receive a report as to an inmate’s mental condition, from a duly qualified psychiatrist or psychologist.</p> <p><u>Recommendation:</u> Expand the pool of people who can provide the required report by allowing the use of duly qualified licensed professional counselors in lieu of psychiatrists or psychologists when they are unavailable.</p>	There are a limited number of psychiatrists and psychologists available to provide the required report. Allowing the Board to choose to use licensed professional counselors when a psychologist or psychiatrist is unavailable would alleviate this problem.	<p><u>Presented and approved by agency’s governing body:</u> Not yet presented.</p> <p><u>Other entities potentially impacted:</u> None</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u></p>

Current Law Wording	Proposed Revisions to Law Wording
<p>SECTION 24-21-610. Eligibility for parole.</p> <p>In all cases cognizable under this chapter the Board may, upon ten days' written notice to the solicitor and judge who participated in the trial of any prisoner, parole a prisoner convicted of a crime and imprisoned in the state penitentiary, in any jail, or upon the public works of any county who if:</p> <p>(1) sentenced for not more than thirty years has served at least one-third of the term;</p> <p>(2) sentenced to life imprisonment or imprisonment for any period in excess of thirty years, has served at least ten years.</p> <p>If after January 1, 1984, the Board finds that the statewide case classification system provided for in Chapter 23 of this title has been implemented, that an intensive supervision program for parolees who require more than average supervision has been implemented, that a system for the periodic review of all parole cases in order to assess the adequacy of supervisory controls and of parolee participation in rehabilitative programs has been implemented, and that a system of contracted rehabilitative services for parolees is being furnished by public and private agencies, then in all cases cognizable under this chapter the Board may, upon ten days' written notice to the solicitor and judge who participated in the trial of any prisoner, to the victim or victims, if any, of the crime, and to the sheriff of the county where the prisoner resides or will reside, parole a prisoner who if sentenced for a violent crime as defined in Section 16-1-60, has served at least one-third of the term or the mandatory minimum portion of sentence, whichever is longer. For any other crime the prisoner shall have served at least one-fourth of the term of a sentence or if sentenced to life imprisonment or imprisonment for any period in excess of forty years, has served at least ten years.</p>	<p>SECTION 24-21-610. Eligibility for parole.</p> <p>In all cases cognizable under this chapter the Board may, upon ten days' written notice to the solicitor and judge who participated in the trial of any prisoner, parole a prisoner convicted of a crime and imprisoned in the state penitentiary, in any jail, or upon the public works of any county who if:</p> <p>(1) sentenced for not more than thirty years has served at least one-third of the term;</p> <p>(2) sentenced to life imprisonment or imprisonment for any period in excess of thirty years, has served at least ten years.</p> <p>If after January 1, 1984, the Board finds that the statewide case classification system provided for in Chapter 23 of this title has been implemented, that an intensive supervision program for parolees who require more than average supervision has been implemented, that a system for the periodic review of all parole cases in order to assess the adequacy of supervisory controls and of parolee participation in rehabilitative programs has been implemented, and that a system of contracted rehabilitative services for parolees is being furnished by public and private agencies, then in all cases cognizable under this chapter the Board may, upon ten days' written notice to the solicitor and judge who participated in the trial of any prisoner, to the victim or victims, if any, of the crime, and to the sheriff of the county where the prisoner resides or will reside, parole a prisoner who if sentenced for a violent crime as defined in Section 16-1-60, has served at least one-third of the term or the mandatory minimum portion of sentence, whichever is longer. For any other crime the prisoner shall have served at least one-fourth of the term of a sentence or if sentenced to life imprisonment or imprisonment for any period in excess of forty years, has served at least ten years.</p>



The provisions of this section do not affect the parole ineligibility provisions for murder, armed robbery, and drug trafficking as set forth respectively in Sections 16-3-20 and 16-11-330, and subsection (e) of Section 44-53-370.

In computing parole eligibility, no deduction of time may be allowed in any case for good behavior, but after June 30, 1981, there must be deductions of time in all cases for earned work credits, notwithstanding the provisions of Sections 16-3-20, 16-11-330, and 24-13-230.

Notwithstanding the provisions of this section, the Board may parole any prisoner not sooner than one year prior to the prescribed date of parole eligibility when, based on medical information furnished to it, the Board determines that the physical condition of the prisoner concerned is so serious that he would not be reasonably expected to live for more than one year. Notwithstanding any other provision of this section or of law, 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 provisions of this section do not affect the parole ineligibility provisions for murder, armed robbery, and drug trafficking as set forth respectively in Sections 16-3-20 and 16-11-330, and subsection (e) of Section 44-53-370.

In computing parole eligibility, no deduction of time may be allowed in any case for good behavior, but after June 30, 1981, there must be deductions of time in all cases for earned work credits, notwithstanding the provisions of Sections 16-3-20, 16-11-330, and 24-13-230. Notwithstanding the provisions of this section, the Board may parole any prisoner not sooner than one year prior to the prescribed date of parole eligibility when, based on medical information furnished to it, the Board determines that the physical condition of the prisoner concerned is so serious that he would not be reasonably expected to live for more than one year. Notwithstanding any other provision of this section or of law, 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, or if a Department approved psychiatrist or psychologist is unavailable, a licensed professional counselor.

**LAW CHANGE 4**

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
24-21-35	<p><u>Current Law:</u> Comprised of language mandating that the Board make its “administrative recommendations” available to a victim before conducting the parole consideration hearing, but with no explanation or general cross-reference to other statutes which would explain who is submitting these recommendations to the Board and under what circumstances.</p> <p><u>Recommendation:</u> Add a specific reference to section 24-21-620 or more generally to Article 7 of Chapter 21, which clarifies that these “administrative recommendations” are in fact the “recommendations” described in section 24-21-620 which must be submitted by an administrative hearing officer to the Board in those cases where an administrative hearing officer is appointed by the Board to review cases of prisoners in confinement for nonviolent crimes. Also, in an effort to maintain consistency with the sections 24-21-5(3) &amp; 24-21-10(B), refer to it as the “Board of Probation, Parole and Pardon Services” rather than the “Department of Probation, Parole and Pardon Services Board.”</p>	As it currently stands, Section 24-21-35 makes it appear as if the Board relies on “administrative recommendations” in all parole consideration cases, which can be confusing to victims and is not the case. Clarifying language would not only tie the related provisions together for the ease of someone reading or researching our statutes, but would also eliminate confusion for victims.	<p><u>Presented to and approved by agency’s governing body:</u> Not yet presented.</p> <p><u>Other entities potentially impacted:</u> None</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u></p>
<b>Current Law Wording</b>		<b>Proposed Revisions to Law Wording</b>	
The Department of Probation, Parole and Pardon Services Board shall make its administrative recommendations available to a victim of a crime before it conducts a parole hearing for the perpetrator of the crime.		The <del>Department Board</del> of Probation, Parole and Pardon Services <del>Board</del> shall make <del>its any</del> administrative recommendations <u>which are submitted by an administrative hearing officer pursuant to Article 7 of this Chapter</u> , available to a victim of a crime before it conducts a parole hearing for the perpetrator of the crime.	

**LAW CHANGE 5**

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
24-21-220	<p><u>Current Law:</u> Establishes the broad powers and duties of the Director of the Department. Includes language about providing an annual written report to the Board, the Governor, and the General Assembly providing statistical and other information pertinent to the Department’s activities.</p> <p><u>Recommendation:</u> Change the language to allow for this report to be made electronically accessible to the Board, Governor, and the General Assembly, as well as the public, without requiring that the Department provide an actual written report to the three named entities.</p>	<p>This recommendation is being made simply to modernize the language for the mandatory sharing of these reports by allowing them to be made available in an easily accessible format rather than sent in writing to the named entities. The change would allow electronic or digital availability via email or the Department’s website.</p>	<p><u>Presented to and approved by agency’s governing body:</u> Not yet presented.</p> <p><u>Other entities potentially impacted:</u> None</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u></p>
<b>Current Law Wording</b>		<b>Proposed Revisions to Law Wording</b>	
<p>The director is vested with the exclusive management and control of the department and is responsible for the management of the department for the proper care, assessment, treatment, supervision, and management of offenders under its control. The director shall manage and control the department and it is the duty of the director to carry out the policies of the department. The director is responsible for scheduling board meetings, assuring that the proper cases and investigations are prepared for the board, maintaining the board’s official records, and performing other administrative duties related to the board’s activities. The director must employ within his office such personnel as may be necessary to carry out his duties and responsibilities including the functions of probation, parole, and community supervision, community-based programs, financial management, research and planning, staff development and training, and internal audit. The director shall make annual written reports to the board, the Governor, and the General Assembly providing statistical and other information pertinent to the department’s activities.</p>		<p>The director is vested with the exclusive management and control of the department and is responsible for the management of the department for the proper care, assessment, treatment, supervision, and management of offenders under its control. The director shall manage and control the department and it is the duty of the director to carry out the policies of the department. The director is responsible for scheduling board meetings, assuring that the proper cases and investigations are prepared for the board, maintaining the board’s official records, and performing other administrative duties related to the board’s activities. The director must employ within his office such personnel as may be necessary to carry out his duties and responsibilities including the functions of probation, parole, and community supervision, community-based programs, financial management, research and planning, staff development and training, and internal audit. The director shall make annual written reports <u>available to the public</u>, the board, the Governor, and the General Assembly providing statistical and other information pertinent to the department’s activities.</p>	

**LAW CHANGE 6**

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
24-21-430	<p><u>Current Law:</u> The list of required conditions of probation does not include an automatic prohibition on the possession of a firearm while on probation, leaving it as a court-ordered or Department-enhanced condition.</p> <p><u>Recommendation:</u> Require that no person on probation may possess a firearm.</p>	<p>A judge can order that an offender be allowed to possess a firearm while the offender is on supervision, which causes safety issues if an agent has to serve a warrant or conduct searches of the offender who may be armed. Adding this as a statutory requirement would ensure all probationers are legislatively prohibited from possessing a firearm.</p>	<p><u>Presented to and approved by agency's governing body:</u> Not yet presented.</p> <p><u>Other entities potentially impacted:</u> All Law Enforcement Agencies.</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u></p>
<b>Current Law Wording</b>		<b>Proposed Revisions to Law Wording</b>	
<p>The court may impose by order duly entered and may at any time modify the conditions of probation and may include among them any of the following or any other condition not prohibited in this section; however, the conditions imposed must include the requirement that the probationer must permit the search or seizure, without a search warrant, based on reasonable suspicions, of the probationer's person, any vehicle the probationer owns or is driving, and any of the probationer's possessions by:</p> <p>(1) any probation agent employed by the Department of Probation, Parole and Pardon Services; or</p> <p>(2) any other law enforcement officer, but the conditions imposed upon a probationer who 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 may not include the requirement that the probationer agree to be subject to search or seizure, without a search warrant, with or without cause, of the probationer's person, any vehicle the probationer owns or is driving, or any of the probationer's possessions.</p> <p>By enacting this provision, the General Assembly intends to provide law enforcement with a means of reducing recidivism and does not authorize law enforcement officers to conduct searches for the sole purpose of harassment. Immediately before each search or seizure pursuant to this section, the law enforcement officer seeking to conduct the search or seizure must verify with the Department of Probation, Parole and Pardon Services or by any other means available to the officer that the individual upon whom the search or seizure will be conducted is currently on probation. A law enforcement officer conducting a search or seizure without a warrant pursuant to this section shall report to the law enforcement agency that employs him all of these searches or seizures, which shall include the name, address, age, gender, and race or ethnicity of the person that is the subject of the search or seizure. The law</p>		<p>The court may impose by order duly entered and may at any time modify the conditions of probation and may include among them any of the following or any other condition not prohibited in this section; however, the conditions imposed must include the requirement that the probationer must permit the search or seizure, without a search warrant, based on reasonable suspicions, of the probationer's person, any vehicle the probationer owns or is driving, and any of the probationer's possessions by:</p> <p>(1) any probation agent employed by the Department of Probation, Parole and Pardon Services; or</p> <p>(2) any other law enforcement officer, but the conditions imposed upon a probationer who 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 may not include the requirement that the probationer agree to be subject to search or seizure, without a search warrant, with or without cause, of the probationer's person, any vehicle the probationer owns or is driving, or any of the probationer's possessions.</p> <p>By enacting this provision, the General Assembly intends to provide law enforcement with a means of reducing recidivism and does not authorize law enforcement officers to conduct searches for the sole purpose of harassment. Immediately before each search or seizure pursuant to this section, the law enforcement officer seeking to conduct the search or seizure must verify with the Department of Probation, Parole and Pardon Services or by any other means available to the officer that the individual upon whom the search or seizure will be conducted is currently on probation. A law enforcement officer conducting a search or seizure without a warrant pursuant to this section shall report to the law enforcement agency that employs him all of these searches or seizures, which shall include the name, address, age, gender, and race or ethnicity of the person that is the subject of the search or seizure. The law enforcement agency shall submit this information at the end of each month to the Department of Probation, Parole and Pardon Services for review of abuse. A finding of abuse of the use of searches or seizures without a search warrant must be reported by</p>	

enforcement agency shall submit this information at the end of each month to the Department of Probation, Parole and Pardon Services for review of abuse. A finding of abuse of the use of searches or seizures without a search warrant must be reported by the Department of Probation, Parole and Pardon Services to the State Law Enforcement Division for investigation. If the law enforcement officer fails to report each search or seizure pursuant to this section, he is subject to discipline pursuant to the employing agency's policies and procedures.

To effectively supervise probationers, the director shall develop policies and procedures for imposing conditions of supervision on probationers. These conditions may enhance but must not diminish court imposed conditions.

The probationer shall:

- (1) refrain from the violations of any state or federal penal laws;
- (2) avoid injurious or vicious habits;
- (3) avoid persons or places of disreputable or harmful character;
- (4) permit the probation agent to visit at his home or elsewhere;
- (5) work faithfully at suitable employment as far as possible;
- (6) pay a fine in one or several sums as directed by the court;
- (7) perform public service work as directed by the court;
- (8) submit to a urinalysis or a blood test or both upon request of the probation agent;
- (9) submit to curfew restrictions;
- (10) submit to house arrest which is confinement in a residence for a period of twenty-four hours a day, with only those exceptions as the court may expressly grant in its discretion;
- (11) submit to intensive surveillance which may include surveillance by electronic means;
- (12) support his dependents; and
- (13) follow the probation agent's instructions and advice regarding recreational and social activities.

the Department of Probation, Parole and Pardon Services to the State Law Enforcement Division for investigation. If the law enforcement officer fails to report each search or seizure pursuant to this section, he is subject to discipline pursuant to the employing agency's policies and procedures.

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The probationer shall:

- (1) refrain from the violations of any state or federal penal laws;
- (2) avoid injurious or vicious habits;
- (3) avoid persons or places of disreputable or harmful character;
- (4) permit the probation agent to visit at his home or elsewhere;
- (5) work faithfully at suitable employment as far as possible;
- (6) pay a fine in one or several sums as directed by the court;
- (7) perform public service work as directed by the court;
- (8) submit to a urinalysis or a blood test or both upon request of the probation agent;
- (9) submit to curfew restrictions;
- (10) submit to house arrest which is confinement in a residence for a period of twenty-four hours a day, with only those exceptions as the court may expressly grant in its discretion;
- (11) submit to intensive surveillance which may include surveillance by electronic means;
- (12) support his dependents; and
- (13) follow the probation agent's instructions and advice regarding recreational and social activities;
- (14) not possess a firearm.

**LAW CHANGE 7**

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
24-21-480 & 24-21-485	<p><u>Current Law:</u> Establishes the Department’s discretionary authority to establish and maintain restitution centers and the sentencing court’s authority to place an offender in such a restitution center as a condition of probation.</p> <p><u>Recommendation:</u> Repeal.</p>	<p>First passed in 1986 and last substantively amended in 1993, these two laws authorize something that no longer exists. The Department ceased operating restitution centers in 2018 and has no plans to exercise this discretionary authority to reestablish restitution centers in South Carolina. Where no restitution centers are currently in existence and have not been for over a year, and where, in conjunction with sentencing reform, the General Assembly has placed a focus on alternative means of enforcing the collection of restitution, such as the Administrative Monitoring Program described in sections 24-21-5(1) 24-21-100 of the Code, these two statutes have become obsolete and could be repealed.</p>	<p><u>Presented to and approved by agency’s governing body:</u> Not yet presented.</p> <p><u>Other entities potentially impacted:</u> Courts of General Sessions</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u></p>

Current Law Wording	Proposed Revisions to Law Wording
<p><b>SECTION 24-21-480.</b> Restitution Center program; distribution of offenders’ salaries.</p> <p>The judge may suspend a sentence for a defendant convicted of a nonviolent offense, as defined in Section 16-1-70, for which imprisonment of more than ninety days may be imposed, or as a revocation of probation, and may place the offender in a restitution center as a condition of probation. The board may place a prisoner in a restitution center as a condition of parole. The department, on the first day of each month, shall present to the general sessions court a report detailing the availability of bed space in the restitution center program. The restitution center is a program under the jurisdiction of the department.</p> <p>The offender must have paid employment and/or be required to perform public service employment up to a total of fifty hours per week.</p> <p>The offender must deliver his salary to the restitution center staff who must distribute it in the following manner:</p> <ol style="list-style-type: none"> <li>(1) restitution to the victim or payment to the account established pursuant to the Victims of Crime Act of 1984, Public Law 98-473, Title II, Chapter XIV, Section 1404, as ordered by the court;</li> <li>(2) payment of child support or alimony or other sums as ordered by a court;</li> <li>(3) payment of any fines or court fees due;</li> <li>(4) payment of a daily fee for housing and food. This fee may be set by the department with the approval of the Department of Administration. The fee must be based on the offender’s ability to pay not to exceed the actual costs. This fee must be deposited by the department with the State Treasurer for credit to the same account as funds collected under Sections 14-1-210 through 14-1-230;</li> <li>(5) payment of any costs incurred while in the restitution center;</li> <li>(6) if available, fifteen dollars per week for personal items.</li> </ol> <p>The remainder must be deposited and given to the offender upon his discharge.</p>	<p>Repeal both 24-21-480 and 24-21-485.</p>

The offender must be in the restitution center for not more than six months, nor less than three months; provided, however, in those cases where the maximum term is less than one year the offender must be in the restitution center for not more than ninety days nor less than forty-five days.

Upon release from the restitution center, the offender must be placed on probation for a term as ordered by the court.

Failure to comply with program requirements may result in a request to the court to revoke the suspended sentence.

No person must be made ineligible for this program by reason of gender.

**SECTION 24-21-485.** Authority of Department of Probation, Parole, and Pardon Services with respect to establishment and maintenance of restitution centers.

In order for the department to establish and maintain restitution centers, the director may:

- (1) develop policies and procedures for the operation of restitution centers;
- (2) fund other management options advantageous to the State including, but not limited to, contracting with public or nonpublic entities for management of restitution centers;
- (3) lease buildings;
- (4) develop standards for disciplinary rules to be imposed on residents of restitution centers;
- (5) develop standards for the granting of emergency furloughs to participants.

LAW CHANGE 8			
Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
24-21-510 & 24-21-540	<p><u>Current Law:</u> Establishes the Department's duty to develop and operate a comprehensive community control system and Community Control Centers if the General Assembly appropriates sufficient funds.</p> <p><u>Recommendation:</u> Repeal.</p>	<p>First passed in 1993 and last substantively amended in 1995, these two laws authorize something that no longer exists. The Department ceased operating the lone community control center, located in Charleston, in 2002, after the General Assembly stopped appropriating funds for its operation. The Department also has no plans to seek funding for community control centers or to reestablish community control centers in South Carolina. Where no community control centers are currently in existence and have not been for 17 years, and where, in conjunction with sentencing reform, the General Assembly has placed a focus on alternative means of supervising high risk offenders, such as the Community Supervision Program described in section 24-21-560 of the Code, these two statutes are obsolete and should be repealed.</p>	<p><u>Presented to and approved by agency's governing body:</u> Not yet presented.</p> <p><u>Other entities potentially impacted:</u> Courts of General Sessions</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u></p>
<b>Current Law Wording</b>		<b>Proposed Revisions to Law Wording</b>	
<p><b>SECTION 24-21-510.</b> Development and operation of system; basic elements.</p> <p>The department shall develop and operate a comprehensive community control system if the General Assembly appropriates sufficient funds. The system shall include community control centers and sentencing options as a condition of probation, and utilize all sentencing options set forth in Chapter 21 of Title 24.</p> <p><b>SECTION 24-21-540.</b> Community Control Centers for higher risk offenders; guidelines for placement.</p> <p>The department shall develop and operate Community Control Centers for higher risk offenders, if the General Assembly appropriates funds to operate the centers. If the department has recommended the placement, offenders may be placed in a center for not less than thirty days nor more than six months by a judge as a condition of probation or as an alternative to probation revocation, or by the board as a condition of parole or as an alternative to parole revocation. An offender may not be placed in the center for more than six months on the same crime. There must not be consecutive sentencing to a Community Control Center.</p>		<p>Repeal both 24-21-510 and 24-21-540.</p>	



**LAW CHANGE 9**

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
<p>Chapter 22 of Title 24: the “Offender Management System Act.” Sections 24-22-10 through 24-22-170.</p>	<p><u>Current Law:</u> The “Offender Management System Act” established a system to be developed by the State Department of Corrections and the State Department of Probation, Parole and Pardon Services which permits carefully screened inmates to be identified, transferred into Department of Corrections Reintegration Centers and placed in Department of Probation, Parole and Pardon Services Community Control Strategies.</p> <p><u>Recommendation:</u> Repeal.</p>	<p>First passed in 1992, the Act terminated July 1, 1995, because it was not extended by the General Assembly. <u>See</u> Section 24-22-170. Because the entire Offender Management System contemplated by the Act is obsolete, Chapter 22 could be repealed.</p>	<p><u>Presented to and approved by agency’s governing body:</u> Not yet presented.</p> <p><u>Other entities potentially impacted:</u> S.C. Department of Corrections</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u></p>
Current Law Wording		Proposed Revisions to Law Wording	
<p><b>SECTION 24-22-10.</b> Short title. This chapter is known and may be cited as the “Offender Management System Act”.</p> <p><b>SECTION 24-22-20.</b> Definitions. As used herein: (a) “Adult criminal offender management system” means the system developed by the State Department of Corrections and the State Department of Probation, Parole and Pardon Services which permits carefully screened inmates to be identified, transferred into Department of Corrections Reintegration Centers and placed in Department of Probation, Parole and Pardon Services Community Control Strategies. (b) “Community control strategies” means offender supervision and offender management methods available in the community, including, but not limited to, home detention, day reporting centers, restitution centers, public service work programs, substance abuse programs, short term incarceration, and intensive supervision. (c) “High count” means the largest male prison system population, the largest female prison system population, or both, on any given day during a one-month period. (d) “Prison” means any male correctional facility, female correctional facility, or combined male and female correctional facility operated by the State Department of Corrections. (e) “Prison system” means the prisons operated by the State Department of Corrections. (f) “Offender” means every male inmate or female inmate, or both, who, at the time of the initiation of the offender management system, is or at any time during continuation of the system is serving a criminal sentence under commitment to the State Department of Corrections, including persons serving sentences in local detention facilities designated under the provisions of applicable law and regulations.</p>		<p>Repeal Chapter 22 of Title 24 – the “Offender Management System Act” [Sections 24-22-10 through 24-22-170] in its entirety.</p>	

(g) "Prison system population" means the total number of male prisoners, female prisoners, or combined total of female and male prisoners housed in the prisons operated by the State Department of Corrections.

(h) "Reintegration center" means an institution operated by the State Department of Corrections which provides for the evaluation of and necessary institutional programs for inmates in the offender management system.

(i) "Release date" means the date projected by the State Department of Corrections on which a prisoner will be released from prison, assuming maximum accrual of credit for good behavior has been established under Section 24-13-210 and earned work credits under Section 24-13-230.

(j) "Qualified prisoners" means any male prisoners, female prisoners, or combined total of female or male prisoners convicted of a nonviolent offense for which such prisoner has received a total sentence of five years or less and is presently serving a nonmandatory term of imprisonment for conviction of one or more of the following offenses:

reckless homicide (56-5-2910); armed robbery/accessory after the fact; simple assault; intimidation (16-11-550, 16-17-560); aggravated assault (16-23-490); arson of residence to defraud an insurer (16-11-110, 16-11-125); arson (16-11-110); arson-2nd degree (16-11-110(B)); arson-3rd degree (16-11-110(C)); burglary of safe vault (16-11-390); possession of tools for a crime (16-11-20); attempted burglary (16-13-170); petit larceny (16-13-30); purse snatching (16-13-150); shoplifting (16-13-110, 16-13-120); grand larceny (16-13-20); attempted grand larceny (16-13-20); larceny; credit card theft (16-13-20, 16-13-30, 16-13-35); possession of stolen vehicle (16-21-80, 16-21-130); unauthorized use of a vehicle (16-21-60, 16-21-130); forgery (16-13-10); fraud-swindling (16-13-320); fraudulent illegal use of credit card (16-14-60); fraudulent check (34-11-60); fraud-false statement or representation (16-13-240 through 16-13-290); breach of trust with fraudulent intent (16-13-230); failure to return tools or vehicle (16-13-420); insurance fraud (16-11-125, 16-11-130); obtaining controlled substance by fraud (44-53-40); defrauding an innkeeper (45-1-50); receipt of stolen property (16-13-180); destroying personal property (16-11-510); malicious injury to property (16-11-510, 16-11-520); hallucinogen-possession (44-53-370(c)); heroin-possession (44-53-370(c)); cocaine-possession (44-53-370(c)); cocaine-transporting (44-53-370(a)); marijuana-possession (44-53-370(c)); marijuana-producing (44-53-370(a)); legend drugs-possession (44-53-370(c)); distributing imitation controlled substances (44-53-370(a)); possession-imitation controlled substance (44-53-370(a)); indecent exposure (16-15-130); peeping tom (16-17-470); contributing to delinquency of minor (16-17-490); neglect-child (63-5-7-70); criminal domestic violence (16-25-20); prostitution (16-15-90 through 16-15-110); unlawful liquor possession (61-6-1800, 61-6-2220, 61-6-4710); public disorderly conduct/intoxication (16-17-530); making false report (16-17-725); contempt of court (14-1-150); obstructing justice (16-9-310 through 16-9-380); bribery (16-9-210)

through 16-9-270, 16-17-540 through 16-17-550); possession of incendiary device (16-23-480, 16-11-550); weapon license/registration (23-31-140); explosives possession (23-36-50, 23-36-170); threat to bomb (16-11-550); unlawful possession of firearm on premises of alcoholic beverage establishment (16-23-465); discharging firearm in dwelling (16-23-440); pointing a firearm (16-23-410); littering (16-11-700); DUI-drugs (56-5-2930, 56-5-2940); driving under suspension (56-1-460); failure to stop for officer (56-5-750); leaving the scene of accident (56-5-1210; 56-5-1220); possession of open container (61-4-110); trespassing (16-11-600 through 16-11-640); illegal use of telephone (16-17-430); smuggling contraband into prison (24-3-950); tax evasion (12-7-2750); false income tax statement (12-7-1630, 12-7-2750); accessory to a felony (16-1-40, 16-1-50); misprision of a felony; criminal conspiracy (16-17-410); habitual offender (56-1-1020 through 56-1-1100).

(k) "Operating capacity" means the safe and reasonable male inmate capacity, female inmate capacity, or combined male and female inmate capacity of the prison system operated by the State Department of Corrections as certified by the State Department of Corrections and approved by the Department of Administration.

**SECTION 24-22-30.** Eligibility to participate in offender management system.

To be eligible to participate in the offender management system, an offender shall:

- (a) be classified as a qualified prisoner as defined herein;
- (b) maintain a clear disciplinary record during the offender's incarceration or for at least six months prior to consideration for placement in the system;
- (c) demonstrate during incarceration a general desire to become a law abiding member of society;
- (d) satisfy any reasonable requirements imposed on the offender by the Department of Corrections;
- (e) be willing to participate in the criminal offender management system and all of its programs and rehabilitative services and agree to conditions imposed by the departments;
- (f) possess an acceptable risk score. The risk score shall be affected by, but not be limited to, the following factors:
  - (1) nature and seriousness of the current offense;
  - (2) nature and seriousness of prior offenses;
  - (3) institutional record;
  - (4) performance under prior criminal justice supervision; and
- (g) satisfy any other criteria established by the South Carolina Department of Corrections and the State Board of Probation, Parole and Pardon Services.

**SECTION 24-22-40.** Implementation of system; limits to issuance of certificates; Orders by Governor to enroll or cease release of prisoners.

The South Carolina Department of Probation, Parole and Pardon Services, in cooperation with the South Carolina Department of Corrections shall develop and establish policies, procedures, guidelines, and cooperative agreements for the

implementation of an adult criminal offender management system which permits carefully screened and selected male offenders and female offenders to be enrolled in the criminal offender management system.

After review by and approval of three members of the Board of Probation, Parole and Pardon Services designated by the Governor, the board shall enroll qualified offenders monthly into the offender management system to prevent the prison system population from exceeding one hundred percent of capacity at high count. No offender shall be issued an offender management system certificate and released from prison if the release of the offender will reduce the prison system population below ninety-five percent of capacity at high count.

If the Governor at any time during periods when the offender management system is in operation, determines that an insufficient number of inmates are being enrolled into the system to keep the prison system population below one hundred percent of capacity of high count or if the Governor determines that the number of inmates released has reached a level that could endanger the public welfare and safety of the State, he may issue an Executive Order requiring the South Carolina Department of Probation, Parole and Pardon Services and the South Carolina Department of Corrections to enroll a specified number of qualified prisoners per month for a specified number of months or require the department to cease and desist in the release of the inmates accordingly.

**SECTION 24-22-50.** System to be in operation during all periods in which funded.

The offender management system shall be in operation during all periods that the system is appropriately funded.

**SECTION 24-22-60.** Evaluation of offenders.

Offenders enrolled in the offender management system shall be evaluated at Department of Corrections Reintegration Centers. The evaluation shall determine the offender's needs prior to community placement. The programs and services provided at a reintegration center by the Department of Corrections shall prepare offenders to be placed in the appropriate community control strategies.

**SECTION 24-22-70.** Good behavior credit; earned work credits.

Offenders enrolled in the offender management system shall be entitled to good behavior credit as specified in Section 24-13-210 and to earned work credits as determined pursuant to Section 24-13-230. Offenders revoked from the offender management system shall not receive credit on their sentence for six months or for the time credited while placed in the community control strategies, whichever is less.

**SECTION 24-22-80.** Revocation of offender management system status; no appeal.

Revocation of offender management system status awarded under this chapter is a permissible prison disciplinary action.

Offenders transferred to a reintegration center who have not been placed in and agreed to community control strategies and who violate the conditions of the offender management system may be revoked from the system by the Department of

Corrections. Offenders who have been placed in and agreed to the community control strategies who violate the conditions of the offender management system certificate may be revoked from the offender management system by the Department of Probation, Parole and Pardon Services. The revocation procedures shall be developed jointly by the South Carolina Department of Corrections and the South Carolina Department of Probation, Parole and Pardon Services. There shall be no right to appeal a revocation.

**SECTION 24-22-90.** Enrollment in system; supervision in community; giving of notice; statements by victims, witnesses, solicitors, law enforcement officers, and others for or against release.

Offenders shall be enrolled in the offender management system and supervised in the community by the South Carolina Department of Probation, Parole and Pardon Services. The South Carolina Department of Corrections shall transfer enrolled inmates to a South Carolina Department of Corrections Reintegration Center for evaluation pursuant to Section 24-22-60. The South Carolina Department of Probation, Parole and Pardon Services shall issue an offender management system certificate with conditions which must be agreed to by the offender prior to the offender's placement in the community control strategies.

The South Carolina Department of Corrections shall notify the South Carolina Department of Probation, Parole and Pardon Services of all victim impact statements filed pursuant to Section 16-1-1550, which references offenders enrolled in the offender management system. The South Carolina Department of Probation, Parole and Pardon Services shall, prior to enrolling an offender into the offender management system, give thirty days prior written notice to any person or entity who has filed a written request for notice. Any victim or witness pursuant to Article 15, Chapter 3, Title 16 and any solicitor, law enforcement officer, or other person or entity may request notice about an offender under this section and may testify by written or oral statement for or against the release. The South Carolina Department of Probation, Parole and Pardon Services shall have authority to deny enrollment to any offender based upon the statements of any person responding to the notice of enrollment.

**SECTION 24-22-100.** Enrollee participation in designated programs; community control strategies.

Offenders enrolled in the offender management system shall be required to participate in programs designated by the South Carolina Department of Probation, Parole and Pardon Services, including community control strategies. These strategies may include, but are not limited to:

- (a) the South Carolina Department of Probation, Parole and Pardon Services Home Detention Supervision Program;
- (b) day reporting centers;
- (c) restitution centers;
- (d) public service work programs;

- (e) substance abuse programs;
- (f) short term incarceration; and
- (g) intensive supervision programs.

**SECTION 24-22-110.** Status of enrollees; retention and sharing of control by departments; revocation of enrollment.

Offenders enrolled in the offender management system shall retain the status of inmates in the jurisdiction of the South Carolina Department of Corrections. Control over the offenders is vested in the South Carolina Department of Corrections while the offender is in a reintegration center and is vested in the South Carolina Department of Probation, Parole and Pardon Services while the offender is in the community. Offenders may be revoked from the offender management system for a violation of any condition of the offender management system. There shall be no right to appeal the revocation decision of either department.

**SECTION 24-22-120.** Discipline or removal from system; violation, arrest and detention; no bond pending hearing.

At any time while an enrolled offender is at a reintegration center, the enrolled offender may be disciplined or removed from the offender management system, or both, according to procedures established by the Department of Corrections.

At any time during a period of community supervision, a probation and parole agent may issue a warrant or a citation and affidavit setting forth that the person enrolled in the offender management system has in the agent's judgment violated the conditions of the offender management system. Any police officer or other officer with the power of arrest in possession of a warrant may arrest the offender and detain such offender in the county jail or other appropriate place of detention until such offender can be brought before the Department of Probation, Parole and Pardon Services. The offender shall not be entitled to be released on bond pending a hearing.

**SECTION 24-22-130.** Parole hearings; supervised furlough; vested rollbacks; continuation in system until sentence satisfied.

Offenders enrolled in the offender management system shall not be given a parole hearing or released on supervised furlough as long as the offender is on offender management system status. Offenders who have vested roll backs granted under the Prison Overcrowding Powers Act shall not lose such benefits. Offenders enrolled in the offender management system will remain in the offender management system until the offender's sentence is satisfied, unless sooner revoked.

**SECTION 24-22-140.** No liberty interest or expectancy of release created.

The enactment of this legislation shall not create a "liberty interest" or an "expectancy of release" in any offender now incarcerated or in any offender who is incarcerated in the future.

**SECTION 24-22-150.** Funding required for system initiation and ongoing operation; hiatus when funding exhausted.

The offender management system must not be initiated and offenders shall not be enrolled in the offender management system unless appropriately funded out of the general funds of the State.

During periods when the offender management system is in operation and either the South Carolina Department of Corrections or the South Carolina Department of Probation, Parole and Pardon Services determines that its funding for the system has been exhausted, the commissioner for the department having made the determination that funds are exhausted shall notify the commissioner of the other department, the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the Senate. The offender management system shall then terminate until appropriate funding has been provided from the general funds of the State.

**SECTION 24-22-160.** Operating capacities of prison populations to be established; certification.

The Department of Corrections and the Department of Administration shall establish the operating capacities of the male prison population and the female prison population of the prison system operated by the Department of Corrections and shall, at least quarterly, certify existing operating capacities or establish change or new operating capacities.

**SECTION 24-22-170.** Termination of system and regulations.

The offender management system and any regulations promulgated thereto shall terminate July 1, 1995 unless extended by the General Assembly.

**LAW CHANGE 10**

Law	Summary of Current Law(s) and Recommended Change(s)	Basis for Recommendation	Approval and Others Impacted
9-11-40	<p><u>Current Laws:</u> In regard to a “police officer” as defined in the statute, provides that “Notwithstanding the provisions of this subsection, no person shall become a member on or after July 1, 1963 unless his employer certifies to the system that his service as a police officer requires at least one thousand six hundred hours a year of active duty and that the person’s salary for the service is at least two thousand dollars a year.”</p> <p><u>Recommendation:</u> Amend the law by adding a provision that would allow a law enforcement officer, with a certain number of years of line duty experience, but who has moved to an administrative position in a law enforcement agency, to retain PORS membership and benefits even if his or her service as a police officer does not require at least one thousand six hundred hours a year of active duty.</p>	<p>Legislative Audit Council: The General Assembly should consider amending the law regarding participation in the Police Officer Retirement System (PORS) for those in administrative positions in law enforcement agencies to add a provision to S.C. Code §9-11-40 that would allow law enforcement, with a certain number of years of line duty experience, to continue Police Officers Retirement System membership and retain Police Officer Retirement System benefits.</p>	<p><u>Presented to and approved by agency’s governing body:</u> Not yet presented.</p> <p><u>Other entities potentially impacted:</u> S.C. Retirement Systems; S.C. Police Officer Retirement Systems; Any political subdivision, agency, or department of the State which employs police officers and which has been admitted to the system as provided in Section 9-11-40.</p> <p><u>If the law is a regulation, where agency is in the process of finalizing it and providing it to the General Assembly:</u></p>

Current Law Wording	Proposed Revisions to Law Wording
<p>Application to become an employer under system; membership in system; classification of members; transfer of contributions and credited service to South Carolina Retirement System; continuation of membership in correlated systems.</p> <p>(1)(a) A county, municipality, or other political subdivision of the State, and an agency or department of a political subdivision or service organization referred to in Section 9-11-10(17)(c) in its discretion, may become an employer by applying to the board for admission to the system and by complying with the requirements of this section and the rules and regulations of the board. The application must set forth the requested date of admission, which must be the January first, or the April first, or the July first, or the October first next following receipt by the board of the application, except that in the case of any applications received before January 1, 1963, the requested date of admission may be July 1, 1962.</p> <p>(b) Notwithstanding the foregoing, if such application is received prior to July 1, 1966, the requested date of the admission shall be July 1, 1962; provided that contributions are made to the System within the calendar year 1966, in such manner as the Board deems reasonable, by the political subdivision seeking such admission and each and every police officer in its employ who will become a member following such admission, in amounts respectively equal to the total contributions which they would have made had such political subdivision become an employer as of July 1, 1962.</p> <p>(c) When such application is received after June 30, 1966 and prior to April 1, 1974, the requested date of such admission may be July 1, 1962, without loss or prejudice to their affected employees’ claims to prior service credits but such electing</p>	<p>Application to become an employer under system; membership in system; classification of members; transfer of contributions and credited service to South Carolina Retirement System; continuation of membership in correlated systems.</p> <p>(1)(a) A county, municipality, or other political subdivision of the State, and an agency or department of a political subdivision or service organization referred to in Section 9-11-10(17)(c) in its discretion, may become an employer by applying to the board for admission to the system and by complying with the requirements of this section and the rules and regulations of the board. The application must set forth the requested date of admission, which must be the January first, or the April first, or the July first, or the October first next following receipt by the board of the application, except that in the case of any applications received before January 1, 1963, the requested date of admission may be July 1, 1962.</p> <p>(b) Notwithstanding the foregoing, if such application is received prior to July 1, 1966, the requested date of the admission shall be July 1, 1962; provided that contributions are made to the System within the calendar year 1966, in such manner as the Board deems reasonable, by the political subdivision seeking such admission and each and every police officer in its employ who will become a member following such admission, in amounts respectively equal to the total contributions which they would have made had such political subdivision become an employer as of July 1, 1962.</p> <p>(c) When such application is received after June 30, 1966 and prior to April 1, 1974, the requested date of such admission may be July 1, 1962, without loss or prejudice to their affected employees’ claims to prior service credits but such electing employers and their employees shall be subject to the payment of such contributions, if any, as the Board may</p>



employers and their employees shall be subject to the payment of such contributions, if any, as the Board may determine to be necessary to avoid any possible discrimination as against employers and employees coming under the terms hereof at an earlier date.

(d) An employer whose requested date of admission is on or after July 1, 1974, shall agree to make contributions on account of all service before the date of admission rendered by members in its employ who make contributions with respect to such service.

(2) In no event will admission as an employer be allowed unless a majority of all persons then employed as police officers by the prospective employer elect irrevocably to become members of the System as of the requested date of admission.

(3) Any employer participating in the System as of June 30, 1974 which is not participating in the Supplemental Allowance Program may elect as of July 1, 1974 or as of July 1 of any year thereafter to provide Class Two membership for police officers in its employ and thereby enable them to qualify for benefits based on Class Two service. Any such employer who so elects shall agree to pay the increased rate of employer contributions applicable to Class Two members with respect to police officers in its employ who become Class Two members. The police officers in the employ of any such employer which does not make such election shall be entitled only to the benefits herein provided with respect to Class One service.

(4) All persons who become employed as police officers by the State or other employer after the employer's date of admission to the system under the provisions of this section must become members, as a condition of their employment.

Notwithstanding the provisions of this subsection, no person shall become a member on or after July 1, 1963 unless his employer certifies to the system that his service as a police officer requires at least one thousand six hundred hours a year of active duty and that the person's salary for the service is at least two thousand dollars a year. If in any year after this certification the member does not render at least one thousand six hundred hours of active duty as a police officer, or if the member does not receive at least two thousand dollars in salary, his membership ceases and the provisions of Section 9-11-100 apply.

(5) Notwithstanding any other provision of law, no person shall be eligible to participate in the System as a member and in another fund with respect to the same position nor shall any person be entitled to receive duplicate benefits for the same period of service in the same position.

(6) All persons who are employed as police officers by an employer at the date of the employer's admission to the System shall become members as of such date unless, within a period of one month following such date, they shall have filed with the Board on a form prescribed by the Board a notice of their election not to be covered in the membership and duly executed waiver of all present and prospective benefits which would otherwise inure to them on account of their participation in the System.

determine to be necessary to avoid any possible discrimination as against employers and employees coming under the terms hereof at an earlier date.

(d) An employer whose requested date of admission is on or after July 1, 1974, shall agree to make contributions on account of all service before the date of admission rendered by members in its employ who make contributions with respect to such service.

(2) In no event will admission as an employer be allowed unless a majority of all persons then employed as police officers by the prospective employer elect irrevocably to become members of the System as of the requested date of admission.

(3) Any employer participating in the System as of June 30, 1974 which is not participating in the Supplemental Allowance Program may elect as of July 1, 1974 or as of July 1 of any year thereafter to provide Class Two membership for police officers in its employ and thereby enable them to qualify for benefits based on Class Two service. Any such employer who so elects shall agree to pay the increased rate of employer contributions applicable to Class Two members with respect to police officers in its employ who become Class Two members. The police officers in the employ of any such employer which does not make such election shall be entitled only to the benefits herein provided with respect to Class One service.

(4) All persons who become employed as police officers by the State or other employer after the employer's date of admission to the system under the provisions of this section must become members, as a condition of their employment.

Notwithstanding the provisions of this subsection, no person shall become a member on or after July 1, 1963 unless: (1) his employer certifies to the system that his service as a police officer requires at least one thousand six hundred hours a year of active duty and that the person's salary for the service is at least two thousand dollars a year, or (2) his employer certifies to the system that the person previously served as a police officer requiring at least one thousand six hundred hours a year of active duty, for an aggregate period of at least ten years, and now works in an administrative or supervisory capacity for the employer. If in any year after this certification the member does not ~~render at least one thousand six hundred hours of active duty as a police officer, or if the member does not receive at least two thousand dollars in salary,~~ meet one of these two qualifying conditions, his membership ceases and the provisions of Section 9-11-100 apply.

(5) Notwithstanding any other provision of law, no person shall be eligible to participate in the System as a member and in another fund with respect to the same position nor shall any person be entitled to receive duplicate benefits for the same period of service in the same position.

(6) All persons who are employed as police officers by an employer at the date of the employer's admission to the System shall become members as of such date unless, within a period of one month following such date, they shall have filed with the Board on a form prescribed by the Board a notice of their election not to be covered in the membership and duly executed waiver of all present and prospective benefits which would otherwise inure to them on account of their participation in the System.

(7) Each member shall be classified as either a Class One member or a Class Two member, as hereinafter provided, and shall make the contributions and be eligible for the benefits provided for his class. Each member who is a participant in the Supplemental Allowance Program as of June 30, 1974 shall be a Class Two member. Any other police officer who became a member prior to July 1, 1974 and who is employed by the State or by an employer which is participating in the Supplemental Allowance Program as of June 30, 1974 or which elects to provide Class Two membership for police officers in its employ may elect by written notice filed with the Board within 60 days after July 1, 1974 to become a Class Two member as of said date, provided that any such member who is not in service as of July 1, 1974 may make such election within 60 days after his return to service. Any police officer becoming a member on or after July 1, 1974 who is employed by the State or by an employer which has elected to provide Class Two membership for police officers in its employ shall become a Class Two member. Any member employed by an employer whose date of admission is on or after July 1, 1974 shall be a Class Two member. Any member who is not a Class Two member shall be a Class One member.

(8) Should any member of the System withdraw his accumulated contributions or die or retire under the provisions hereof, he shall thereupon cease to be a member. The membership of any police officer entering the Armed Service of the United States shall be continued during such period in the Armed Service if he does not withdraw his contributions, and such member shall be considered to have accrued service credit during such period in the Armed Service if he returns to service as a police officer for an employer within ninety days after first becoming eligible for a discharge from such Armed Service and if, within one year following such return, he makes the contributions which he would have made had he continued in service as a police officer during such period.

(9) As used in this item, "correlated system" shall mean one or more of the following:

(a) South Carolina Retirement System;

(b) South Carolina Police Officers Retirement System;

(c) Retirement System for Members of the General Assembly of the State of South Carolina.

If a member of any correlated system ceases to occupy a position covered under the System and if, within the protective period and under such conditions as are set forth in the correlated system for continuation of membership therein, he accepts a position covered by another correlated system, he shall notify the Director of each System of such employment, and his membership in the first System must be continued so long as his membership in the other System continues. Service credited to the member under the provisions of the first System must be considered service credits for the purpose of determining eligibility for benefits, but not the amount thereof, under the other System. Any benefit under any one of the correlated systems must be computed solely on the basis of service and contributions credited under that System, and must

(7) Each member shall be classified as either a Class One member or a Class Two member, as hereinafter provided, and shall make the contributions and be eligible for the benefits provided for his class. Each member who is a participant in the Supplemental Allowance Program as of June 30, 1974 shall be a Class Two member. Any other police officer who became a member prior to July 1, 1974 and who is employed by the State or by an employer which is participating in the Supplemental Allowance Program as of June 30, 1974 or which elects to provide Class Two membership for police officers in its employ may elect by written notice filed with the Board within 60 days after July 1, 1974 to become a Class Two member as of said date, provided that any such member who is not in service as of July 1, 1974 may make such election within 60 days after his return to service. Any police officer becoming a member on or after July 1, 1974 who is employed by the State or by an employer which has elected to provide Class Two membership for police officers in its employ shall become a Class Two member. Any member employed by an employer whose date of admission is on or after July 1, 1974 shall be a Class Two member. Any member who is not a Class Two member shall be a Class One member.

(8) Should any member of the System withdraw his accumulated contributions or die or retire under the provisions hereof, he shall thereupon cease to be a member. The membership of any police officer entering the Armed Service of the United States shall be continued during such period in the Armed Service if he does not withdraw his contributions, and such member shall be considered to have accrued service credit during such period in the Armed Service if he returns to service as a police officer for an employer within ninety days after first becoming eligible for a discharge from such Armed Service and if, within one year following such return, he makes the contributions which he would have made had he continued in service as a police officer during such period.

(9) As used in this item, "correlated system" shall mean one or more of the following:

(a) South Carolina Retirement System;

(b) South Carolina Police Officers Retirement System;

(c) Retirement System for Members of the General Assembly of the State of South Carolina.

If a member of any correlated system ceases to occupy a position covered under the System and if, within the protective period and under such conditions as are set forth in the correlated system for continuation of membership therein, he accepts a position covered by another correlated system, he shall notify the Director of each System of such employment, and his membership in the first System must be continued so long as his membership in the other System continues. Service credited to the member under the provisions of the first System must be considered service credits for the purpose of determining eligibility for benefits, but not the amount thereof, under the other System. Any benefit under any one of the correlated systems must be computed solely on the basis of service and contributions credited under that System, and must be payable at such times and subject to such age and service conditions as are set forth therein, except the average final salary under either the South Carolina Retirement System or the Police Officers Retirement System may be used for

be payable at such times and subject to such age and service conditions as are set forth therein, except the average final salary under either the South Carolina Retirement System or the Police Officers Retirement System may be used for the benefit calculation under both systems for consecutive earned service credit. A member is not eligible to receive retirement payments so long as he is employed in a position covered by the South Carolina Retirement System or the South Carolina Police Officers Retirement System.

A member of the South Carolina Police Officers Retirement System may transfer credited service he received under the South Carolina Retirement System to the South Carolina Police Officers Retirement System on payment of accumulated employer and employee contributions and interest in the South Carolina Retirement System plus five percent of current compensation for each year of service prorated for periods of less than a year.

Service transferred under this subsection that was earned in the South Carolina Retirement System is "earned service" and counts toward the required five or more years of earned service necessary for benefit eligibility. With respect to service transferred to the system under this subsection, compensation earned while participating in the South Carolina Retirement System is not earnable compensation under the system and shall not be used in calculating a member's average final compensation.

(10) Notwithstanding any other provision of law, any county, municipality or other political subdivision of the State, and any agency or department thereof which is participating in the South Carolina Retirement System with respect to firemen in its employ, may become an employer under the South Carolina Police Officers Retirement System with respect to such firemen by applying to the Board for admission to the System and complying with the rules and regulations of the Board. Such application shall set forth the requested date of admission which shall be July 1, 1976, or any subsequent July first, next following receipt by the Board of such application.

In no event will admission as an employer under this subsection be allowed unless a majority of all persons then employed as firemen by the prospective employer elect irrevocably to become members of the System as of the requested date of admission.

All persons who are employed as firemen by such employer at the date of the employer's admission to the System shall become members as of such date unless, within a period of one month following such date, they shall have filed with the Board on a form prescribed by the Board a notice of their election not to be covered in the membership and a duly executed waiver of all present and prospective benefits which would otherwise inure to them on account of their participation in the System.

All persons who become employed as firemen by the State or other employer after the employer's date of admission to the System under the provisions of this subsection shall become members, as a condition of their employment.

the benefit calculation under both systems for consecutive earned service credit. A member is not eligible to receive retirement payments so long as he is employed in a position covered by the South Carolina Retirement System or the South Carolina Police Officers Retirement System.

A member of the South Carolina Police Officers Retirement System may transfer credited service he received under the South Carolina Retirement System to the South Carolina Police Officers Retirement System on payment of accumulated employer and employee contributions and interest in the South Carolina Retirement System plus five percent of current compensation for each year of service prorated for periods of less than a year.

Service transferred under this subsection that was earned in the South Carolina Retirement System is "earned service" and counts toward the required five or more years of earned service necessary for benefit eligibility. With respect to service transferred to the system under this subsection, compensation earned while participating in the South Carolina Retirement System is not earnable compensation under the system and shall not be used in calculating a member's average final compensation.

(10) Notwithstanding any other provision of law, any county, municipality or other political subdivision of the State, and any agency or department thereof which is participating in the South Carolina Retirement System with respect to firemen in its employ, may become an employer under the South Carolina Police Officers Retirement System with respect to such firemen by applying to the Board for admission to the System and complying with the rules and regulations of the Board. Such application shall set forth the requested date of admission which shall be July 1, 1976, or any subsequent July first, next following receipt by the Board of such application.

In no event will admission as an employer under this subsection be allowed unless a majority of all persons then employed as firemen by the prospective employer elect irrevocably to become members of the System as of the requested date of admission.

All persons who are employed as firemen by such employer at the date of the employer's admission to the System shall become members as of such date unless, within a period of one month following such date, they shall have filed with the Board on a form prescribed by the Board a notice of their election not to be covered in the membership and a duly executed waiver of all present and prospective benefits which would otherwise inure to them on account of their participation in the System.

All persons who become employed as firemen by the State or other employer after the employer's date of admission to the System under the provisions of this subsection shall become members, as a condition of their employment.

Notwithstanding the provisions of this subsection, no fireman shall become a member on or after July 1, 1976, unless the member's employer certifies to the system that his service as a fireman requires at least one thousand, six hundred hours a year of active duty and that the member's salary for the service is at least two thousand dollars a year. If in any year after this certification the member does not render at least one thousand, six hundred hours of active

Notwithstanding the provisions of this subsection, no fireman shall become a member on or after July 1, 1976, unless the member's employer certifies to the system that his service as a fireman requires at least one thousand, six hundred hours a year of active duty and that the member's salary for the service is at least two thousand dollars a year. If in any year after this certification the member does not render at least one thousand, six hundred hours of active duty as a fireman, or if the member does not receive at least two thousand dollars in salary, his membership ceases and the provisions of Section 9-11-100 apply.

Each fireman who becomes a member of the System as provided in this subsection shall be classified as a Class Two member and shall make the contributions and be eligible for the benefits provided for Class Two members. With respect to his service while a member of the System, any fireman who becomes a member of the System pursuant to this subsection shall be subject to all of the provisions of this article which would be applicable if he were a police officer.

If a fireman is a member of the South Carolina Retirement System at the time he becomes a member of the South Carolina Police Officers Retirement System his membership in the South Carolina Retirement System shall be continued so long as his membership in the South Carolina Police Officers System continues. Service credited to the member under the provisions of the South Carolina Retirement System shall be considered credited service for the purpose of determining eligibility for benefits, but not the amount thereof, under the South Carolina Police Officers Retirement System. Any benefit under either one of these two correlated systems shall be computed solely on the basis of service and contributions credited under that System, but in determining the member's average final compensation, his compensation received during credited service under both Systems shall be taken into account. Such benefits shall be payable at such times and subject to such age and service conditions as provided under the respective Systems; provided, however, a member shall not be eligible to receive retirement payments so long as he is employed in a position covered by the South Carolina Retirement System or the South Carolina Police Officers Retirement System. Notwithstanding the above, the disability retirement benefit shall only be paid from and based on the benefit provisions of the System to which the member is contributing at the time of disability and shall be based on the total of his credited service under both Systems. The amount of accumulated contributions of such disabled member which is credited to his account under the System to which he is not contributing at the time of disability, shall be transferred to the System from which his disability retirement benefit shall be paid.

duty as a fireman, or if the member does not receive at least two thousand dollars in salary, his membership ceases and the provisions of Section 9-11-100 apply.

Each fireman who becomes a member of the System as provided in this subsection shall be classified as a Class Two member and shall make the contributions and be eligible for the benefits provided for Class Two members. With respect to his service while a member of the System, any fireman who becomes a member of the System pursuant to this subsection shall be subject to all of the provisions of this article which would be applicable if he were a police officer.

If a fireman is a member of the South Carolina Retirement System at the time he becomes a member of the South Carolina Police Officers Retirement System his membership in the South Carolina Retirement System shall be continued so long as his membership in the South Carolina Police Officers System continues. Service credited to the member under the provisions of the South Carolina Retirement System shall be considered credited service for the purpose of determining eligibility for benefits, but not the amount thereof, under the South Carolina Police Officers Retirement System. Any benefit under either one of these two correlated systems shall be computed solely on the basis of service and contributions credited under that System, but in determining the member's average final compensation, his compensation received during credited service under both Systems shall be taken into account. Such benefits shall be payable at such times and subject to such age and service conditions as provided under the respective Systems; provided, however, a member shall not be eligible to receive retirement payments so long as he is employed in a position covered by the South Carolina Retirement System or the South Carolina Police Officers Retirement System. Notwithstanding the above, the disability retirement benefit shall only be paid from and based on the benefit provisions of the System to which the member is contributing at the time of disability and shall be based on the total of his credited service under both Systems. The amount of accumulated contributions of such disabled member which is credited to his account under the System to which he is not contributing at the time of disability, shall be transferred to the System from which his disability retirement benefit shall be paid.

## VI. Feedback (Optional)

### Agency feedback

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<b>24. (A) Other questions that may help the Committee and public understand how the agency operates, budgets, and performs</b>	None
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<b>(B) Best ways for the Committee to compare the specific results the agency obtained with the resources the agency invested</b>	None
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<b>(C) Changes to the report questions, format, etc., agency representatives would recommend.</b>	It is difficult to quantify the amount of human resources required to deliver each deliverable.
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<b>(D) Benefits agency representatives see in the public having access to the information in this report.</b>	Public access to the SCDPPPS Program Evaluation Report will enable South Carolinians to become more informed about the agency mission, future goals and existing programs that help protect public safety. Publication of the report will foster increased transparency, enabling SCDPPPS staff to strengthen its close connection to underserved communities and provide expanded assistance to victims and offenders. Both the agency and the constituents it serves will benefit from open discussion about department services and programs.
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<b>(E) Two to three things agency representatives could do differently next time (or it could advise other agencies to do) to complete the report in less time and at a lower cost to the agency.</b>	In an effort to enhance practices the Agency will need to request feedback and follow-up during and after developing the report.  The Agency should establish internal protocols, timelines and milestones.
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<b>(F) Other comments or suggestions from the agency.</b>	None
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## Organizational Unit Details

**Agency**

Department of Probation, Parole and Pardon Services

**Accurate as of**

6/12/2019 (Updated 1.27.20)

**Name of organizational unit** Executive Division

**Purpose of organizational unit** Executive Division is responsible for the following functions: Director's Office, Chief Deputy, Information Technology Services, Office of Professional Responsibility, Training Compliance & Professional Development, Office of Victim Services, and the Office of External Affairs

**Exit interviews or surveys performed?**

2017-18	Yes
2016-17	Yes
2015-16	Yes

**Employee satisfaction tracked?**

2017-18	No
2016-17	No
2015-16	No

**Anonymous employee feedback allowed?**

2017-18	Yes
2016-17	No
2015-16	No

**Number of employees (all types) in the unit**

<u>Start of fiscal year</u>	
2017-18	39
2016-17	35
2015-16	37
<u>End of fiscal year</u>	
2017-18	40
2016-17	40
2015-16	36
<u>Leave the unit during fiscal year</u>	
2017-18	10
2016-17	6
2015-16	7

**Turnover rate** (Total number at start and end of year, divided by two, equals average number in the unit. Number leaving the unit divided by average number in the unit equals turnover rate)

2017-18	25.32%
2016-17	16.00%
2015-16	19.18%

**Agency Comments (Optional)**

Formal complaint process started by Agency in November 2017

**Agency Wide**

Has the agency ever conducted an employee engagement, climate, or similar survey?

Yes

If yes, when was last one and who conducted it?

Strategic Plan Survey in 2015 by the Strategic Planning Committee

Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?

No

If yes, what is the frequency?

Not applicable because the agency does not conduct these type of surveys on a regular basis

## Organizational Unit Details

**Agency**

Department of Probation, Parole and Pardon Services

**Accurate as of**

6/12/2019 (Updated 1.27.20)

**Name of organizational unit** Field Operations

**Purpose of organizational unit** Field Operations is our mission division and has an office in all 46 counties. They are charged with the community supervision of offenders placed on probation by the court and paroled by the State Board of Pardons and Paroles. SCDPPPS also supervises offenders through a number of community sanctions, and help ensure that they meet specific conditions of

**Exit interviews or surveys performed?**

2017-18	Yes
2016-17	Yes
2015-16	Yes

**Employee satisfaction tracked?**

2017-18	No
2016-17	No
2015-16	No

**Anonymous employee feedback allowed?**

2017-18	Yes
2016-17	No
2015-16	No

**Number of employees (all types) in the unit**

<u>Start of fiscal year</u>	
2017-18	501
2016-17	483
2015-16	496
<u>End of fiscal year</u>	
2017-18	506
2016-17	502
2015-16	490
<u>Leave the unit during fiscal year</u>	
2017-18	90
2016-17	64
2015-16	95

**Turnover rate** (Total number at start and end of year, divided by two, equals average number in the unit. Number leaving the unit divided by average number in the unit equals turnover rate)

2017-18	17.87%
2016-17	12.99%
2015-16	19.27%

**Agency Comments (Optional)**

Re-entry center staff moved from Field Operations to Legal Services & Policy effective August 17, 2016.

**Agency Wide**

Has the agency ever conducted an employee engagement, climate, or similar survey?

Yes

If yes, when was last one and who conducted it?

Strategic Plan Survey in 2015 by the Strategic Planning Committee

Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?

No

If yes, what is the frequency?

Not applicable because the agency does not conduct these type of surveys on a regular basis

## Organizational Unit Details

**Agency**

Department of Probation, Parole and Pardon Services

**Accurate as of**

6/12/2019 (Updated 1.27.20)

**Name of organizational unit** Fiscal Services

**Purpose of organizational unit** Fiscal services is responsible for the following functions: Budget, Fiscal Management, Procurement, Human Resources, Records Management, and Grants.

**Exit interviews or surveys performed?**

2017-18	Yes
2016-17	Yes
2015-16	No

**Employee satisfaction tracked?**

2017-18	No
2016-17	No
2015-16	No

**Anonymous employee feedback allowed?**

2017-18	Yes
2016-17	No
2015-16	No

**Number of employees (all types) in the unit**

Start of fiscal year

2017-18	29
2016-17	0
2015-16	DNE

End of fiscal year

2017-18	34
2016-17	29
2015-16	DNE

Leave the unit during fiscal year

2017-18	5
2016-17	3
2015-16	DNE

**Turnover rate** (Total number at start and end of year, divided by two, equals average number in the unit. Number leaving the unit divided by average number in the unit equals turnover rate)

2017-18	15.87%
2016-17	20.69%
2015-16	Agency did not have employees in this unit

**Agency Comments (Optional)**

Organizational unit created January 17, 2017.

**Agency Wide**

Has the agency ever conducted an employee engagement, climate, or similar survey?

Yes

If yes, when was last one and who conducted it?

Strategic Plan Survey in 2015 by the Strategic Planning Committee

Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?

No

If yes, what is the frequency?

Not applicable because the agency does not conduct these type of surveys on a regular basis



## Organizational Unit Details

**Agency**

Department of Probation, Parole and Pardon Services

**Accurate as of**

6/12/2019 (Updated 1.27.20)

**Name of organizational unit** Hearings & Policy Management

**Purpose of organizational unit** Hearings & Policy Management is responsible for the following functions: Administrative Hearings, Office of General Counsel, and Office of Accreditation for the Department.

**Exit interviews or surveys performed?**

	2017-18	Yes
	2016-17	No
	2015-16	No

**Employee satisfaction tracked?**

	2017-18	No
	2016-17	No
	2015-16	No

**Anonymous employee feedback allowed?**

	2017-18	Yes
	2016-17	No
	2015-16	No

**Number of employees (all types) in the unit**

<u>Start of fiscal year</u>		
	2017-18	0
	2016-17	DNE
	2015-16	DNE
<u>End of fiscal year</u>		
	2017-18	20
	2016-17	DNE
	2015-16	DNE
<u>Leave the unit during fiscal year</u>		
	2017-18	1
	2016-17	DNE
	2015-16	DNE

**Turnover rate** (Total number at start and end of year, divided by two, equals average number in the unit. Number leaving the unit divided by average number in the unit equals turnover rate)

	2017-18	10.00%
	2016-17	Agency did not have employees in this unit
	2015-16	Agency did not have employees in this unit

**Agency Comments (Optional)** Organizational unit created August 2, 2017

**Agency Wide**

Has the agency ever conducted an employee engagement, climate, or similar survey?

Yes

If yes, when was last one and who conducted it?

Strategic Plan Survey in 2015 by the Strategic Planning Committee

Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?

No

If yes, what is the frequency?

Not applicable because the agency does not conduct these type of surveys on a regular basis

## Organizational Unit Details

**Agency**

Department of Probation, Parole and Pardon Services

**Accurate as of**

6/12/2019 (Updated 1.27.20)

**Name of organizational unit** Paroles, Pardons and Rehabilitative Services

**Purpose of organizational unit** Paroles, Pardons and Rehabilitative Services is responsible for the following functions: Parole Board, Parole Examination and Investigations, Parole Board Support, Rehabilitative Services, and Programming, Planning and Development.

**Exit interviews or surveys performed?**

	2017-18	Yes
	2016-17	No
	2015-16	No

**Employee satisfaction tracked?**

	2017-18	No
	2016-17	No
	2015-16	No

**Anonymous employee feedback allowed?**

	2017-18	Yes
	2016-17	No
	2015-16	No

**Number of employees (all types) in the unit**

<u>Start of fiscal year</u>		
	2017-18	0
	2016-17	DNE
	2015-16	DNE
<u>End of fiscal year</u>		
	2017-18	45
	2016-17	DNE
	2015-16	DNE
<u>Leave the unit during fiscal year</u>		
	2017-18	22
	2016-17	DNE
	2015-16	DNE

**Turnover rate** (Total number at start and end of year, divided by two, equals average number in the unit. Number leaving the unit divided by average number in the unit equals turnover rate)

	2017-18	97.78%
	2016-17	Agency did not have employees in this unit
	2015-16	Agency did not have employees in this unit

**Agency Comments (Optional)** Organizational unit created August 2, 2017

**Agency Wide**

Has the agency ever conducted an employee engagement, climate, or similar survey?

Yes

If yes, when was last one and who conducted it?

Strategic Plan Survey in 2015 by the Strategic Planning Committee

Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?

No

If yes, what is the frequency?

Not applicable because the agency does not conduct these type of surveys on a regular basis

## Organizational Unit Details

**Agency**

Department of Probation, Parole and Pardon Services

**Accurate as of**

6/12/2019 (Updated 1.27.20)

**Name of organizational unit** Information Services

**Purpose of organizational unit** Information Services was responsible for the following functions: Human Resources, Strategic Development & Information Technology Services, Records Management, and Training Compliance and Professional Development.

**Exit interviews or surveys performed?**

2017-18	Yes
2016-17	Yes
2015-16	No

**Employee satisfaction tracked?**

2017-18	No
2016-17	No
2015-16	No

**Anonymous employee feedback allowed?**

2017-18	Yes
2016-17	No
2015-16	No

**Number of employees (all types) in the unit**

Start of fiscal year

2017-18	38
2016-17	0
2015-16	DNE

End of fiscal year

2017-18	38
2016-17	41
2015-16	DNE

Leave the unit during fiscal year

2017-18	10
2016-17	6
2015-16	DNE

**Turnover rate** (Total number at start and end of year, divided by two, equals average number in the unit. Number leaving the unit divided by average number in the unit equals turnover rate)

2017-18	26.32%
2016-17	29.27%
2015-16	Agency did not have employees in this unit

**Agency Comments (Optional)**

Organizational Unit no longer active August 16, 2018.

**Agency Wide**

Has the agency ever conducted an employee engagement, climate, or similar survey?

Yes

If yes, when was last one and who conducted it?

Strategic Plan Survey in 2015 by the Strategic Planning Committee

Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?

No

If yes, what is the frequency?

Not applicable because the agency does not conduct these type of surveys on a regular basis

## Organizational Unit Details

**Agency**

Department of Probation, Parole and Pardon Services

**Accurate as of**

6/12/2019 (Updated 1.27.20)

**Name of organizational unit** Legal Services and Policy

**Purpose of organizational unit** Legal Services and Policy was responsible for the following functions: Legals office; the Office of Parole Board Support, Parole Board, Internal Audits, the Administrative Hearings office, Victim Services, and the Agency's Parole Board Liaison.

**Exit interviews or surveys performed?**

2017-18	Yes
2016-17	Yes
2015-16	Yes

**Employee satisfaction tracked?**

2017-18	No
2016-17	No
2015-16	No

**Anonymous employee feedback allowed?**

2017-18	No
2016-17	No
2015-16	No

**Number of employees (all types) in the unit**

Start of fiscal year

2017-18	68
2016-17	46
2015-16	0

End of fiscal year

2017-18	0
2016-17	75
2015-16	49

Leave the unit during fiscal year

2017-18	3
2016-17	18
2015-16	5

**Turnover rate** (Total number at start and end of year, divided by two, equals average number in the unit. Number leaving the unit divided by average number in the unit equals turnover rate)

2017-18	8.82%
2016-17	29.75%
2015-16	20.41%

**Agency Comments (Optional)**

Organizational Unit no longer active August 1, 2017

**Agency Wide**

Has the agency ever conducted an employee engagement, climate, or similar survey?

Yes

If yes, when was last one and who conducted it?

Strategic Plan Survey in 2015 by the Strategic Planning Committee

Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?

No

If yes, what is the frequency?

Not applicable because the agency does not conduct these type of surveys on a regular basis

## Organizational Unit Details

**Agency**

Department of Probation, Parole and Pardon Services

**Accurate as of**

6/12/2019 (Updated 1.27.20)

**Name of organizational unit** Administrative Services

**Purpose of organizational unit** Administrative Services was responsible for the following functions: Human Resources, Fiscal Management, Budget Office, Training Compliance and Professional Development, Records Management, and Strategic Development and Information Technology.

**Exit interviews or surveys performed?**

2017-18	No
2016-17	Yes
2015-16	Yes

**Employee satisfaction tracked?**

2017-18	No
2016-17	No
2015-16	No

**Anonymous employee feedback allowed?**

2017-18	No
2016-17	No
2015-16	No

**Number of employees (all types) in the unit**

<u>Start of fiscal year</u>	
2017-18	DNE
2016-17	61
2015-16	70
<u>End of fiscal year</u>	
2017-18	DNE
2016-17	0
2015-16	63
<u>Leave the unit during fiscal year</u>	
2017-18	DNE
2016-17	10
2015-16	14

**Turnover rate** (Total number at start and end of year, divided by two, equals average number in the unit. Number leaving the unit divided by average number in the unit equals turnover rate)

2017-18	Agency did not have employees in this unit
2016-17	32.79%
2015-16	21.05%

**Agency Comments (Optional)**

Organizational Unit no longer active January 16, 2017

**Agency Wide**

Has the agency ever conducted an employee engagement, climate, or similar survey?

Yes

If yes, when was last one and who conducted it?

Strategic Plan Survey in 2015 by the Strategic Planning Committee

Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?

No

If yes, what is the frequency?

Not applicable because the agency does not conduct these type of surveys on a regular basis

## Organizational Unit Details

**Agency**

Department of Probation, Parole and Pardon Services

**Accurate as of**

6/12/2019 (Updated 1.27.20)

**Name of organizational unit** Paroles and Pardons

**Purpose of organizational unit** Paroles and Pardons was responsible for the following functions: Legals office; the Office of Parole Board Support, Parole Board, Internal Audits, the Administrative Hearings office, Victim Services, and the Agency's Parole Board Liaison.

**Exit interviews or surveys performed?**

2017-18	No
2016-17	No
2015-16	Yes

**Employee satisfaction tracked?**

2017-18	No
2016-17	No
2015-16	No

**Anonymous employee feedback allowed?**

2017-18	No
2016-17	No
2015-16	No

**Number of employees (all types) in the unit**

<u>Start of fiscal year</u>	
2017-18	DNE
2016-17	DNE
2015-16	47
<u>End of fiscal year</u>	
2017-18	DNE
2016-17	DNE
2015-16	0
<u>Leave the unit during fiscal year</u>	
2017-18	DNE
2016-17	DNE
2015-16	0

**Turnover rate** (Total number at start and end of year, divided by two, equals average number in the unit. Number leaving the unit divided by average number in the unit equals turnover rate)

2017-18	Agency did not have employees in this unit
2016-17	Agency did not have employees in this unit
2015-16	0.00%

**Agency Comments (Optional)**

Organizational Unit no longer active January 16, 2016

**Agency Wide**

Has the agency ever conducted an employee engagement, climate, or similar survey?

Yes

If yes, when was last one and who conducted it?

Strategic Plan Survey in 2015 by the Strategic Planning Committee

Does the agency conduct employee engagement, climate, or similar surveys on a regular basis?

No

If yes, what is the frequency?

Not applicable because the agency does not conduct these type of surveys on a regular basis

## Finance Overview

**Agency**

Department of Probation, Parole and Pardon  
Services

**Accurate as of**

6/12/2019 (Updated 1.27.20)

	<u>2017-18</u>	<u>2016-17</u>	<u>2015-16</u>
How much was the agency appropriated and authorized to spend by the end of the fiscal year?	\$58,799,165	\$56,259,425	\$57,564,812
How much did the agency actually spend?	\$56,307,803	\$50,212,689	\$46,580,628
How much did the agency not spend?	\$2,491,362	\$6,046,736	\$10,984,184
How much cash did the agency have at the end of the fiscal year that it was not authorized to spend?	\$0	\$0	\$0

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable		1	2
Item number			
Associated laws		Sections 24-21-10(A); 24-21-11; 24-21-13; 24-21-220; 24-21-430; 24-13-730; 24-23-110	Sections 24-21-220; 24-21-645; 24-21-650; 24-21-710; 24-21-910 to -1000
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		<p><b>Duties of the Director – Management, Oversight, Development of Policies and Procedures:</b>  <i>Govern, oversee, manage, and control the Department.</i></p> <p>Provide proper care, assessment, treatment, supervision and management of offenders under Department control.</p> <p>Develop written policies and procedures for supervising offenders, the consideration of paroles and pardons, the operation of community based services and treatment programs, and the operation of public works sentence programs.</p> <p>Develop policies and procedures for imposing conditions of supervision on probationers which enhance court imposed conditions.</p> <p>Carry out the policies of the Department.</p> <p><b>SECTION 24-23-110.</b> The Department must implement the necessary policies and procedures to ensure the payment of fines and restitution where the court has suspended the imposition or execution of a sentence without requiring probation.</p>	<p><b>Duties of the Director – Administrative Assistance for the Board of Pardons and Paroles:</b> <i>Schedule Board meetings.</i>  <i>Assure that the proper cases and investigations are prepared for the Board.</i></p> <p>Maintain the Board's official records.</p> <p>Perform other administrative duties related to Board activities.</p> <p>Issue an order providing for an inmate's release from custody if he satisfactorily completes provisional parole.</p> <p>Issue a parole order providing for an inmate's release from custody if parole has been authorized by order of the Board.</p> <p>Facilitate the Board's consideration of film, videotape, or other electronic information submitted to the Board when making a determination of parole.</p> <p>Facilitate the Board's installation, maintenance and operation of closed circuit television systems for parole hearings.</p> <p>Facilitate all administrative aspects of the pardon process.</p> <p><b>Duties of the Director – Annual Reports:</b> Make annual reports to the Board, Governor and General Assembly of statistical and other information about Department activities.</p>
Responsible organizational unit (primary)		Executive	Executive
<b>Results Sought</b>			
Does the legislature state intent, findings, or purpose?		Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To meet at least the minimum qualifications required to serve as Director. 24-21-10(A). To effectively and efficiently govern, oversee, manage, and control the Department; provide proper care, assessment, treatment, supervision and management of offenders under Department control; develop written policies and procedures for supervising offenders, the consideration of paroles and pardons, the operation of community based services and treatment programs, and the operation of public works sentence programs; develop policies and procedures for imposing conditions of supervision on probationers which enhance court imposed conditions; and carry out the policies of the Department. 24-21-13; 24-21-220. "It is the intent of the General Assembly of South Carolina to provide law enforcement officers with the statutory authority to reduce recidivism rates of probationers and parolees, apprehend criminals, and protect potential victims from criminal enterprises." 24-21-430 (2010 Act No. 151).	To effectively and efficiently schedule Board meetings, assure that the proper cases and investigations are prepared for the Board, maintain the Board's official records, and perform other administrative duties related to Board activities. 24-21-220. To timely issue an order providing for an inmate's release from custody if he satisfactorily completes provisional parole, and issue a parole order providing for an inmate's release from custody if parole has been authorized by order of the Board. 24-21-645; 24-21-650. To effectively and efficiently facilitate the Board's consideration of film, videotape, or other electronic information submitted to the Board when making a determination of parole and facilitate the Board's installation, maintenance and operation of closed circuit television systems for parole hearings. 24-21-710. To effectively and efficiently facilitate all administrative aspects of the pardon process. 24-21-910 to -1000.
Associated performance measure item numbers from the Performance Measures Chart, if any		1,8,9;10	None
<b>Customer Details</b>			
Customer description		DNE	DNE
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	DNE	DNE
Number of customers served in last completed FY	2017-18	DNE	DNE
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency			
<b>Units Provided and Amounts Charged to Customers</b>			
Description of a single deliverable unit		DNE	DNE
Number of units provided	2017-18		
	2016-17		
	2015-16		
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No	No
If yes, provide law	2015-16	No	No
If yes, provide law			
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
<b>Costs</b>			
Total employee equivalents required (37.5 hour per week units)	2017-18	40.00	DNE
	2016-17	46.00	DNE
	2015-16	63.00	DNE
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$10,179,298.03	\$0.00
	2016-17	\$7,180,670.84	\$0.00
	2015-16	\$6,366,469.99	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	18.08%	0.00%
	2016-17	14.30%	0.00%
	2015-16	13.67%	0.00%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
<b>Amount generated from providing deliverable</b>			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
<b>Agency Comments</b>			
Additional comments from agency (optional)		Includes, Administration, Information Technology, Agency-wide and Program Planning and Rehabilitative Services.	



**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable		Item number	3
Associated laws			Sections 24-21-220; 24-21-230; 24-21-235; 24-21-237; 24-21-250; 24-21-260; 24-21-290; Reg. 130-50;1-11-10;8-11-940
Does state or federal law specifically require this deliverable?			Yes
Deliverable description			<p><b>Duties of the Director – Employment and Staffing:</b> <i>Employ personnel as necessary to carry out all duties.</i></p> <ul style="list-style-type: none"> <li>-Employ probation agents and clerical assistants as necessary.</li> <li>-Ensure agents take and pass psychological and qualifying examinations.</li> <li>-Provide agents with adequate training.</li> <li>-Pay salaries and expenses of probation agents and assign agents to office locations.</li> <li>-Issue duty clothing for use of employees and provide meals to employees who may leave duty stations or must work during deployments or emergencies.</li> <li>-Employ hearing officers to conduct preliminary hearings on violations and promulgate regulations for qualifications of the hearing officers.</li> <li>-Employ offender supervision specialists to oversee standard and low risk offenders and promulgate regulations for the qualifications of offender supervision specialists and for classifying offenders as standard or low risk.</li> <li>-Determine proper release of privileged information and data obtained by probation agents.</li> </ul> <p><b>Performance Increases.</b> Effective July 1, 2015, the Department of Administration was established and it assumed responsibility for overseeing performance increases approved by the General Assembly for state employees.</p> <p><b>SECTION 1-11-10 (A).</b> There is hereby created, within the executive branch of the state government, the Department of Administration, headed by a director appointed by the Governor upon the advice and consent of the Senate who only may be removed pursuant to Section 1-3-240(B). Effective July 1, 2015, the following offices, divisions, or components of the former State Budget and Control Board, Office of the Governor, or other agencies are transferred to, and incorporated into, the Department of Administration:</p> <p><b>SECTION 8-11-940 (A).</b> Performance increases must be based upon performance appraisals containing the following categories:                      (1) below performance requirements - no increase;                      (2) meets performance requirements - two percent increase;                      (3) exceeds performance requirements - three percent increase;                      (4) substantially exceeds performance requirements - four percent increase.                      The dollar amount of each performance increase must be added to the employee's base pay until the pay level of the employee has reached the maximum of his grade or executive compensation level. After the employee has reached maximum pay in his grade or executive compensation level, he may continue to receive performance pay but it must not be added to the base pay.</p> <p><b>SECTION 8-11-940 (B).</b> The estimated cost of these performance increases, based upon predetermined norms, is two and one-half percent of the payroll of each agency. If the General Assembly provides more or less than two and one-half percent for performance increases, the percentage of increase of each category of performance must be adjusted accordingly. The ; transfer of offices, divisions, other agencies; Performance increases.</p>
Responsible organizational unit (primary)			Executive
<b>Results Sought</b>			No
Does the legislature state intent, findings, or purpose?			To effectively and efficiently employ personnel as necessary to carry out all duties. 24-21-220. To effectively and efficiently employ probation agents and clerical assistants as necessary, ensure agents take and pass psychological and qualifying examinations, provide agents with adequate training, employ hearing officers to conduct preliminary hearings on violations and promulgate regulations for qualifications of the hearing officers, and employ offender supervision specialists to oversee standard and low risk offenders and promulgate regulations for the qualifications of offender supervision specialists and for classifying offenders as standard or low risk. 24-21-230; Reg. 130-50. To effectively and efficiently pay salaries and expenses of probation agents and assign agents to office locations. 24-21-237; 24-21-250; 24-21-260. To effectively and efficiently issue duty clothing for use of employees and provide meals to employees who may leave duty stations or must work during deployments or emergencies. 24-21-235. To determine proper release of privileged information and data obtained by probation agents. 24-21-290.
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?			Established Department of Administration; Performance increases. "This act may be cited as the "South Carolina Restructuring Act of 2014." (2014 Act No. 121, Section 1). "Section 1-30-10(A) of the 1976 Code, as last amended by Act 146 of 2010, is further amended to read: (A) There are hereby created, within the executive branch of the state government, the following departments: 1. Department of Administration . . . 17. Department of Probation, Parole and Pardon Services . . . ." (2014 Act. No. 121, Section 3). "It is the intent of the General Assembly that state employees receive any pay increase appropriated in a consistent and uniform manner." (Section 8-11-910).
Associated performance measure item numbers from the Performance Measures Chart, if any			21;23
<b>Customer Details</b>			
Customer description			DNE
Does the agency evaluate customer satisfaction?		2017-18	No
Counties served in last completed fiscal year		2017-18	DNE
Number of customers served in last completed FY		2017-18	DNE
Percentage change in customers served predicted for current FY		2018-19	0.00%
Maximum number of potential customers, if unlimited resources available to the agency			
<b>Units Provided and Amounts Charged to Customers</b>			
Description of a single deliverable unit			DNE
Number of units provided		2017-18	0
		2016-17	0
		2015-16	0
Does law prohibit charging the customer for the deliverable?		2017-18	No
If yes, provide law		2016-17	No
If yes, provide law		2015-16	No
If yes, provide law		2015-16	No
Amount charged to customer per deliverable unit		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
<b>Costs</b>			
Total employee equivalents required (37.5 hour per week units)		2017-18	DNE
		2016-17	DNE
		2015-16	DNE
Total deliverable expenditures each year (operational and employee salary/fringe)		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures		2017-18	0.00%
		2016-17	0.00%
		2015-16	0.00%
Agency expenditures per unit of the deliverable		2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
		2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
		2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
<b>Amount generated from providing deliverable</b>			
Total collected from charging customers		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Total collected from charging customers and non-state sources		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
<b>Agency Comments</b>			
Additional comments from agency (optional)			PPP's Fiscal Services division also assists with this deliverable.

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable		4
Item number		REGULATION 19-704.02; REGULATION 19-704.03; REGULATION 19-705.04; REGULATION 19-704.06
Associated laws		Yes
Does state or federal law specifically require this deliverable?		<b>Administration of Employment and Staffing:</b> <i>The director must employ personnel as necessary to carry out all duties, including probation agents, clerical assistants as necessary, hearing officers, and offender supervision specialists to oversee standard and low risk offenders. The Office of Fiscal Services administers employment and staffing by preparing hire packets and position descriptions.</i>
Deliverable description		<b>SECTION 24-21-230 (A).</b> Employ probation agents and clerical assistants as necessary. <b>SECTION 24-21-230 (B).</b> Employ hearing officers to conduct preliminary hearings on violations. <b>SECTION 24-21-230 (C).</b> Employ offender supervision specialists to oversee standard and low risk offenders. <b>Initial Employment, Reemployment, Promotion, Salary Increases.</b> <i>Initial employment is defined as the employment of a person newly hired into State government in a classified or unclassified FTE position. Reemployment is defined as the employment of a person following a break in service in a classified or unclassified FTE position; Promotion is defined as the assignment of an employee by the appointing authority from one established position to a different established position:</i>  Having a higher State salary range; or For positions without a State salary range, having a higher rate of pay; Agencies shall develop written policies to govern the administration of salary increases for employees. Legislative Increase - General and Merit Increases shall be provided to employees in accordance with the provisions of the annual Appropriation Act. In-Band Salary Increase - Written justification for awarding an in-band salary increase shall be maintained by the employing agency. An employee's salary may be increased within his current pay band for the following reasons: Performance, Additional Skills or Knowledge, Additional job duties or Responsibilities, Transfer, Retention; For classified positions, reclassification is defined as the assignment of a position in one class to another class which is the result of a natural or an organizational change in duties or responsibilities of the position.  Reclassifications can occur: Upward - The position moves from one class to another class having a higher State salary range. Probationary or Trial Status. Upon upward reclassification, an employee shall be in probationary or trial status; however, if a covered employee previously held permanent status in the class to which reclassified, the upward reclassification shall be with permanent status in the class and the employee is not in trial status.
Responsible organizational unit (primary)		Executive
<b>Results Sought</b>		Yes
Does the legislature state intent, findings, or purpose?		Initial Employment or Reemployment; Promotion; Salary Increases; Reclassification.
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To effectively and efficiently employ personnel as necessary to carry out all duties. 24-21-220. Hire packets and position descriptions for probation agents and other staff, hearing officers, and offender supervision specialists.
Associated performance measure item numbers from the Performance Measures Chart, if any		28;22
<b>Customer Details</b>		
Customer description		DNE
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	DNE
Number of customers served in last completed FY	2017-18	DNE
Percentage change in customers served predicted for current FY	2018-19	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Based on the number of FTEs
<b>Units Provided and Amounts Charged to Customers</b>		
Description of a single deliverable unit		New hires, Classified Staff and Terminations
Number of units provided	2017-18	
	2016-17	
	2015-16	
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No
If yes, provide law	2015-16	No
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
<b>Costs</b>		
Total employee equivalents required (37.5 hour per week units)	2017-18	42.00
	2016-17	39.00
	2015-16	36.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$4,507,094.69
	2016-17	\$4,303,843.02
	2015-16	\$3,974,533.91
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	8.00%
	2016-17	8.57%
	2015-16	8.53%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
<b>Amount generated from providing deliverable</b>		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
<b>Agency Comments</b>		
Additional comments from agency (optional)		PPP's fiscal services division also assists with this deliverable, including, but not limited to, creating hiring packets and position descriptions.

**Agency**  
Department of Probation, Parole and Pardon Services  
**Accurate as of**  
6/12/2019 (Updated 1.27.20)

Deliverable		4	5
Item number			
Associated laws		Sections 24-21-1120; 24-21-1130; 24-21-1140; 24-21-1170; 24-21-1180; 24-21-1200	Sections 16-3-1515; 16-3-1530; 16-3-1545; 16-3-1555; 16-3-1560; 16-3-1910; 24-21-221; 24-21-560(G); S.C. Const. art. I, § 24.
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		<p><b>Duties of the Director - Interstate Compact for Adult Offender Supervision:</b> <i>Serve or designate a person to serve as Commissioner for the State of South Carolina on the "Interstate Commission for Adult Offender Supervision."</i></p> <p>Serve or designate a person to serve as "Compact Administrator" for the State of South Carolina.</p> <p>Establish a State Council for Interstate Adult Offender Supervision.</p> <p>As Commissioner for the State of South Carolina, participate in the Interstate Commission's: (1) execution of powers, (2) adoption of bylaws, (3) oversight of interstate movement for adult offenders, (4) enforcement of compact, (5) resolution of disputes, (6) establishment of costs, assessments, accounting, (7) and withdrawal, termination, or other penalties for performance default for the Interstate Commission.</p>	<p><b>Duties of the Department – Victim Services – Victim Information and Notification:</b> <i>Receive information from a victim or witness who wishes to exercise his rights or receive services.</i></p> <p>Receive victim impact statements at post-adjudication hearings when a juvenile case is referred, a general sessions conviction is received or a summary court conviction for a sentence more than 90 days is received.</p> <p>Receive victim impact statements or information from the prosecuting agency.</p> <p>Reasonably attempt to notify each victim, who has indicated a desire to be notified, of post-conviction proceedings affecting probation, parole, or release of the offender.</p> <p>If a person is under the Department's custodial supervision, reasonably attempt to notify each victim, upon request, before the release of the person, or an escape by the person, or of an interdepartmental transfer of the person after the transfer occurs.</p> <p>Receive and share victim information with the Attorney General's Office.</p> <p>Allow a complainant requesting a permanent restraining order to come to the Department's Richland County facility to have it conducted via closed circuit television.</p> <p>Give a thirty-day written notice of any parole hearing to any victim who suffered damage to his person, the solicitor who prosecuted the prisoner, and the law enforcement agency that was responsible for the arrest.</p> <p>Notify victims and the sheriff's office in the sentencing county when a prisoner sentenced for a "no parole offense" is released to the supervision of SCDFPPS.</p>
Responsible organizational unit (primary)		Executive	Executive
<b>Results Sought</b>		Yes	Yes
Does the legislature state intent, findings, or purpose?		Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		"The purpose of this compact and the Interstate Commission created under it, through means of joint and cooperative action among the compacting states, is to: (1) promote public safety by providing adequate supervision in the community of adult offenders who are subject to the compact; (2) provide a means for tracking offenders subject to supervision under this compact; (3) provide a means of transferring supervision authority in an orderly and efficient manner; (4) provide a means of returning offenders to the originating jurisdictions when necessary; (5) provide a means for giving timely notice to victims of the location of offenders subject to supervision under this compact; (6) distribute the costs, benefits, and obligations of this compact equitably among the compacting states; (7) establish a system of uniform data collection for offenders subject to supervision under this compact and to allow access to information by authorized criminal justice officials; (8) monitor compliance with rules established under this compact; and (9) coordinate training and education regarding regulations relating to the interstate movement of offenders, for officials involved in this activity." 24-21-1105; 24-21-1120; 24-21-1130; 24-21-1140; 24-21-1170; 24-21-1180; 24-21-1200. (2002 Act No. 273).	"In recognition of the civic and moral duty of victims of and witnesses to a crime to cooperate fully and voluntarily with law enforcement and prosecution agencies, and in further recognition of the continuing importance of this citizen cooperation to state and local law enforcement efforts and to the general effectiveness and the well being of the criminal and juvenile justice systems of this State, and to implement the rights guaranteed to victims in the Constitution of this State, the General Assembly declares its intent, in this article, to ensure that all victims of and witnesses to a crime are treated with dignity, respect, courtesy, and sensitivity; that the rights and services extended in this article to victims of and witnesses to a crime are honored and protected by law enforcement agencies, prosecutors, and judges in a manner no less vigorous than the protections afforded criminal defendants; and that the State has a responsibility to provide support to a network of services for victims of a crime, including victims of domestic violence and criminal sexual assault." 16-3-1505; 16-3-1515; 16-3-1545; 16-3-1555; 16-3-1560; 16-3-1910; 24-21-560(G); S.C. Const. art. I, § 24. (1997 Act No. 141).
Associated performance measure item numbers from the Performance Measures Chart, if any		None	6
<b>Customer Details</b>		DNE	Victims of Crime, Law Enforcement Agencies, Solicitor's Offices and the Attorney General's Office
Customer description		DNE	Yes
Does the agency evaluate customer satisfaction?	2017-18	No	Yes
Counties served in last completed fiscal year	2017-18	DNE	All
Number of customers served in last completed FY	2017-18	DNE	46,683
Percentage change in customers served predicted for current FY	2018-19	0.00%	1.00%
Maximum number of potential customers, if unlimited resources available to the agency			Unknown
<b>Units Provided and Amounts Charged to Customers</b>		DNE	Notification letters sent.
Description of a single deliverable unit			
Number of units provided	2017-18		46,683
	2016-17		46,745
	2015-16		48,964
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No	No
If yes, provide law	2015-16	No	No
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
<b>Costs</b>			
Total employee equivalents required (37.5 hour per week units)	2017-18	DNE	1.00
	2016-17	DNE	1.00
	2015-16	DNE	1.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00	\$57,098.60
	2016-17	\$0.00	\$75,071.79
	2015-16	\$0.00	\$104,315.11
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%	0.10%
	2016-17	0.00%	0.15%
	2015-16	0.00%	0.22%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$1.22
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$1.61
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$2.13
<b>Amount generated from providing deliverable</b>			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
<b>Agency Comments</b>			
Additional comments from agency (optional)			

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable		Item number	7
Associated laws		Section 24-21-35;Section 24-21-620	Section 23-23-40;23-23-30;SECTION 23-23-80
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		<p><b>Duties of the Department - Victim Services – Administrative Recommendations:</b> <i>Make any administrative recommendations available to a victim before an offender's parole hearings.</i></p> <p>Within the ninety-day period preceding a prisoner having served one-fourth of his sentence, the board, either acting in a three-member panel or meeting as a full board, shall review the case, regardless of whether or not any application has been made therefor, for the purpose of determining whether or not such prisoner is entitled to any of the benefits provided for in this chapter; provided, that in cases of prisoners in confinement due to convictions for nonviolent crimes, an administrative hearing officer may be appointed by the director to review the case who must submit to the full board written findings of fact and recommendations which shall be the basis for a determination by the board.</p>	<p><b>Duties of the Director - S.C. Law Enforcement Training Council:</b> <i>Serve as one of eleven members of the S.C. Law Enforcement Training Council and carry out the Council's authorized powers and duties.</i></p> <p>Provide newly hired law enforcement officer firearms qualification program within six days of officer's employment; Prohibit individuals, who have not obtained certification from the Criminal Justice Academy, from performing any duties of a law enforcement officer involving the control or direction of members of the public or exercising the power of arrest;</p> <p>Notify the Criminal Justice Academy that a new law enforcement officer has been hired within three days of that officer's employment; If the firearms qualification program approved by the director is not available within three working days after receipt of the notice, then the public law enforcement agency making the request for the firearms qualification program may employ the person to perform any of the duties of a law enforcement officer, including those involving the control and direction of members of the public and exercising the powers of arrest.</p>
Responsible organizational unit (primary)		Executive	Executive
Results Sought		No	Yes
Does the legislature state intent, findings, or purpose?		No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		If and when the Department makes administrative recommendations to the Board of Pardons and Paroles, to ensure that those recommendations are timely made available to victims before the Board conducts a parole hearing. 24-21-35. [The Department does not make administrative recommendations before an offender's parole hearing.]	Certified Law Enforcement Officer training and recertification."(A) In order to ensure the public safety and general welfare of the people of this State, and to promote equity for all segments of society, a program of training for law enforcement officers and other persons employed in the criminal justice system in this State is hereby proclaimed and this chapter must be interpreted to achieve these purposes principally through the establishment of minimum and advance standards in law enforcement selection and training. (B) It is the intent of this chapter to encourage all law enforcement officers, departments, and agencies within this State to adopt standards which are higher than the minimum standards implemented pursuant to this chapter, and these minimum standards may not be considered sufficient or adequate in cases where higher standards have been adopted or proposed. Nothing in this chapter may be construed to preclude an employing agency from establishing qualifications and standards for hiring or training law enforcement officers which exceed the minimum standards set by the Law Enforcement Training Council, hereinafter created, nor, unless specifically stated, may anything in this chapter be construed to affect any sheriff, or other law enforcement officer elected under the provisions of the Constitution of this State. (C) It is the intent of the General Assembly in creating a facility and a governing council to maximize training opportunities for law enforcement officers and criminal justice personnel, to coordinate training, and to set standards for the law enforcement and criminal justice service, all of which are imperative to upgrading law enforcement to professional status." 23-23-10; 23-23-30; 23-23-40; 23-23-80. (2006 Act No. 317).
Associated performance measure item numbers from the Performance Measures Chart, if any		None	4;5
Customer Details		PPP Law Enforcement Officers	
Customer description		DNE	PPP Law Enforcement Officers
Does the agency evaluate customer satisfaction?		2017-18 No	No
Counties served in last completed fiscal year		2017-18 DNE	All
Number of customers served in last completed FY		2017-18 DNE	383
Percentage change in customers served predicted for current FY		2018-19 0.00%	-4.96%
Maximum number of potential customers, if unlimited resources available to the agency			400
Units Provided and Amounts Charged to Customers		Number of Law Enforcement Officers certified / recertified during fiscal year.	
Description of a single deliverable unit		DNE	Number of Law Enforcement Officers certified / recertified during fiscal year.
Number of units provided		2017-18	383
		2016-17	395
		2015-16	392
Does law prohibit charging the customer for the deliverable?		2017-18 No	No
If yes, provide law		2016-17 No	No
If yes, provide law		2015-16 No	No
If yes, provide law		2017-18 \$0.00	\$0.00
Amount charged to customer per deliverable unit		2016-17 \$0.00	\$0.00
		2015-16 \$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)		2017-18 DNE	3.00
		2016-17 DNE	3.00
		2015-16 DNE	3.00
Total deliverable expenditures each year (operational and employee salary/fringe)		2017-18 \$0.00	\$546,577.13
		2016-17 \$0.00	\$349,270.94
		2015-16 \$0.00	\$445,015.83
Total deliverable expenditures as a percentage of total agency expenditures		2017-18 0.00%	0.97%
		2016-17 0.00%	0.70%
		2015-16 0.00%	0.96%
Agency expenditures per unit of the deliverable		2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. \$1,427.09
		2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. \$884.23
		2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost. \$1,135.24
Amount generated from providing deliverable			
Total collected from charging customers		2017-18 \$0.00	\$0.00
		2016-17 \$0.00	\$0.00
		2015-16 \$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		2017-18 \$0.00	\$0.00
		2016-17 \$0.00	\$0.00
		2015-16 \$0.00	\$0.00
Total collected from charging customers and non-state sources		2017-18 \$0.00	\$0.00
		2016-17 \$0.00	\$0.00
		2015-16 \$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)		[The Department does not make administrative recommendations before an offender's parole hearing.]	

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Deliverable		Item number	8	9
Associated laws			SECTION 1-11-490	Proviso 66.1
Does state or federal law specifically require this deliverable?			Yes	Yes
Deliverable description			<p><b>Duties of the Department - Data Security Breach:</b> <i>Disclose a breach of the Department's security system or a breach in the security of data to each South Carolina resident where his or her unencrypted and unredacted personal identifying information was, or is reasonably believed to have been, acquired by an unauthorized person, and an illegal use of the information has occurred or is likely to occur, or use of the information creates a material risk of harm to the resident.</i></p> <p><b>SECTION 1-11-490(A)</b> An agency of this State owning or licensing computerized data or other data that includes personal identifying information shall disclose a breach of the security of the system following discovery or notification of the breach in the security of the data to a resident of this State whose unencrypted and unredacted personal identifying information was, or is reasonably believed to have been, acquired by an unauthorized person when the illegal use of the information has occurred or is reasonably likely to occur or use of the information creates a material risk of harm to the resident. The disclosure must be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, as provided in subsection (C), or with measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.</p> <p><b>SECTION 16-13-510(D)</b> "Personal identifying information" includes, but is not limited to: (1) social security numbers; (2) driver's license numbers or state identification card numbers issued instead of a driver's license; (3) checking account numbers; (4) savings account numbers; (5) credit card numbers; (6) debit card numbers; (7) personal identification (PIN) numbers; (8) electronic identification numbers; (9) digital signatures; (10) dates of birth; (11) current or former names, including first and last names, middle and last names, or first, middle, and last names, but only when the names are used in combination with, and linked to, other identifying information provided in this section; (12) current or former addresses, but only when the addresses are used in combination with, and linked to, other identifying information provided in this section; or (13) other numbers, passwords, or information which may be used to access a person's financial resources, numbers, or information issued by a governmental or regulatory entity that uniquely will identify an individual or an individual's financial resources.</p>	<p><b>Proviso # 66.1 (DPPP: Sale of Equipment)</b> All revenue generated by the Department of Probation, Parole and Pardon Services from the sale of various equipment in excess of \$575, less the cost of disposition incurred by the Budget and Control Board, Division of Operations, may be retained and carried forward into the current fiscal year and expended for the purpose of purchasing like items.</p>
Responsible organizational unit (primary)			Executive	Fiscal Services
<b>Results Sought</b>			Yes	Yes
Does the legislature state intent, findings, or purpose?			Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?			"To provide for disclosure by an agency of this state of unauthorized access to or acquisition of the personal identifying information of a resident whose information the agency owns or licenses and to provide for civil damages, attorney's fees, and injunctive relief . . . and to further define "identifying information." 1-11-490; 16-13-510(D). (2008 Act No. 190). Breach of security notifications per Agency's policies and procedures: #210, #234, #619, #804 and #1102; PPP Site Emergency Plan.	Revenue generated from the sale of various equipment in up to the amount of \$575 will be remitted to the General Fund.
Associated performance measure item numbers from the Performance Measures Chart, if any			None	None
<b>Customer Details</b>			PPP Employees	Department of Administration
Customer description			PPP Employees	Department of Administration
Does the agency evaluate customer satisfaction?		2017-18	No	No
Counties served in last completed fiscal year		2017-18	All	All
Number of customers served in last completed FY		2017-18	800	DNE
Percentage change in customers served predicted for current FY		2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency				
<b>Units Provided and Amounts Charged to Customers</b>			DNE	Sale of Surplus Property
Description of a single deliverable unit			DNE	Sale of Surplus Property
Number of units provided		2017-18	DNE	DNE
		2016-17	DNE	DNE
		2015-16	DNE	DNE
Does law prohibit charging the customer for the deliverable?		2017-18	No	No
If yes, provide law		2016-17	No	No
If yes, provide law		2015-16	No	No
If yes, provide law		2015-16	No	No
Amount charged to customer per deliverable unit		2017-18	\$0.00	Various
		2016-17	\$0.00	Various
		2015-16	\$0.00	Various
<b>Costs</b>				
Total employee equivalents required (37.5 hour per week units)		2017-18	DNE	0.00
		2016-17	DNE	0.00
		2015-16	DNE	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)		2017-18	\$0.00	\$0.00
		2016-17	\$0.00	\$0.00
		2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures		2017-18	0.00%	0.00%
		2016-17	0.00%	0.00%
		2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable		2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
		2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
		2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
<b>Amount generated from providing deliverable</b>				
Total collected from charging customers		2017-18	\$0.00	\$0.00
		2016-17	\$0.00	\$0.00
		2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		2017-18	\$0.00	\$0.00
		2016-17	\$0.00	\$1,404.80
		2015-16	\$0.00	\$1,352.08
Total collected from charging customers and non-state sources		2017-18	\$0.00	\$0.00
		2016-17	\$0.00	\$1,404.80
		2015-16	\$0.00	\$1,352.08
<b>Agency Comments</b>				
Additional comments from agency (optional)				

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Deliverable		10	11
Item number		SECTION 24-26-10; SECTION 24-26-20	SECTION 8-1-190
Associated laws		Yes	No
Does state or federal law specifically require this deliverable?		Yes	No
Deliverable description		<p><b>SC Sentencing Guidelines Commission -- Duties and Responsibilities.</b></p> <p><b>SECTION 24-26-10.</b> (A) There is established the South Carolina Sentencing Guidelines Commission composed of thirteen voting members and four nonvoting members.</p> <p>The appointed members of the commission shall serve for a term of four years. The members of the commission shall elect one member to serve as chairman for a term of one year.</p> <p><b>SECTION 24-26-20.</b> The commission has the following duties and responsibilities:</p> <p>(1) recommend advisory sentencing guidelines for the general sessions court for all offenses for which a term of imprisonment of more than one year is allowed;</p> <p>(2) recommend appropriate advisory sentencing guidelines for the general sessions courts for all offenses for which a term of imprisonment of one year or less is allowed;</p> <p>(3) recommend appropriate advisory guidelines for offenders for whom traditional imprisonment is not considered proper.</p> <p>(4) develop and recommend policies for preventing prison and jail overcrowding;</p> <p>(5) examine the impact of statutory provisions and current administrative policies on prison and jail overcrowding;</p> <p>(6) before January 16th of each year, prepare and submit to the Governor, the General Assembly, and the Chief Justice of the Supreme Court a comprehensive state criminal justice ten-year, five-year, and one-year plan for preventing prison and jail overcrowding.</p> <p>(7) research and gather relevant statistical data and other information concerning the impact of efforts to prevent prison and jail overcrowding and make the information available to criminal justice agencies and members of the General Assembly;</p> <p>(8) serve as a clearing house and information center for the collection, preparation, analysis, and dissemination of information on state and local sentencing practices and conduct ongoing research regarding sentencing guidelines, use of imprisonment and alternatives to imprisonment, plea bargaining, and other matters relating to the improvement of the criminal justice system;</p> <p>(9) make recommendations to the General Assembly regarding changes in the criminal code, criminal procedures, and other aspects of sentencing.</p>	<p><b>Duties of the Department - Pilot Programs to Create Innovation:</b> Enter into pilot programs with the Budget and Control Board and other agencies to create innovations in State Government.</p> <p><b>SECTION 8-1-190.</b> Notwithstanding other provisions of law, the Budget and Control Board is authorized to enter into pilot programs with individual agencies or groups of agencies in order to create innovations in State Government. The Budget and Control Board will monitor the findings and results of pilot programs to determine if legislative recommendations should be provided to the General Assembly.</p>
Responsible organizational unit (primary)		Executive	Executive
<b>Results Sought</b>		Yes	Yes
Does the legislature state intent, findings, or purpose?		Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		<p>"The commission has the following duties and responsibilities:</p> <p>(1) recommend advisory sentencing guidelines for the general sessions court for all offenses for which a term of imprisonment of more than one year is allowed. (a) The guidelines must establish: (i) the circumstances under which imprisonment of an offender is proper; (ii) a range of fixed sentences for offenders for whom imprisonment is proper, based on each appropriate combination of reasonable offense and offender characteristics; (iii) a determination whether multiple sentences to terms of imprisonment must be ordered to run concurrently or consecutively. (b) In establishing the advisory sentencing guidelines, the commission shall take into consideration current sentence and release practices and correctional resources including, but not limited to, the capacities of local and state correctional facilities;</p> <p>(2) recommend appropriate advisory sentencing guidelines for the general sessions courts for all offenses for which a term of imprisonment of one year or less is allowed;</p> <p>(3) recommend appropriate advisory guidelines for offenders for whom traditional imprisonment is not considered proper. Advisory guidelines promulgated by the commission for offenders for whom traditional imprisonment is not considered proper must make specific reference to noninstitutional sanctions;</p> <p>(4) develop and recommend policies for preventing prison and jail overcrowding;</p> <p>(5) examine the impact of statutory provisions and current administrative policies on prison and jail overcrowding;</p> <p>(6) before January sixteenth of each year, prepare and submit to the Governor, the General Assembly, and the Chief Justice of the Supreme Court a comprehensive state criminal justice ten year, five year, and one year plan for preventing prison and jail overcrowding. This plan must include, but is not limited to, the number of persons currently involved in pretrial and post sentencing options predominantly provided through community based agencies which minimize the number of persons requiring incarceration consistent with protection of public safety, including mediation, restitution, supervisory release, and community service plans and the impact on prison populations, local communities, and court caseloads. The commission shall take into account state plans in the related areas of mental health and drug and alcohol abuse in the development of the plan;</p> <p>(7) research and gather relevant statistical data and other information concerning the impact of efforts to prevent prison and jail overcrowding and make the information available to criminal justice agencies and members of the General Assembly;</p> <p>(8) serve as a clearing house and information center for the collection, preparation, analysis, and dissemination of information on state and local sentencing practices and conduct ongoing research regarding sentencing guidelines, use of imprisonment and alternatives to imprisonment, plea bargaining, and other matters relating to the improvement of the criminal justice</p>	<p>"It is the intent of the General Assembly to ensure that the heads of state agencies, departments, and institutions are held accountable for the effective and efficient use of the public resources entrusted to them annually in the appropriation process. Each agency, department, or institution head is expected to have in place an effective system of management controls to prevent and detect improper conduct by their employees. In the event of mismanagement, waste, or abuse allowed by an agency, department, or institution head, the Governor, constitutional officer, or governing board is expected to take swift and appropriate action to correct the matter and regain the public trust." 8-1-190. (1993 Act No. 178).</p>
Associated performance measure item numbers from the Performance Measures Chart, if any		None	None
<b>Customer Details</b>		DNE	DNE
Customer description		DNE	DNE
Does the agency evaluate customer satisfaction?		No	No
Counties served in last completed fiscal year		All	All
Number of customers served in last completed FY		DNE	DNE
Percentage change in customers served predicted for current FY		0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency			
<b>Units Provided and Amounts Charged to Customers</b>		DNE	DNE
Description of a single deliverable unit		DNE	DNE
Number of units provided		0	0
2017-18		0	0
2016-17		0	0
2015-16		0	0
Does law prohibit charging the customer for the deliverable?		No	No
If yes, provide law		No	No
2017-18		No	No
2016-17		No	No
If yes, provide law		No	No
2015-16		No	No
If yes, provide law			
Amount charged to customer per deliverable unit		\$0.00	\$0.00
2017-18		\$0.00	\$0.00
2016-17		\$0.00	\$0.00
2015-16		\$0.00	\$0.00
<b>Costs</b>			
Total employee equivalents required (37.5 hour per week units)		DNE	DNE
2017-18		DNE	DNE
2016-17		DNE	DNE
2015-16		DNE	DNE
Total deliverable expenditures each year (operational and employee salary/fringe)		\$0.00	\$0.00
2017-18		\$0.00	\$0.00
2016-17		\$0.00	\$0.00
2015-16		\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures		0.00%	0.00%
2017-18		0.00%	0.00%
2016-17		0.00%	0.00%
2015-16		0.00%	0.00%
Agency expenditures per unit of the deliverable			
2017-18		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2016-17		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
2015-16		There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
<b>Amount generated from providing deliverable</b>			
Total collected from charging customers		\$0.00	\$0.00
2017-18		\$0.00	\$0.00
2016-17		\$0.00	\$0.00
2015-16		\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		\$0.00	\$0.00
2017-18		\$0.00	\$0.00
2016-17		\$0.00	\$0.00
2015-16		\$0.00	\$0.00
Total collected from charging customers and non-state sources		\$0.00	\$0.00
2017-18		\$0.00	\$0.00
2016-17		\$0.00	\$0.00
2015-16		\$0.00	\$0.00
<b>Agency Comments</b>		This commission was dissolved in 2004.	
Additional comments from agency (optional)			

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Deliverable		Item number	
Associated laws		17	18
Does state or federal law specifically require this deliverable?		SECTIONS 24-21-240; 24-21-280 (A)	SECTION 24-21-230 (A)
Deliverable description		Yes	Yes
		<b>Agent Oath, Duties and Powers</b> <i>Probation Agents perform a diverse array of administrative duties including conducting case management reviews, running COMPAS reports, creating supervision plans, checking jail lists and completing other Agent-related tasks.</i>  <b>SECTION 24-21-240</b> <b>Oath of probation agents.</b> Each person appointed as a probation agent must take an oath of office as required of state officers which must be noted of record by the clerk of court.  <b>SECTION 24-21-280.</b> <b>Duties and powers of probation agents; maintaining written reports</b> (A) Each probation agent must investigate all cases referred to him for investigation by the judges or director and report in writing. He must furnish to offenders under his supervision a written statement of the Conditions of Probation and must instruct the offender regarding them. He must keep informed concerning the conduct and condition of each person under his supervision through visits and written reports. He must use methods consistent with evidence-based practices to aid and encourage persons on supervision to improve their conduct and condition and to reduce the risk of recidivism for offenders under his supervision.	<b>Agent Training Requirement</b> The director must employ probation agents required for service in the State, and clerical assistants as necessary.  The probation agents must take and pass psychological and qualifying examinations as directed by the director.  The director must ensure that each probation agent receives adequate training.  Until the initial employment requirements are met, no person may take the oath of a probation agent nor exercise the authority granted to them.  <b>Reimbursement of Training Costs</b> After hiring a new probation agent who has not yet been trained as a law enforcement officer, the Department assumes the cost of that training. This provision allows the Department to be reimbursed for these costs by a governmental entity that subsequently hires the law enforcement officer.  <b>SECTION 23-23-120.</b> If a law enforcement officer has satisfactorily completed his mandatory training while employed by a governmental entity of this State and within two years from the date of satisfactory completion of the mandatory training a different governmental entity of this State subsequently hires the law enforcement officer, the subsequent hiring governmental entity shall reimburse the governmental entity with whom the law enforcement officer was employed at the time of attending the mandatory training: 100% in year 1 and 50% in year 2 of satisfactory completion of mandatory training.
Responsible organizational unit (primary)		Field Operations	Executive
Results Sought		Yes	No
Does the legislature state intent, findings, or purpose?		To describe the duties which must be performed by probation agents including: (1) investigating cases referred for investigation, (2) keeping informed concerning the conduct and condition of those under his supervision visiting, requiring reports, and in other ways, (3) reporting progress in writing as required, (4) using practicable and suitable methods that are consistent with evidence based practices to aid and encourage persons on supervision to bring about improvement in their conduct and condition and to reduce the risk of recidivism, and (5) conducting actuarial assessments of offender risks and needs, including criminal risk factors and specific needs of each individual. To establish the authority of probation agents and offender supervision specialists. "It is the intent of the General Assembly to preserve public safety, reduce crime, and use correctional resources most effectively. Currently, the South Carolina correctional system incarcerates people whose time in prison does not result in improved behavior and who often return to South Carolina communities and commit new crimes, or are returned to prison for violations of supervision requirements. It is, therefore, the purpose of this act to reduce recidivism, provide fair and effective sentencing options, employ evidence-based practices for smarter use of correctional funding, and improve public safety." (2010 Act No. 273: The "Omnibus Crime Reduction and Sentencing Reform Act of 2010").	To authorize the Director to employ personnel as necessary to carry out all duties, including employing probation agents and clerical assistants. 24-21-220. To authorize the Director to ensure agents take and pass psychological and qualifying examinations and to provide agents with adequate training. 24-21-230.
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?			
Associated performance measure item numbers from the Performance Measures Chart, if any		7; 16; 17; 18; 19; 32; 36; 39	4; 5
Customer Details		Customer description	Active offenders (at end of fiscal year) provided services by way of the administrative duties performed by Probation Agents including: conducting case management reviews, running COMPAS reports, creating supervision plans, checking jail lists and completing other Agent-related tasks.
Does the agency evaluate customer satisfaction?		2017-18	No
Counties served in last completed fiscal year		2017-18	All
Number of customers served in last completed FY		2017-18	29,171
Percentage change in customers served predicted for current FY		2018-19	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		2018-19	Unknown
Units Provided and Amounts Charged to Customers		Description of a single deliverable unit	A single active offender provided services by way of the administrative duties performed by Probation Agents including: conducting case management reviews, running COMPAS reports, creating supervision plans, checking jail lists and completing other Agent-related tasks.
			Agent/DSS Training hours - Hiring a single probation agent, ensuring he or she passes psychological and qualifying examinations, and providing him or her adequate training, such as law enforcement recertification, firearms, basic training and on-job-training (OJT).
Number of units provided		2017-18	29,171
		2016-17	29,644
		2015-16	28,743
Does law prohibit charging the customer for the deliverable?		2017-18	No
If yes, provide law		2016-17	No applicable law
		2015-16	No
If yes, provide law		2015-16	No applicable law
		2017-18	No
If yes, provide law		2017-18	No applicable law
Amount charged to customer per deliverable unit		2017-18	\$0.00
		2016-17	\$0.00
Costs		Total employee equivalents required (37.5 hour per week units)	
		2017-18	164
		2016-17	174
		2015-16	141
Total deliverable expenditures each year (operational and employee salary/fringe)		2017-18	\$7,758,963.85
		2016-17	\$10,261,058.23
		2015-16	\$5,391,060.26
Total deliverable expenditures as a percentage of total agency expenditures		2017-18	13.78%
		2016-17	20.44%
		2015-16	11.57%
Agency expenditures per unit of the deliverable			
Amount generated from providing deliverable		Total collected from charging customers	
		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Total collected from charging customers and non-state sources		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Agency Comments		Additional comments from agency (optional)	

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Department of Probation, Parole and Pardon Services  
**Accurate as of**  
6/12/2019 (Updated 1.27.20)

Deliverable	Item number	19	20
Associated laws		SECTIONS 24-21-10(F); 24-21-280(C)	SECTIONS 24-21-80; 24-21-90
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		<p><b>Offender Risk-Needs Assessment</b> Agents perform Offender Risk-Need COMPAS assessments that provide a supervision level recommendation for each offender based on his or her criminal history and personal background.</p> <p><b>SECTION 24-21-10 (F).</b> The Department must establish procedures on the use of the validated actuarial risk and need assessment tool to guide the Department, Parole Board, and agents in determining supervision management strategies, including offender risk classification, and case planning and treatment decisions to address criminal risk factors and reduce offender risk of recidivism.</p> <p><b>SECTION 24-21-280 (C).</b> Probation agents must conduct an actuarial assessment of offender risks and needs, including criminal risk factors and specific needs of each individual, under the supervision of the department, which shall be used to make objectively based decisions that are consistent with evidence-based practices on the type of supervision and services necessary.</p> <p>The director shall require each agent to receive annual training on evidence-based practices and criminal risks factors and how to target these factors to reduce recidivism.</p>	<p><b>Probation and parole supervision fee collection.</b> Offenders on probation, parole, or community supervision pay a regular supervision fee (offenders are assessed \$50/month) toward offsetting the cost of their supervision. The regular supervision fee is determined by SCDPPPS based upon the ability of the offender to pay. Offenders under the Department's supervision must pay a monthly or weekly supervision fee depending on whether they are under standard or intensive supervision, and may qualify for a full or partial hardship exemption.</p> <p><b>SECTION 24-21-80.</b> The fee must not be less than \$20 nor more than \$100 per month. Payment of the fee is a condition of probation and a delinquency of two months or more in making payments may result in revocation.</p> <p>SCDPPPS shall remit from the fees collected an amount not to exceed the regular supervision fees collected during fiscal year 1992-93 for credit to the State General Fund. (\$3,392,808 is remitted to General Fund each year). All regular supervision fees collected in excess of the aforementioned 1993 Fiscal Year amount are retained by SCDPPPS, carried forward, and applied to the department's operation.</p> <p>Offenders placed under intensive supervision are required to pay between \$10 and \$30 each week during intensive supervision in lieu of the regular supervision fee. The intensive supervision fee is determined by SCDPPPS based on the offender's ability to pay. Fees derived from persons under intensive supervision must be retained by the department.</p> <p>SCDPPPS may exempt any offender from payment of fees if the department determines that exceptional circumstances exist- such as severe hardship. The department may substitute public service employment (PSE/community service) for supervision fees.</p> <p><b>SECTION 24-21-90</b> Account and receipt for fee payments; deposit of funds. Each supervising agent shall keep an accurate account of the money he or she collects and shall give a receipt to the offender for payment. Money collected must be forwarded to the board and deposited in the state treasury.</p>
Responsible organizational unit (primary)		Field Operations	Field Operations
<b>Results Sought</b>		Yes	Yes
Does the legislature state intent, findings, or purpose?		Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		The agency seeks to use evidence-based practices- procedures that can be validated with testing, whenever possible in its offender supervision methods. To amend Section 24-21-13, relating to policies and procedures that must be followed by the Department of Probation, Parole and Pardon Services and the Board, so as to include the use of a structured decision-making guide and treatment programs. "It is the intent of the General Assembly to preserve public safety, reduce crime, and use correctional resources most effectively. Currently, the South Carolina correctional system incarcerates people whose time in prison does not result in improved behavior and who often return to South Carolina communities and commit new crimes, or are returned to prison for violations of supervision requirements. It is, therefore, the purpose of this act to reduce recidivism, provide fair and effective sentencing options, employ evidence-based practices for smarter use of correctional funding, and improve public safety." (2010 Act No. 273; The "Omnibus Crime Reduction and Sentencing Reform Act of 2010").	To collect fees owed to the Department to support supervision operations. To enact a new statute to provide that parolees and probationers shall pay a fee of ten dollars per month for each month on probation and to provide for the disposition of such fees. (1980 Act No. 517). To amend Section 24-21-80 so as to increase these fees, to provide for certain other supervisory fees, and make certain of these fees also apply to inmates. (1985 Act. No. 201). To provide that a delinquency in payment of a fee paid by a person on probation may result in revocation of probation or parole at the determination of the Board or Court, rather than mandatory revocation as formerly. (1988 Act No. 480). To amend Section 24-21-80, relating to the requirement that probationers and parolees must pay a certain fee, delinquency, and exemption, so as to, among other things, delete certain language, require the payment of a regular supervision fee, rather than two hundred forty dollars a year, toward offsetting the cost of supervision for the duration of the supervision, change other fees, and provide, among other things, that the Department of Probation, Parole and Pardon Services may substitute public service employment for supervision fees when it considers the same to be in the best interest of the state and the individual. (1993 Act No. 164). To amend Section 24-21-80, as amended, relating to supervision fees, so as to include community supervision in the programs covered by supervision fees and revise the conditions for an exemption from such fees. (1995 Act No. 83).
Associated performance measure item numbers from the Performance Measures Chart, if any		2; 7; 16; 17; 34; 41	7; 18
<b>Customer Details</b>		Offenders assessed using a risk-needs assessment in one year.	An offender on regular or intensive supervision during a fiscal year
Customer description			
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	All	All
Number of customers served in last completed FY	2017-18	18,356	29,171
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unlimited
<b>Units Provided and Amounts Charged to Customers</b>		Offenders who've received a completed offender risk-needs assessment.	The number of offenders with a regular or intensive supervision fee account during a fiscal year.
Description of a single deliverable unit			
Number of units provided	2017-18	18,356	29,171
	2016-17	17,489	29,644
	2015-16	17,294	28,743
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
	2015-16	No	No
If yes, provide law	2015-16	No applicable law	No applicable law
	2017-18	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$50/mo. or \$600/yr. regular supervision; \$80/mo. or \$960/yr. intensive supervision
	2016-17	\$0.00	\$50/mo. or \$600/yr. regular supervision; \$80/mo. or \$960/yr. intensive supervision
<b>Costs</b>			
Total employee equivalents required (37.5 hour per week units)	2017-18	22.00	57.00
	2016-17	20.00	50.00
	2015-16	20.00	53.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$1,612,511.37	\$4,221,479.43
	2016-17	\$1,497,865.68	\$3,842,036.89
	2015-16	\$1,595,216.79	\$4,231,782.41
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	2.86%	7.50%
	2016-17	2.98%	7.65%
	2015-16	3.42%	9.08%
Agency expenditures per unit of the deliverable			
<b>Amount generated from providing deliverable</b>			
Total collected from charging customers	2017-18	\$0.00	\$5,772,304.00
	2016-17	\$0.00	\$6,127,756.00
	2015-16	\$0.00	\$7,367,585.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$5,772,304.00
	2016-17	\$0.00	\$6,127,756.00
	2015-16	\$0.00	\$7,367,585.00
<b>Agency Comments</b>		Office intake and office visit hours are included here.	Program cost associated with mission related activities. Includes all other revenue collected from our customers, not specifically reported under another line item in the report.
Additional comments from agency (optional)			



**Agency**  
Department of Probation, Parole and Pardon Services  
**Accurate as of**  
6/12/2019 (Updated 1,27,20)

Deliverable	Item number	Associated laws	21	22
Does state or federal law specifically require this deliverable?			Yes	Yes
Deliverable description			<p><b>Active Electronic Monitoring (Global Positioning Satellite (GPS) Tracking).</b> <b>SECTION 23-3-540 (A) through (I).</b> When ordered by the court, SCDPPPS shall utilize an active electronic monitoring device to monitor persons either: (1) convicted of certain criminal sexual offenses against minors; (2) determined to have violated a term of probation or community supervision while being supervised for certain criminal sexual offenses against minors; or (3) convicted of violating a provision of the sex offender registry when they were required to register for certain criminal sexual offenses against minors.</p> <p><b>SECTION 23-3-540 (K)</b> <b>Electronic monitoring fees.</b> (GPS Tracking/"Ankle bracelets") Offenders placed on active electronic monitoring must be charged for the cost of the active electronic monitoring device and the operation of the active electronic monitoring device for the duration of the time the person is required to be electronically monitored.</p> <p><b>SECTION 23-3-540 (L). Removing, tampering with, or damaging electronic monitoring device.</b> A person who intentionally removes, tampers with, defaces, alters, damages, or destroys an active electronic monitoring device is guilty of a felony and, upon conviction, must be fined not more than five thousand dollars or imprisoned not more than five years.</p> <p><b>SECTION 23-3-545.</b> Effect of conviction for willfully violating term or condition of active electronic monitoring.</p> <p><b>SECTION 23-3-550.</b> Assisting or harboring unregistered sex offender, penalty.</p> <p><b>SECTION 24-13-425.</b> It is unlawful for any person to knowingly and without authority remove, destroy, or circumvent the operation of an electronic monitoring device which is being used for the purpose of monitoring a person who is wearing an electronic monitoring device as a condition of probation, parole, or community supervision.</p> <p><b>SECTION 24-21-85.</b> Every person placed on electronic monitoring must be assessed a fee as long as he remains in the program and the payment of the fee must be a condition of supervision. Fees generated must be retained to support the electronic monitoring program and carried forward for the same purpose.</p>	<p><b>Internet Usage by Child Sex Offenders.</b> <i>Requires the sentencing court to order restrictions on internet use, social media use, and other communications with minors where the offender must register as a sex offender and his or her victim was a minor.</i></p> <p><b>SECTION 23-3-555 (D).</b> (D) If a person commits a sexual offense in which the victim is under the age of 18 at the time of the offense and the offender is required to register with the sex offender registry for the offense, then, upon conviction, adjudication of delinquency, guilty plea, or plea of nolo contendere, the judge must order as a condition of probation or parole that the person is prohibited from using the Internet to access social networking websites, communicate with other persons or groups for the purpose of promoting sexual relations with persons under the age of 18, and communicate with person under the age of 18 when the person is over the age of 18. The judge may permit an offender to use the Internet to communicate with person under the age of eighteen when the offender is the parent or guardian of a child under the age of 18, or the grandparent of a grandchild under the age of 18, and the offender is not otherwise prohibited from communicating with the child or grandchild.</p>
Responsible organizational unit (primary)			Field Operations	Field Operations
<b>Results Sought</b>			No	No
Does the legislature state intent, findings, or purpose?			No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?			To utilize GPS electronic monitoring technology to actively monitor offenders convicted of sexual offenses against minors, to charge those offenders for the cost of the GPS device and the operation of the device, and to refer to local law enforcement for criminal prosecution any offender who intentionally removes, tampers with, defaces, alters, damages, or destroys a GPS device.	To effectively and efficiently monitor and enforce the court imposed sex offender condition restricting internet, social media, and other forms of communication with minors.
Counties served in last completed fiscal year	2017-18		All	All
Number of customers served in last completed FY	2017-18		1,144	333
Percentage change in customers served predicted for current FY	2018-19		0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency			Unknown	Unknown
Associated performance measure item numbers from the Performance Measures Chart, if any			7	7, 11
<b>Customer Details</b>			Offenders on active and pending GPS tracking (electronic monitoring), offenders in "track status" and Jessie's Law Offenders on GPS.	Offenders under supervision for a sexual offense in which the victim is under the age of 18 at the time of the offense and the offender is required to register with the sex offender registry for the offense.
Does the agency evaluate customer satisfaction?	2017-18		No	No
Counties served in last completed fiscal year	2017-18		All	All
Number of customers served in last completed FY	2017-18		1,144	333
Percentage change in customers served predicted for current FY	2018-19		0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency			Unknown	Unknown
<b>Units Provided and Amounts Charged to Customers</b>			Providing a single active and pending GPS device for a GPS offender and operation of that device in monitoring that offender for one year. <b>(Number of sex offenders with electronic monitoring GPS device.)</b>	Monitoring a single sex offender's internet, social media, and other communications for one year where the offender is subject to the court imposed sex offender condition restricting internet, social media, and other forms of communication with minors.
Description of a single deliverable unit				
Number of units provided	2017-18		1,144	477
	2016-17		1,064	457
	2015-16		1,023	480
Does law prohibit charging the customer for the deliverable?	2017-18		No	No
If yes, provide law	2016-17		No applicable law	No applicable law
	2015-16		No	No
If yes, provide law	2015-16		No applicable law	No applicable law
	2014-15		No	No
If yes, provide law	2014-15		No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18		\$60/week or \$240/month or \$2,880/year	\$0.00
	2016-17		\$60/week or \$240/month or \$2,880/year	\$0.00
	2015-16			
<b>Costs</b>				
Total employee equivalents required (37.5 hour per week units)	2017-18		27.00	3.00
	2016-17		27.00	2.00
	2015-16		27.00	2.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18		\$1,776,749.19	\$231,295.99
	2016-17		\$1,319,377.29	\$193,549.61
	2015-16		\$1,369,763.33	\$161,082.07
Total deliverable expenditures as a percentage of total agency expenditures	2017-18		3.16%	0.41%
	2016-17		2.34%	0.39%
	2015-16		2.94%	0.35%
Agency expenditures per unit of the deliverable				
<b>Amount generated from providing deliverable</b>				
Total collected from charging customers	2017-18		\$219,869.13	\$0.00
	2016-17		\$268,088.79	\$0.00
	2015-16		\$337,337.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18		\$0.00	\$0.00
	2016-17		\$0.00	\$0.00
	2015-16		\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18		\$219,869.13	\$0.00
	2016-17		\$268,088.79	\$0.00
	2015-16		\$337,337.00	\$0.00
<b>Agency Comments</b>			<p>**The numbers in cells 28-30 include both sex offenders AND GPS tracking offenders.</p> <p>**Offenders on GPS tracking are charged \$60/week or \$240/month or \$2,880/year.</p> <p>**Cost of the GPS equipment is \$2.25 per active unit, per day.</p> <p>**As of 9/30/19, SCDPPPS has 796 offenders on active GPS monitoring. (Source: Total Access GPS database.)</p> <p>**PPP received 18,119 GPS tracking alerts in FY 2018.</p> <p>**PPP had 152 GPS Responder Agents in FY 2018. (These Agents also fulfill other field duties.)</p> <p>Section 23-3-545 for willfully violating a term or condition of electronic monitoring; Section 23-3-550 for assisting or harboring an unregistered sex offender; and Section 24-13-425 for knowingly and without authority removing, destroying, or circumventing the operation of an electronic monitoring device, are all stand-alone criminal statutes which may arise out of either the Department's supervision of sex offenders or the Department's use of active electronic monitoring devices. Violation of these statutes would result in referral to the local law enforcement and Solicitor's Office for prosecution.</p>	Cells 28-30 list the number of active offenders with a main case offense a sex crime against a minor as of June 30th of the respective year.

**Agency**  
Department of Probation, Parole and Pardon Services  
**Accurate as of**  
6/12/2019 (Updated 1,27,20)

Deliverable		23	24
Item number	Associated laws	SECTIONS 24-21-5; 24-21-100	SECTION 24-21-32; Reg. 130-40
Does state or federal law specifically require this deliverable?	Deliverable description	Yes <b>Administrative Monitoring</b> <i>This program was established by the Omnibus Crime and Sentencing Reform Act of 2010 to enable the Department to continue to collect financial obligations after the offender has completed all other obligations of their supervision. Monetary obligations are transferred to quarterly Administrative Monitoring until monies are paid in full or a consent order of judgment is filed.</i> <b>Administrative monitoring - fee</b> This program was established by the Omnibus Crime and Sentencing Reform Act of 2010 to enable the Department to continue to collect financial obligations after the offender has completed all other obligations of their supervision. Monetary obligations are transferred to quarterly Administrative Monitoring until monies are paid in full or a consent order of judgment is filed, which would relieve the individual from further monitoring. The Department is authorized to collect a fee of up to \$10 a month to offset the costs of administering the program. <b>SECTION 24-21-100 (A).</b> Place qualifying individuals on Administrative Monitoring until such time as financial obligations are paid in full or, if the person is unable to pay and has no reasonable likelihood of being able to pay in the future, a consent order of judgment is filed. Determine if the individual is making reasonable progress toward the payment of financial obligations. Petition the court to hold the individual in civil contempt if he fails to make reasonable progress toward payment of financial obligations and provide written notice to the individual of the petition for contempt. Issue a certificate that notice of the petition for civil contempt was sent. Submit a consent order of judgment if the individual does not have the ability to pay. <b>SECTION 24-21-100 (B).</b> An individual placed on administrative monitoring shall pay a regular monitoring fee toward offsetting the cost of his administrative monitoring for the period of time that he remains under monitoring. The regular monitoring fee must be determined by the department based upon the ability of the person to pay. The fee must not be more than ten dollars a month. All regular monitoring fees must be retained by the department, carried forward, and applied to the department's operation.	Yes <b>Reentry Supervision</b> <i>Inmates who are not already required to participate in a community supervision program under 24-21-560, and who have been incarcerated for a minimum of two years, must be released to reentry supervision with SCORPPS one hundred and eighty days before their "release date."</i> <b>SECTION 24-21-32.</b> The individual terms and conditions of reentry supervision shall be developed by the Department using an evidence-based assessment of the inmate's needs and risks. The Department shall promulgate regulations for the terms and conditions of reentry supervision. Until such time as regulations are promulgated, terms and conditions shall be based on guidelines developed by the Director.
Responsible organizational unit (primary)		Field Operations/Fiscal Services	Field Operations/Executive
<b>Results Sought</b>		Yes	Yes
Does the legislature state intent, findings, or purpose?	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	"To create administrative monitoring when financial obligations have not been met by the end of the term of supervision and to provide procedures for administrative monitoring." 24-21-5; 24-21-100. (2010 act no. 273).	By adding Section 24-21-32 so as to provide for reentry supervision for inmates not sentenced to community supervision and to provide policies and procedures for the new reentry supervision. "It is the intent of the General Assembly to preserve public safety, reduce crime, and use correctional resources most effectively. Currently, the South Carolina correctional system incarcerates people whose time in prison does not result in improved behavior and who often return to South Carolina communities and commit new crimes, or are returned to prison for violations of supervision requirements. It is, therefore, the purpose of this act to reduce recidivism, provide fair and effective sentencing options, employ evidence-based practices for smarter use of correctional funding, and improve public safety." (2010 Act No. 273: The "Omnibus Crime Reduction and Sentencing Reform Act of 2010").
Associated performance measure item numbers from the Performance Measures Chart, if any		7; 11; 18	2; 7; 34; 37; 39; 40
<b>Customer Details</b>		Individuals on administrative monitoring.	Offenders released to the reentry supervision program.
Does the agency evaluate customer satisfaction?	Counties served in last completed fiscal year	No	No
Number of customers served in last completed FY	Percentage change in customers served predicted for current FY	All	All
Maximum number of potential customers, if unlimited resources available to the agency		12,868	350
		0.00%	0.00%
		Unknown	Unknown
<b>Units Provided and Amounts Charged to Customers</b>		Monitoring a single Administrative Monitoring participant for one year.	Supervising a single offender on reentry supervision for six months.
Number of units provided		12,868	350
		8,895	360
		6,093	288
Does law prohibit charging the customer for the deliverable?	If yes, provide law	No	No
		No applicable law	No applicable law
		No	No
		No applicable law	No applicable law
		No	No
		No applicable law	No applicable law
Amount charged to customer per deliverable unit		\$10/mo. or \$120/yr.	\$0.00
		\$10/mo. or \$120/yr.	\$0.00
<b>Costs</b>			
Total employee equivalents required (37.5 hour per week units)		5.00	1
		2.00	1
		1.00	1
Total deliverable expenditures each year (operational and employee salary/fringe)		\$181,366.99	\$29,939.82
		\$109,800.00	\$31,225.60
		\$36,600.00	\$30,120.06
Total deliverable expenditures as a percentage of total agency expenditures		0.32%	0.05%
		0.27%	0.06%
		0.08%	0.06%
Agency expenditures per unit of the deliverable			
<b>Amount generated from providing deliverable</b>			
Total collected from charging customers		\$181,366.99	\$0.00
		\$61,041.07	\$0.00
		\$38,931.90	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		\$0.00	\$0.00
		\$0.00	\$0.00
		\$181,366.99	\$0.00
		\$61,041.07	\$0.00
		\$38,931.90	\$0.00
<b>Agency Comments</b>			
Additional comments from agency (optional)			

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1,27,20)

Deliverable		25	26
Item number	Associated laws	SECTION 24-21-110; Reg. 130-60	SECTIONS 24-21-230 (C); 24-21-280 (G)
Does state or federal law specifically require this deliverable?	Deliverable description	Yes	Yes
		<p><b>Administrative sanctions.</b>  <i>The legislature authorized probation agents to use administrative sanctions as an alternative to issuing a warrant or citation when responding to a violation of the terms and conditions of any supervision program operated by the Department. Similarly, it authorized hearing officers to use administrative sanctions as an alternative to sending a case forward to the revoking authority when addressing a violation. These were both offered as part of an effort to reduce unnecessary revocations by providing the Department with tools to address compliance violations with swiftness and certainty, but without having to take them before the revoking authority for possible revocation and reincarceration.</i></p> <p><b>SECTION 24-21-110 (A).</b> In response to an offender violation of the conditions of probation, probation agents may, as an alternative to issuing a warrant or citation, serve the offender a notice of administrative sanctions. Administrative sanctions must be less restrictive than revocation performed by the Court.</p> <p><b>SECTION 24-21-110 (B).</b> A hearing officer with the Department may, as an alternative to sending a case forward to the revoking authority, impose on the offender an order of administrative sanctions.</p> <p><b>SECTION 24-21-110 (D).</b> Establish regulations for administrative sanctions and to delineate a listing of administrative sanctions for the most common types of violations. Ascertain the availability of community-based programs and treatment options.</p> <p><b>SECTION 24-21-110 (E).</b> Provide annual reports to the Sentencing Oversight Committee on the number of offenders given administrative sanctions, revoked, or convicted of new offenses.</p>	<p><b>Offender Supervision Specialists</b>  <i>The Department employs Offender Supervision Specialists (OSS) to oversee the supervision of low-risk offenders. (The introduction of the OSS has reduced caseloads, and enabled Class 1 Certified Agents to focus their attention on high-risk level offenders.)</i></p> <p><b>SECTION 24-21-230 (C)</b>                      The Director may employ offender supervision specialists to oversee the supervision of standard and low-risk offenders. The department shall promulgate regulations for the qualifications of offender supervision specialists and procedures for classifying offenders as standard and low-risk offenders based on criminal risk factors.</p> <p><b>SECTION 24-21-280 (G).</b>                      (G) Offender supervision specialists (OSS) have the same duties and authority granted to probation agents— except for the authority to issue arrest warrants or citations, arrest offenders and to execute process given by law to sheriffs.</p>
Responsible organizational unit (primary)		Field Operations	Field Operations
Results Sought		Yes	No
Does the legislature state intent, findings, or purpose?	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To authorize the use of administrative sanctions to address violations as alternatives to issuing a warrant or citation, or forwarding a violation to the revoking authority. By adding Section 24-21-110 so as to provide for administrative sanctions for violators of special conditions and to provide for a procedure to administer these administrative sanctions. "It is the intent of the General Assembly to preserve public safety, reduce crime, and use correctional resources most effectively. Currently, the South Carolina correctional system incarcerates people whose time in prison does not result in improved behavior and who often return to South Carolina communities and commit new crimes, or are returned to prison for violations of supervision requirements. It is, therefore, the purpose of this act to reduce recidivism, provide fair and effective sentencing options, employ evidence-based practices for smarter use of correctional funding, and improve public safety." (2010 Act No. 273: The "Omnibus Crime Reduction and Sentencing Reform Act of 2010").	The Offender Supervision Specialist position was inserted into law in order to reduce the caseload of Probation Agents, who are Class 1 certified law enforcement officers, to allow the specialists to conduct some routine monitoring of low-risk offenders that was formerly done by agents. An act to amend Sections 24-21-230 and 24-21-280, both as amended, Code of Laws of South Carolina, 1976, relating to the employment, duties, and powers of Department of Probation, Parole and Pardon Services' Agents, Hearing Officers, and staff, so as to provide that the director of the department may employ Offender Supervision Specialists, to provide that the Department shall promulgate regulations regarding the qualifications for these employees, and procedures for classifying offenders as low-risk, and to provide the duties and authority of an Offender Supervision Specialist. (2017 Act No. 75).
Associated performance measure item numbers from the Performance Measures Chart, if any		7; 12; 14; 37	7; 18; 19
Customer Details		Offenders who have been served with a Notice of Administrative Sanctions by an Agent.	Low-risk offenders whose supervision is overseen by Offender Supervision Specialists.
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	All	All
Number of customers served in last completed FY	2017-18	17,790	8,022
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown
Units Provided and Amounts Charged to Customers		Number of Administrative Sanctions imposed (by Probation Agents) on a single offender in response to one or more compliance violations.	Overseeing the supervision of a single low-risk offender by an Offender Supervision Specialist (OSS).
Description of a single deliverable unit			
Number of units provided	2017-18	42,799	8,022
	2016-17	43,597	6,058
	2015-16	55,964	5,479
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
	2015-16	No	No
If yes, provide law	2015-16	No applicable law	No applicable law
	2014-15	No	No
If yes, provide law	2014-15	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	11.00	62.00
	2016-17	15.00	32.00
	2015-16	19.00	17.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$1,031,892.86	\$4,182,577.00
	2016-17	\$1,148,841.01	\$1,478,966.82
	2015-16	\$1,531,401.64	\$1,468,832.80
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	1.83%	7.43%
	2016-17	2.29%	2.95%
	2015-16	3.29%	3.15%
Agency expenditures per unit of the deliverable			
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Agency Comments			The introduction of the OSS has reduced caseloads and enabled Class 1 Certified Agents to focus their attention on high-risk level offenders.

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1,27,20)

Deliverable		27	28	29
Item number	Associated laws	SECTION 24-21-237	SECTIONS 24-21-260; 24-21-270	SECTION 24-21-280 (A)
Does state or federal law specifically require this deliverable?		Yes	Yes	Yes
Deliverable description		<p><b>Agent Accommodations During Emergency Deployments</b>                      Probation agents and other staff are sometimes required to participate in lane reversal of the interstate during hurricane season, as well as various special events/security at the request of other law enforcement agencies. The Department provides meals to employees required to work during deployments, emergencies, and other emergency situation exercises.</p> <p><b>SECTION 24-21-237.</b> "Meals may be provided to employees of the department who are not permitted to leave duty stations and are required to work during deployments, actual emergencies, emergency simulation exercises, and when the Governor declares a state of emergency."</p>	<p><b>Probation Agents assigned to General Sessions Court</b>                      The Department staffs General Sessions Court with a full time probation agent to monitor sentencing proceedings and identify those in which a sentence has been suspended and probation granted. Other probation agents work in county offices provided by each county, in or near the courthouse.</p> <p><b>SECTION 24-21-260</b>                      Probation Agents appointed under Section 24-21-230 must be assigned to serve in courts or districts or other places the director may determine.</p> <p><b>SECTION 24-21-270</b>                      The governing body of each county in which a probation agent serves shall provide, in or near the courthouse, suitable office space for such agent.</p>	<p><b>Offender Case Documentation</b>                      Agent duties include documenting information about offender background, history and program referrals.</p> <p><b>SECTION 24-21-280.</b>  <b>Duties and powers of probation agents; maintain written reports</b>                      (A) Each probation agent must investigate all cases referred to him for investigation by the judges or director and report in writing. He must furnish to offenders under his supervision a written statement of the Conditions of Probation and must instruct the offender regarding them. He must keep informed concerning the conduct and condition of each person under his supervision through visits and written reports. He must use methods consistent with evidence-based practices to aid and encourage persons on supervision to improve their conduct and condition and to reduce the risk of recidivism for offenders under his supervision.</p>
Responsible organizational unit (primary)		Field Operations	Field Operations	Field Operations
<b>Results Sought</b>				
Does the legislature state intent, findings, or purpose?		No	No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To authorize the Department to provide meals to probation agents who are required to work deployments, actual emergencies, or emergency situation exercises. By adding Section 24-21-237 so as to provide that meals may be provided to employees of the Department of Probation, Parole and Pardon Services and provide the circumstances when meals may be provided. (2002 Act No. 356).	To authorize the Director to assign probation agents from each county to work either in whole or in part in the Court of General Sessions for that county or in the county probation offices.	To describe the duties which must be performed by probation agents including: (1) investigating cases referred for investigation, (2) keeping informed concerning the conduct and condition of those under his supervision visiting, requiring reports, and in other ways, (3) reporting progress in writing as required, (4) using practicable and suitable methods that are consistent with evidence based practices to aid and encourage persons on supervision to bring about improvement in their conduct and condition and to reduce the risk of recidivism, and (5) conducting actuarial assessments of offender risks and needs, including criminal risk factors and specific needs of each individual. "It is the intent of the General Assembly to preserve public safety, reduce crime, and use correctional resources most effectively. Currently, the South Carolina correctional system incarcerates people whose time in prison does not result in improved behavior and who often return to South Carolina communities and commit new crimes, or are returned to prison for violations of supervision requirements. It is, therefore, the purpose of this act to reduce recidivism, provide fair and effective sentencing options, employ evidence-based practices for smarter use of correctional funding, and improve public safety." (2010 Act No. 273: The "Omnibus Crime Reduction and Sentencing Reform Act of 2010").
Associated performance measure item numbers from the Performance Measures Chart, if any		1	7; 41	36; 37; 38; 40; 41
<b>Customer Details</b>				
Customer description		South Carolina citizens and visitors	General Sessions Court	(Active Offender Population) Offenders provided services by way of the administrative duties performed by probation agents including documenting information about offender background, history and program referrals.
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	All	All	All
Number of customers served in last completed FY	2017-18	This number varies depending on the severity and duration of the deployment.	46	29,171
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown
<b>Units Provided and Amounts Charged to Customers</b>				
Description of a single deliverable unit		Agent staff hours devoted to conducting Special Operations and Emergency Deployments and the cost related to the deployment, emergency, or emergency situation exercise.	The total number of hours per year probation agents have been assigned to serve as the courtroom agent in one county Court of General Sessions.	Services provided to a single offender performed by probation agents- including documenting information about offender background, history and program referrals.
Number of units provided	2017-18	9,670	50,080	39,000
	2016-17	18,970	42,960	36,564
	2015-16	13,103	45,264	34,200
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
	2015-16	No	No	No
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law
	2014-15	No	No	No
If yes, provide law	2014-15	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
<b>Costs</b>				
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00	15.00	21.00
	2016-17	0.00	17.00	43.00
	2015-16	0.00	22.00	50.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18		\$1,161,787.61	\$3,629,620.59
	2016-17		\$1,305,867.02	\$3,252,600.43
	2015-16		\$1,730,170.82	\$3,995,620.04
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%	2.06%	6.45%
	2016-17	0.00%	2.60%	6.48%
	2015-16	0.00%	3.71%	8.58%
Agency expenditures per unit of the deliverable				
<b>Amount generated from providing deliverable</b>				
Total collected from charging customers	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
<b>Agency Comments</b>				
Additional comments from agency (optional)		Agents who present offender cases in Court perform multiple job duties; therefore the amounts listed in rows 55-57 are not representative of their hourly pay.		

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Deliverable		Item number
Associated laws		30
Does state or federal law specifically require this deliverable?		SECTION 24-21-280 (D)(E)(F)
Deliverable description		Yes
		<b>Awarding Compliance Credits</b> <i>Probation Agents calculate and award compliance credits to offenders- sentenced to SCDPPPS supervision for more than one year- who obey the Conditions of Probation.</i>
		<b>SECTION 24-21-280 (D).</b> Credits may be earned from the first day of supervision on a 30-day basis, but must not be applied until after each 30-day period of supervision has been completed. Compliance credits may be denied for noncompliance on a 30-day basis as determined by the department. Offenders may earn up to 20 days of compliance credits for each 30-day period in which the department determines the offender has substantially fulfilled all of the conditions of supervision.
		<b>SECTION 24-21-280 (E).</b> Any portion of the earned compliance credits are subject to be revoked by the department if an individual violates a condition of supervision during a subsequent 30-day period.
		<b>SECTION 24-21-280 (F).</b> The department shall provide annually to the Sentencing Reform Oversight Committee the number of offenders who qualify for compliance credits and the amount of credits each has earned within a fiscal year.
		<b>(The percentage of offenders earning compliance credits has significantly increased from 25% in FY 2011 to 60% in FY 2018.) (19,791 offenders earned compliance credits in FY 2018.)</b>
Responsible organizational unit (primary)		Field Operations
Results Sought		
Does the legislature state intent, findings, or purpose?		No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To provide offenders with an incentive to comply with the conditions of their supervision by authorizing the Department to award compliance credits when the offenders have substantially fulfilled all of those conditions in a given month.
Associated performance measure item numbers from the Performance Measures Chart, if any		7; 11
Customer Details		
Customer description		Offenders whose cases closed early due to earned compliance credits.
Does the agency evaluate customer satisfaction?		No
Counties served in last completed fiscal year		All
Number of customers served in last completed FY		3,707
Percentage change in customers served predicted for current FY		0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit		Number of cases closed early due to compliance credits.
Number of units provided		3,707
		2,654
		605
Does law prohibit charging the customer for the deliverable?		No
If yes, provide law		No applicable law
		No
If yes, provide law		No applicable law
		No
If yes, provide law		No applicable law
Amount charged to customer per deliverable unit		\$0.00
		\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)		
Total deliverable expenditures each year (operational and employee salary/fringe)		
		\$0.00
		\$0.00
		\$0.00
Total deliverable expenditures as a percentage of total agency expenditures		
		0.00%
		0.00%
		0.00%
Agency expenditures per unit of the deliverable		
Amount generated from providing deliverable		
Total collected from charging customers		\$0.00
		\$0.00
		\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		\$0.00
		\$0.00
		\$0.00
Total collected from charging customers and non-state sources		\$0.00
		\$0.00
		\$0.00
Agency Comments		
Additional comments from agency (optional)		(The percentage of offenders earning compliance credits has significantly increased from 25% in FY 2011 to 60% in FY 2018.) (19,791 offenders earned compliance credits in FY 2018.)
		There was a significant increase in the number of offender cases that closed based on compliance credits between FY '16 and FY '17 because of a change in state law; statute was amended to allow SCDPPPS staff greater discretion to determine to what degree the offender had met the conditions of probation- in order to receive compliance credits. Following the law change, a software update was implemented in the SCDPPPS internal offender management program.
		There are 0 total costs and 0 expenditures associated with this deliverable because there is no manpower involved to assign compliance credits to offenders; a computer program calculates credits.

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Deliverable		Item number
Associated laws		31
Does state or federal law specifically require this deliverable?		SECTIONS 24-21-430; 24-21-440; 24-13-730
Deliverable description		Yes
Responsible organizational unit (primary)		<b>Home Visits</b> A standard condition of probation, parole, and all of the Department's other supervision programs, and a condition that is specifically contemplated in our laws, is that the offender must permit the agent to visit him at his home. The Department calls these offender contacts "home visits."  <b>SECTION 24-21-430. Conditions of probation</b> The court may impose or modify at any time the conditions of probation. SCOPPPS shall develop policies and procedures for imposing conditions of supervision on probationers. These conditions may enhance but must not diminish court imposed conditions. The probationer shall:  1) refrain from the violations of any state or federal penal laws; 2) avoid injurious or vicious habits; 3) avoid persons or places of disreputable or harmful character; <b>4) permit the probation agent to visit at his home or elsewhere;</b> 5) work faithfully at suitable employment as far as possible; 6) pay a fine in one or several sums as directed by the court; 7) perform public service work as directed by the court; 8) submit to a urinalysis or a blood test or both upon request of the probation agent; 9) submit to curfew restrictions; 10) submit to house arrest which is confinement in a residence for a period of twenty-four hours a day, with only those exceptions as the court may expressly grant in its discretion; 11) submit to intensive surveillance which may include surveillance by electronic means; 12) support his dependents; and 13) follow the probation agent's instructions and advice regarding recreational and social activities.  <b>SECTION 24-21-440. Period of probation.</b> The maximum probation term or suspension of sentence does not exceed 5 years. This period is determined by the judge of the court and may be continued or extended within the above limit.  <b>SECTION 24-13-730.</b> Any new program established under the designated sections, or any change in any existing program, may only be implemented to the extent that appropriations for such programs have been authorized by the General Assembly.
Results Sought		Field Operations
Does the legislature state intent, findings, or purpose?		No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To authorize the sentencing court to impose and modify conditions of probation, to authorize the Director to develop policies and procedures for imposing conditions of supervision on probationers, and to enumerate a non-exclusive list of approved conditions that may be imposed, which include home visits.
Associated performance measure item numbers from the Performance Measures Chart, if any		3, 7
Customer Details		Customer description
Customer description		Offenders under active supervision in one year.
Does the agency evaluate customer satisfaction?		2017-18 No
Counties served in last completed fiscal year		2017-18 All
Number of customers served in last completed FY		2017-18 29,171
Percentage change in customers served predicted for current FY		2018-19 0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown
Units Provided and Amounts Charged to Customers		Description of a single deliverable unit
Description of a single deliverable unit		The number of offender home visits completed in one year.
Number of units provided		2017-18 69,816
		2016-17 67,039
		2015-16 72,503
Does law prohibit charging the customer for the deliverable?		2017-18 No
If yes, provide law		No applicable law
		2016-17 No
If yes, provide law		No applicable law
		2015-16 No
If yes, provide law		No applicable law
Amount charged to customer per deliverable unit		2017-18 \$0.00
		2016-17 \$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)		2017-18 28.00
		2016-17 29.00
		2015-16 38.00
Total deliverable expenditures each year (operational and employee salary/fringe)		2017-18 \$2,140,792.66
		2016-17 \$2,219,660.94
		2015-16 \$3,003,916.60
Total deliverable expenditures as a percentage of total agency expenditures		2017-18 3.80%
		2016-17 4.42%
		2015-16 6.45%
Agency expenditures per unit of the deliverable		
Amount generated from providing deliverable		
Total collected from charging customers		2017-18 \$0.00
		2016-17 \$0.00
		2015-16 \$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		2017-18 \$0.00
		2016-17 \$0.00
		2015-16 \$0.00
Total collected from charging customers and non-state sources		2017-18 \$0.00
		2016-17 \$0.00
		2015-16 \$0.00
Agency Comments		Additional comments from agency (optional)

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Deliverable		Item number
Associated laws		32
Does state or federal law specifically require this deliverable?		SECTION 24-21-430; SECTION 24-21-440; 24-13-730
Deliverable description		<p>Yes</p> <p><b>Drug Testing</b> A standard condition of probation, parole, and all of the Department's other supervision programs, and a condition that is specifically contemplated in our laws, is that the offender must submit to drug testing upon request of the probation agent.</p> <p><b>SECTION 24-21-430. Conditions of probation</b>                      The court may impose or modify at any time the conditions of probation. SCOPPPS shall develop policies and procedures for imposing conditions of supervision on probationers. These conditions may enhance but must not diminish court imposed conditions. The probationer shall:</p> <ol style="list-style-type: none"> <li>1) refrain from the violations of any state or federal penal laws;</li> <li>2) avoid injurious or vicious habits;</li> <li>3) avoid persons or places of disreputable or harmful character;</li> <li>4) permit the probation agent to visit at his home or elsewhere;</li> <li>5) work faithfully at suitable employment as far as possible;</li> <li>6) pay a fine in one or several sums as directed by the court;</li> <li>7) perform public service work as directed by the court;</li> <li>8) submit to a urinalysis or a blood test or both upon request of the probation agent;</li> <li>9) submit to curfew restrictions;</li> <li>10) submit to house arrest which is confinement in a residence for a period of twenty-four hours a day, with only those exceptions as the court may expressly grant in its discretion;</li> <li>11) submit to intensive surveillance which may include surveillance by electronic means;</li> <li>12) support his dependents; and</li> <li>13) follow the probation agent's instructions and advice regarding recreational and social activities.</li> </ol> <p><b>SECTION 24-21-440. Period of probation.</b>                      The maximum probation term or suspension of sentence does not exceed 5 years. This period is determined by the judge of the court and may be continued or extended within the above limit.</p> <p><b>SECTION 24-13-730.</b> Any new program established under the designated sections, or any change in any existing program, may only be implemented to the extent that appropriations for such programs have been authorized by the General Assembly.</p> <p><b>Proviso # 66.5 (DPPP: Offender Drug Testing Fee):</b> The department may charge offenders a fee set by the department, not to exceed \$50, for the purpose of having a drug test analyzed by a lab for offenders challenging the findings of a drug test administered by the department. If it is determined that the offender is indigent, this filing fee must be waived. The fee shall be retained by the department to offset the cost of the lab test. All unexpended funds at year-end may be retained and carried forward by the department to be expended for the same purpose;</p>
Responsible organizational unit (primary)		Field Operations
Results Sought		
Does the legislature state intent, findings, or purpose?		No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To authorize the sentencing court to impose and modify conditions of probation, to authorize the Director to develop policies and procedures for imposing conditions of supervision on probationers, and to enumerate a non-exclusive list of approved conditions that may be imposed, which include submitting to drug testing.
Associated performance measure item numbers from the Performance Measures Chart, if any		12; 36
Customer Details		
Customer description		Offenders under active supervision in one year. Offender drug testing fee to be used to offset cost of performing routine drug testing.
Does the agency evaluate customer satisfaction?		No
Counties served in last completed fiscal year		All
Number of customers served in last completed FY		29,171
Percentage change in customers served predicted for current FY		0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit		Offender Drug tests conducted in a single year.
Number of units provided		2017-18 23,549
		2016-17 18,847
		2015-16 28,500
Does law prohibit charging the customer for the deliverable?		No
If yes, provide law		No applicable law
		No
If yes, provide law		No applicable law
		No
If yes, provide law		No applicable law
Amount charged to customer per deliverable unit		2017-18 \$20.00
		2016-17 \$20.00
Costs		
Total employee equivalents required (37.5 hour per week units)		2017-18 3.00
		2016-17 3.00
		2015-16 4.00
Total deliverable expenditures each year (operational and employee salary/fringe)		2017-18 \$232,067.99
		2016-17 \$192,683.53
		2015-16 \$293,864.06
Total deliverable expenditures as a percentage of total agency expenditures		2017-18 0.41%
		2016-17 0.38%
		2015-16 0.63%
Agency expenditures per unit of the deliverable		
Amount generated from providing deliverable		
Total collected from charging customers		2017-18 \$223,968.90
		2016-17 \$220,227.03
		2015-16 \$249,975.31
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		2017-18 \$0.00
		2016-17 \$0.00
		2015-16 \$0.00
Total collected from charging customers and non-state sources		2017-18 \$223,968.90
		2016-17 \$220,227.03
		2015-16 \$249,975.31
Agency Comments		
Additional comments from agency (optional)		

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Deliverable		33	34
Item number	Associated laws	SECTIONS 24-21-280 (B); 24-21-450; 24-21-300; 24-21-560 (C); 24-21-680	SECTION 24-21-460
Does state or federal law specifically require this deliverable?	Deliverable description	Yes <b>Issuing Legal Process for Violations and Arresting Offenders</b> <i>In order to enforce the conditions of supervision imposed on offenders, probation agents can issue arrest warrants or citations charging violations, and can arrest offenders where a warrant has been issued.</i> <b>SECTION 24-21-280 (B). Arrest for violation of terms of probation</b> Probation agents have the power to issue arrest warrants or citations charging a violation of conditions of supervision, the powers of arrest, and, to the extent necessary, the same right to execute process given by law to sheriffs. Probation agents have the power and authority to enforce the criminal laws of the State. <b>SECTION 24-21-450.</b> Probation Agents may issue or cause the issuing of a warrant and cause the defendant to be arrested for violating any of the conditions of probation or suspension of sentence. Any police officer or other agent with power of arrest, upon the request of the probation agent, may arrest a probationer. In case of an arrest, the arresting officer or agent must have a written warrant from the Probation Agent setting forth that the probationer has, in his judgment, violated the conditions of probation, and such statement shall be warrant for the detention of such probationer in the county jail or other appropriate place of detention. The probation agent must submit a report to the court explaining how the probationer violated probation. Any person arrested for the violation of the terms of probation must be entitled to be released on bond pending a hearing. <b>SECTION 24-21-300.</b> <b>Issuance of citation to offenders.</b> Probation agents, instead of issuing a warrant, may issue a written citation and affidavit stating that the offender violated the conditions of his release or suspended sentence. The citation may be served by a law enforcement officer upon the request of a probation agent. <b>SECTION 24-21-560 (C).</b> If the department determines that a prisoner has violated a term of the community supervision program and the community supervision should be revoked, a probation agent must initiate a proceeding in General Sessions Court. The proceeding must be initiated pursuant to a warrant or a citation issued by a probation agent setting forth the violations of the community supervision program. <b>SECTION 24-21-680.</b> Issuance of citation to offenders. Upon failure of any prisoner released on parole under the provisions of this chapter to do or refrain from doing any of the things set forth and required to be done by and under the terms of his parole, the parole agent must issue a warrant or citation charging the violation of parole, and a final determination must be made by the board as to whether the prisoner's parole should be revoked and whether he should be required to serve any part of the remaining unserved sentence.	Yes <b>Revocation Hearings</b> <i>When a prisoner is presented to the Court of General Sessions, the court shall (1) impose a full revocation, (2) impose a partial revocation, (3) impose a suspension of probation, or (4) continue the probation.</i> <b>SECTION 24-21-460. Action of court upon revocation of probation.</b> After an arrest, the court will require the offender to appear in court, and may revoke the probation or suspend the sentence and then deals with the offender. If the offender has been on probation or suspension of sentence, the judge has the right to require the offender to appear in court. The portion only of the sentence imposed by the court shall be put into effect. If the sentence will remain in full effect, the offender shall again at a later time, be brought before the court. If the period of probation has not expired, the offender shall remain on probation.
Responsible organizational unit (primary)		Field Operations	Field Operations
<b>Results Sought</b>	Does the legislature state intent, findings, or purpose? What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	No To provide the Department with the authority to issue legal process charging an offender with violating the conditions of his or her supervision including arrest warrants or citations, and the authority to arrest offenders for violating those conditions when a warrant has been issued.	No To establish the authority of the court to hear and the options available to the court upon revocation of the conditions of probation.
Associated performance measure item numbers from the Performance Measures Chart, if any		14; 41	None
<b>Customer Details</b>	Customer description	Offenders with new violations during a fiscal year	Offenders revoked for compliance year.
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	All	All
Number of customers served in last completed FY	2017-18	17,790	1,926
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown
<b>Units Provided and Amounts Charged to Customers</b>	Description of a single deliverable unit	Number of legal process (warrants and/or citations) issued on offenders during the fiscal year.	The number of offenders revoked or revocations in a single year.
Number of units provided	2017-18	14,545	1,926
	2016-17	13,424	2,349
	2015-16	17,455	3,097
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
	2015-16	No	No
If yes, provide law	2015-16	No applicable law	No applicable law
	2017-18	No	No
If yes, provide law	2017-18	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
<b>Costs</b>	Total employee equivalents required (37.5 hour per week units)	2017-18 24.00 2016-17 21.00 2015-16 22.00	15.00 15.00 15.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 2016-17 2015-16	\$1,843,684.84 \$1,577,250.69 \$1,731,243.67	\$839,748.01 \$854,131.47 \$746,610.53
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 2016-17 2015-16	3.27% 3.14% 3.72%	1.49% 1.70% 1.60%
Agency expenditures per unit of the deliverable			
<b>Amount generated from providing deliverable</b>	Total collected from charging customers	2017-18 2016-17 2015-16	\$0.00 \$0.00 \$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 2016-17 2015-16	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Total collected from charging customers and non-state sources	2017-18 2016-17 2015-16	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
<b>Agency Comments</b>	Additional comments from agency (optional)	Use of graduated sanctions: 9,185 Form 1182s and 1217s were issued as an internal written reprimand for probation violations in FY 2018.	



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 Department of Probation, Parole and Pardon Services  
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Deliverable		Item number	Associated laws
		35	SECTION 24-21-490 (A)
		36	SECTIONS 24-21-490; 24-23-110
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		<p><b>Collection of restitution.</b> <i>The Department collects and distributes restitution on a monthly basis from all offenders on probationary supervision, and must assess a collection fee of twenty percent on each restitution program. It must retain the fees collected and expend them for the purposes of collecting and distributing restitution. The Department also enforces the payment of fines and restitution where probation was not ordered by the sentencing court.</i></p> <p><b>SECTION 24-21-490 (A).</b> The Department shall collect and distribute restitution on a monthly basis from all offenders under probationary and intensive probationary supervision.</p> <p><b>SECTION 24-21-490(C).</b> Expend the fees collected for the purpose of collecting and distributing restitution, and retain and carry forward excess fees for use for the same purpose.</p>	<p><b>20% Collection Fee and distribution of restitution.</b> <i>The Department shall assess a collection fee of twenty percent on each restitution amount ordered. It must retain the fees collected and expend them for the purposes of collecting and distributing the restitution.</i></p> <p><b>SECTION 24-21-490 (B).</b> The Department shall assess a collection fee of twenty percent of each restitution program and deposit the collection fee into a separate account.</p> <p><b>SECTION 24-21-490(C).</b> Expend the fees collected for the purpose of collecting and distributing restitution, and retain and carry forward excess fees for use for the same purpose.</p>
Responsible organizational unit (primary)		Fiscal Services	Field Operations
Results Sought		No	No
Does the legislature state intent, findings, or purpose?		To require the Department to collect and distribute restitution on a monthly basis from all offenders on probation, and to assess a collection fee of twenty percent. By adding Section 24-21-490 so as to provide for the collection and distribution of restitution from persons under probationary and intensive probationary supervision. (1996 Act No. 437). Amount of Restitution Disbursed during fiscal year.	To require the Department to collect and distribute restitution on a monthly basis from all offenders on probation, and to assess a collection fee of twenty percent. Also, to require the Department to enforce the payment of fines and restitution where probation was not ordered by the sentencing court. By adding Section 24-21-490 so as to provide for the collection and distribution of restitution from persons under probationary and intensive probationary supervision. (1996 Act No. 437).
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?			
Associated performance measure item numbers from the Performance Measures Chart, if any		18	4; 6; 18; 20
Customer Details		Victims of crime with active restitution accounts who received at least one payment in a fiscal year.	
Customer description		SCDPPPS (This fee offsets the agency's cost of collecting and distributing restitution.)	
Does the agency evaluate customer satisfaction?		No	No
Counties served in last completed fiscal year		All	All
Number of customers served in last completed FY		10,048	1
Percentage change in customers served predicted for current FY		0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown
Units Provided and Amounts Charged to Customers		Number of victims of crime with active restitution accounts who received at least one payment in a given fiscal year.	
Description of a single deliverable unit		The collection fee charged to each offender account owing restitution.	
Number of units provided		2017-18	10,048
		2016-17	11,295
		2015-16	12,699
Does law prohibit charging the customer for the deliverable?		No	No
If yes, provide law		No	No applicable law
		No	No applicable law
If yes, provide law		No	No applicable law
		No	No applicable law
If yes, provide law		No	No applicable law
Amount charged to customer per deliverable unit		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Costs		Total employee equivalents required (37.5 hour per week units)	
		2017-18	0.00
		2016-17	0.00
		2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures		2017-18	0.00%
		2016-17	0.00%
		2015-16	0.00%
Agency expenditures per unit of the deliverable			
Amount generated from providing deliverable		Total collected from charging customers	
		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		2017-18	\$5,668,582.72
		2016-17	\$5,996,422.58
		2015-16	\$5,834,710.59
Total collected from charging customers and non-state sources		2017-18	\$5,668,582.72
		2016-17	\$5,996,422.58
		2015-16	\$5,834,710.59
Agency Comments		Additional comments from agency (optional)	
		PPP's Fiscal Services Division is required by law to report a summary of restitution accounts to the Governor's Office, the President of the Senate, the Speaker of the House, the Chairman of the House Judiciary Committee, and the Chairman of the Senate Corrections and Penology Committee every six months.	36,287 checks were mailed to victims in FY 2018.  Employees that process restitution payments are included in the "employee equivalent" row in the Executive Tab, which includes the Office of Victim Services.

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Deliverable		Item number	Associated laws
		37	SECTION 16-3-1260
		38	SECTION 24-21-550
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		<p><b>Reimbursement of State by convicted person.</b> <i>The SC Crime Victim Services Division has the authority to render awards to victims of crimes from the SC Victim Compensation Fund.</i></p> <p>A payment of benefits to, or on behalf of, a victim or intervener, or eligible family member creates a debt due and owing to the State by the person who committed the criminal act. The payment of the debt or a portion of the debt to the State may be made a condition of probation by the court or a condition of parole by the Department. The Department then must work with the Director of the Office of the Attorney General, South Carolina Crime Victim Services Division, and Deputy Director of the Department of Crime Victim Compensation on policies and procedures to assure that victim restitution programs are administered in an effective manner to increase payments into the fund.</p> <p><b>SECTION 16-3-1260 (A).</b> A payment of benefits to, or on behalf of, a victim or intervener, or eligible family member under this article creates a debt due and owing to the State by a person as determined by a court of competent jurisdiction of this State, who has committed the criminal act.</p> <p><b>SECTION 16-3-1260 (B).</b> The circuit court, when placing on probation a person who owes a debt to the State as a consequence of a criminal act, may set as a condition of probation the payment of the debt or a portion of the debt to the State. The court also may set the schedule or amounts of payments subject to modification based on change of circumstances.</p> <p><b>SECTION 16-3-1260 (C).</b> The Department of Probation, Parole and Pardon Services shall also have the right to make payment of the debt or a portion of the debt to the State a condition of parole or community supervision.</p> <p><b>SECTION 16-3-1260 (E).</b> Payments authorized or required under this section must be paid to the Office of the Attorney General, South Carolina Crime Victim Services Division. The Director of the Office of the Attorney General, South Carolina Crime Victim Services Division, together with the Deputy Director of the Department of Crime Victim Compensation, shall coordinate the development of policies and procedures for the South Carolina Department of Corrections, the Department of Juvenile Justice, the South Carolina Office of Court Administration, the Department of Probation, Parole and Pardon Services, and the South Carolina Board of Probation, Parole and Pardon Services to assure that victim restitution programs are administered in an effective manner to increase payments into the fund.</p>	
Responsible organizational unit (primary)		Fiscal Services	Field Operations
<b>Results Sought</b>		Yes	No
Does the legislature state intent, findings, or purpose?		Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		Victims Restitution Remitted to SC Crime Victim Services Division. "The General Assembly recognizes that many innocent persons suffer personal physical injury or death as a result of criminal acts or in their efforts to prevent crime or apprehend persons committing or attempting to commit crime. Such persons or their dependents may thereby suffer disability, incur financial hardships or become dependent upon public assistance. The General Assembly finds and determines that there is a need for financial assistance for such victims of crime. Accordingly, it is the intent of the General Assembly that no right to financial assistance be created by this article, but that aid, care and support be provided for such victims of crime as granted by this article." [1982 Act No. 455, Section 1]. "This act may be cited as the 'South Carolina Crime Victim Services Act'. Creation of Office of the Attorney General, South Carolina Crime Victim Services Division, transfer of existing crime victim services entities, creation of four crime victim services departments under the division." (2017 Act No. 96, Section 1).	To authorize the Court of General Sessions to order that a term of probation terminates upon the payment of fines, court costs, assessments, and restitution.
Associated performance measure item numbers from the Performance Measures Chart, if any		18	7; 11
<b>Customer Details</b>		Victims	Offenders given a PTUP order by the Court of General Sessions and whose probation term ended early due to payment.
Does the agency evaluate customer satisfaction?		No	No
Counties served in last completed fiscal year		All	All
Number of customers served in last completed FY		DNE	776
Percentage change in customers served predicted for current FY		0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown
<b>Units Provided and Amounts Charged to Customers</b>		Reimbursement of State by convicted person for payment by State Office of Victim Assistance	A single offender whose probation term ended early due to payment under a PTUP order from the Court of General Sessions.
Description of a single deliverable unit			
Number of units provided		2017-18 DNE	776
		2016-17 DNE	990
		2015-16 DNE	1,250
Does law prohibit charging the customer for the deliverable?		No	No
If yes, provide law		No	No applicable law
		No	No
If yes, provide law		No	No applicable law
		No	No applicable law
If yes, provide law		No	No applicable law
Amount charged to customer per deliverable unit		2017-18 Various	\$0.00
		2016-17 Various	\$0.00
<b>Costs</b>			
Total employee equivalents required (37.5 hour per week units)		2017-18 0.00	4.00
		2016-17 0.00	5.00
		2015-16 0.00	4.00
Total deliverable expenditures each year (operational and employee salary/fringe)		2017-18 \$0.00	\$337,225.94
		2016-17 \$0.00	\$372,962.84
		2015-16 \$0.00	\$324,913.28
Total deliverable expenditures as a percentage of total agency expenditures		2017-18 0.00%	0.60%
		2016-17 0.00%	0.74%
		2015-16 0.00%	0.70%
Agency expenditures per unit of the deliverable			
<b>Amount generated from providing deliverable</b>			
Total collected from charging customers		2017-18 \$0.00	\$0.00
		2016-17 \$0.00	\$0.00
		2015-16 \$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		2017-18 \$0.00	\$0.00
		2016-17 \$0.00	\$0.00
		2015-16 \$0.00	\$0.00
Total collected from charging customers and non-state sources		2017-18 \$0.00	\$0.00
		2016-17 \$0.00	\$0.00
		2015-16 \$0.00	\$0.00
<b>Agency Comments</b>			PPP's Fiscal Services division also assists with this deliverable.
Additional comments from agency (optional)			

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Deliverable	Item number	39	40	41
Associated laws		SECTION 24-21-560	SECTION 24-21-680	SECTION 24-21-280 (A)(B)
Does state or federal law specifically require this deliverable?		Yes	Yes	Yes
Deliverable description		<p><b>Community Supervision Program (CSP) for "No Parole" Offenders</b>  <i>Inmates who have committed a "no parole offense" (Section 24-13-100) must complete the community supervision program- unless they were sentenced to the death penalty or life imprisonment. "No Parole Offense" inmates are only eligible to participate in a community supervision program after they've served at least 85% of their sentence- the minimum period of incarceration (Section 24-13-150).</i></p> <p><b>SECTION 24-21-560 (B).</b> The Department's community supervision programs must last no more than two continuous years.                      The Director shall develop guidelines for the period of time a prisoner is required to participate and the individual terms and conditions of participation.                      A prisoner participating in a community supervision program must be supervised by a probation agent of the Department.</p> <p><b>SECTION 24-21-560 (C).</b> The Department shall determine violation, revocations, re-releases, and successful completions.</p>	<p><b>Violation of Parole</b>  <i>Probation and Parole Agents can issue warrants and citations charging an offender with violation of his or her parole. A final determination is then made by the Parole Board as to whether the prisoner's parole should be revoked and whether he should be required to serve any part of the remaining unserved sentence.</i></p> <p><b>SECTION 24-21-680.</b> Upon failure of any prisoner released on parole under the provisions of this chapter to do or refrain from doing any of the things set forth and required to be done by and under the terms of parole, the parole agent must issue a warrant or citation charging the violation of parole, and a final determination must be made by the board as to whether the prisoner's parole should be revoked and whether he should be required to serve any part of the remaining unserved sentence. The board shall be the sole judge as to whether or not a parole has been violated and no appeal therefrom shall be allowed.</p> <p>No bond shall be granted except by the presiding or resident judge of the circuit wherein the prisoner is arrested, or, if there be no judge within such circuit, by the judge, presiding or resident, in an adjacent circuit, and the judge granting the bond shall determine the amount thereof.</p>	<p><b>Absconder Investigations</b>  <i>Agents conduct investigations into the whereabouts of absconded offenders-offenders who have stopped reporting and the agency is unable to locate.</i></p> <p><b>SECTION 24-21-280 (A).</b> A probation agent must investigate all cases referred to him for investigation by the judges or director and report in writing. He must furnish to each person released on probation, parole, or community supervision under his supervision a written statement of the conditions of probation, parole, or community supervision and must instruct him regarding them.</p> <p>He must keep informed concerning the conduct and condition of each person on probation, parole, or community supervision under his supervision by visiting, requiring reports, and in other ways, and must report in writing as often as the court or director may require.</p> <p><b>SECTION 24-21-280 (B).</b> A probation agent has the power to issue an arrest warrant or a citation charging a violation of conditions of supervision, the powers of arrest, and the same right to execute process given by law to sheriffs.</p> <p>A probation agent has the power and authority to enforce the criminal laws of the State. In the performance of his duties of probation, parole, community supervision, and investigation, he is regarded as the official representative of the court, the department, and the board.</p>
Responsible organizational unit (primary)		Field Operations	Field Operations	Field Operations

Results Sought	Does the legislature state intent, findings, or purpose?	No	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To define "no parole offense" and to require that offenders convicted of a "no parole offense" complete a community supervision program operated by the Department after serving at least 85% of the actual term of imprisonment imposed. [1995 Act No. 83].	To provide the Department with the authority to issue legal process charging an offender with violating the conditions of his or her parole including arrest warrants or citations, and the authority to arrest offenders for violating those conditions when a warrant has been issued. Also to establish the authority of the parole board at a revocation hearing and the options available upon finding a violation of the conditions of parole.	To ensure the Department fulfills its duties of supervision by investigating the whereabouts of offenders who have absconded. The Department requires offenders to report to their Agent, provide the address of their approved residence, and permit home visits. SCDPPPS conducts warrant teams periodically to locate absconded offenders.
Associated performance measure item numbers from the Performance Measures Chart, if any		7; 11	14; 41	7; 8

Customer Details	Customer description	Offenders in the Community Supervision Program (CSP).	Offenders charged with parole violations that have been forwarded to the Parole Board for violation hearings.	Absconded offenders.
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	All	All	All
Number of customers served in last completed FY	2017-18	1,090	122	5,523
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown

Units Provided and Amounts Charged to Customers	Description of a single deliverable unit	Supervision of a single offender in the Community Supervision Program for one year.	A single violation hearing before the Parole Board. (Estimated based on the number of parolees who are recommended for revocation following a Parole Administrative Hearing where a Hearing Officer made the recommendation)	Investigating a single absconded offender.
Number of units provided	2017-18	1,090	122	5,523
	2016-17	1,109	89	5,469
	2015-16	1,043	95	5,561
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
	2015-16	No	No	No
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law
	2017-18	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00

Costs	Total employee equivalents required (37.5 hour per week units)	2017-18	0.00	0.00	24.00
	2016-17	0.00	0.00	23.00	
	2015-16	0.00	0.00	22.00	
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00	\$0.00	\$1,843,684.84	
	2016-17	\$0.00	\$0.00	\$1,729,969.71	
	2015-16	\$0.00	\$0.00	\$1,774,358.38	
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%	0.00%	3.27%	
	2016-17	0.00%	0.00%	3.45%	
	2015-16	0.00%	0.00%	3.81%	

Amount generated from providing deliverable	Total collected from charging customers	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00	
	2015-16	\$0.00	\$0.00	\$0.00	
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00	
	2016-17	\$0.00	\$0.00	\$0.00	
	2015-16	\$0.00	\$0.00	\$0.00	
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00	\$0.00	
	2016-17	\$0.00	\$0.00	\$0.00	
	2015-16	\$0.00	\$0.00	\$0.00	

Agency Comments	Additional comments from agency (optional)

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Deliverable		
Item number		42
Associated laws		SECTIONS 24-28-30; 24-21-110 (E)
Does state or federal law specifically require this deliverable?		Yes
Deliverable description		<p><b>Report Annually to the Sentencing Reform Oversight Committee</b>                      SCDPPPS is required to report annually to the Sentencing Reform Oversight Committee on parole board training, assessment tools consistent with evidence based practices, use of administrative sanctions and number/percentage of revocations for violation of conditions or for new convictions.</p> <p><b>SECTION 24-28-30</b>                      The annual report from SCDPPPS to the Sentencing Reform Oversight Committee includes:                      (1) the number and percentage of individuals placed on administrative sanctions and the number and percentage of individuals who have earned compliance credits; and                      (2) the number and percentage of probationers and parolees whose supervision has been revoked for violations of conditions or for convictions of new offenses;</p> <p>The Sentencing Reform Oversight Committee annually reviews the plan required from SCDPPPS on the Parole Board training and other goals identified in Section 24-21-10 and the report from SCDPPPS on its goals and development of assessment tools consistent with evidence-based practices.</p> <p><b>SECTION 24-21-110</b>                      SCDPPPS provides annually to the Sentencing Reform Oversight Committee:                      (1) the number of offenders who were placed on administrative sanctions during the prior fiscal year and who were not returned to incarceration within that fiscal year;                      (2) the number and percentage of offenders whose supervision programs were revoked for violations of the conditions of supervision and ordered to serve a term of imprisonment.                      (3) the number and percentage of offenders who were convicted of a new offense and sentenced to a term of imprisonment.</p>
Responsible organizational unit (primary)		Field Operations
Results Sought		
Does the legislature state intent, findings, or purpose?		No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		The Sentencing Reform Oversight Committee seeks to evaluate the efforts of SCDPPPS to reduce recidivism. "This bill may be cited as the "Omnibus Crime Reduction and Sentencing Reform Act of 2010". It is the intent of the General Assembly to preserve public safety, reduce crime, and use correctional resources most effectively. Currently, the South Carolina correctional system incarcerates people whose time in prison does not result in improved behavior and who often return to South Carolina communities and commit new crimes, or are returned to prison for violations of supervision requirements. It is, therefore, the purpose of this act to reduce recidivism, provide fair and effective sentencing options, employ evidence-based practices for smarter use of correctional funding, and improve public safety." (2010 Act No. 273, Section 1). "It is the intent of the General Assembly that the provisions in PART II of this Act shall provide cost-effective prison release and community supervision mechanisms and cost-effective and incentive-based strategies for alternatives to incarceration in order to reduce recidivism and improve public safety." (2010 Act No. 273, Section 44). It is the intent of the General Assembly that the provisions in PART III provide oversight revisions to fiscal impact statements and also a committee to continue oversight of the implementations of the Sentencing Reform Commission recommendations. (2010 Act No. 273, Section 60).
Associated performance measure item numbers from the Performance Measures Chart, if any		7; 11; 37
Customer Details		
Customer description		Sentencing Reform Oversight Committee
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	All
Number of customers served in last completed FY	2017-18	1
Percentage change in customers served predicted for current FY	2018-19	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown
Units Provided and Amounts Charged to Customers		
Description of a single deliverable unit		The Annual Report to the Sentencing Reform Oversight Committee.
Number of units provided	2017-18	1
	2016-17	1
	2015-16	1
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No applicable law
	2016-17	No
If yes, provide law	2015-16	No applicable law
	2015-16	No
If yes, provide law	2017-18	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
Costs		
Total employee equivalents required (37.5 hour per week units)	2017-18	2.00
	2016-17	2.00
	2015-16	2.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$294,078.41
	2016-17	\$255,703.39
	2015-16	\$204,911.11
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.52%
	2016-17	0.51%
	2015-16	0.44%
Agency expenditures per unit of the deliverable		
Amount generated from providing deliverable		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Agency Comments		
Additional comments from agency (optional)		

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Deliverable	Item number	Associated laws	43	44
Does state or federal law specifically require this deliverable?			SECTIONS 24-21-410; 24-13-710; 24-13-1330; 24-19-110; 24-21-560; 24-21-640	SECTION 24-21-410
Deliverable description			<p><b>Search and Seizure</b> <i>Offenders in nearly every program under the Department's supervision are subject to search and seizure by any probation agent or any other law enforcement officer, without a search warrant, based either on reasonable suspicions, or with or without cause," depending on the program.</i></p> <p><b>SECTION 24-21-410.</b> Before a defendant may be placed on probation, he must agree in writing to be subject to a search or seizure, without a search warrant, based on reasonable suspicions, of the defendant's person, any vehicle the defendant owns or is driving, and any of the defendant's possessions by any probation agent or any other law enforcement officer.</p> <p><b>SECTION 24-13-710.</b> Before an inmate may be released on supervised furlough, the inmate must agree in writing to be subject to search or seizure, without a search warrant, with or without cause, of the inmate's person, any vehicle the inmate owns or is driving, and any of the inmate's possessions by:</p> <p>(1) any probation agent employed by the Department of Probation, Parole and Pardon Services; or (2) any other law enforcement officer.</p> <p><b>SECTION 24-19-1390.</b> Before an inmate may be released on parole from the Shock Incarceration Program, the inmate must agree in writing to be subject to search or seizure, without a search warrant, with or without cause, of the inmate's person, any vehicle the inmate owns or is driving, and any of the inmate's possessions by any Probation Agent or any other law enforcement officer.</p> <p><b>SECTION 24-19-110.</b> Before SCDC may release youthful offenders (YOA) conditionally under supervision, the youthful offender must agree in writing to be subject to search or seizure, without a search warrant, with or without cause, of the offender's person, any vehicle the youthful offender owns or is driving, and any of the youthful offender's possessions by (1) his supervisory agent; (2) any probation agent employed by SCDCPPPS; or (3) any other law enforcement officer.</p> <p><b>SECTION 24-21-560 (B).</b> [T]he conditions of participation [in the community supervision program] must include the requirement that the offender must permit the search or seizure, without a search warrant, with or without cause, of the offender's person, any vehicle the offender owns or is driving, and any of the offender's possessions by: (1) any probation agent employed by the Department of Probation, Parole and Pardon Services; or (2) any other law enforcement officer, but the conditions for participation for an offender who 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 may not include the requirement that the offender agree to be subject to search or seizure, without a search warrant, with or without cause, of the offender's person, any vehicle the offender owns or is driving, or any of the offender's possessions.</p> <p><b>SECTION 24-21-640.</b> Before an inmate may be released on parole, he must agree in writing to be subject to search or seizure, without a search warrant, with or without cause, of the inmate's person, any vehicle the inmate owns or is driving, and any of the inmate's possessions by: (1) any probation agent employed by the Department of Probation, Parole and Pardon Services; or (2) any other law enforcement officer. ALL SECTIONS. Prior to search or seizure, the law enforcement officer must verify with SCDCPPPS that the offender upon whom the search or seizure will be conducted is currently on supervision. A law enforcement officer conducting a search or seizure without a warrant shall report to his or her employer all of these searches or seizures. The law enforcement agency shall submit this information at the end of each month to SCDCPPPS for review of abuse. A finding of abuse of the use of searches or seizures without a search warrant must be reported by SCDCPPPS to SLED for investigation.</p>	<p><b>Probation.</b> <i>Statute giving the court of general sessions the authority to suspend a prison sentence and place a defendant on probation.</i></p> <p><b>SECTION 24-21-410. Power to suspend sentence and impose probation</b> After conviction or plea for any offense, except a crime punishable by death or life imprisonment, a judge may suspend a sentence and place the defendant on probation and/or impose a fine. Probation is a form of clemency.</p>
Responsible organizational unit (primary)			Field Operations	Field Operations
<b>Results Sought</b>				
Does the legislature state intent, findings, or purpose?			Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?			"It is the intent of the General Assembly of South Carolina to provide law enforcement officers with the statutory authority to reduce recidivism rates of probationers and parolees, apprehend criminals, and protect potential victims from criminal enterprises." (2010 Act No. 151, Section 2). "By enacting this provision, the General Assembly intends to provide law enforcement with a means of reducing recidivism and does not authorize law enforcement officers to conduct searches for the sole purpose of harassment." (Section 24-21-560). "In any instance in which a law enforcement officer has failed to make the reports necessary to the State Law Enforcement Division for warrantless searches, then in the absence of a written policy by the employing agency enforcing the reporting requirements, the otherwise applicable state-imposed, one-day suspension without pay applies." (2010 Act No. 151, Section 16).	To supervise all defendants lawfully placed on probation by the court of general sessions.
Associated performance measure item numbers from the Performance Measures Chart, if any			7	7; 11
<b>Customer Details</b>				
Customer description			Inmates or offenders from whom SCDCPPPS has obtained a written release stating the offender is statutorily subject to search and seizure	Active offenders on probation at the end of a fiscal year.
Does the agency evaluate customer satisfaction?	2017-18		No	No
Counties served in last completed fiscal year	2017-18		All	All
Number of customers served in last completed FY	2017-18		29,171	25,039
Percentage change in customers served predicted for current FY	2018-19		0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency			Unknown	Unknown
<b>Units Provided and Amounts Charged to Customers</b>				
Description of a single deliverable unit			Obtaining written release from active offenders or inmates- in a single year- to be subject to search and seizure	Supervising a single active offender on probation (at end of the fiscal year).
Number of units provided	2017-18		29,171	25,039
	2016-17		29,644	25,776
	2015-16		28,743	25,132
Does law prohibit charging the customer for the deliverable?	2017-18		No	No
If yes, provide law	2016-17		No applicable law	No applicable law
	2015-16		No	No
If yes, provide law	2015-16		No applicable law	No applicable law
	2014-15		No	No
If yes, provide law	2014-15		No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18		\$0.00	\$0.00
	2016-17		\$0.00	\$0.00
	2015-16		\$0.00	\$0.00
<b>Costs</b>				
Total employee equivalents required (37.5 hour per week units)	2017-18		0.00	0.00
	2016-17		0.00	0.00
	2015-16		0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18		\$0.00	\$0.00
	2016-17		\$0.00	\$0.00
	2015-16		\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18		0.00%	0.00%
	2016-17		0.00%	0.00%
	2015-16		0.00%	0.00%
Agency expenditures per unit of the deliverable				
<b>Amount generated from providing deliverable</b>				
Total collected from charging customers	2017-18		\$0.00	\$0.00
	2016-17		\$0.00	\$0.00
	2015-16		\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18		\$0.00	\$0.00
	2016-17		\$0.00	\$0.00
	2015-16		\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18		\$0.00	\$0.00
	2016-17		\$0.00	\$0.00
	2015-16		\$0.00	\$0.00
<b>Agency Comments</b>				
Additional comments from agency (optional)			Offenders sign off on the Conditions of Probation at intake; these conditions include authorization for an Agent to conduct a search and seizure of the offender's property. Staff time spent conducting offender intake is accounted for elsewhere in this chart.	This column captures all remaining duties of Field Operations staff which were not able to be broken up into individual deliverables as set forth in the preceding column.

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable		45	46
Item number		SECTIONS 24-21-1100; 24-21-1105; 24-21-1110	Proviso 66.2
Associated laws			
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		<b>Interstate Compact for Adult Offender Supervision</b>  SCDPPPS supervises offenders who are subject to the terms of the Interstate Compact for Adult Offender Supervision including: (1) out-of-state offenders transferring into South Carolina, (2) South Carolina offenders transferring to other States, and (3) out-of-state offenders who have transferred into South Carolina who have committed violations and require processing of violation reports.  <b>SECTION 24-21-1105</b> The purpose of this compact and the Interstate Commission created under it, through means of joint and cooperative action among the compacting states, is to:  (1) promote public safety by providing adequate supervision in the community of adult offenders who are subject to the compact; (2) provide a means for tracking offenders subject to supervision under this compact; (3) provide a means of transferring supervision authority in an orderly and efficient manner; (4) provide a means of returning offenders to the originating jurisdictions when necessary; (5) provide a means for giving timely notice to victims of the location of offenders subject to supervision under this compact; (6) distribute the costs, benefits, and obligations of this compact equitably among the compacting states; (7) establish a system of uniform data collection for offenders subject to supervision under this compact and to allow access to information by authorized criminal justice officials; (8) monitor compliance with rules established under this compact; and (9) coordinate training and education regarding regulations relating to the interstate movement of offenders, for officials involved in this activity.	<b>Proviso # 66.2 (DPPP: Interstate Compact Application Fee)</b>  The department may charge offenders an application fee set by the department, not to exceed \$100, to offenders applying for transfers out of state under the Interstate Compact Act. The application fee shall be retained by the department to offset the cost of the Interstate Compact Act. All unexpended funds at year-end may be retained and carried forward by the department to be expended for the same purpose.
Responsible organizational unit (primary)		Field Operations - Interstate Compact	Fiscal Services
<b>Results Sought</b>			
Does the legislature state intent, findings, or purpose?		Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		"The purpose of this compact and the Interstate Commission created under it, through means of joint and cooperative action among the compacting states, is to: (1) promote public safety by providing adequate supervision in the community of adult offenders who are subject to the compact; (2) provide a means for tracking offenders subject to supervision under this compact; (3) provide a means of transferring supervision authority in an orderly and efficient manner; (4) provide a means of returning offenders to the originating jurisdictions when necessary; (5) provide a means for giving timely notice to victims of the location of offenders subject to supervision under this compact; (6) distribute the costs, benefits, and obligations of this compact equitably among the compacting states; (7) establish a system of uniform data collection for offenders subject to supervision under this compact and to allow access to information by authorized criminal justice officials; (8) monitor compliance with rules established under this compact; and (9) coordinate training and education regarding regulations relating to the interstate movement of offenders, for officials involved in this activity." Sections 24-21-1100; 24-21-1105; 24-21-1110 (2002 Act No. 273).	Revenue generated from Interstate Compact Application Fees.
Associated performance measure item numbers from the Performance Measures Chart, if any		None	18
<b>Customer Details</b>			
Customer description		Offenders who are subject to the terms of the Interstate Compact for Adult Offender Supervision.	Interstate Compact Offenders
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	All	None - Out of State Offenders Only
Number of customers served in last completed FY	2017-18	1,446	863
Percentage change in customers served predicted for current FY	2018-19	0.00%	1.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown
<b>Units Provided and Amounts Charged to Customers</b>			
Description of a single deliverable unit		The number of offenders supervised under Interstate Compact agreements.	Interstate Applicants and Application Fee
Number of units provided	2017-18	1,446	863
	2016-17	1,373	849
	2015-16	1,331	894
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No	No
If yes, provide law	2015-16	No	No
If yes, provide law			
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$100.00
	2016-17	\$0.00	\$100.00
<b>Costs</b>			
Total employee equivalents required (37.5 hour per week units)	2017-18	9.00	0.00
	2016-17	9.00	0.00
	2015-16	9.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$513,124.96	\$0.00
	2016-17	\$489,763.73	\$0.00
	2015-16	\$503,523.92	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.91%	0.00%
	2016-17	0.98%	0.00%
	2015-16	1.08%	0.00%
Agency expenditures per unit of the deliverable			
<b>Amount generated from providing deliverable</b>			
Total collected from charging customers	2017-18	\$0.00	\$58,624.72
	2016-17	\$0.00	\$55,472.68
	2015-16	\$0.00	\$61,417.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$58,624.72
	2016-17	\$0.00	\$55,472.68
	2015-16	\$0.00	\$61,417.00
<b>Agency Comments</b>			
Additional comments from agency (optional)			The revenue generated from the application fee is used to offset program cost and pay the annual Interstate Compact Fee of \$28,651.80.

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable		47	48
Item number	Associated laws	SECTIONS 24-21-1150; 24-21-1160; 24-21-1190; 24-21-1200; 24-21-1210; 24-21-1220	Proviso 66.4
Does state or federal law specifically require this deliverable?	Deliverable description	Yes <b>Interstate Compact Commission- Rules for Conduct of Business</b> <b>SECTION 24-21-1150.</b> (C) Each member of the Interstate Commission shall have the right and power to cast a vote to which that compacting state is entitled and to participate in the business and affairs of the Interstate Commission.  (D) The Interstate Commission shall meet at least once during each calendar year. The chairperson of the Interstate Commission may call additional meetings at any time and, upon the request of a majority of the members, shall call additional meetings.  (F) Public notice shall be given of all meetings and all meetings shall be open to the public, except as set forth in the rules or as otherwise provided in the compact.  <b>SECTION 24-21-1160.</b> (A) The Interstate Commission shall promulgate rules in order to effectively and efficiently achieve the purposes of the compact including transition rules governing administration of the compact during the period in which it is being considered and enacted by the states.  <b>SECTION 24-21-1190.</b> (A) Any state is eligible to become a compacting state.  (C) Amendments to the compact may be proposed by the Interstate Commission for enactment by the compacting states. No amendment shall become effective and binding upon the Interstate Commission and the compacting states unless and until it is enacted into law by unanimous consent of the compacting states.  <b>SECTION 24-21-1200.</b> (A) (1) Once effective, the compact shall continue in force and remain binding upon each and every compacting state; provided, that a compacting state may withdraw from the compact by enacting a statute specifically repealing the statute which enacted the compact into law.  <b>SECTION 24-21-1210.</b> (A) The provisions of this compact must be severable, and if a phrase, clause, sentence, or provision is considered unenforceable, the remaining provisions of the compact must be enforceable.  <b>SECTION 24-21-1220.</b> (A)(1) Nothing in this article prevents the enforcement of another law of a compacting state that is consistent with this compact.	Yes <b>Proviso # 66.4 (DPPP: Sex Offender Monitoring Carry Forward)</b>  The Department of Probation, Parole and Pardon Services is authorized to carry forward any unexpended funds in the Sex Offender Monitoring program. These funds must be used for the sex offender monitoring program. For the purpose of calculating the amount of funds which may be carried forward by the department, Sex Offender Monitoring program funds carried forward by this provision shall be excluded from the calculation of the carry forward authorized by provision elsewhere in this act.
Responsible organizational unit (primary)		Field Operations - Interstate Compact	Fiscal Services
Results Sought		Yes	Yes
Does the legislature state intent, findings, or purpose?	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	Interstate Compact Council provisions	Authority for the agency to carryforward and retain funds related to the Sex Offender Monitoring program.
Associated performance measure item numbers from the Performance Measures Chart, if any		None	None
Customer Details		South Carolina Interstate Compact State Council members	Sex Offenders
Does the agency evaluate customer satisfaction?	Counties served in last completed fiscal year	No	No
Number of customers served in last completed FY	Percentage change in customers served predicted for current FY	DNE	All
Maximum number of potential customers, if unlimited resources available to the agency		0	0
		0.00%	0.00%
		Unknown	
Units Provided and Amounts Charged to Customers		DNE	DNE
Description of a single deliverable unit			
Number of units provided		0	0
		0	0
		0	0
Does law prohibit charging the customer for the deliverable?		No	No
If yes, provide law		No	No
		No	No
		No	No
Amount charged to customer per deliverable unit		\$0.00	\$0.00
		\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)		0.00	0.00
		0.00	0.00
		0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures		0.00%	0.00%
		0.00%	0.00%
		0.00%	0.00%
Agency expenditures per unit of the deliverable			
Amount generated from providing deliverable			
Total collected from charging customers		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
Total collected from charging customers and non-state sources		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)			

**Agency**  
Department of Probation, Parole and Pardon Services  
**Accurate as of**  
6/12/2019 (Updated 1,27,20)

Deliverable	Item number	49	50	51
Associated laws		SECTIONS 24-23-115; 24-13-730; Reg. 130-20	SECTION 24-21-87	SECTION 24-23-130
Does state or federal law specifically require this deliverable?		Yes	Yes	Yes
Deliverable description		<p><b>Public Service Employment (PSE)</b> <i>The Department manages and enforces public service work requirements when imposed as a special condition of probation by the Court of General Sessions.</i></p> <p><b>SECTION 24-23-115.</b> SCDPPPS shall establish by regulation a definition of the term "public service work" and a mechanism for supervision.</p> <p>"Public service work" includes participating in a litter removal program on or along the roadways of this state as provided in Chapter 54, Title 48, unless a court of competent jurisdiction determines that participation in such a program is not appropriate for the offender.</p> <p><b>SECTION 24-13-730.</b> Any new program established under the designated sections, or any change in an existing program, may only be implemented to the extent that appropriations for such programs have been authorized by the General Assembly.</p> <p><b>Proviso # 66.6 (DPPP: Public Service Employment Set-Up Fee):</b> In addition to any other fee, the department may charge an adult offender placed under the jurisdiction of the department, who is ordered to public service employment by the court, a twenty-five dollar Public Service Employment set-up fee. The fee must be retained by the department and applied to the department's supervision process</p>	<p><b>Offender Extradition</b> <i>SCDPPPS may charge offenders who are extradited to South Carolina from another State a fee based on the number of miles and length of time required to perform the extradition.</i></p> <p><b>SECTION 24-21-87 (A).</b> The fee must be used to offset the cost of extradition. All unexpended revenues of this fee at year end must be retained and carried forward by the department and expended for the same purpose.</p> <p><b>SECTION 24-21-87 (B).</b> The department may charge a fee to offenders required to have maintenance polygraphs. This fee may not exceed the actual cost of the maintenance polygraph. All unexpended revenues of this fee at year end must be retained and carried forward by the department and expended for the same purpose.</p>	<p><b>Termination of supervision: "Early Termination"</b> <i>The Department has the authority to recommend to the Court of General Sessions that a probationer's term of supervision be terminated earlier than its originally ordered expiration date, if the probationer has satisfactorily fulfilled the conditions of probation.</i></p> <p><b>SECTION 24-23-130.</b> Upon the satisfactory fulfillment of the conditions of probation, the court, with the recommendation of the Agent in Charge of the responsible county probation office, may terminate the probationer or supervised prisoner from supervision.</p>
Responsible organizational unit (primary)		Field Operations	Field Operations	Field Operations
<b>Results Sought</b>		No	No	No
Does the legislature state intent, findings, or purpose?		No	No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		"Courts of General Sessions may require defendants convicted of a criminal offense to perform public service work not to exceed five hundred hours without pay for an agency of state, county, municipal, or federal government or for a nonprofit organization as a special condition of probation or as a condition of suspension of sentence." [1986 Act No. 462, Section 11].	The Legislature allows the Department to charge an extradition fee to offenders to cover the cost of extraditing offenders to other jurisdictions. By adding Section 24-21-87 so as to provide that the Department may charge offenders a fee based on the number of miles and length of time required to perform an extradition. (2008 Act No. 353).	"The General Assembly finds that: A. The state correctional facilities are overcrowded and are operating at one hundred fifty-eight percent of their designed capacity. The operational costs of prisons are greater than five thousand five hundred dollars per inmate per year and are increasing. Although new correctional facilities are planned and are being built to meet the projected inmate population increases, the costs of these facilities are more than forty thousand dollars per bed. At the same time, the state's budgetary resources are becoming more limited, and the future availability of capital improvement bonds for more prison construction is uncertain." (1981 Act No. 100). Thus, the authority of the court to terminate supervision early, with the recommendation of the agent-in-charge of the county probation office, was established in the 1980s as a way to safely remove carefully screened offenders from further supervision in order to accommodate related legislative efforts to alleviate prison overcrowding through inmate release mechanisms.
Associated performance measure item numbers from the Performance Measures Chart, if any		7; 11; 34;18	18	7; 11
<b>Customer Details</b>		Offenders assigned to perform public service employment (PSE) during the fiscal year.	Offenders who are extradited to South Carolina in a given year.	Probationers granted "early termination" by the Court of General Sessions based on successful fulfillment of the conditions of probation, in a given year.
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	All	All	All
Number of customers served in last completed FY	2017-18	927	1096	413
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown
<b>Units Provided and Amounts Charged to Customers</b>		The number of offender placements on public service employment (PSE) during the fiscal year.	Extraditing a single offender to South Carolina.	A single probationer granted "early termination" by the Court of General Sessions based on his or her satisfactory fulfillment of the conditions of probation. ( <i>The Court rarely rejects offender cases presented to them for early termination.</i> )
Number of units provided	2017-18	927	1,096	413
	2016-17	698	626	519
	2015-16	852	510	673
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
	2015-16	No	No	No
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law
	2017-18	No	No	No
If yes, provide law	2017-18	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$25.00	Supervising Agent calculates the fee charged using agency internal worksheet	\$0.00
	2016-17	\$25.00	Supervising Agent calculates the fee charged using agency internal worksheet	\$0.00
<b>Costs</b>				
Total employee equivalents required (37.5 hour per week units)	2017-18	2.00	1.00	4.00
	2016-17	2.00	1.00	4.00
	2015-16	3.00	1.00	5.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$124,014.63	\$104,198.15	\$337,225.94
	2016-17	\$138,402.28	\$46,553.86	\$324,913.28
	2015-16	\$208,296.96	\$67,507.18	\$372,962.84
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.22%	0.19%	0.60%
	2016-17	0.28%	0.09%	0.55%
	2015-16	0.45%	0.14%	0.80%
Agency expenditures per unit of the deliverable				
<b>Amount generated from providing deliverable</b>				
Total collected from charging customers	2017-18	\$16,326	\$2,718.20	\$0.00
	2016-17	\$17,524	\$3,270.45	\$0.00
	2015-16	\$24,241	\$4,441.47	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$16,326.00	\$2,718.20	\$0.00
	2016-17	\$17,524.00	\$3,270.45	\$0.00
	2015-16	\$24,241.00	\$4,441.47	\$0.00
<b>Agency Comments</b>		93 state, county and municipal government agencies and nonprofit organizations received offender services at Public Service Employment (PSE) worksites in FY 2018.		Prior to requesting an early termination of supervision, the Agent consults with the Office of Victim Services to ensure all financial obligations have been met and all conditions of probation have been fulfilled. Therefore, <b>early termination requests are normally granted by the Court.</b>
Additional comments from agency (optional)		PPP's Fiscal Services Division also assists with this deliverable.		



**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable		Item number	Associated laws
		52	53
		SECTION 24-21-420; 24-23-120	SECTIONS 24-13-1310; 24-13-1320; 24-13-1330
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		<p><b>Pre-sentence Investigations - General &amp; Mental Disorder</b>                      When directed by the court, probation agents must conduct a "presentence investigation" by fully investigating and reporting to the court in writing, the circumstances of the offense and the criminal record and social history of the defendant.</p> <p><b>SECTION 24-21-420. Report of Probation Agent to Court on Circumstances of the Offense</b>                      When directed, agents must present to the Court the condition of the defendant including, whenever practicable, the findings of a physical and mental examination of the defendant.</p> <p>If so directed, no defendant may be placed on probation or released under suspension of sentence until the circumstances of offense have been presented to the court.</p> <p><b>SECTION 24-23-120. Presentence Investigation</b>                      If a Judge of the Court of General Sessions believes a defendant suffers from a mental disorder, retardation, or substantial handicap, he or she shall order a presentence investigation to be completed by SCDPPPS and submitted to the Court.</p>	<p><b>Shock Incarceration Program</b>                      Eligible SDCD inmates are ordered by the sentencing court to participate in the Shock Incarceration Program and serve 90 days in an incarceration facility, which provides rigorous physical activity, intensive regimentation and discipline and rehabilitation therapy and programming. Upon completion, they are released to parole and supervised by a parole agent with the Department.</p> <p><b>SECTION 23-13-1330 (E).</b> An inmate who has completed a shock incarceration program successfully is eligible to receive a certificate of earned eligibility and must be granted parole release if the inmate has executed the agreements of the program. Participation in a shock incarceration program is a privilege.</p>
Responsible organizational unit (primary)		Field Operations	Field Operations
Results Sought		No	No
Does the legislature state intent, findings, or purpose?		No	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To provide the sentencing court with a mechanism for obtaining detailed and reliable information about the crime and the defendant prior to sentencing, by requiring the Department, when the services of a probation agent are available and when requested by the court, or when the court has reason to believe a defendant suffers from a mental disorder, retardation, or substantial handicap, to prepare a presentence investigation.	The shock incarceration program is an intensive "boot camp" experience provided by the Department of Corrections to young, non-violent, first-time inmates intended to make an immediate impact which persuades the inmates to turn their lives around, successfully complete parole, and become productive members of society.
Associated performance measure item numbers from the Performance Measures Chart, if any		None	7; 11
Customer Details		General Sessions Courts	Shock Parole Offenders.
Customer description			
Does the agency evaluate customer satisfaction?		No	No
Counties served in last completed fiscal year		All	All
Number of customers served in last completed FY		46	409
Percentage change in customers served predicted for current FY		0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown
Units Provided and Amounts Charged to Customers		Number of hours used to complete pre-sentence investigations at the direction of the Court of General Sessions.	Supervising a single offender released to Shock Incarceration Parole for one year.
Description of a single deliverable unit			
Number of units provided		2017-18 575	409
		2016-17 728	357
		2015-16 1,480	270
Does law prohibit charging the customer for the deliverable?		No	No
If yes, provide law		No applicable law	No applicable law
		2016-17 No	No
If yes, provide law		No applicable law	No applicable law
		2015-16 No	No
If yes, provide law		No applicable law	No applicable law
Amount charged to customer per deliverable unit		2017-18 \$0.00	\$0.00
		2016-17 \$0.00	\$0.00
		2015-16 \$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)		2017-18 0.00	0.00
		2016-17 0.00	0.00
		2015-16 0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)		2017-18 \$0.00	\$0.00
		2016-17 \$0.00	\$0.00
		2015-16 \$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures		2017-18 0.00%	0.00%
		2016-17 0.00%	0.00%
		2015-16 0.00%	0.00%
Agency expenditures per unit of the deliverable			
Amount generated from providing deliverable			
Total collected from charging customers		2017-18 \$0.00	\$0.00
		2016-17 \$0.00	\$0.00
		2015-16 \$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		2017-18 \$0.00	\$0.00
		2016-17 \$0.00	\$0.00
		2015-16 \$0.00	\$0.00
Total collected from charging customers and non-state sources		2017-18 \$0.00	\$0.00
		2016-17 \$0.00	\$0.00
		2015-16 \$0.00	\$0.00
Agency Comments		Agents who present offender cases in Court perform multiple job duties; therefore the amounts listed in rows 55-57 are not representative of their hourly pay.  There were an estimated 49 Pre-sentence Investigations (PSI) conducted in FY 2018. (Source: Workload Model).  It takes an estimated 11.75 hours to complete a Presentence Investigation (PSI).	

**Agency**  
Department of Probation, Parole and Pardon Services  
**Accurate as of**  
6/12/2019 (Updated 1,27,20)

Deliverable		Item number	54	55
Associated laws			SECTION 56-5-2941	SECTIONS 24-21-630; 24-21-635; 24-21-690
Does state or federal law specifically require this deliverable?			Yes	Yes
Deliverable description			<p><b>Ignition Interlock Device (IID) Program.</b> <i>SCDPPPS operates the IID Program in cooperation with the South Carolina Department of Motor Vehicles (DMV) and the South Carolina Department of Alcohol and Other Drug Abuse Services (DAODAS) by:</i></p> <p>(1) managing the IID Point System; (2) reviewing affidavits of indigency submitted by people subject to the IID Program, making a determination of indigency, and authorizing that the cost of the initial installation and standard use of the device for indigent drivers be paid from by the IID Fund; (3) managing the IID Fund by depositing all fees collected and remitted by ignition interlock service providers; (4) authorizing ignition interlock service providers to perform inspections of ignition interlock devices, receiving reports from service providers of devices that fail such inspections, and assessing points under the IID Point System; (5) establishing and administering an appeal process which allows a person to appeal less than four ignition interlock points or an administrative hearing officer; (6) providing notice of assessment of ignition interlock points and the right to request a contested case hearing before the Office of Motor Vehicle Hearings (OMVH) to a person whose license is suspended due to the accumulation of four or more IID points and, when a contested case hearing is requested, presenting the case to the OMVH pursuant to the Administrative Procedures Act; (7) accepting and processing applications for removal of the IID and the removal of the restriction from the person's driver's license for drivers whose license has been reinstated pursuant to Section 56-1-385; (8) referring criminal offenses discovered during the administration of the IID Program to appropriate local law enforcement officials; (9) certifying whether a device meets the accuracy requirements and specifications provided in guidelines or regulations adopted by the National Highway Traffic Safety Administration; (10) maintain a current list of certified ignition interlock devices and manufacturers and updating the list quarterly, and decertifying devices that fail to meet federal requirements; (11) making any policy concerning ignition interlock devices publicly accessible on the Department's internet website and appropriately releasing information to the person subject to the IID Program or their family member when requested; (12) purging all photographic images collected by the devices no later than twelve months from the date of the persons completion of the IID Program; and (13) developing policies including, but not limited to, the certification, use, maintenance, and operation of ignition interlock devices and the IID Fund.</p>	<p><b>Duties of SCDPPPS and SCDC – Credit for time served, earned work credits, and good conduct credits:</b> <i>[The calculation and application of time served, earned work, and good conduct credits, and the resulting initial parole eligibility date is a function of SCDC]</i></p> <p><b>SECTIONS 24-21-630; 24-21-635.</b> Apply credit for time served and earned work credits towards determining parole eligibility.</p> <p><b>SECTION 24-21-690.</b> Treat a person whose sentence has been satisfied through good conduct credits as if he has served his entire sentence.</p>
Responsible organizational unit (primary)			Field Operations - Ignition Interlock Device Program	Field Operations
Results Sought			Yes	No
Does the legislature state intent, findings, or purpose?			Yes	No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?			"The General Assembly hereby explicitly recognizes that alcohol is, by law, an age-restricted product that is regulated differently than other products. The General Assembly also recognizes the vital role of existing state regulation of the sale and distribution of alcoholic beverages in promoting responsible consumption, combating illegal underage drinking, and fostering other important state policy goals." "An Act to amend the Code of Laws of South Carolina, 1976, by enacting the "prevention of underage drinking and access to alcohol act of 2007" . . . . to amend section 56-5-2941, relating to ignition interlock devices, so as to require the court to order an ignition interlock device to be installed on the vehicles of certain subsequent driving under the influence offenders, to provide for the interlock device point system, and to delineate the methods by which the system and the interlock device fund must be managed; to amend section 56-1-400, relating to suspension of driver's licenses, so as to provide a restriction on the license for the ignition interlock device requirement." [2007 Act No. 103]. "An Act to amend section 56-5-2941, as amended, Code of Laws of South Carolina, 1976, relating to the installation of interlock devices on vehicles operated by a person who has been convicted of committing certain offenses that make it illegal to operate a vehicle while under the influence of alcohol or drugs, so as to increase the number of offenses that this provision covers, to make technical changes, to provide the department of motor vehicles shall enforce the provisions contained in this section instead of the court, to provide penalties for a person who is a resident of this state that is subject to an ignition interlock device requirement in another state and penalties for a person from another state who becomes a resident of this state while subject to an ignition interlock device requirement in another state, to provide that the department of motor vehicles instead of the Department of Probation, Parole and Pardon Services must be notified of an individual's completion and compliance with certain education and treatment programs, to delete the provision that requires the Department of Probation, Parole and Pardon Services to notify the Department of Motor Vehicles of any suspensions or reinstatements due to an individual's compliance with certain substance abuse programs, to revise the procedure whereby an indigent offender may have the cost of the installation and use of an ignition interlock device paid for by the interlock device fund, to provide a definition for the term "indigent", to provide for the preparation of periodic interlock device inspection reports, to revise the reports' content, to provide that an administrative hearing officer's decision on an appeal of interlock points received is final and may not be appealed, to delete the provision that requires that a court order that imposes the requirements of this section be transmitted to the Department of Motor Vehicles, to impose additional requirements upon a person who seeks to have an ignition interlock device removed from his vehicle and have this restriction on his driver's license removed, to provide that the installation of an ignition interlock device may be installed on a vehicle driven by certain offenders who are self-employed or employed by certain businesses owned in whole or in part	To require that credit for time served, earned work credits, and good conduct credits, as calculated by SCDC, are factored into parole eligibility determinations by the Department.
Associated performance measure item numbers from the Performance Measures Chart, if any			None	7; 11
Customer Details			Citizens of South Carolina subject to the Ignition Interlock Device Program.	Inmates who are eligible for parole. [The calculation and application of time served, earned work, and good conduct credits, and the resulting initial parole eligibility date is a function of SCDC].
Does the agency evaluate customer satisfaction?		2017-18	No	No
Counties served in last completed fiscal year		2017-18	All	DNE
Number of customers served in last completed FY		2017-18	1,110	DNE
Percentage change in customers served predicted for current FY		2018-19	1.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency			17,350	Unknown
Units Provided and Amounts Charged to Customers			A single citizen of South Carolina subject to the Ignition Interlock Device Program.	DNE
Description of a single deliverable unit				
Number of units provided		2017-18	1,110	DNE
		2016-17	1,207	DNE
		2015-16	1,141	DNE
Does law prohibit charging the customer for the deliverable?		2017-18	No	No
If yes, provide law		2016-17	No	No applicable law
Counties served in last completed fiscal year		2015-16	No	No
If yes, provide law		2015-16	No	No applicable law
If yes, provide law		2017-18	No	No applicable law
Amount charged to customer per deliverable unit		2017-18	\$0.00	\$0.00
		2016-17	\$0.00	\$0.00
Costs				
Total employee equivalents required (37.5 hour per week units)		2017-18	6.00	0.00
		2016-17	6.00	0.00
		2015-16	6.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)		2017-18	\$474,616.13	\$0.00
		2016-17	\$385,595.85	\$0.00
		2015-16	\$388,246.68	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures		2017-18	0.84%	0.00%
		2016-17	0.77%	0.00%
		2015-16	0.83%	0.00%
Agency expenditures per unit of the deliverable				
Amount generated from providing deliverable				
Total collected from charging customers		2017-18	\$0.00	\$0.00
		2016-17	\$0.00	\$0.00
		2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		2017-18	\$414,510.00	\$0.00
		2016-17	\$432,460.00	\$0.00
		2015-16	\$382,770.00	\$0.00
Total collected from charging customers and non-state sources		2017-18	\$414,510.00	\$0.00
		2016-17	\$432,460.00	\$0.00
		2015-16	\$382,770.00	\$0.00
Agency Comments				[Credit for time served, earned work credits, and good conduct credits are applied by SCDC and factored into parole eligibility].

**Agency**  
Department of Probation, Parole and Pardon Services  
**Accurate as of**  
6/12/2019 (Updated 1.27.20)

Deliverable	Item number	56	57	58
Associated laws		SECTIONS 24-13-1520; 24-13-1540	SECTIONS 24-13-2110; 24-13-2120; 24-13-2130; 24-13-2140	SECTIONS 24-19-50; 24-19-110; 24-19-120; 24-19-150; 24-19-160
Does state or federal law specifically require this deliverable?		Yes	Yes	Yes
Deliverable description		<p><b>Home Detention Act:</b> <i>Home detention- the confinement of a convicted person to his place of residence- may be used by the Court as an alternative to incarceration for offenders. [Establishment of a home detention program is discretionary and SCDPPPS does not have a program implemented under the Home Detention Act.]</i></p> <p><b>SECTION 24-13-1540.</b> Promulgate regulations that prescribe reasonable guidelines for a home detention program if the Department desires to implement such a program under the Home Detention Act.</p> <p><b>SECTION 24-13-1520 (4).</b> Establish terms and conditions for the confinement of a person convicted or charged with a crime to his place of residence pursuant to the Home Detention Act, if the Department implements such a program.</p>	<p><b>Offender Employment Preparation Program (SCDC)</b> <i>Coordinate with SCDC's efforts to assist inmates in preparing for meaningful employment upon release from confinement.</i></p> <p><b>SECTION 24-13-2120.</b> Adopt a memorandum of understanding which establishes the role of each agency, and develop policies and procedures necessary to implement the memorandum.</p>	<p><b>Youthful Offenders</b> <i>Pursuant to a contract, youthful offenders were released by SCDC conditionally under SCDPPPS supervision on or before the expiration of 4 years from the date of conviction and are discharged unconditionally on or before 6 years from the date of conviction. Although SCDPPPS is still supervising some "legacy" YOA offenders, we no longer supervise this population because SCDC has resumed control of the program.</i></p> <p><b>SECTION 24-19-110 (B).</b> The Department of Corrections may regularly assess a reasonable fee to be paid by the youthful offender who is on conditional release to offset the cost of his supervision. The Department of Corrections may discharge a committed youthful offender unconditionally at the expiration of one year from the date of conditional release.</p>
Responsible organizational unit (primary)		Field Operations	Field Operations	Field Operations

Results Sought	Does the legislature state intent, findings, or purpose?	No	Yes	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To allow agencies to establish home detention programs so they can be used by the court as an alternative to incarceration for low risk, nonviolent offenders. An act to amend Chapter 13, Title 24, Code of Laws of South Carolina, 1976, by adding Article 15 so as to provide for home detention as an alternative to prison incarceration. (1990 Act No. 594).	An act to amend Title 24, Chapter 13, Code of Laws of South Carolina, 1976, relating to prisoners confined within the department of corrections, by adding Article 20 so as to establish the offender employment preparation program which requires the Department of Corrections to coordinate its efforts with the Employment Security Commission, DPPPS, the Department of Vocational Rehabilitation, the Alston Wilkes Society, and other private sector entities through a memorandum of understanding to assist incarcerated individuals in preparing for meaningful employment upon their release from confinement. "This act takes effect upon approval by the Governor; however, the implementation of this act is contingent upon the appropriation of necessary funds to carry out the provisions of this act." (2001 Act No. 96).	To create within the Department of Corrections a Youthful Offender Division that shall be staffed by appointees and designees of the Director of the Department of Corrections who shall be delegated such administrative duties and responsibilities as may be required to carry out the purpose of this chapter. "The division shall consider problems of treatment and correction; shall consult with and make recommendations to the director with respect to general treatment and correction policies and procedures for committed youthful offenders, and recommend orders to direct the release of youthful offenders conditionally under supervision and the unconditional discharge of youthful offenders; and take such further action and recommend such other orders to the director as may be necessary or proper to carry out the purpose of this chapter." Sections 24-19-20; 24-19-30.
Associated performance measure item numbers from the Performance Measures Chart, if any		3; 7	7; 34; 39	7

Customer Details	Customer description	Home detention participants. [The Department does not administer a Home Detention Program].	Incarcerated inmates seeking assistance in preparing for meaningful employment upon release from confinement.	Youthful Offenders under SCDPPPS supervision.
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	0	0	All
Number of customers served in last completed FY	2017-18	0	0	34
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown

Units Provided and Amounts Charged to Customers	Description of a single deliverable unit	Supervising a single participant placed into a home detention program. [The Department does not administer a Home Detention Program].	Coordinating with the Department of Corrections, the Employment Security Commission, the Department of Vocational Rehabilitation, the Alston Wilkes Society, and other private sector entities through a memorandum of understanding to assist a single incarcerated individual in preparing for meaningful employment upon his or her release from confinement.	Supervision of a single Youthful Offender for one year.
Number of units provided	2017-18	0	0	34
	2016-17	0	0	112
	2015-16	0	0	240
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
	2015-16	No	No	No
If yes, provide law	2015-16	No applicable law	No applicable law	No applicable law
	2014-15	No	No	No
If yes, provide law	2014-15	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00

Costs	Total employee equivalents required (37.5 hour per week units)	2017-18	2016-17	2015-16
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)				
	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures				
	2017-18	0.00%	0.00%	0.00%
	2016-17	0.00%	0.00%	0.00%
	2015-16	0.00%	0.00%	0.00%

Amount generated from providing deliverable	Total collected from charging customers	2017-18	2016-17	2015-16
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)				
	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources				
	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00

Agency Comments	Additional comments from agency (optional)
	<p>[The Department has not implemented a program under the Home Detention Act.]</p> <p>The Department regularly communicates with SCDC regarding the safe release of inmates to Department supervision programs, and it coordinates with SCDC's efforts to assist these inmates in preparing for meaningful employment upon release from confinement; however, the Department is not aware of the adoption of a memorandum of understanding establishing the role of each agency working with SCDC in these efforts. As a result, no employee equivalents or expenditures were reported.</p> <p>The expenditures associated with supervising these YOA offenders is captured under the general supervision column.</p>

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable		59	60
Item number	Associated laws	Proviso 66.3	SECTIONS 24-13-710; 24-13-720; 24-13-730
Does state or federal law specifically require this deliverable?	Deliverable description	Yes <b>Proviso # 66.3 (DPPP: GED Learn and Earn Program)</b> The department may enter into agreements with statewide colleges, technical colleges, and school districts for the purpose of providing GED and GED Prep education to offenders. Offenders of the department enrolled in the program must repay the department the cost of the course and materials within six months of obtaining their GED. <b>(SCDPPPS no longer operates this program.)</b>	Yes <b>Supervised Furlough Program</b> (No longer an active SCDPPPS Program - release is discretionary with SCDC and is no longer used). <i>The Supervised Furlough Program permits carefully screened and selected inmates who have served the mandatory minimum sentence as required by law to be released on furlough prior to parole eligibility and under the supervision of a Probation Agent.</i> <b>SECTION 24-13-710.</b> To be eligible for supervised furlough the inmate cannot have committed 1) a violent crime as defined in Section 16-1-60 2) a "no parole offense" as defined in Section 24-13-100 3) the crime of criminal sexual conduct in the third degree as defined in Section 16-3-654, or 4) the crime of criminal sexual conduct with a minor in the third degree as defined in Section 16-3-655(C)  The inmate may reside in an approved residence and continue treatment, training, or employment in the community until parole eligibility or expiration of sentence, whichever is earlier.  SCDPPPS may assess a fee to cover the cost of the participant's supervision. SCDPPPS and SCDC shall jointly develop and approve written guidelines for the program to include, but not be limited to, the selection criteria and process, requirements for supervision, conditions for participation, and removal.  Eligibility criteria for the program include, but are not limited to, all of the following requirements: (1) maintain a clear disciplinary record for at least 6 months prior to consideration for placement on the program; (2) demonstrate to Department of Corrections' officials a general desire to become a law-abiding member of society; (3) satisfy any other reasonable requirements imposed upon him by the Department of Corrections; (4) have an identifiable need for and willingness to participate in authorized community-based programs and rehabilitative services; (5) have been committed to the State Department of Corrections with a total sentence of 5 years or less as the first or second adult commitment for a criminal offense for which the inmate received a sentence of one year or more.  <b>SECTION 24-13-730.</b> Any new program established under the designated sections, or any change in any existing program, may only be implemented to the extent that appropriations for such programs have been authorized by the General Assembly.
Responsible organizational unit (primary)		Fiscal Services	Field Operations
Results Sought		Yes	Yes
Does the legislature state intent, findings, or purpose?	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	Provide GED and GED Prep education to offenders.	"The General Assembly finds that: A. The state correctional facilities are overcrowded and are operating at one hundred fifty-eight percent of their designed capacity. The operational costs of prisons are greater than five thousand five hundred dollars per inmate per year and are increasing. Although new correctional facilities are planned and are being built to meet the projected inmate population increases, the costs of these facilities are more than forty thousand dollars per bed. At the same time, the state's budgetary resources are becoming more limited, and the future availability of capital improvement bonds for more prison construction is uncertain." (1981 Act No. 100). Thus, supervised furlough was established in the 1980s as a way to safely release carefully screened inmates into the community in order to alleviate prison overcrowding.
Associated performance measure item numbers from the Performance Measures Chart, if any		18	7; 11
Customer Details		Active Offenders	Offenders in the Supervised Furlough Program.
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	All	0
Number of customers served in last completed FY	2017-18	DNE	0
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		None	Unknown
Units Provided and Amounts Charged to Customers		DNE	Supervising a single offender in the Supervised Furlough Program for one year.
Description of a single deliverable unit			
Number of units provided	2017-18	DNE	0
	2016-17	DNE	0
	2015-16	DNE	0
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No	No applicable law
	2015-16	No	No applicable law
	2015-16	No	No applicable law
	2017-18	No	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00	0.00
	2016-17	0.00	0.00
	2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%	0.00%
	2016-17	0.00%	0.00%
	2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable			
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Agency Comments		Request to be deleted.	This is no longer an active SCDPPPS Program.
Additional comments from agency (optional)			

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable	Item number	61	62	63
Associated laws		SECTIONS 24-21-480; 24-21-485; 24-13-730	SECTIONS 24-21-510; 24-21-540	SECTIONS 24-21-1300; 24-21-1310; 24-21-1320; 24-21-1330
Does state or federal law specifically require this deliverable?		Yes	Yes	Yes
Deliverable description		<p><b>Restitution Centers (Discretionary):</b>  <i>The Department may, in its discretion, establish and maintain restitution centers. If they are established, the Court of General Sessions may place nonviolent defendants with sentences of more than 90 days in restitution centers as a condition of probation. [SCDPPPS currently does not operate any Restitution Centers].</i></p> <p><b>SECTION 24-21-485.</b>                      The Director may develop policies and procedures for the operation restitution centers, fund other management options, lease buildings, develop disciplinary standards, and develop emergency furlough standards.</p> <p><b>SECTION 24-21-480.</b> If restitution centers are established, the judge may suspend a sentence for a defendant convicted of a nonviolent offense. Department must present to the court of general sessions a monthly report detailing availability of bed space in the program.</p> <p><b>SECTION 24-13-730.</b> Any new program established under the designated sections, or any change in an existing program, may only be implemented to the extent that appropriations for such programs have been authorized by the General Assembly.</p>	<p><b>Community Control System and Community Control Centers (If Funded):</b>  <i>The Department must establish and maintain community control centers if they are funded by the Legislature. If they are established and the Department recommends placement, the Court of General Sessions may place offenders in community control centers as a condition of probation or as an alternative to probation revocation, or by the Parole Board as a condition of parole or as an alternative to parole revocation. The Department used to operate a community control center but ceased operation in 2002.</i></p> <p><b>SECTION 24-21-510.</b> Develop and operate a comprehensive community control system and Community Control Centers for high risk offenders if the General Assembly appropriates sufficient funds.</p> <p><i>[First passed in 1993 and last substantively amended in 1995, these two laws authorize something that no longer exists. The Department ceased operating the lone Community Control Center, located in Charleston County, in 2002, after the General Assembly stopped appropriating funds for its operation. The Department currently has no plans to seek funding for community control centers or to reestablish community control centers in South Carolina].</i></p>	<p><b>Day Reporting Centers (Discretionary - If funded):</b>  <i>The Department may, in its discretion, establish and operate day reporting centers if sufficient funds are appropriated by the General Assembly. If they are established and the inmate or offender meets eligibility requirements, he or she may be placed in day reporting centers. <b>This program was not funded by the General Assembly, and therefore not established by the Department.</b></i></p> <p><i>[See 24-21-1330: "The pilot project day reporting center program terminates twelve months from its opening unless extended by the General Assembly."]</i></p> <p><b>SECTION 24-21-1300.</b> The Department may develop and operate day reporting centers if the General Assembly appropriates funds to operate these centers.</p> <p><b>SECTION 24-21-1310 (B).</b> If established, the Department shall develop policies, procedures, and guidelines for the operation of day reporting centers.</p>
Responsible organizational unit (primary)		Field Operations	Field Operations	Field Operations
<b>Results Sought</b>		No	No	No
Does the legislature state intent, findings, or purpose?		To authorize the Department, in its discretion, to establish and maintain restitution centers and to authorize the Court of General Sessions to place defendants in restitution centers as a condition of probation, if such centers have been established. To amend the 1976 Code by adding Sections 24-21-480 and 24-21-485 so as to authorize the establishment of the restitution center program where certain offenders may be placed as a condition of probation. (1986 Act No. 462: "The Omnibus Criminal Justice Improvements Act of 1986").	To require the Department, if funded by the Legislature, to establish and maintain community control centers and to authorize the Court of General Sessions and the Parole Board to place offenders in community control centers as a condition of probation or parole, or as an alternative to revocation, if such centers have been established.	To authorize the Department, if funded by the General Assembly, to establish and operate day reporting centers and to authorize placement of eligible inmates and offenders in such centers, if they have been established.
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?				
Counties served in last completed fiscal year	2017-18			
Number of customers served in last completed FY	2017-18			
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown
Associated performance measure item numbers from the Performance Measures Chart, if any		2; 7; 18; 34; 41	7	7; 18; 34; 41
<b>Customer Details</b>		Offenders placed in restitution centers as a condition of probation. [SCDPPPS currently does not operate any Restitution Centers].	Offenders placed in community control centers as a condition of probation or parole, or as an alternative to revocation. [SCDPPPS currently does not operate any community control centers].	Offenders placed in day reporting centers. [SCDPPPS currently does not operate Day Reporting Centers.]
Customer description				
Does the agency evaluate customer satisfaction?	2017-18	No	No	No
Counties served in last completed fiscal year	2017-18	0	0	0
Number of customers served in last completed FY	2017-18	0	0	0
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown	Unknown
<b>Units Provided and Amounts Charged to Customers</b>		A single offender placed in a restitution center as a condition of probation.	A single offender placed in a community control center as a condition of probation or parole, or as an alternative to revocation. [SCDPPPS currently does not operate any community control centers].	A single offender placed in a day reporting center. [SCDPPPS currently does not operate any day reporting centers].
Description of a single deliverable unit				
Number of units provided	2017-18	0	0	0
	2016-17	0	0	0
	2015-16	0	0	0
Does law prohibit charging the customer for the deliverable?	2017-18	No	No	No
If yes, provide law	2016-17	No applicable law	No applicable law	No applicable law
	2015-16	No applicable law	No applicable law	No applicable law
	2014-15	No applicable law	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
<b>Costs</b>				
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00	0.00	0.00
	2016-17	0.00	0.00	0.00
	2015-16	0.00	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%	0.00%	0.00%
	2016-17	0.00%	0.00%	0.00%
	2015-16	0.00%	0.00%	0.00%
Agency expenditures per unit of the deliverable				
<b>Amount generated from providing deliverable</b>				
Total collected from charging customers	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00	\$0.00
<b>Agency Comments</b>			[First passed in 1993 and last substantively amended in 1995, these two laws authorize something that no longer exists. The Department ceased operating the lone Community Control Center, located in Charleston County, in 2002, after the General Assembly stopped appropriating funds for its operation. The Department currently has no plans to seek funding for community control centers or to reestablish community control centers in South Carolina].	[See 24-21-1330: "The pilot project day reporting center program terminates twelve months from its opening unless extended by the General Assembly."]
Additional comments from agency (optional)				

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1,27,20)

Deliverable	Item number	64	65
Associated laws		SECTIONS 24-22-10; 24-22-20; 24-22-30; 24-22-40; 24-22-50; 24-22-60; 24-22-70; 24-22-80; 24-22-90; 24-22-100; 24-22-110; 24-22-120; 24-22-130; 24-22-140; 24-22-150; 24-22-160; 24-22-170; Reg. 130-10	SECTIONS 24-23-10; 24-23-20; 24-23-30; 24-23-40
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		<p><b>The "Offender Management System Act" (If Funded):</b>                      First passed in 1992, the entire Act terminated July 1, 1995, because it is not currently funded and was not extended by the General Assembly.</p> <p>See Section 24-22-50 "The offender management system shall be in operations during all periods that the system is appropriately funded" and Section 24-22-170 "The offender management system and any regulations promulgated thereto shall terminate July 1, 1995 unless extended by the General Assembly."</p> <p><b>SECTION 24-22-40.</b> In cooperation with SCDC, develop and establish policies, procedures, guidelines and cooperative agreements for the implementation of an adult criminal offender management system.</p> <p>Supervise offenders in the community, design programs and community control strategies for participants, and handle violations and revocations.</p> <p>This Act established a system to be developed by the State Department of Corrections and the State Department of Probation, Parole and Pardon Services which permits carefully screened inmates to be identified, transferred into Department of Corrections Reintegration Centers and placed in Department of Probation, Parole and Pardon Services Community Control Strategies.</p>	<p><b>Duties of the Board – Case Classification System and Community Corrections Plan:</b>                      Develop a plan for the implementation of a statewide case classification system and submission of the plan to the Legislature by January, 1982.</p> <p>This directive was completed on January 31, 1982, when Chairman of the Parole and Community Corrections Board, Walter D. Tyler, Jr., and Executive Director of the Department of Parole and Community Corrections, J.P. Pratt, II, submitted the 45-page plan along with multiple attachments.</p> <p>A digital copy of this Plan is currently available at the S.C. State Library's State Document Depository. (See <a href="https://dc.statelibrary.sc.gov/handle/10827/30579">https://dc.statelibrary.sc.gov/handle/10827/30579</a>)</p>
Responsible organizational unit (primary)		Field Operations	Field Operations/Parole Board Staff
<b>Results Sought</b>		No	Yes
Does the legislature state intent, findings, or purpose?		No	Yes
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To establish a system to be developed by the State Department of Corrections and the State Department of Probation, Parole and Pardon Services which permits carefully screened inmates to be identified, transferred into Department of Corrections Reintegration Centers and placed under Department of Probation, Parole and Pardon Services Community Control Strategies.	The General Assembly finds that: A. The state correctional facilities are overcrowded and are operating at one hundred fifty-eight percent of their designed capacity. The operational costs of prisons are greater than five thousand five hundred dollars per inmate per year and are increasing. Although new correctional facilities are planned and are being built to meet the projected inmate population increases, the costs of these facilities are more than forty thousand dollars per bed. At the same time, the state's budgetary resources are becoming more limited, and the future availability of capital improvement bonds for more prison construction is uncertain." (1981 Act No. 100). Thus, the "case classification system and community corrections plan" was established in the 1980s as a way to safely release carefully screened inmates into the community in order to alleviate prison overcrowding.
Associated performance measure item numbers from the Performance Measures Chart, if any		7	7
<b>Customer Details</b>			
Customer description		Inmates placed under the Department's supervision pursuant to the Offender Management System Act. (Implementation of this act is contingent upon the appropriation of necessary funds to carry out the provisions of this act).	South Carolina Legislature
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	0	All
Number of customers served in last completed FY	2017-18	0	1
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		Unknown	Unknown
<b>Units Provided and Amounts Charged to Customers</b>			
Description of a single deliverable unit		A single inmate placed under the Department's supervision pursuant to the Offender Management System Act. (Implementation of this act is contingent upon the appropriation of necessary funds to carry out the provisions of this act).	The Case Classification System and Community Corrections Plan.
Number of units provided	2017-18	0	0
	2016-17	0	0
	2015-16	0	0
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No applicable law	No applicable law
	2015-16	No	No
If yes, provide law	2015-16	No applicable law	No applicable law
	2014-15	No	No
If yes, provide law	2014-15	No applicable law	No applicable law
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
<b>Costs</b>			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00	0.00
	2016-17	0.00	0.00
	2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%	0.00%
	2016-17	0.00%	0.00%
	2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable			
<b>Amount generated from providing deliverable</b>			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
<b>Agency Comments</b>			
Additional comments from agency (optional)		First passed in 1992, the Act terminated July 1, 1995, because it is not currently funded and was not extended by the General Assembly. See Section 24-22-50 "The offender management system shall be in operations during all periods that the system is appropriately funded" and Section 24-22-170 "The offender management system and any regulations promulgated thereto shall terminate July 1, 1995 unless extended by the General Assembly." As to Regulation 130-10, it was promulgated in conjunction with the Prison Overcrowding Powers Act (1983 Act No. 123), specifically pursuant to the statutory authority granted by Section 24-3-2030 of the S.C. Code of Laws of 1976. Section 24-3-2030 was repealed by the Offender Management System Act (1992 Act No. 461, Section 2). Thus, this regulation was repealed by implication and has no direct relationship to any current Department deliverables.	

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable		Item number	66
Associated laws			SECTIONS 24-21-10 (D); Reg. 130-30
Does state or federal law specifically require this deliverable?			Yes
Deliverable description			<p><b>Initial Board Training.</b> <i>The Department was required to develop and now must provide an initial comprehensive training course for each new member appointed to the Board of Pardons and Paroles within 90 days of Senate confirmation, consistent with those offered by the National Institute of Corrections or American Probation and Parole Association.</i></p> <p><b>SECTION 24-21-10 (D).</b> Within ninety days of a parole board member's appointment by the Governor and confirmation by the Senate, the board member must 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. This training course must include classes regarding the following:</p> <p>(1) the elements of the decision making process, through the use of evidence-based practices for determining offender risk, needs and motivations to change, including the actuarial assessment tool that is used by the parole agent;</p> <p>(2) security classifications as established by the Department of Corrections;</p> <p>(3) programming and disciplinary processes and the department's supervision, case planning, and violation process;</p> <p>(4) the dynamics of criminal victimization; and</p> <p>(5) collaboration with corrections related stakeholders, both public and private, to increase offender success and public safety.</p> <p>The department must promulgate regulations setting forth the minimum number of hours of training required for the board members and the specific requirements of the course that the members must complete.</p> <p><b>Reg. 130-30 (A)(1).</b> Within ninety days of a Board member's appointment by the Governor and confirmation by the Senate, the Board member must complete a comprehensive training course of at least sixteen (16) hours encompassing components consistent with those offered by the National Institute of Corrections or the American Probation and Parole Association.</p>
Responsible organizational unit (primary)			Paroles, Pardons and Rehabilitative Services
Results Sought			Yes
Does the legislature state intent, findings, or purpose?			To assist the Board of Pardons and Paroles in making informed decisions, utilizing a heightened understanding of the following factors: Elements of the decision making process, SCD Security Classification, the Department's supervision processes, dynamics of criminal victimization, and collaborations with corrections stakeholders. "It is the intent of the General Assembly to preserve public safety, reduce crime, and use correctional resources most effectively. Currently, the South Carolina correctional system incarcerates people whose time in prison does not result in improved behavior and who often return to South Carolina communities and commit new crimes, or are returned to prison for violations of supervision requirements. It is, therefore, the purpose of this act to reduce recidivism, provide fair and effective sentencing options, employ evidence-based practices for smarter use of correctional funding, and improve public safety." (2010 Act No. 273, Section 1). "It is the intent of the General Assembly that the provisions in PART II of this Act shall provide cost-effective prison release and community supervision mechanisms and cost-effective and incentive-based strategies for alternatives to incarceration in order to reduce recidivism and improve public safety." (2010 Act No. 273, Section 44).
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?			
Associated performance measure item numbers from the Performance Measures Chart, if any			None
Customer Details			New members of the Parole Board
Customer description			No
Does the agency evaluate customer satisfaction?		2017-18	46
Counties served in last completed fiscal year		2017-18	0
Number of customers served in last completed FY		2017-18	0.00%
Percentage change in customers served predicted for current FY		2018-19	7
Maximum number of potential customers, if unlimited resources available to the agency			
Units Provided and Amounts Charged to Customers			Providing sixteen (16) hours of initial comprehensive training to each new member of the Parole Board.
Description of a single deliverable unit			
Number of units provided		2017-18	0
		2016-17	0
		2015-16	0
Does law prohibit charging the customer for the deliverable?		2017-18	No
If yes, provide law		2016-17	No
If yes, provide law		2015-16	No
If yes, provide law			
Amount charged to customer per deliverable unit		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)		2017-18	0.00
		2016-17	0.00
		2015-16	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures		2017-18	0.00%
		2016-17	0.00%
		2015-16	0.00%
Agency expenditures per unit of the deliverable		2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
		2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
		2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.
Amount generated from providing deliverable			
Total collected from charging customers		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Total collected from charging customers and non-state sources		2017-18	\$0.00
		2016-17	\$0.00
		2015-16	\$0.00
Agency Comments			
Additional comments from agency (optional)			Although each new Board member in the identified years may have attended some relevant courses or seminars on the topics described in the statute, including attending in-state conferences such as the annual meeting of the South Carolina Probation and Parole Association, out-of-state conferences such as a meeting of the American Probation and Parole Association, and/or internal discussions; the Department does not believe this attendance occurred within 90 days of Senate confirmation or that it qualifies as the "training" under the strict parameters described in 24-21-10(D). Consequently, no employee equivalents or expenditures are reported above. The Department has made robust changes to its processes by developing a new training curriculum to ensure that any future appointees will be timely offered and scheduled for comprehensive initial training that is fully compliant with statutory requirements. One Board member [Eldridge] was appointed prior to 2015-16. One Board member [Batson] was newly appointed in 2015 and was still serving on the Board during 2017-18. Three other Board members [Frederick, Gibbs, and Randolph] were newly appointed in 2017 and were still serving on the Board during 2017-18. One Board member [Taylor] was appointed in 2019 and the department expects a new member will be appointed to fill a vacancy in 2020.

Agency  
Department of Probation, Parole and Pardon Services  
Accurate as of  
6/12/2019 (Updated 1.27.20)

Deliverable		67	68
Item number		67	68
Associated laws		SECTIONS 24-21-10 (E)(1)(2); Reg. 130-30	SECTION 24-21-10 (F)(1)
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		<p><b>Annual Board Training.</b> <i>The Department was required to develop and now must provide a minimum of eight hours of annual training for each member of the Board of Pardons and Pardons, using training components consistent with those offered by the National Institute of Corrections or American Probation and Parole Association.</i></p> <p><b>SECTION 24-21-10 (E)(1).</b> Develop and provide a minimum of eight hours of annual training for each Board member, consistent with those offered by the National Institute of Corrections or American Probation and Parole Association which must include classes regarding: (a) a review and analysis of the effectiveness of the assessment tool used by parole agents; (b) a review of the department's progress toward public safety goals; (c) the use of data in decision making; and (d) any information regarding promising and evidence-based practices offered in the corrections related and crime victim dynamics field. The department must promulgate regulations setting forth the specific criteria for the course that the members must complete.</p> <p><b>(E)(2)</b> If a parole board member does not fulfill the training as provided in this section, the Governor, upon notification, must remove that member from the board unless the Governor grants the parole board member an extension to complete the training, based upon exceptional circumstances.</p> <p><b>Reg. 130-30 (B)(1).</b> Each Board member is required to complete at least eight (8) hours of training annually encompassing components consistent with those offered by the National Institute of Corrections or the American Probation and Parole Association.</p>	<p><b>Risk Assessment.</b> <i>The Parole Board uses a validated actuarial risk and needs assessment tool consistent with evidence-based practices in making parole decisions.</i></p> <p><b>SECTION 24-21-10(F).</b> The department must develop a plan that includes the following: (1) establishment of a process for adopting a validated actuarial risk and needs assessment tool consistent with evidence-based practices and factors that contribute to criminal behavior, which the parole board shall use in making parole decisions, including additional objective criteria that may be used in parole decisions;</p>
Responsible organizational unit (primary)		Paroles, Pardons and Rehabilitative Services	Paroles, Pardons and Rehabilitative Services
Results Sought		Yes	Yes
Does the legislature state intent, findings, or purpose?		To assist the Board of Pardons and Pardons, by providing the following information and annual training: review and analysis of the effectiveness of the assessment tool used by the parole agents; review of the department's progress toward public safety goals; the use of data in decision making; any information regarding promising and evidence-based practices offered in the corrections related and crime victim dynamics field. "It is the intent of the General Assembly to preserve public safety, reduce crime, and use correctional resources most effectively. Currently, the South Carolina correctional system incarcerates people whose time in prison does not result in improved behavior and who often return to South Carolina communities and commit new crimes, or are returned to prison for violations of supervision requirements. It is, therefore, the purpose of this act to reduce recidivism, provide fair and effective sentencing options, employ evidence-based practices for smarter use of correctional funding, and improve public safety." (2010 Act No. 273, Section 1). "It is the intent of the General Assembly that the provisions in PART II of this Act shall provide cost-effective prison release and community supervision mechanisms and cost-effective and incentive-based strategies for alternatives to incarceration in order to reduce recidivism and improve public safety." (2010 Act No. 273, Section 44).	Adopt and use a validated actuarial risk/needs assessment tool in the Parole Board's decision making process. "It is the intent of the General Assembly to preserve public safety, reduce crime, and use correctional resources most effectively. Currently, the South Carolina correctional system incarcerates people whose time in prison does not result in improved behavior and who often return to South Carolina communities and commit new crimes, or are returned to prison for violations of supervision requirements. It is, therefore, the purpose of this act to reduce recidivism, provide fair and effective sentencing options, employ evidence-based practices for smarter use of correctional funding, and improve public safety." (2010 Act No. 273, Section 1). "It is the intent of the General Assembly that the provisions in PART II of this Act shall provide cost-effective prison release and community supervision mechanisms and cost-effective and incentive-based strategies for alternatives to incarceration in order to reduce recidivism and improve public safety." (2010 Act No. 273, Section 44).
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?			
Associated performance measure item numbers from the Performance Measures Chart, if any		None	31
Customer Details			
Customer description		Members of the Parole Board	Parole Board
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	46	46
Number of customers served in last completed FY	2017-18	0	1
Percentage change in customers served predicted for current FY	2018-19	0.00%	0.00%
Maximum number of potential customers, if unlimited resources available to the agency		7	1
Units Provided and Amounts Charged to Customers			
Description of a single deliverable unit		Providing eight (8) hours of annual training for a each member of the Parole Board.	Conducting a Reentry Risk Assessment for a single inmate being considered for parole by the Parole Board.
Number of units provided	2017-18	0	3,089
	2016-17	0	3,236
	2015-16	0	3,357
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No	No
If yes, provide law	2015-16	No	No
If yes, provide law		No	No
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00	16.00
	2016-17	0.00	22.00
	2015-16	0.00	10.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00	\$865,221.50
	2016-17	\$0.00	\$1,246,587.58
	2015-16	\$0.00	\$541,103.28
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%	1.54%
	2016-17	0.00%	2.21%
	2015-16	0.00%	0.96%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$280.10
	2016-17	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$385.22
	2015-16	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$161.19
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Agency Comments			
Additional comments from agency (optional)		Although each Board member in the identified years may have attended some relevant courses or seminars on the topics described in the statute, including attending in-state conferences such as the annual meeting of the South Carolina Probation and Parole Association, out-of-state conferences such as a meeting of the American Probation and Parole Association, and/or internal discussions, the Department does not believe this attendance qualifies as "training" under the strict parameters described in 24-21-10(E). Consequently, no employee equivalents or expenditures are reported above. The Department has made robust changes to its processes by developing a training curriculum to ensure that all active Board members will be timely offered and scheduled for annual training that is fully compliant with statutory requirements. There are currently six members serving on the Board [Eldridge, Batson, Frederick, Gibbs, Randolph, and Taylor]. The department expects a new member will be appointed to fill a vacancy in 2020.	The number of units provided is the total number of re-entry risk assessments reported to the Sentencing Reform Oversight Committee (SROC) in the Department's annual report.



**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

<b>Deliverable</b>		
Item number		69
Associated laws		SECTION 24-21-12
Does state or federal law specifically require this deliverable?		Yes
Deliverable description		<b>Per Diem.</b> Calculate, fund and disperse per diem plus actual and necessary expenses incurred pursuant to the discharge of official duties.  <b>SECTION 24-21-12.</b> The members of the board shall draw no salaries, but each member shall be entitled to such per diem as may be authorized by law for boards, commissions, and committees, plus actual and necessary expenses incurred pursuant to the discharge of official duties.
Responsible organizational unit (primary)		Paroles, Pardons and Rehabilitative Services
<b>Results Sought</b>		
Does the legislature state intent, findings, or purpose?		No
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?		To retain qualified Board members who are willing to take the time needed to discharge their official duties by ensuring they are reimbursed for actual and necessary expenses incurred while serving on the Board, in addition to reasonable per diem as authorized by law.
Associated performance measure item numbers from the Performance Measures Chart, if any		None
<b>Customer Details</b>		
Customer description		Members of the Parole Board
Does the agency evaluate customer satisfaction?	2017-18	No
Counties served in last completed fiscal year	2017-18	46
Number of customers served in last completed FY	2017-18	6
Percentage change in customers served predicted for current FY	2018-19	1.00%
Maximum number of potential customers, if unlimited resources available to the agency		7
<b>Units Provided and Amounts Charged to Customers</b>		
Description of a single deliverable unit		Providing one member of the Parole Board per diem and reimbursement of actual and necessary expenses for one year.
Number of units provided	2017-18	6
	2016-17	6
	2015-16	7
Does law prohibit charging the customer for the deliverable?	2017-18	No
If yes, provide law	2016-17	No
If yes, provide law	2015-16	No
If yes, provide law		No
Amount charged to customer per deliverable unit	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
<b>Costs</b>		
Total employee equivalents required (37.5 hour per week units)	2017-18	6.00
	2016-17	6.00
	2015-16	3.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$226,288.09
	2016-17	\$211,931.48
	2015-16	\$208,380.61
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.40%
	2016-17	0.42%
	2015-16	0.45%
Agency expenditures per unit of the deliverable	2017-18	\$37,714.68
	2016-17	\$35,321.91
	2015-16	\$29,768.66
<b>Amount generated from providing deliverable</b>		
Total collected from charging customers	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00
	2016-17	\$0.00
	2015-16	\$0.00
<b>Agency Comments</b>		
Additional comments from agency (optional)		Employee equivalents and expenditures listed above are based on money paid to Board members as reimbursement for actual and necessary expenses incurred while serving on the Board, in addition to reasonable per diem as authorized by law.

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable		
	Item number	70
	Associated laws	SECTIONS 24-21-13(A)(2), (B); 24-21-30 (A), (C), & (D); 24-21-220; 24-21-615; 24-21-620; 24-21-645 (A) & (D); 24-21-650; 24-21-680; 24-21-950; 24-21-970; 24-13-730
	Does state or federal law specifically require this deliverable?	Yes
	Deliverable description	<p><b>Board Meetings/Case Scheduling.</b> <i>Appropriately schedule inmates/applicants for parole and pardon hearings to minimize victim impact.</i></p> <p><b>SECTION 24-21-13 (A), (2) and (B).</b> It is the duty of the director to oversee, manage, and control the department. The director shall develop written policies and procedures for the following: the consideration of paroles and pardons and the supervision of offenders in the community supervision program and other offenders released from incarceration prior to the expiration of their sentence.                      It is the duty of the board to consider cases for parole, pardon, and any other form of clemency provided for under law.</p> <p><b>SECTION 24-21-30 (A), (C), &amp; (D).</b> For all offenders who are eligible for parole, the board shall hold regular meetings, as may be necessary to carry out its duties, but at least four times each year, and as many extra meetings as the chairman, or Governor acting through the chairman, may order. The board shall conduct all parole hearings in cases that relate to a single victim on the same day. Upon request of a victim, the board may allow the victim and an offender to appear simultaneously before the board for the purpose of providing testimony.</p> <p><b>SECTION 24-21-220.</b> The director is responsible for scheduling board meetings, maintaining the board's official records, and performing other administrative duties relating to the board's activities. The director shall make annual written reports providing statistical and other information pertinent to the department's activities.</p> <p><b>SECTION 24-21-615.</b> The board may not review the case of a prisoner convicted of a capital offense for the purpose of determining whether the person is entitled to any of the benefits provided in this chapter during the month of December each year.</p> <p><b>SECTION 24-21-620.</b> Within the ninety-day period preceding a prisoner having served one-fourth of his sentence, the board, either acting in a three-member panel or meeting as a full board, shall review the case, regardless of whether or not any application has been made therefor, for the purpose of determining whether or not such prisoner is entitled to any of the benefits provided for in this chapter. Upon a negative determination, the prisoner's case shall be reviewed every twelve months thereafter for the purpose of such determination.</p> <p><b>SECTION 24-21-645 (A) &amp; (D).</b> The board may issue an order authorizing the parole which must be signed either by a majority of its members or by all three members meeting as a parole panel on the case ninety days prior to the effective date of the parole; however, at least two-thirds of the members of the board must authorize and sign orders authorizing parole for persons convicted of a violent crime as defined in Section 16-1-60. A provisional parole order shall include the terms and conditions, if any, to be met by the prisoner during the provisional period and terms and conditions, if any, to be met upon parole. Upon satisfactory completion of the provision parole period, the director or one lawfully acting for him must issue an order which, if accepted by the prisoner, shall provide for his release from custody. However, upon a negative determination of parole, prisoners in confinement for a violent crime as defined in Section 16-1-60 must have their cases reviewed every two years for the purpose of a determination of parole, except that prisoners who are eligible for parole pursuant to Section 16-25-90, and who are subsequently denied parole must have their cases reviewed every twelve months for the purpose of a determination of parole.</p> <p><b>SECTION 24-21-650.</b> Upon a negative determination of parole, prisoners in confinement for a violent crime as defined in Section 16-1-60 must have their cases reviewed every two years</p>
	Responsible organizational unit (primary)	Paroles, Pardons and Rehabilitative Services
Results Sought		
	Does the legislature state intent, findings, or purpose?	No
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To appropriately schedule parole and pardon hearings for the Board of Pardons and Paroles and to ensure the Board considers parole-eligible inmates for release and pardon-eligible individuals with timing that is reasonable and equitable for all involved parties. "It is the intent of the General Assembly to preserve public safety, reduce crime, and use correctional resources most effectively. Currently, the South Carolina correctional system incarcerates people whose time in prison does not result in improved behavior and who often return to South Carolina communities and commit new crimes, or are returned to prison for violations of supervision requirements. It is, therefore, the purpose of this act to reduce recidivism, provide fair and effective sentencing options, employ evidence-based practices for smarter use of correctional funding, and improve public safety." (2010 Act No. 273, Section 1). "It is the intent of the General Assembly that the provisions in PART II of this Act shall provide cost-effective prison release and community supervision mechanisms and cost-effective and incentive-based strategies for alternatives to incarceration in order to reduce recidivism and improve public safety." (2010 Act No. 273, Section 44).
	Associated performance measure item numbers from the Performance Measures Chart, if any	None
Customer Details		
	Customer description	Parole Board
	Does the agency evaluate customer satisfaction?	No
	Counties served in last completed fiscal year	46
	Number of customers served in last completed FY	1
	Percentage change in customers served predicted for current FY	1.00%
	Maximum number of potential customers, if unlimited resources available to the agency	1
Units Provided and Amounts Charged to Customers		
	Description of a single deliverable unit	A single hearing day before the Board for the consideration of paroles and/or pardons.
	Number of units provided	2017-18 72 2016-17 74 2015-16 69
	Does law prohibit charging the customer for the deliverable?	No
	If yes, provide law	No
	If yes, provide law	No
	If yes, provide law	No
	Amount charged to customer per deliverable unit	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00
Costs		
	Total employee equivalents required (37.5 hour per week units)	2017-18 3.00 2016-17 3.00 2015-16 3.00
	Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$148,089.69 2016-17 \$128,288.76 2015-16 \$108,181.72
	Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.26% 2016-17 0.26% 2015-16 0.23%
	Agency expenditures per unit of the deliverable	2017-18 \$2,056.80 2016-17 \$1,733.63 2015-16 \$1,567.85
Amount generated from providing deliverable		
	Total collected from charging customers	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00
	Total collected from charging customers and non-state sources	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00
Agency Comments		
	Additional comments from agency (optional)	

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable	
Item number	71
Associated laws	SECTIONS 24-21-30 (B); 24-21-60; 24-21-70; 24-21-220; 24-21-610; 24-21-620; 24-21-640; 24-21-950; 24-21-970; 24-13-730
Does state or federal law specifically require this deliverable?	Yes
Deliverable description	<p><b>Investigation/Examinations.</b> <i>Prepare Investigations and Case Summaries for the Board of Paroles and Pardons regarding individuals being considered for parole or pardon.</i></p> <p><b>SECTION 24-21-30 (B).</b> The board may grant parole to an offender who commits a violent crime as defined in Section 16-1-60 which is not included as a "no parole offense" as defined in Section 24-13-100 effective date of this section by a two-thirds majority vote of the full board. The board may grant parole to an offender convicted of an offense which is not a violent crime as defined in Section 16-1-60 or a "offense" as defined in Section 24-13-100 by a unanimous vote of a three-member panel or by a majority vote of the full board.</p> <p><b>SECTION 24-21-60.</b> Each city, county, or state official or department shall assist and cooperate to further the objectives of this chapter. The director may conduct surveys of state correctional facilities, courts, camps and obtain information to enable the board to pass intelligently upon all applications for parole.</p> <p><b>SECTION 24-21-70.</b> Agency with custody of a prisoner must keep a record of the industry, habits, and deportment of the prisoner, as well as other information requested by the board or the director and furnish the same upon request.</p> <p><b>SECTION 24-21-220.</b> The director is responsible for assuring that the proper cases and investigations are prepared for the board.</p> <p><b>SECTION 24-21-610.</b> If after January 1, 1984, the Board finds that the statewide case classification system provided for in Chapter 23 of this title has been implemented, that an intensive supervision program for parolees who require more than average supervision has been implemented, that a system for the periodic review of all parole cases in order to assess the adequacy of supervisory controls and of parolee participation programs has been implemented, and that a system of contracted rehabilitative services for parolees is being furnished by public and private agencies, then in all cases cognizable under this chapter the Board shall give written notice to the solicitor and judge who participated in the trial of any prisoner, to the victim or victims, if any, of the crime, and to the sheriff of the county where the prisoner resides or will reside, of the name of any prisoner who if sentenced for a violent crime as defined in Section 16-1-60, has served at least one third of the term or the mandatory minimum portion of sentence, whichever is longer. For any other crime, the prisoner must have served at least one fourth of the term of a sentence or if sentenced to life imprisonment or imprisonment for any period in excess of forty years, has served at least ten years. Notwithstanding any other provision of this section or of law, 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 in prison from a duly qualified psychiatrist or psychologist.</p> <p><b>SECTION 24-21-620.</b> Within the ninety-day period preceding a prisoner having served one-fourth of his sentence, the board, either acting in a three-member panel or meeting as a full board, shall review the record of whether or not any application has been made therefor, for the purpose of determining whether or not such prisoner is entitled to any of the benefits provided for in this chapter. Upon an affirmative determination, such prisoner must be granted a provisional parole or parole.</p> <p><b>SECTION 24-21-640.</b> The board must carefully consider the record of the prisoner before, during, and after imprisonment, and no such prisoner may be paroled until it appears to the satisfaction of the board that the prisoner has shown a disposition to reform; that in the future he will probably obey the law and lead a correct life; and that by his conduct he has merited a lessening of the rigors of his imprisonment; that the public safety will not be impaired thereby; and that suitable employment has been secured for him.</p>
Responsible organizational unit (primary)	Paroles, Pardons and Rehabilitative Services
<b>Results Sought</b>	No
Does the legislature state intent, findings, or purpose?	To ensure parole and pardon consideration is appropriately administered by screening for eligibility issues regarding sentence structure, No-Parole and Subsequent Violent Offender status. To gather and report on the objective, verifiable information regarding individuals being considered for parole or pardon. This is accomplished through interviews with the inmate/applicant, review of prison and official records, and attendance at the hearing information provided in an application.
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	
Associated performance measure item numbers from the Performance Measures Chart, if any	None
<b>Customer Details</b>	Parole Board
Customer description	No
Does the agency evaluate customer satisfaction?	All
Counties served in last completed fiscal year	1
Number of customers served in last completed FY	1.00%
Percentage change in customers served predicted for current FY	1
Maximum number of potential customers, if unlimited resources available to the agency	
<b>Units Provided and Amounts Charged to Customers</b>	A single parole or pardon hearing packet prepared for the Board.
Description of a single deliverable unit	
Number of units provided	2017-18 3,901 2016-17 4,020 2015-16 4,077
Does law prohibit charging the customer for the deliverable?	No
If yes, provide law	No
If yes, provide law	No
If yes, provide law	No
Amount charged to customer per deliverable unit	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00
<b>Costs</b>	
Total employee equivalents required (37.5 hour per week units)	2017-18 16.00 2016-17 22.00 2015-16 12.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$709,538.35 2016-17 \$673,964.65 2015-16 \$1,131,732.52
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 1.26% 2016-17 1.34% 2015-16 2.43%
Agency expenditures per unit of the deliverable	2017-18 \$181.89 2016-17 \$167.65 2015-16 \$277.59
<b>Amount generated from providing deliverable</b>	
Total collected from charging customers	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00
Total collected from charging customers and non-state sources	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00
<b>Agency Comments</b>	
Additional comments from agency (optional)	

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable		
	Item number	72
	Associated laws	SECTIONS 24-21-30 (A), (C), & (D); 24-21-40; 24-21-50; 24-21-55; 24-21-220; 24-21-645; 24-21-650; 24-21-680; 24-21-710; 24-21-920; 24-21-930; 24-21-950; 24-21-970; 24-21-980; 24-21-1000
	Does state or federal law specifically require this deliverable?	Yes
	Deliverable description	Hearing Facilitation. Coordinate, conduct, and record the Board's proceedings and receive compensation via the annual general appropriations act.  <b>SECTION 24-21-30 (A), (C), &amp; (D).</b> For all offenders who are eligible for parole, the board shall hold regular meetings, as may be necessary to carry out its duties, but at least four times each year, and as may be necessary, the chairman, or Governor acting through the chairman, may order. The board shall conduct all parole hearings in cases that relate to a single victim on the same day. Upon request of a victim, the board may order an offender to appear simultaneously before the board for the purpose of providing testimony. <b>SECTION 24-21-40.</b> The board shall keep a complete record of all its proceedings and hold it subject to the order of the Governor or the General Assembly. <b>SECTION 24-21-50.</b> The board shall grant hearings and permit arguments and appearances by counsel or any individual before it at any such hearing while considering a case for parole, pardon, or any other relief provided under law. No inmate has a right of confrontation at the hearing. <b>SECTION 24-21-55.</b> The Department of Probation, Parole and Pardon Services shall receive compensation in an amount provided by the General Assembly in the annual general appropriations act. <b>SECTION 24-21-220.</b> The director is responsible for scheduling board meetings, maintaining the board's official records, and performing other administrative duties relating to the board's activities. The director shall submit written reports providing statistical and other information pertinent to the department's activities. <b>SECTION 24-21-645 (A) &amp; (D).</b> The board may issue an order authorizing the parole which must be signed either by a majority of its members or by all three members meeting as a parole panel on the case as of the effective date of the parole; however, at least two-thirds of the members of the board must authorize and sign orders authorizing parole for persons convicted of a violent crime as defined in Section 16-1-60. The order shall include the terms and conditions, if any, to be met by the prisoner during the provisional period and terms and conditions, if any, to be met upon parole. Upon satisfactory completion of that period, the director or one lawfully acting for him must issue an order which, if accepted by the prisoner, shall provide for his release from custody. However, upon a negative determination of parole, prisoners convicted for a violent crime as defined in Section 16-1-60 must have their cases reviewed every two years for the purpose of a determination of parole, except that prisoners who are eligible for parole pursuant to Section 16-1-60 who are subsequently denied parole must have their cases reviewed every twelve months for the purpose of a determination of parole. <b>SECTION 24-21-650.</b> Upon a negative determination of parole, prisoners in confinement for a violent crime as defined in Section 16-1-60 must have their cases reviewed every two years for the purpose of a determination of parole. <b>SECTION 24-21-710.</b> Film, videotape, or other electronic information that is both visual and aural, submitted pursuant to this section, must be considered by the Board of Probation, Parole and Pardon Services in its determination of parole. The director of the Department of Probation, Parole and Pardon Services may develop written policies and procedures for parole hearings to be held pursuant to this section. The Board of Probation, Parole and Pardon Services is not required to install, maintain, or operate film, videotape, or other electronic equipment to record a victim's testimony to be presented to the board. <b>SECTION 24-21-910.</b> The Probation, Parole, and Pardon Services Board shall consider all petitions for reprieves or the commutation of a sentence of death to life imprisonment which may be referred to it by the board. The board shall make its recommendations to the Governor regarding the petitions. <b>SECTION 24-21-920.</b> In all other cases than those referred to in Section 24 21 910 the right of granting clemency shall be vested in the Board. <b>24-21-930.</b> An order of pardon must be signed by at least two thirds of the members of the board. Upon the issue of the order by the board, the director, or one lawfully acting for him, must issue a pardon order for the restoration of the pardon applicant's civil rights. <b>SECTION 24-21-950.</b> Certain guidelines must be utilized by the board when determining when an individual is eligible for pardon consideration. Persons discharged from a sentence without benefit of supervision shall be considered upon the request of the individual anytime after the date of discharge. <b>SECTION 24-21-970.</b> Consideration shall be given to any inmate afflicted with a terminal illness where life expectancy is one year or less.
	Responsible organizational unit (primary)	Paroles, Pardons and Rehabilitative Services
Results Sought		
	Does the legislature state intent, findings, or purpose?	No
	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To facilitate the Board's proceedings, to include the argument and appearances of counsel and other individuals and to exclude the right of confrontation by any inmate. To coordinate and maintain complete records and certificates of parole and pardon as ordered by the Board of Pardons and Pardons. The Department will be compensated. "It is the intent of the General Assembly to preserve public safety and to use correctional resources most effectively. Currently, the South Carolina correctional system incarcerates people whose time in prison does not result in improved behavior and who often return to South Carolina and commit new crimes, or are returned to prison for violations of supervision requirements. It is, therefore, the purpose of this act to reduce recidivism, provide fair and effective sentencing options, employ best practices for smarter use of correctional funding, and improve public safety." (2010 Act No. 273, Section 1). "It is the intent of the General Assembly that the provisions in PART II of this Act shall provide cost-effective release and community supervision mechanisms and cost-effective and incentive-based strategies for alternatives to incarceration in order to reduce recidivism and improve public safety." (2010 Act No. 273, Section 1).
	Associated performance measure item numbers from the Performance Measures Chart, if any	None
Customer Details		
	Customer description	Parole Board
	Does the agency evaluate customer satisfaction?	No
	Counties served in last completed fiscal year	All
	Number of customers served in last completed FY	1
	Percentage change in customers served predicted for current FY	1.00%
	Maximum number of potential customers, if unlimited resources available to the agency	1
Units Provided and Amounts Charged to Customers		
	Description of a single deliverable unit	A single parole or pardon consideration hearing before the Board.
	Number of units provided	2017-18 3,901 2016-17 4,020 2015-16 4,077
	Does law prohibit charging the customer for the deliverable?	No
	If yes, provide law	No
	If yes, provide law	No
	If yes, provide law	No
	Amount charged to customer per deliverable unit	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00
Costs		
	Total employee equivalents required (37.5 hour per week units)	2017-18 6.00 2016-17 6.00 2015-16 4.00
	Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 \$296,179.39 2016-17 \$256,577.53 2015-16 \$216,363.43
	Total deliverable expenditures as a percentage of total agency expenditures	2017-18 0.53% 2016-17 0.46% 2015-16 0.38%
	Agency expenditures per unit of the deliverable	2017-18 \$75.92 2016-17 \$63.83 2015-16 \$53.07
Amount generated from providing deliverable		
	Total collected from charging customers	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00
	Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00
	Total collected from charging customers and non-state sources	2017-18 \$0.00 2016-17 \$0.00 2015-16 \$0.00
Agency Comments		
	Additional comments from agency (optional)	

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable	
Item number	
Associated laws	
Does state or federal law specifically require this deliverable?	
Deliverable description	
Responsible organizational unit (primary)	
Results Sought	
Does the legislature state intent, findings, or purpose?	
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	
Associated performance measure item numbers from the Performance Measures Chart, if any	
Customer Details	
Customer description	
Does the agency evaluate customer satisfaction?	2017-18
Counties served in last completed fiscal year	2017-18
Number of customers served in last completed FY	2017-18
Percentage change in customers served predicted for current FY	2018-19
Maximum number of potential customers, if unlimited resources available to the agency	
Units Provided and Amounts Charged to Customers	
Description of a single deliverable unit	
Number of units provided	2017-18 2016-17 2015-16
Does law prohibit charging the customer for the deliverable?	2017-18
If yes, provide law	2016-17
If yes, provide law	2015-16
If yes, provide law	
Amount charged to customer per deliverable unit	2017-18 2016-17 2015-16
Costs	
Total employee equivalents required (37.5 hour per week units)	2017-18 2016-17 2015-16
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18 2016-17 2015-16
Total deliverable expenditures as a percentage of total agency expenditures	2017-18 2016-17 2015-16
Agency expenditures per unit of the deliverable	2017-18 2016-17 2015-16
Amount generated from providing deliverable	
Total collected from charging customers	2017-18 2016-17 2015-16
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18 2016-17 2015-16
Total collected from charging customers and non-state sources	2017-18 2016-17 2015-16
Agency Comments	
Additional comments from agency (optional)	

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SECTIONS 24-21-32; 24-21-560; 24-21-610; 24-21-640; 24-21-645 (C) & (D); 24-21-650; 24-21-660; 24-21-670; 24-21-700; 24-13-710; 24-13-720; 24-13-730
Yes
<b>Inmate Releases.</b> <i>Create and serve release authorizations for inmates being released to the Department's release and/or re-entry programs.</i>
<b>SECTION 24-21-32:</b> Notwithstanding the provisions of this chapter, an inmate, who is not required to participate in a community supervision program pursuant to Article 6, Chapter 21, Title 24, shall be placed on parole on the inmate's release date. The individual terms and conditions of reentry supervision shall be developed by the department using an evidence based assessment of the inmate's needs and risks. An inmate placed on parole shall be supervised in the department.
<b>SECTION 24-21-610:</b> If after January 1, 1984, the Board finds that the statewide case classification system provided for in Chapter 23 of this title has been implemented, that an intensive supervision program has been implemented, that a system for the periodic review of all parole cases in order to assess the adequacy of supervisory controls and of parolee participation in rehabilitative programs has been implemented, and that a system of community supervision programs has been implemented, then in all cases cognizable under this chapter the Board may, upon ten days' written notice to the solicitor and judge who participated in the trial of any prisoner, to whom the prisoner resides or will reside, parole a prisoner who if sentenced for a violent crime as defined in Section 16 1 60, has served at least one third of the term or the mandatory minimum portion of the term of a sentence or if sentenced to life imprisonment or imprisonment for any period in excess of forty years, has served at least ten years. Notwithstanding any other provision of this chapter, 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.
<b>SECTION 24-21-640:</b> The board must carefully consider the record of the prisoner before, during, and after imprisonment, and no such prisoner may be paroled until it appears to the satisfaction of the board that the prisoner will probably obey the law and lead a correct life; that by his conduct he has merited a lessening of the rigors of his imprisonment; that the interest of society will not be impaired thereby; and that suitable criteria for the granting of parole and provisional parole. This criteria must reflect all of the aspects of this section and include a review of a prisoner's disciplinary and other records. The board must also consider the prisoner's record for a second or subsequent conviction, following a separate sentencing for a prior conviction, for violent crimes as defined in Section 16 1 60. Provided that where more than one included offense shall be considered in determining the appropriateness of parole, such multiple offenses must be treated for purposes of this section as one offense.
<b>SECTION 24-21-645 (B) &amp; (C):</b> The conditions of parole must include the requirement that the parolee must permit the search or seizure, without a search warrant, with or without cause, of the parolee's person, property, or possessions by: (1) any probation agent employed by the Department of Probation, Parole and Pardon Services; or (2) any other law enforcement officer. However, the conditions of parole for a parolee who is charged with a misdemeanor or an unclassified misdemeanor that carries a term of imprisonment of not more than one year may not include the requirement that the parolee agree to be subject to search or seizure, with or without cause, of the parolee's person, property, or possessions. Immediately before each search or seizure pursuant to this section, the law enforcement officer seeking to conduct the search or seizure shall advise the parolee of the search or seizure and the authority of the law enforcement officer. The search or seizure shall be conducted by the Department of Probation, Parole and Pardon Services or by any other means available to the officer that the individual upon whom the search or seizure will be conducted is currently on parole. A law enforcement officer conducting a search or seizure of a parolee shall provide a written report of the search or seizure to the Department of Probation, Parole and Pardon Services for review of abuse.
<b>SECTION 24-21-650:</b> The board shall issue an order authorizing the parole which must be signed by at least a majority of its members with terms and conditions, if any, but at least two thirds of the members of the board shall concur in the order. The director, or one lawfully acting for him, then must issue a parole order which, if accepted by the prisoner, provides for his release from custody.
<b>SECTION 24-21-660:</b> Any prisoner who has been paroled is subject during the remainder of his original term of imprisonment, up to the maximum, to the conditions and restrictions imposed in the order of the board and may at any time on the order of the board, be imprisoned as and where therein designated.
<b>SECTION 24-21-670:</b> Any prisoner who may be paroled under authority of this chapter shall continue on parole until the expiration of the maximum term or terms specified in his sentence without deduction for time served in prison. Any prisoner who is otherwise eligible for parole under the provisions of this article, except that his mental condition is deemed by the Probation, Pardon and Parole Board to be such that the prisoner should be committed to the custody of the Veterans Administration, be released to the custody of the Veterans Administration or to a committee appointed to commit such prisoner to a Veterans Administration Hospital. Such a special parole order shall be subject to the provisions of this article.
Paroles, Pardons and Rehabilitative Services
Yes
To ensure the placement of appropriate inmates on the Agency's various programs and to properly execute parole releases as ordered by the Board of Pardons and Paroles, ensuring that all conditional parolees preserve public safety, reduce crime, and use correctional resources most effectively. Currently, the South Carolina correctional system incarcerates people whose time in prison does not result in improved public safety, or are returned to prison for violations of supervision requirements. It is, therefore, the purpose of this act to reduce recidivism, provide fair and effective sentencing options, employ evidence-based sentencing, and improve public safety." (2010 Act No. 273, Section 1). "It is the intent of the General Assembly that the provisions in PART II of this Act shall provide cost-effective prison release and community supervision mechanisms and reduce recidivism and improve public safety." (2010 Act No. 273, Section 4). "By enacting this provision [24-21-645 (B)], the General Assembly intends to provide law enforcement officers to conduct searches for the sole purpose of harassment." (Section 24-21-645 (C)).
None
Inmates released to the Department's supervision from the Department of Corrections
No
46
3,263
1.00%
Unknown
A single inmate released to the Department's supervision from the Department of Corrections.
3,263
2,910
2,659
No
No
No
No
\$0.00
\$0.00
\$0.00
3.00
3.00
3.00
\$148,089.69
\$128,288.76
\$108,181.72
0.26%
0.26%
0.23%
\$45.38
\$44.09
\$40.69
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
Number of units provided is based on the number of single release documents/authorizations generated for an inmate being released to the Department's community supervision and/or re-entry programs.

Agency  
 Department of Probation, Parole and Pardon Services  
 Accurate as of  
 6/12/2019 (Updated 1.27.20)

Deliverable		74	75
Item number	Associated laws	SECTION 24-21-715	SECTION 24-21-960
Does state or federal law specifically require this deliverable?	Deliverable description	No	Yes
		<p><b>Medical Parole.</b> Prepare Investigations and Case Summaries for the Board of Pardons and Pardons regarding individuals being considered for medical parole.</p> <p><b>SECTION 24-21-715.</b> Notwithstanding another provision of law, only the full parole 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 any combination of these conditions. An inmate granted parole pursuant to this section is under the supervision of the Department of Probation, Parole and Pardon Services. 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 to participate in the parole set forth in this section.</p>	<p><b>Pardon Application Fee.</b> Accept application fees and process applications for pardon and appropriately schedule applicants for pardon hearings to minimize victim impact.</p> <p><b>SECTION 24-21-960.</b> Each pardon application must be accompanied with a pardon application fee of one hundred dollars. The pardon application fee must be retained and applied by the department toward the pardon process. Any individual who has an application for pardon considered but denied, must wait one year from the date of denial before filing another pardon application and fee.</p>
Responsible organizational unit (primary)		Paroles, Pardons and Rehabilitative Services	Paroles, Pardons and Rehabilitative Services
Results Sought		Yes	No
Does the legislature state intent, findings, or purpose?	What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?	To facilitate the proper consideration of parole for terminally ill, geriatric or permanently disabled inmates. "It is the intent of the General Assembly to preserve public safety, reduce crime, and use correctional resources most effectively. Currently, the South Carolina correctional system incarcerates people whose time in prison does not result in improved behavior and who often return to South Carolina communities and commit new crimes, or are returned to prison for violations of supervision requirements. It is, therefore, the purpose of this act to reduce recidivism, provide fair and effective sentencing options, employ evidence-based practices for smarter use of correctional funding, and improve public safety." (2010 Act No. 273, Section 1). "It is the intent of the General Assembly that the provisions in PART II of this Act shall provide cost-effective prison release and community supervision mechanisms and cost-effective and incentive-based strategies for alternatives to incarceration in order to reduce recidivism and improve public safety." (2010 Act No. 273, Section 44).	To appropriately schedule cases to be considered by the Board of Pardons and Pardons for pardon and properly process application fees. "The General Assembly finds that: A. The state correctional facilities are overcrowded and are operating at one hundred fifty-eight percent of their designed capacity. The operational costs of prisons are greater than five thousand five hundred dollars per inmate per year and are increasing. Although new correctional facilities are planned and are being built to meet the projected inmate population increases, the costs of these facilities are more than forty thousand dollars per bed. At the same time, the state's budgetary resources are becoming more limited, and the future availability of capital improvement bonds for more prison construction is uncertain." (1981 Act No. 100, Section 1).
Associated performance measure item numbers from the Performance Measures Chart, if any		None	None
Customer Details		Parole Board	Applicants submitting applications for a pardon
Does the agency evaluate customer satisfaction?	2017-18	No	No
Counties served in last completed fiscal year	2017-18	None	All
Number of customers served in last completed FY	2017-18	1	700
Percentage change in customers served predicted for current FY	2018-19	1.00%	1.00%
Maximum number of potential customers, if unlimited resources available to the agency		1	Unknown
Units Provided and Amounts Charged to Customers		Conducting an investigation and preparing a case summary for the Board of Pardons and Pardons regarding a single individual being considered for medical parole.	Processing a single application for pardon and appropriately scheduling the applicant for a pardon hearing to minimize victim impact.
Number of units provided	2017-18	0	700
	2016-17	2	688
	2015-16	2	623
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law	2016-17	No	No
If yes, provide law	2015-16	No	No
If yes, provide law		No	No
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$100.00
	2016-17	\$0.00	\$100.00
	2015-16	\$0.00	\$100.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00	0.00
	2016-17	0.00	0.00
	2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%	0.00%
	2016-17	0.00%	0.00%
	2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable	2017-18	There were no units provided, no cost, or the agency does not track the number of units provided and/or total cost.	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$69,655.00
	2016-17	\$0.00	\$69,817.50
	2015-16	\$0.00	\$75,190.89
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$69,655.00
	2016-17	\$0.00	\$69,817.50
	2015-16	\$0.00	\$75,190.89
Agency Comments		Due to the low number of medical parole investigations and case summaries prepared each year, this requires such a small number of employees and expenditures that it cannot be calculated.	Employee equivalents listed as zero because the work associated with the processing the pardon application fee is included in our deliverable for Investigations / Examinations.

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Deliverable		76	78
Item number		76	78
Associated laws		SECTIONS 24-21-990; 24-21-1000	SECTIONS 44-48-30; 44-48-40
Does state or federal law specifically require this deliverable?		Yes	Yes
Deliverable description		<p><b>Certificate of Pardon &amp; Civil Rights.</b> Prepare the Certificate for Pardon for the Board of Pardons and Pardons regarding each applicant for whom a pardon is granted. A pardon fully restores all civil rights lost as a result of a conviction.</p> <p><b>SECTION 24-21-990.</b> A pardon shall fully restore all civil rights lost as a result of a conviction. These rights shall include the right to: (1) register to vote; (2) vote; (3) serve on a jury; (4) hold public office, except as provided in Section 16 13 210; (5) testify without having the fact of his conviction introduced for impeachment purposes to the extent provided by Rule 609(c) of the South Carolina Rules of Evidence; (6) not have his testimony excluded in a legal proceeding if convicted of perjury; and (7) be licensed for any occupation requiring a license.</p> <p><b>SECTION 24-21-1000.</b> For those applicants to be granted a pardon, a certificate of pardon shall be issued by the Board stating that the individual is absolved from all legal consequences of his crime and conviction, and that all of his civil rights are restored.</p>	<p><b>Sexually Violent Predator Review for Conditional Parole.</b> Appropriately identify and release inmates who have favorable parole decisions, but who are required to complete the Sexually Violent Predator Review. If the inmate is found to be a sexually violent predator, he will be subject to indefinite civil commitment with the Department of Mental Health.</p> <p><b>SECTION 44-48-30.</b> Definitions.</p> <p><b>SECTION 44-48-40.</b> If a person has been convicted of a sexually violent offense and the Board of Probation, Parole and Pardon Services or the Board of Juvenile Parole intends to grant the person a parole or the South Carolina Department of Corrections or the Board of Juvenile Parole intends to grant the person a conditional release, the parole or the conditional release must be granted to be effective 180 days after the date of the order of parole or conditional release.</p> <p>The Board of Probation, Parole and Pardon Services, the Board of Juvenile Parole, or the South Carolina Department of Corrections immediately must send notice of the parole or conditional release of the person to the multidisciplinary team, the victim, and the Attorney General.</p>
Responsible organizational unit (primary)		Paroles, Pardons and Rehabilitative Services	Paroles, Pardons and Rehabilitative Services
Results Sought		Yes	Yes
Does the legislature state intent, findings, or purpose?		To issue the pardon certificate, by which the Board orders the restoration of civil rights, and those rights are fully restored. "The General Assembly finds that: A. The state correctional facilities are overcrowded and are operating at one hundred fifty-eight percent of their designed capacity. The operational costs of prisons are greater than five thousand five hundred dollars per inmate per year and are increasing. Although new correctional facilities are planned and are being built to meet the projected inmate population increases, the costs of these facilities are more than forty thousand dollars per bed. At the same time, the state's budgetary resources are becoming more limited, and the future availability of capital improvement bonds for more prison construction is uncertain." (1981 Act No. 100, Section 1).	To appropriately identify and release conditionally paroled inmates who require Sexual Predator Review. "The General Assembly finds that a mentally abnormal and extremely dangerous group of sexually violent predators exists who require involuntary civil commitment in a secure facility for long term control, care, and treatment. The General Assembly further finds that the likelihood these sexually violent predators will engage in repeated acts of sexual violence if not treated for their mental conditions is significant. Because the existing civil commitment process is inadequate to address the special needs of sexually violent predators and the risks that they present to society, the General Assembly has determined that a separate, involuntary civil commitment process for the long term control, care, and treatment of sexually violent predators is necessary. The General Assembly also determines that, because of the nature of the mental conditions from which sexually violent predators suffer and the dangers they present, it is necessary to house involuntarily committed sexually violent predators in secure facilities separate from persons involuntarily committed under traditional civil commitment statutes. The civil commitment of sexually violent predators is not intended to stigmatize the mentally ill community." 44-48-40; 44-48-50. (1998 Act No.
What is specific outcome sought in law OR, if not in law, specific outcome agency seeks by providing the deliverable?			
Associated performance measure item numbers from the Performance Measures Chart, if any		None	None
Customer Details		Individuals granted a pardon by the Board	Parole Board
Customer description		No	No
Does the agency evaluate customer satisfaction?	2017-18	All	All
Counties served in last completed fiscal year	2017-18	481	1
Number of customers served in last completed FY	2017-18	1.00%	0.00%
Percentage change in customers served predicted for current FY	2018-19	Unknown	1
Maximum number of potential customers, if unlimited resources available to the agency			
Units Provided and Amounts Charged to Customers		Preparing a pardon certificate for the Board of Pardons and Pardons regarding a single applicant for whom a pardon was granted.	An individual inmate who has a favorable parole decision (conditional parole) but is required to complete the sexually violent predator review.
Description of a single deliverable unit			
Number of units provided	2017-18	481	7
	2016-17	467	9
	2015-16	425	6
Does law prohibit charging the customer for the deliverable?	2017-18	No	No
If yes, provide law			
	2016-17	No	No
If yes, provide law			
	2015-16	No	No
If yes, provide law			
Amount charged to customer per deliverable unit	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Costs			
Total employee equivalents required (37.5 hour per week units)	2017-18	0.00	0.00
	2016-17	0.00	0.00
	2015-16	0.00	0.00
Total deliverable expenditures each year (operational and employee salary/fringe)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total deliverable expenditures as a percentage of total agency expenditures	2017-18	0.00%	0.00%
	2016-17	0.00%	0.00%
	2015-16	0.00%	0.00%
Agency expenditures per unit of the deliverable	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Amount generated from providing deliverable			
Total collected from charging customers	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from non-state sources as a result of providing the deliverable (federal and other grants awarded to agency to provide deliverable)	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Total collected from charging customers and non-state sources	2017-18	\$0.00	\$0.00
	2016-17	\$0.00	\$0.00
	2015-16	\$0.00	\$0.00
Agency Comments		Pardon Certificates are based on information previously gathered and entered when applications are received and processed. As a result, producing the pardon certificates themselves requires such a small number of employees and expenditures that costs cannot be calculated.	An inmate required to complete the sexually violent predator review is referred by the Department to the "multidisciplinary team" so it can review the inmate's records and assess whether or not he or she satisfies the definition of a sexually violent predator. Referring conditionally paroled inmates to the multidisciplinary team requires such a small number of employees and expenditures that costs cannot be calculated.
Additional comments from agency (optional)		Additional employee costs associated with pardons are reflected in other deliverables.	

## Performance Measures

Agency  
Department of Probation, Parole and Pardon Services  
Accurate as of  
6/12/2019 (Updated 1.27.20)

Performance Measure	1	2	3	4	5	6	7
Item #							
Description	Increase the number of regional emergency caseload plans	Increase the percentage of inmates released to supervision under mandatory release programs with an approved residence plan	Increase the average number of home visit progress audits (HVPAs) conducted for offenders being supervised on medium or high supervision	Increase the percentage of employees completing Victim Services training	Increase the percentage of employees completing training on intimate partner violence	Increase the percentage of domestic violence victims offered safety plan development assistance	Increase the successful completion rate of offenders under supervision by the Department
Time applicable	State Fiscal Year (July - June)	State Fiscal Year (July - June)	Calendar Year (Jan. - Dec.)	Calendar Year (Jan. - Dec.)	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)
Results Summary							
Is the goal to meet, exceed, or obtain a lower value than the target?	Meet or exceed	Meet or exceed	Meet or exceed	Meet	Meet	Meet	Meet or exceed
Did the agency achieve its goal							
2017	There was no target	No	No	There was no target	There was no target	There was no target	Yes
2016	No	No	There was no target	There was no target	There was no target	There was no target	No
2015	No	There was no target	There was no target	There was no target	There was no target	There was no target	No
2014	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target
2013	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target
Changes in target							
2018	No prior year target	Same as prior year	Increased from prior year	No prior year target	No prior year target	No prior year target	Increased from prior year
2017	Increased from prior year	Increased from prior year	No prior year target	No prior year target	No prior year target	No prior year target	Increased from prior year
2016	Same as prior year	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	Increased from prior year
2015	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target
2014	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target
Result details for year ending... (Note: DNE means "did not exist")							
2018							
Target	2	90.0%	1.62	100.0%	100.0%	100.0%	83.0%
2017							
Target	DNE	90.0%	1.46	DNE	DNE	DNE	82.0%
Actual	DNE	84.3%	1.24	DNE	DNE	DNE	82.0%
2016							
Target	46	87.5%	DNE	DNE	DNE	DNE	81.0%
Actual	0	82.3%	DNE	DNE	DNE	DNE	79.0%
2015							
Target	46	DNE	DNE	DNE	DNE	DNE	80.0%
Actual	0	DNE	DNE	DNE	DNE	DNE	76.0%
2014							
Target	DNE	DNE	DNE	DNE	DNE	DNE	DNE
Actual	DNE	DNE	DNE	DNE	DNE	DNE	DNE
2013							
Target	DNE	DNE	DNE	DNE	DNE	DNE	DNE
Actual	DNE	DNE	DNE	DNE	DNE	DNE	DNE
Agency Comments							
Additional comments from agency (optional)	The objective was placed on hold during FY 17-18. It was reinstated for FY 18-19; however, the objective was changed to be region-based (n=5) versus county-based (n=46).						



## Performance Measures

Agency  
Department of Probation, Parole and Pardon Services  
Accurate as of  
6/12/2019 (Updated 1.27.20)

Performance Measure	8	9	10	11	12	13	14
Item #							
Description	Create a fugitive investigation unit	Increase the number of vehicles assigned to agents	Increase the number of body worn cameras	Increase the number of early terminations	Increase the number of random drug screens for opioid and methamphetamine	Create a quality contact standard checklist to use while reviewing body worn camera videos	Gain the authority to impose short-term confinement
Time applicable	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)	Calendar Year (Jan. - Dec.)	State Fiscal Year (July - June)
<b>Results Summary</b>							
Is the goal to meet, exceed, or obtain a lower value than the target?	Meet	Meet	Meet or exceed	Meet or exceed	Meet or exceed	Meet	Meet
Did the agency achieve its goal							
2017	There was no target	No	There was no target	There was no target	There was no target	There was no target	There was no target
2016	No	No	There was no target	There was no target	There was no target	There was no target	There was no target
2015	No	No	There was no target	There was no target	There was no target	There was no target	There was no target
2014	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target
2013	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target
Changes in target							
2018	No prior year target	Increased from prior year	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target
2017	Increased from prior year	Decreased from prior year	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target
2016	Decreased from prior year	Increased from prior year	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target
2015	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target
2014	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target
<b>Result details for year ending... (Note: DNE means "did not exist")</b>							
2018							
Target	1	234	145	10.0%	21482	1	1
2017							
Target	DNE	163	DNE	DNE	DNE	DNE	DNE
Actual	DNE	134	DNE	DNE	DNE	DNE	DNE
2016							
Target	1	207	DNE	DNE	DNE	DNE	DNE
Actual	0	259	DNE	DNE	DNE	DNE	DNE
2015							
Target	5,504	160	DNE	DNE	DNE	DNE	DNE
Actual	5,511	155	DNE	DNE	DNE	DNE	DNE
2014							
Target	DNE	DNE	DNE	DNE	DNE	DNE	DNE
Actual	DNE	DNE	DNE	DNE	DNE	DNE	DNE
2013							
Target	DNE	DNE	DNE	DNE	DNE	DNE	DNE
Actual	DNE	DNE	DNE	DNE	DNE	DNE	DNE
<b>Agency Comments</b>							
Additional comments from agency (optional)	Changed measure to binary- Yes = 1 and No= 0. The objective was placed on hold during FY 17-18. During FY 15-16 the objective was to reduce the number of absconders versus creating an absconder unit.	During FY 15-16 and FY 16-17 the data received indicated the number of vehicles assigned to Field Operations and not to specific individuals. The data from FY 2017-2018 indicates the number of vehicles assigned to C1 staff in county offices.				Changed measure to binary- Yes = 1 and No= 0.	Changed measure to binary- Yes = 1 and No= 0.

## Performance Measures

Agency  
Department of Probation, Parole and Pardon Services  
Accurate as of  
6/12/2019 (Updated 1.27.20)

Performance Measure	15	16	17	18	19	20	21	22
Item #								
Description	Increase the number of measures for the Domestic Violence Specialized Caseload Program	Increase the number of surveys distributed to eligible offenders at 90 days after intake	Increase the number of surveys distributed to eligible offenders at the midpoint of their supervision	Increase the number of additional methods to collect payments from offenders	Create a certification procedure for data entry in the Department's applications	Increase the number of automated Victim Services' forms	Create a plan to increase the number of opportunities for advancement	Decrease the average amount of time (in days) needed to fill internal vacancies
Time applicable	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)	Calendar Year (Jan. - Dec.)	State Fiscal Year (July - June)	State Fiscal Year (July - June)
<b>Results Summary</b>								
Is the goal to meet, exceed, or obtain a lower value than the target?	Meet or exceed	Meet or exceed	Meet or exceed	Meet or exceed	Meet	Meet or exceed	Meet	Meet or obtain lower value
Did the agency achieve its goal								
2017	There was no target	There was no target	There was no target	No	No	No	Yes	No
2016	There was no target	There was no target	There was no target	No	No	No	Yes	There was no target
2015	There was no target	There was no target	There was no target	No	No	There was no target	No	There was no target
2014	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target
2013	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target
<b>Changes in target</b>								
2018	No prior year target	No prior year target	No prior year target	Same as prior year	Same as prior year	Same as prior year	Same as prior year	Same as prior year
2017	No prior year target	No prior year target	No prior year target	Same as prior year	Same as prior year	Increased from prior year	Same as prior year	No prior year target
2016	No prior year target	No prior year target	No prior year target	Decreased from prior year	Same as prior year	No prior year target	Same as prior year	No prior year target
2015	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target
2014	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target
<b>Result details for year ending... (Note: DNE means "did not exist")</b>								
<b>2018</b>								
Target	15	1836	1221	3	1	20	1	59
<b>2017</b>								
Target	DNE	DNE	DNE	3	1	20	1	59
Actual	DNE	DNE	DNE	2	0	1	1	69
<b>2016</b>								
Target	DNE	DNE	DNE	3	1	4	1	DNE
Actual	DNE	DNE	DNE	2	0	1	1	DNE
<b>2015</b>								
Target	DNE	DNE	DNE	4	100.0%	DNE	1	DNE
Actual	DNE	DNE	DNE	2	0.0%	DNE	0	DNE
<b>2014</b>								
Target	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE
Actual	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE
<b>2013</b>								
Target	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE
Actual	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE
<b>Agency Comments</b>								
Additional comments from agency (optional)				During FY 16-17 the objective was changed from two additional payment methods to one additional payment method.	Changed measure to binary- Yes= 1 and No=0. During FY 16-17 the objective's wording was changed to create a certification process versus train staff on the procedures/data entry		Changed measure to binary- Yes = 1 and No= 0.	

## Performance Measures

Agency  
Department of Probation, Parole and Pardon Services  
Accurate as of  
6/12/2019 (Updated 1.27.20)

Performance Measure	23	24	25	26	27	28	29
Item #							
Description	Distribute a report compiling the results of the comprehensive exit survey	Increase the percentage of supervisors and managers that meet the leadership standards	Increase the percentage of supervisors and managers trained on leadership standards	Respond to 100% of all employees' concerns and suggestions within two months	Increase the number of workload models	Increase the number of sections with succession plans	Increase the percentage of standard operating procedures for all Department processes
Time applicable	State Fiscal Year (July - June)	Calendar Year (Jan. - Dec.)	Calendar Year (Jan. - Dec.)	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)
<b>Results Summary</b>							
Is the goal to meet, exceed, or obtain a lower value than the target?	Meet or exceed	Meet	Meet	Meet or exceed	Meet or exceed	Meet	Meet
Did the agency achieve its goal							
2017	No	There was no target	Yes	No	Yes	No	No
2016	There was no target	There was no target	Yes	Yes	There was no target	No	No
2015	There was no target	There was no target	There was no target	There was no target	There was no target	Yes	No
2014	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target
2013	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target
<b>Changes in target</b>							
2018	Same as prior year	No prior year target	Increased from prior year	Same as prior year	Increased from prior year	Same as prior year	Same as prior year
2017	No prior year target	No prior year target	Same as prior year	Increased from prior year	No prior year target	Decreased from prior year	Same as prior year
2016	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	Increased from prior year	Same as prior year
2015	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target
2014	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target
<b>Result details for year ending... (Note: DNE means "did not exist")</b>							
<b>2018</b>							
Target	2	100.0%	100.0%	100.0%	3	45	100.0%
<b>2017</b>							
Target	2	DNE	0.0%	100.0%	2	45	100.0%
Actual	1	DNE	0.0%	0.0%	2	1	0.0%
<b>2016</b>							
Target	DNE	DNE	0.0%	0.0%	DNE	90	100.0%
Actual	DNE	DNE	0.0%	100.0%	DNE	19	0.0%
<b>2015</b>							
Target	DNE	DNE	DNE	DNE	DNE	3	100.0%
Actual	DNE	DNE	DNE	DNE	DNE	3	0.0%
<b>2014</b>							
Target	DNE	DNE	DNE	DNE	DNE	DNE	DNE
Actual	DNE	DNE	DNE	DNE	DNE	DNE	DNE
<b>2013</b>							
Target	DNE	DNE	DNE	DNE	DNE	DNE	DNE
Actual	DNE	DNE	DNE	DNE	DNE	DNE	DNE
<b>Agency Comments</b>							
Additional comments from agency (optional)		The objective's timeline was changed from FY 18-19 to FY 20-21.	The objective was added in FY 16-17 but was not expected to be completed until FY 18-19. In FY 18-19 the objective's timeline was changed from FY 18-19 to FY 20-21.			During FY 16-17 the objective's goal changed from having a succession plan for each division to each section. During FY 17-18 a new format was created that allowed for some sections to submit together. Additionally, there were organizational changes.	

## Performance Measures

Agency  
Department of Probation, Parole and Pardon Services  
Accurate as of  
6/12/2019 (Updated 1.27.20)

Performance Measure		30	31	32	33	34	35	36	37
Item #									
Description	Increase the number of grant applications	Increase the number of assessment users certified	Increase the number of caseload carrying staff trained on Motivational Interviewing	Create performance measures for skill competency for CISO and Motivational Interviewing	Decrease the number of unemployed offenders	Increase the number of supervisors trained on CISO and Motivational Interviewing performance measures	Increase the number of service provider referrals entered into the automated tracking system	Increase the number of eligible offenders who received services through case services	
Time applicable	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)	Calendar Year (Jan. - Dec.)	State Fiscal Year (July - June)	State Fiscal Year (July - June)	
<b>Results Summary</b>									
Is the goal to meet, exceed, or obtain a lower value than the target?									
	Meet or exceed	Meet	Meet	Meet	Meet or obtain lower value	Meet	Meet or exceed	Meet or exceed	
Did the agency achieve its goal									
2017	No	No	Yes	Yes	There was no target	There was no target	No	No	
2016	Yes	There was no target	There was no target	There was no target	There was no target	There was no target	No	No	
2015	No	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target
2014	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target
2013	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target	There was no target
Changes in target									
2018	Decreased from prior year	Same as prior year	Increased from prior year	Increased from prior year	No prior year target	No prior year target	Decreased from prior year	Same as prior year	
2017	Increased from prior year	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	Increased from prior year	Same as prior year	
2016	Increased from prior year	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target
2015	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target
2014	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target	No prior year target
Result details for year ending... (Note: DNE means "did not exist")									
<b>2018</b>									
Target	7	100.0%	100.0%	1	24.0%	100.0%	8,338	500	
<b>2017</b>									
Target	9	100.0%	0.0%	0	DNE	DNE	11,038	500	
Actual	6	85.2%	0.0%	0	DNE	DNE	3,338	484	
<b>2016</b>									
Target	8	DNE	DNE	DNE	DNE	DNE	6,038	500	
Actual	8	DNE	DNE	DNE	DNE	DNE	2,079	141	
<b>2015</b>									
Target	75.0%	DNE	DNE	DNE	DNE	DNE	DNE	DNE	
Actual	46.2%	DNE	DNE	DNE	DNE	DNE	DNE	DNE	
<b>2014</b>									
Target	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	
Actual	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	
<b>2013</b>									
Target	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	
Actual	DNE	DNE	DNE	DNE	DNE	DNE	DNE	DNE	
Agency Comments									
Additional comments from agency (optional)	For FY 18-19 the target is based on FY 17-18's actual versus target. During FY 16-17 the objective was reworded, which changed the measure from percentage to count.								
				Changed measure to binary- Yes = 1 and No= 0.				For FY 18-19 the target is based on FY 17-18's actual versus target.	

## Performance Measures

**Agency**  
 Department of Probation, Parole and Pardon Services  
**Accurate as of**  
 6/12/2019 (Updated 1.27.20)

Performance Measure				
Item #	38	39	40	41
Description	Increase the number of quality reviews performed on service providers	Increase the number of employers registered in the Department's job bank	Increase the number of therapeutic opportunities of offender populations	Increase the number of referrals to Rehabilitative Services programs
Time applicable	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)	State Fiscal Year (July - June)
Results Summary				
Is the goal to meet, exceed, or obtain a lower value than the target?	Meet or exceed	Meet or exceed	Meet or exceed	Meet or exceed
Did the agency achieve its goal				
2017	There was no target	Yes	Yes	There was no target
2016	There was no target	No	There was no target	There was no target
2015	There was no target	There was no target	There was no target	There was no target
2014	There was no target	There was no target	There was no target	There was no target
2013	There was no target	There was no target	There was no target	There was no target
Changes in target				
2018	No prior year target	Increased from prior year	Increased from prior year	No prior year target
2017	No prior year target	Decreased from prior year	No prior year target	No prior year target
2016	No prior year target	No prior year target	No prior year target	No prior year target
2015	No prior year target	No prior year target	No prior year target	No prior year target
2014	No prior year target	No prior year target	No prior year target	No prior year target
Result details for year ending... (Note: DNE means "did not exist")				
2018				
Target	125	173	2	526
2017				
Target	DNE	146	1	DNE
Actual	DNE	150	1	DNE
2016				
Target	DNE	193	DNE	DNE
Actual	DNE	127	DNE	DNE
2015				
Target	DNE	DNE	DNE	DNE
Actual	DNE	DNE	DNE	DNE
2014				
Target	DNE	DNE	DNE	DNE
Actual	DNE	DNE	DNE	DNE
2013				
Target	DNE	DNE	DNE	DNE
Actual	DNE	DNE	DNE	DNE
Agency Comments				
Additional comments from agency (optional)		During FY 16-17 the job bank was reviewed and duplicate providers were removed. This lead to the target for FY 17-18 to be lower than the prior year.		

Agency Name: DEPARTMENT OF PROBATION, PAROLE & PARDON

Fiscal Year 2017-2018  
Accountability Report

Agency Code: N080 Section: 066

Report and External Review Template

Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year: Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
1	External Review and Report	Annual Accountability Report	SC Department of Administration, Executive Budget Office	State	Annually	October 1, 2017 - September 30, 2018	Provides the Governor and General Assembly with information that supports their analysis of the budget and also ensures that the Agency Head Salary Commission has a basis for its decisions.	<a href="https://www.dppps.sc.gov/About-PPP/Facts-Figures">https://www.dppps.sc.gov/About-PPP/Facts-Figures</a> <a href="http://www.admin.sc.gov/budget/agency-accountability-reports">http://www.admin.sc.gov/budget/agency-accountability-reports</a>
2	External Review and Report	Agency Budget Plans	SC Department of Administration, Executive Budget Office, SC Legislature	State	Annually	September 15, 2017	To report to the Governor, SC House of Representatives and the SC Senate on the Agency's official budget estimates in itemized form showing the amount needed for the upcoming fiscal year.	<a href="http://www.admin.sc.gov/budget/agency-budget-plans/current-budget-plans">http://www.admin.sc.gov/budget/agency-budget-plans/current-budget-plans</a>
3	External Review and Report	VOCA Performance Measures Report	Office for Victims of Crime, Victims Assistance Grant Program	Federal	Quarterly	September 15, 2017	Statistics as dictated by the Victim Services Specialist Grant	Paper Copy; SC Attorney General's Office, Crime Victim Services Division
4	External Review and Report	Sentencing Reform Oversight Committee Annual Report	Sentencing Reform Oversight Committee	State	Annually	November 8, 2017	Provides information on the Department's progress toward meeting the ongoing mandates of the Omnibus Crime Reduction and Sentencing Reform Act of 2010.	<a href="https://www.scstatehouse.gov/citizensinterestpage/SentencingReformOversightCommittee/FY%202017%20SROC%20Report%20(FINAL).pdf">https://www.scstatehouse.gov/citizensinterestpage/SentencingReformOversightCommittee/FY%202017%20SROC%20Report%20(FINAL).pdf</a> <a href="http://www.dppps.sc.gov/About-PPP/Facts-Figures">http://www.dppps.sc.gov/About-PPP/Facts-Figures</a>
5	External Review and Report	Richard Fletcher v. SC Department of Probation, Parole & Pardon Services, EEOC#436-2017-00883/SHAC#3-17-105R	SC Human Affairs Commission	State	Other	July 1, 2017 - March 15, 2018 (Date complaint filed-Date 'no cause' determination issued)	Response to an employment discrimination race-based complaint, comparative information, interview panel submissions, etc.	Paper Copy
6	External Review only	CALEA On Site Review	Commission on Accreditation for Law Enforcement Agencies	Outside Organization	Other	March 19-21, 2018	Policies, procedures, safety protocols and equipment, and data tables	Paper Copy
7	External Review and Report	CALEA Initial Accreditation Review	Commission on Accreditation for Law Enforcement Agencies	Outside Organization	Annually	April 4, 2018	Policies, procedures and data tables	Paper Copy
8	External Review and Report	NCVRW After-Action Report	National Association of VOCA Assistance Administrators (NAVAA)	Outside Organization	Other	June 28, 2018	Reimbursement request that includes a complete account of activities financed by grant funds during the funding period.	Paper Copy
9	External Review and Report	Ignition Interlock Program Monthly and Final Reports	National Highway Traffic Safety Administration (NHTSA)	Federal	Monthly	July 1, 2017 - February 26, 2018	Progress and accomplishments made during each reporting period; preliminary or interim results; problems or delays; vendor and contractor feedback and suggestions.	Paper Copy
10	External Review and Report	Ignition Interlock Program Monthly and Final Reports	National Highway Traffic Safety Administration (NHTSA)	Federal	Quarterly	July 1, 2017 - June 30, 2018	Provides detailed itemization of quarterly expenditures of grant funds; requests for quarterly reimbursement of grant funds; end of grant final report and grant closure.	Paper Copy
11	External Review and Report	Quarterly Minority Report	SC Division of Small and Minority Business Contracting and Certification (SMBCC)	State	Quarterly	July 1, 2017 - June 30, 2018	Expenditures made during a defined period with minority-owned businesses as defined by SC law.	Paper Copy
12	External Review and Report	Quarterly Procurement Reports	State Fiscal Accountability Authority, Division of Procurement Services	State	Quarterly	July 1, 2017 - June 30, 2018	Expenditures made during a defined period using one of the sourcing methods listed in the report as defined by SC law.	<a href="https://reporting.procurement.sc.gov/">https://reporting.procurement.sc.gov/</a>
13	External Review and Report	Proviso 117.114 IT/IS Data Collection	SC Department of Administration	State	Annually	July 1, 2017 - June 30, 2018	IT inventory and expenditures	<a href="https://www.dppps.sc.gov/content/download/161122/3665404/file/FY+2018+Fines+and+Fees+Report+as+of+8-30-2018.pdf">https://www.dppps.sc.gov/content/download/161122/3665404/file/FY+2018+Fines+and+Fees+Report+as+of+8-30-2018.pdf</a>
14	External Review and Report	Division of Information Security (DIST) (SIEM)	South Carolina Division of Information Security	State	Annually	June 30, 2018	Security monitoring of the agency network	Paper Copy
15	External Review and Report	Fines and Fees Report	Chairmen of the Senate Finance and the House Ways and Means Committees	State	Annually	September 1, 2017	In order to promote accountability and transparency, each state agency must provide and release to the public, a report of all aggregate amounts of fines and fees that were charged and collected by that state agency in the prior fiscal year.	<a href="http://www.dppps.sc.gov/About-PPP/Facts-Figures">http://www.dppps.sc.gov/About-PPP/Facts-Figures</a>

Report and External Review

Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year: Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
16	External Review and Report	Debt Collection Report	Chairmen of the Senate Finance and the House Ways and Means Committees and the Inspector General	State	Annually	August 30, 2017	Details the amount of Agency's outstanding debt and all methods it has used to collect that debt.	Paper Copy
17	External Review and Report	Travel Report	Comptroller, Senate Finance Committee, the House Ways and Means Committee, and the Statehouse Press Room	State	Annually	September 20, 2017	Report on Agency travel expenditures for the prior fiscal year.	<a href="http://www.cg.sc.gov/publicationsandreports/Pages/travelreports.aspx">http://www.cg.sc.gov/publicationsandreports/Pages/travelreports.aspx</a>
18	External Review and Report	EEP Employee File	SC Human Affairs Commission	State	Annually	June 28, 2018	Employee gender, race, job class & title, Federal Category, location, census code	Electronic File/Paper Copy
19	External Review and Report	Delegation Audit	SC Department of Administration, Division of State Human Resources Office	State	Annually	November 16, 2017	Delegation Authority for Temporary Salary Adjustments, Hire Above Minimum and Classification	Paper Copy
20	External Review and Report	Current Employment Statistics (CES)	US Department Labor, Bureau of Labor Statistics (BLS), Data Collection Center	Federal	Monthly	July 1, 2017 - June 30, 2018	Total Employee Count and Women Employees Count	<a href="https://www.bls.gov/web/empsit/cesprog.htm">https://www.bls.gov/web/empsit/cesprog.htm</a>
21	Internal Review and Report	IT Data Collection and Planning System	SC Department of Administration	State	Annually	July 1, 2017	IT Employee Salary and Position Information	Electronic File/Paper Copy
22	External Review and Report	2017 Survey of Occupational Injuries and Illnesses	SC Department of Labor, Licensing, and Regulations and US Department of Labor Bureau and Statistics	Federal	Annually	February 5, 2018	Injuries and relevant information from previous calendar year for a few locations of USDOL's choosing.	bls.gov
23	External Review and Report	SCDPPPS Law Enforcement Career Path	SC Department of Administration	State	Other	September 7, 2017	JC Job Class Requirements and Salary Information	Electronic File/Paper Copy
24	External Review only	Agency Head Planning Stage	State Fiscal Accountability Authority, Agency Head Salary Commission	State	Annually	August 14, 2017	Performance Expectations of the Agency Director	Paper Copy
25	External Review only	Agency Head Performance Evaluation	State Fiscal Accountability Authority, Agency Head Salary Commission	State	Annually	July 13, 2017	Evaluation of Performance of the Agency Director	Paper Copy
26	External Review only	VOCA Grant Site Visit and Programmatic Desk Audit	SC Department of Public Safety, Office of Highway Safety and Justice Programs,	State	Annually	October 1, 2016 - September 30, 2017	Performance compliance review of VOCA grant project's standard and special conditions	Paper Copy

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

Division: Information Services |  
 Subject: Information Security  
 Topic: Risk Management

Policy & Procedure No. 811 |  
 Page 1 of 6

Related Forms and Templates:

**NOTICE OF DISCLAIMER:**

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SOUTH CAROLINA DEPARTMENT OF PROBATION, PAROLE AND PARDON SERVICES (SCDPPPS). THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. SCDPPPS RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

CALEA STANDARDS: N/A

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**Revision History**

Revision Number:	Revised By:	Date Revised:	Revision(s):



Each policy includes Information Security standards for controls into a specific set of guidance.

<b>Control Abbreviation</b>	<b>Control Name</b>
CA	Control Assessment/Security Assessment
PM	Program Management
RA	Risk Assessment

**1. Purpose**

To provide a Risk Management Procedure for the South Carolina (SC) Department of Probation, Parole and Pardon Services (henceforth known as SCDPPPS; for the purpose of this procedure) Information Systems (IS). This procedure establishes the guidance and requirements for Risk Management to SCDPPPS IS and to ensure SCDPPPS IS are properly secured and operated in a safe and secure environment. The Risk Management Procedure ensures SCDPPPS systems meet or exceed South Carolina compliance standards in the access control arena.

**2. Scope**

The scope of this directive is applicable to all Information Technology (IT) resources owned or operated by SCDPPPS. Any information, not specifically identified as the property of other parties, transmitted, or stored, on SCDPPPS IT resources (including e-mail, messages and files) is the property of SCDPPPS. All users (SCDPPPS employees, contractors, vendors or others) of SCDPPPS IT resources are responsible for adhering to this directive. Exceptions to this directive are noted in section 8.2. Failure to meet the standards defined by this directive may result in discipline up to and including termination.

**3. Requirements**

This procedure will be implemented by all parties referred to in the Risk Management Purpose and Scope statements. This procedure is updated annually or as required (whichever is sooner).

**4. Procedure**

The following procedure remains in effect until rescinded or superseded.

**5. Risk Management**

SCDPPPS has developed, documented and disseminated (as necessary) a policy governing the handling of agency risk management. This procedure addresses the purpose, scope, roles, responsibilities, management commitment, coordination among SCDPPPS entities and compliance in support of the SCDPPPS Risk Management efforts.

## **5.1 Risk Management**

### **5.1.1 Risk Management Strategy PM-9**

SCDPPPS:

- a. Defines a schedule for an on-going risk assessment and risk mitigation process.
- b. Reviews and evaluates risk based on the system categorization level and/or data classification of their systems.

### **5.1.2 SC Division of Information Risk Self-Assessment Tool**

SCDPPPS can opt to use the risk self-assessment tool created by the SC Division of Information Security.

## **6. Risk Assessment**

### **6.1 Risk Assessment RA-3**

SCDPPPS establishes a risk assessment framework based on applicable State and federal laws, regulation, and industry standards (e.g., NIST 800-30). This assessment framework shall clearly define accountability, roles and responsibilities.

### **6.2 Security Assessment CA-2**

SCDPPPS:

- a. Conducts a formal assessment of the IT security processes and controls to determine the appropriateness of the design and implementation of controls, and the extent to which the controls are operating as intended and producing the desired outcome with respect to meeting the security requirements for their systems (e.g., NIST SP 800-115).
- b. Ensures that risk assessments identify, quantify, and prioritize risks against criteria for risk acceptance and objectives relevant to the SCDPPPS.

### **6.3 Plan of Action and Milestones CA-5**

SCDPPPS:

- a. Develops and periodically updates a Plan of Action & Milestones (POAM) document that shall identify any deficiencies related to internal security controls. The POAM shall identify planned, implemented, and evaluated remedial actions to correct deficiencies noted during annual assessments
- b. Develops and periodically updates a Corrective Action Plan (CAP) to identify activities planned or completed to correct deficiencies identified during the security assessment review. Both the POAM and the CAP shall address implementation of security controls to reduce or eliminate known risks in SCDPPPS systems.

### **6.4 Security Authorization CA-6**

SCDPPPS establishes a process and assigns a senior-level executive or manager to determine whether or not risks can be accepted, and for each of the risks identified following the risk assessment, the designated personnel within the SCDPPPS shall make a decision regarding risk treatment.

**6.5 Continuous Monitoring CA-7**

SCDPPPS monitors the security controls within its information systems to ensure that the controls are operating as intended.

**7. Risk Mitigation CA-7**

SCDPPPS:

- a. Establishes and implements controls to ensure risks are reduced to an acceptable level based on security requirements and once threats have been identified and decisions for the management of risks have been made.
- b. Determines and documents the acceptable level for risk for various threats based on the business requirements and the impact of the potential risk to the SCDPPPS.

**8. Procedure Compliance**

**8.1 Compliance Measurement**

Designated staff will verify compliance to this directive through various methods, including but not limited to, business tool reports, internal and external audits and feedback to the procedure owner.

**8.2 Exceptions**

The Agency Director must approve any exception to this directive in advance and in writing.

**8.3 Non-Compliance**

An employee found to have violated this directive may be subject to disciplinary action, up to, and including termination of employment.

**End of Procedure**

### **Appendix A – Related Standards, Policies and Processes**

The following references illustrate public laws and/or publications issued on the subject of cyber security and will be used to demonstrate SC SCDPPPS's responsibilities associated with protection of its information systems.

- a. SCDPPPS [Agency specific: Policy #, Policy Title, Policy Effective Date]
- b. SCDPPPS [Agency specific: Policy #, Policy Title, Policy Effective Date]
- c. SCDPPPS Finance/cashiering policy or procedure [Agency Contingency Plan #, [Agency Contingency Plan Title], [Date]
- d. SCDPPPS Field Ops disaster policy or procedure [Agency Contingency Plan #, [Agency Contingency Plan Title], [Date]
- e. SCDPPPS IT disaster policy or procedures [Agency Contingency Plan #, [Agency Contingency Plan Title], [Date]
- f. United States Department of Commerce NIST SP 800-34 Revision 1, *Contingency Planning Guide for Federal Information Systems*, May 2010.
- g. United States Department of Commerce NIST SP 800-53 Revision 4, *Security and Privacy Controls for Federal Information Systems and Organizations*, Technical Controls, Access Control Family, April 2013.
- h. United States Department of Commerce NIST SP 800-53A Revision 1, *Guide for Assessing the Security Controls in Federal Information Systems and Organizations*, June 2010.

## Appendix B – Definitions and Terms

**Information Risk:** An information resource that has tangible value.

Examples of Risks associated with information systems are:

- **Information Risks:** databases and data files, system documentation, user manuals, training material, operational procedures, disaster recovery plans, archived information;
- **Software Risks:** application software, system software, development tools and utilities;
- **Physical Risks:** physical equipment (e.g., processors, monitors, laptops, portable devices, tablets, smartphones), communication equipment (e.g., routers, servers), magnetic media (e.g., tapes and disks); and
- **Services:** computing and communications services.

**Information Resource:** The procedures, equipment, facilities, software and data that are designed, built, operated and maintained to collect, record, process, store, retrieve, display and transmit information.

s/ Jerry B. Adger

Jerry B. Adger, Director

December 20, 2017

Issue Date

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

Division: Information Services  
Subject: Records Management Services  
Topic: Records Management Services

Policy & Procedure No. 1000  
Page 1 of 2

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Related Forms and Templates:

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**CALEA STANDARDS: 82.1.1a**

**POLICY:**

The Department will maintain a comprehensive records management program that identifies all records; establishes retention and disposition schedules for all records; establishes file creation and management methods; and maintains valuable, essential information in the most economical and efficiently retrievable medium.

**PROCEDURE:**

Records Coordinators will be designated for all field and regional offices and for central office sections. Records Coordinators will be trained in all records management programs and expected to represent the Department's commitment in their respective offices or sections.

Records shall be housed in a secure area in the Records Management Services Department at Central Office, under the supervision of the Records Management Services Supervisor. In order to maintain security, access to records shall be limited to authorized personnel. This procedure shall ensure the confidentiality and security of records maintained by the Department.

Periodic audits will be conducted to determine compliance with file construction, retention, and disposal guidelines.

Records will be maintained utilizing the most economical and efficiently retrievable medium.

Retrieval systems for records data maintained centrally by the Department will allow for immediate hard copy and/or electronic turnaround to the requestor.

Records series, retention schedules, and methods will conform to the State Archives and History guidelines. |

s/Jerry B. Adger

Jerry B. Adger, Director

September 1, 2017

Issue Date

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

Division: Information Services  
Subject: Records Management Services  
Topic: Information Requests and Customer Service

Policy & Procedure No. 1001  
Page 1 of 2

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Related Forms and Templates:

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**CALEA STANDARDS: 82.1.1b**

**POLICY:**

The Department will provide services and apply technologies for efficient and economical maintenance, storage, and retrieval of records assuring accurate and timely response to all requests for information.

**PROCEDURE:**

**Introduction**

The Records Management Services (RMS) section will maintain a centralized retrieval system of records data to allow for efficient turnaround on requested information. RMS will train Records Coordinators and other key staff regarding Departmental retrieval procedures.

**Information Requests**

RMS will have staff available to retrieve information and assist Department staff from 8:30 am to 5:00 pm, Monday through Friday. Various methods to request information from RMS include: mail service, walk-ins, e-mail, telephone, and fax. When contacting RMS via e-mail, utilize the "RECORDS" email address. There may be a records search fee required for information retrieved (See Policy 1404 - Offender Information).

**After-hours Access**

After regular business hours, current offender supervision-related records are accessible to all authorized personnel through the Offender Management System (OMS). Closed offender files



and Parole Rejection files are not maintained within OMS and must be requested from RMS during normal business hours.

### **Customer Service Area**

In order to maintain security, access to records shall be limited to authorized personnel. A Customer Service area has been established to serve as a drop off and pick up point for records requests coming from staff (include offender's name, race, sex, date of birth, and SID number).

### **External Release of Information**

The external release of information will be handled consistent with The Office of Public Information policies and procedures.

### **Retention Media**

Department records retained beyond their active use will be maintained on various media (microfilm, microfiche, hard copy, electronic media, etc.) until no longer needed for reference and in accordance with approved retention schedules.

|

s/Jerry B. Adger

Jerry B. Adger, Director

September 1, 2017

Issue Date

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

Division: Information Services  
Subject: Records Management  
Topic: Records Retention Program

Policy & Procedure No. 1002  
Page 1 of 5

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Related Forms and Templates: 1010, 1011, 1012, 1013, 1014

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**CALEA STANDARDS: 82.1.6b**

**POLICY:**

The Department will establish and maintain a program for the retention and disposition of all Department records. The Records Management Services (RMS) Section will administer this program and provide necessary training and technical assistance to staff related to this program.

**PROCEDURE:**

**Introduction**

Records Management Services (RMS) will follow Title 30 of the Code of Laws of South Carolina, 1976, which mandates that the Department establish and maintain an active, continuing program of records management consistent with S. C. Department of Archives and History procedures.

Records Coordinators (as designated by Managers) are responsible for carrying out the procedures established for retention and disposition of Department records. Records Coordinators will serve as liaisons between their offices or sections and RMS.

**Records Inventory**

The records inventory is the first step in the development of Records Retention and Disposition Schedules. Records inventory is the act of locating, identifying, and describing records in detail. The inventory serves as the basis for a comprehensive appraisal of the records, their function, and their use.

The inventory specifies record series instead of record titles. A record series is a group of identical or related records which are normally used and filed together as a unit to summarize the content.

Items with common characteristics and common purposes are grouped together and categorized as a record series. A Record Series Inventory Form (Form 1014) will be submitted to Records Management Services (RMS) for each records series. These forms may be requested through RMS. A copy of the instructions for completing the Record Series Inventory Form will also be provided through RMS. All Record Series Inventory Forms will be completed by the Records Coordinators assigned in each Division/office of the Department. RMS staff will provide technical assistance upon request.

### **Analysis and Appraisal**

To establish retention periods for Department records, Records Analysts use the process of analysis and appraisal to evaluate the records. This involves analysis of the information the record holds, its use and relationship to other Department records, and its value to the Department. A records appraisal is a comprehensive examination of the data gathered through the records inventory for the purpose of establishing the retention period. The records appraisal process ensures that proper retention and disposal of records are provided. Each record series will be reviewed for administrative, legal, fiscal, contractual, and historical value.

### **Records Retention and Disposition Schedule**

A Records Retention and Disposition Schedule is the product resulting from a records inventory and appraisal. This schedule provides users the opportunity to correctly determine how long to keep a record or series of records based on the administrative, legal, fiscal, contractual, or historical value of the record(s).

All completed Record Series Inventory Forms will be submitted to Records Management Services (RMS) for establishing Records Retention and Disposition Schedules through a records appraisal process. A Records Analyst from RMS, along with staff from the S. C. Department of Archives and History, will appraise records and prepare Records Retention and Disposition Schedules according to state and federal regulations by using data compiled from a records inventory.

### **Records Retention Schedules**

Records Retention Schedules issued by the S. C. Department of Archives and History are summarized by Records Management Services (RMS) on a Department Records Retention and Disposition Schedule (Form 1013). The Department's Records Retention and Disposition Schedule is developed by RMS and issued to Executive Management, Legal Services, and Divisional Managers. Section Heads and Records Coordinators receive portions that fall within their responsible areas.

All Retention Schedules are reviewed by the Department's Office of General Counsel and must be approved by the S. C. Department of Archives and History.

## **Revisions and Amendments**

If a change occurs that affects an office's schedule, Records Management Services (RMS) will make the change to the Department Records Retention and Disposition Schedule. The change may involve a title, a description, a retention period, a disposition, the media type, etc. When revising an existing schedule, a Record Series Inventory Form must be completed and submitted to RMS. Only RMS authorizes and coordinates revisions to a Department Records Retention and Disposition Schedule.

## **Using the Schedules**

Divisions will work closely with RMS Analysts to coordinate the regular disposition of obsolete records. Disposition should be carried out periodically, at least once a year. To streamline disposition, Records Coordinators should review filing arrangements, periodically cut off files, and work with RMS to develop procedures for segregating inactive and obsolete files.

Records should be destroyed when the retention period has been met, unless they are needed to meet specific requirements such as audit, or are designated for transfer to storage or other storage media.

The titles and descriptions of records series listed on the schedule may not exactly reflect the titles and descriptions used. A RMS Analyst can assist with clarification on whether a schedule applies to specific offices and sections.

## **Records Disposition**

Records Disposition includes periodically removing records from high cost office space in accordance with the Department Records Retention and Disposition Schedule and either placing them in storage, transferring them to a less expensive storage media, or destroying them. This process significantly contributes to the cost effective management of Department records.

Department records can be disposed of in two ways:

- Physical destruction: They are shredded, burned, discarded, or recycled.
- Transfer of possession: They are sent to Records Management Services (RMS) where they will either be placed in storage, imaged, or sent to the Department of Archives and History for permanent retention.

## **Destruction**

All records must be destroyed by shredding, burning, discarding, or recycling. Satellite offices will be provided with a resource list (available from the Procurement Section upon request) for use in obtaining services to properly dispose of records. Once records are destroyed, Records Coordinators will complete and forward to RMS a Records Disposition Notification Form (Form 1011), documenting the title of the series destroyed, schedule number, inclusive dates of records destroyed, volume or records destroyed in cubic feet, the method in which the records were

destroyed, and a signature of verification. RMS will maintain a history file of all Department records destroyed on an automated data base.

### **Transferring Records**

Records Management Services (RMS) will provide storage for inactive offender case files and certain other identified record series. Records which are eligible for transfer to RMS Records Storage Facility will be packaged, labeled, and transmitted to RMS consistent with specified standards.

### **Storage Boxes**

All records will be packed in standard cubic foot cardboard container, measuring 10" high x 12" wide x 15" deep, ordered from procurement. The boxes will be folded down on the top and not taped shut.

### **Screening Records**

Before boxing files, all material that is not authorized to be transferred will be removed. All records must meet the description as indicated on the Records and Disposition Schedule.

### **Packing Boxes**

The existing filing arrangement will be maintained. Folders should be placed in an upright position with letter size folders facing the 12" side of the box and the legal size folders facing the 15" side of the box. Boxes should not be overpacked.

### **Labels**

A standard self-adhesive Record Box Label (Form 1010) will be completed and affixed to either end of the storage box underneath the hand hole to identify the contents. Use a permanent black marker for recording record box label information. Labels are available through the Procurement Section.

### **Records Transfer List**

All records being transferred must be documented and transmitted via a Records Transfer List (Form 1012), available through Procurement. Use the office Records Retention and Disposition Schedule to assist with completing this form. Complete a separate form for each record series being sent, ensuring that each box of the series sent is listed. Retain ply 3 of the form for the office/section's records.

### **Shipping Records**

When the records are properly labeled and the transfer form is complete, the records will be sent to Records Management Services (RMS) via the office courier. Each office is responsible for

transporting records boxes to RMS.

### **Incomplete and Inaccurate Information**

Accuracy of all forms and boxes must be verified prior to forwarding to Records Management Services (RMS). Forms and boxes not properly completed will not be accepted and will be returned.

### **Audit**

Periodic audits will be conducted to determine compliance with file construction and retention/disposal guidelines.

|

s/Jerry B. Adger

Jerry B. Adger, Director

September 1, 2017

Issue Date

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

Division: Information Services	Policy & Procedure No. 1005
Subject: Parole Rejection Files	Page 1 of 7
Topic: Creation, Maintenance, and Disposition of Inmate File Folders	

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Related Forms and Templates:

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**CALEA STANDARDS: N/A**

**POLICY:**

Instructions for the creation, maintenance, and disposition of the inmate Parole Rejection files within the Department's Records Management Services (RMS) Section are established in the procedures that follow.

**PROCEDURE:**

This procedure has been established to govern the creation, maintenance, and disposition of the hard copy (paper) inmate Parole Rejection file. Information in this procedure does not affect the manner in which cases are entered into the Parole Information Center (PIC).

**Creation of an Inmate File Folder**

Prior to establishing an inmate Parole Rejection file folder, a computerized criminal history (rap sheet) and South Carolina Department of Corrections Number (SCDC#) for the inmate will be obtained by the Parole Services Section and entered into the Parole Information Center (PIC).

**Standard File Folder**

A standard 8 ½ x 11 inch manila folder will be used when creating a hard copy inmate file folder.

Once the inmate Parole Rejection file folder is created, it will be maintained in alphabetical order according to the inmate's last name then first name. These files are kept in the 29 file cabinets that are located in a centralized filing area within the office of Record Management Services (RMS).

## **Organizing the Contents of a File Folder**

File folder information will be organized with the current information filed in the front of the file folder.

## **Parole Rejections Case Tracking**

The Parole Rejection Case Tracking System is used to maintain the chain of custody of a file folder when it is retrieved from the centralized filing area and checked out to an employee. This system is accessed via the PIC system under the Management Tools via Records Case Tracking. The system allows RMS to track an inmate using the SCDC number or an entire Hearing using the hearing date. RMS staff can assign a single file or an entire hearing via this system.

## **Primary File Labels**

A label will be affixed to each inmate file folder. The labels are created via the Parole Rejections Case Tracking System, reflecting what is currently in the Parole Information Center (PIC). Information on the label will be written in the following manner [Name-Last, First-Middle Initial, and SCDC#], as illustrated below:

Doe, John D.  
SCDC# 00321332

## **Ten Points: New Cases**

The Ten Points are new cases on inmates who have served their required sentence, have met the criteria for becoming eligible for parole, and will be scheduled for a hearing for the first time. The contents of these files consist primarily of a Rap Sheet. The file folders must be affixed with a label and may not be hand written. The following steps must be completed prior to RMS processing these files.

- Parole Board Support Services database staff will run a rap sheet according to their guidelines.
- Parole Board Support Services database staff will create a file folder by retrieving the appropriate hearing via the Parole Rejections Case Tracking System. Once the information has been retrieved, Parole Services Database staff will check off each name for which they wish to print a label. Prior to printing, the “Label” and “Checked Only” fields must be selected. This will ensure that only the selected files print. These are printed via the Parole Rejections Case Tracking system to ensure that the name and SCDC# on the file folder matches the Parole Information Center and that the information on the file folders is legible to prevent misfiling.



## **Four Points: Previously Heard and Rejected**

Four Points are the Parole Rejection case files that contain information and documentation on inmates who have previously been heard by the Parole Board and have been rejected.

## **Contractual Waivers**

A Contractual Waiver is a legal agreement between the Defendant, the State, and the Department, by which the Department agrees to request that the defendant not be scheduled for parole hearings or considered for parole, either permanently or for a specified time period, in exchange for valuable consideration given by the State regarding the plea or sentence.

## **Permanent Material**

Permanent material is any material retained in the inmate file folder that will be forwarded to RMS 2-3 months prior to an inmate's parole hearing being heard. This material will be affixed to the front of the inmate file folder with the most recent material on top. Permanent materials will remain in the file folder until the offender reaches max-out, is released from the Department of Corrections, or until death, whichever comes first, and then will be destroyed. The materials to be filed as permanent are identified below:

- Film, videotape, or other electronic information (Until superseded by next scheduled hearing)
- Confidential Release Waiver (most recent)
- General Correspondence (pertaining to the most recent hearing)
- Indictments
- Incident Reports
- Letter, Victim/Witness Notify Outcome (all)
- Letter, Waiver of Parole from Victim Services (all)
- Letter, Notice of Rejection (all)
- Letters of Opposition (until superseded by next scheduled hearing, unless person requests in writing that the letter be retained for subsequent hearings)
- Letters of Recommendations (all)
- Letter, Notice of Parole Hearing (all)
- Letter, Pending Charges (all)
- Letters of Support (until superseded by next scheduled hearing, unless person requests in writing that the letter be retained for subsequent hearings)
- Letter, Rejected, Accepting from Another State (all)
- Notice of Your Rights
- Parole Case Summary (all)
- Psychological Evaluation
- Victim/Witness Address Sheets
- Parole Criteria – Form 1212 (all)
- Waiver of Parole – Form 1333 signed by inmate (all)

### **Non-Permanent Material**

Non-permanent material is any material submitted prior to a hearing that will not be retained once the inmate has been heard and rejected. These materials are logged on the form that is located on the front left side of the file folder prior to destruction. The materials to be filed as non-permanent are identified below:

- Oppositions Signatures (The count on these are logged on the form that is located in the front of the file folder and destroyed after each hearing).
- Video tapes (until superseded by next scheduled hearing)
- Cassette tapes (until superseded by next scheduled hearing)
- Note books (Contents removed and placed back in the file folder. Only the empty notebook is destroyed.)

### **Centralized Maintenance and Filing**

All Parole Rejection file folders are stored and maintained within either of the two centralized filing areas located within the RMS Section. They are maintained in alphabetical order according to the inmate's Last name, First name. The two areas are listed below.

- Parole Rejection Cabinets: These secure filing cabinets serve as the primary storage location for inmate files.
- File Staging Area: This secure location serves as the general holding area during the parole process. These cases are housed on two lateral file cabinets and are maintained in alphabetical order according to the scheduled hearing date. The cases within this area are pulled from the rejection cabinets one month prior to a scheduled hearing.

### **Information Retrieval from Inmate Files**

Records Management Services (RMS) is responsible for retrieving information and faxing or mailing copies to the requesting offices. It is RMS's goal to provide accurate and timely retrievals from the inmate records file. Several options are available for contacting RMS:

Requests may be submitted via E-mail. The E-mail address for RMS is: [Records@ppp.sc.gov](mailto:Records@ppp.sc.gov). Telephone RMS at (803) 734-9195 between the hours of 8:30 a.m. and 4:30 p.m.

The following information is necessary to process retrieval requests:

- Requestor's name
- Office, Phone number, and fax number (if applicable)
- Inmate's Name and SCDC#
- Description of the information requested

## **File Folder check-out Process**

When a Parole Rejection file folder is removed from the central filing area within the RMS office, the file folder will be checked out using the tools listed below. The individuals requesting files will be responsible for establishing chain of custody rules for tracking file folders being retrieved and returned. Establishing chain of custody rules will require the individual(s) requesting file(s) to be responsible for it from when it leaves RMS's Central filing area until it is returned. If the file is passed on to another individual, it is the responsibility of the person that first requested the file to inform RMS to whom it was given. A blue or yellow tracking sheet is completed and attached to each case file prior to releasing the case file to the requestor. This will ensure it is filed back in the proper area.

A Records Management Service Case Tracking Sheet (Blue) is attached to each file folder prior to leaving the Parole Rejection Cabinets within the RMS section.

A Records Management Service Case Tracking Sheet (Yellow) is attached to each file folder prior to leaving the File Staging area within the RMS section.

## **Releases – SCDC Max-Out List**

On the 5<sup>th</sup> of each month, the PIC Inmate Release Report (5027) is used to pull the previous month's Max-Out List for those inmates who have satisfied their period of incarceration with no supervision to follow or are released to the community to finish serving the remainder of their supervision under the Department's jurisdiction. This Max-Out List is used for removing inmates' hard copy files from the cabinets for destruction.

## **Destruction**

The case files are pulled and verified by name and SCDC number against the Max-Out List to ensure the correct inmate file is being pulled. Files that appear on the Max-Out List will be removed from the cabinets and destroyed according to the established Retention Schedule number 13480, approved by the South Carolina Department of Archives and History (SCDAH). (See Policy 1002 – Records Retention Program.)

Case files are destroyed by placing them in the locked recycle bin located on the sixth floor.

The Department and the Attorney General's Office entered into an agreement to maintain a series of these inmates files referred to as "Sexual Predators" for an additional year past the max-out date. In accordance with an agreement between the Department and the Attorney General's office, sexual predator inmate files will be maintained for an additional year beyond the inmate's max-out date. These files are housed and maintained for the additional year within the Victim Services section of the Department.

### **Board-Ordered Releases: Conditional Paroles**

Once the Conditional Parole outcome has been rendered during a hearing, the cases are passed on to the Parole Services Section for processing. Certain criteria must be met prior to the inmate getting paroled. If the criteria is not met, the Conditional Parole will be rescinded. When this occurs, a letter will be generated by the Parole Board Support Services, stating the reasons that the inmate's parole is being rescinded. The letter is placed in the file, and the case file is returned to RMS. Reasons for rescinding a Conditional Parole outcome:

- Inmate fails to meet conditions of parole
- Inmate maxes out prior to being paroled
- Institutional Record is unfavorable
- Inmate signs a waiver
- Inmate is released to early release program Supervised Furlough II

### **Disposition**

Once an inmate is released to parole supervision from incarceration and the parole criteria has been met, the hard copy material utilized for the consideration of release will be forwarded to the county of supervision. The Parole Board Support Services staff is responsible for removing any unnecessary material from the existing parole rejection files prior to forwarding them to the appropriate county of supervision. Once the Parole Board Support liaison receives the signed parole certificate from the serving Agent, the documents and information will be forwarded to the county office within five working days by the section responsible for coordinating the respective release.

### **Supervised Furlough I, II, and II-A's Programs**

Supervised Furlough I, II, and II-A are early release programs controlled by SCDC but operated jointly by SCDC and the Department, pursuant to contract. When an inmate is released to the Supervised Furlough program, the documents currently contained in the inmate's Parole Rejection files are not needed in the field offices. All important information relating to the inmate is maintained in the PIC System. Release Programs staff provide a furlough packet to the field offices in order for them to establish a supervision file. There are three types of Furloughs listed below.

- SFI is for qualified non-violent inmates who have served a mandatory minimum sentence and will be released into supervision before parole eligibility.
- SFII is for qualified non-violent inmates released into supervision within six months of max-out.
- SFII-A is for qualified violent and non-violent inmates released to supervision within six months of max-out.

**Disposition**

Release Programs staff provide Records Management Services with a list of Supervised Furlough releases for the given month so that those inmates being released to Supervised Furlough can be pulled from the Parole Rejection cabinets. Once the cases are pulled, they are destroyed according to the SCDAH schedule number 13480.

]

s/Jerry B. Adger  
Jerry B. Adger, Director

September 8, 2017  
Issue Date

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

Division: Hearings and Policy Management

Policy & Procedure No. 1201

Subject: Written Directive System

Page 1 of 6

Topic: Issuance and Modification of Policies and Procedures

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Related Forms and Templates: 1060, 1064, and 1490

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**CALEA STANDARDS: 12.2.1 b, d, e, f, h, i; 12.2.2**

**POLICY:**

The Department will maintain up-to-date Policies and Procedures, readily available to all employees, which govern all aspects of Department operation. This will be accomplished through the Policy and Procedure Committee (PPC) and the Office of Accreditation.

**PROCEDURE:**

The Policy and Procedure Committee (PPC) and the Office of Accreditation coordinate the logistics involved with revision and issuance of new Policies and Procedures. The PPC is composed of nine staff members appointed by the Director as follows: one Probation and Parole Agent representing the Field Agent Staff; one Offender Supervision Specialist (OSS) representing the Field Offender Supervision Specialists; one Field Office Specialist (FOS) representing the Field Support Staff; and one staff member from Field Operations Division, Hearings and Policy Management Division, Paroles, Pardons, and Rehabilitative Services Division, Fiscal Services Division, the Executive Division, and one at-large member, each to serve as the Division Coordinators for all Policy and Procedure input and revisions. These members will serve until replaced by the Director.

In addition to the nine PPC members, the Director will appoint a Central Custodian, a Forms Custodian, and a staff member from the Office of Accreditation as ex officio members of the PPC to attend and participate in PPC meetings. These members will serve until replaced by the Director.

**Policy and Procedure Committee**

The responsibilities of the Policy and Procedure Committee are as follows:

- Maintain quality control over the process (i.e., suggestions, annual review, additions, deletions, revising policies, etc.).

- Evaluate the effectiveness of the process.
- Ensure employee ideas are incorporated into the process on an on-going basis.
- Review employee suggestions for Policy and Procedure improvement and forward to the appropriate Deputy Director for action.
- Ensure that newly created or modified Policy and Procedures do not contradict with existing directives.
- Meet as necessary to review and discuss policies and suggestions.

### **Central Custodian**

The Central Custodian is located at Central Office and is responsible for the following duties:

- Serve as a liaison to all PPC Representatives and the Chairperson.
- Maintain the original signed copy of all policies and procedures in the Master Policy and Procedure files.
- Track and monitor status of Policy and Procedure changes, proposals, and suggestions.
- Proofread final Policy and Procedure documents for style and format compliance and print an official copy for the Director's signature and publishing.
- Index and update the Policy and Procedure Table of Contents and the Glossary.
- Maintain historical records of the evolution of the Department's Policies and Procedures.
- Maintain roster of current PPC members and other appointees.

### **Forms Custodian**

The Forms Custodian is located at Central Office and is responsible for the following duties:

- Update the Forms Index and serve as liaison with Information Technology Systems (ITS) on forms issues associated with this process.
- Design and create forms at the request of designees and route through appropriate channels.
- Review policies sent by the Central Custodian to the PPC members for any necessary revisions to any forms listed in the policy prior to final publication.

### **Accreditation Manager**

The Accreditation Manager is located at Central Office and is responsible for the following duties:

- Ensure that revised policies meet the standards of the Commission on Accreditation for Law Enforcement Agencies (CALEA) prior to publication.
- Upload published policy onto the PowerDMS software program.
- Monitor the signed receipt of Policies and Procedures by all employees via the PowerDMS software program.

### **Policy Changes**

Policy and Procedure development, revisions, or deletions may be initiated by the Director, a

Deputy Director, an Associate Deputy Director, or designee, or by an employee's suggestion via Policy and Procedure Suggestion Sheet (Template 1060). Revisions, deletions, and issuance of Policies and Procedures will be coordinated by the PPC. All Policies and Procedures are issued upon the approval and signature of the Director.

### **Annual Review**

Policy Owners or their designees will begin conducting reviews of Policies and Procedures on the annual review date of October 1. This process will include a review of all forms associated with each Policy and Procedure. Any form changes, additions, deletions, or revisions resulting from the review process will be coordinated with the Central Custodian, the Forms Custodian, and the Office of Accreditation Management through the Policy and Procedure Committee. All Policy and Procedure reviews are to be completed by the end of the calendar year.

### **Priority Action**

The need may arise to immediately issue a new policy or change a Policy or Procedure. Priority actions may be the result of legislative enactments or recommendations from the Office of the Governor or from the Director's Office. Permanent changes resulting from a priority situation are coordinated by the Policy Custodian, the Office of Accreditation, and the Division needing to issue the priority policy or procedure. All priority Policy and Procedure documents will be expedited through the process outlined below.

### **Suggestion Process**

Any staff member may submit a suggestion related to clarification of policy and procedures. Suggestions will be forwarded to the Central Custodian for processing through the appropriate Deputy Director, Associate Deputy Director, or designee and the Office of Accreditation via email or in hard copy form using the Policy and Procedure Suggestion Sheet (Template 1060).

A Policy and Procedure suggestion may be submitted anonymously, if desired. The Central Custodian will forward the suggestion to the appropriate Deputy Director, Associate Deputy Director, or designee and the Office of Accreditation.

If a suggestion is accepted, the Deputy Director, Associate Deputy Director or designee will incorporate the suggestion into policy and forward the revised policy to the Central Custodian to be processed.

If the policy suggestion is not accepted, the Deputy Director, Associate Deputy Director, or designee will prepare a response.

### **Process for Adding, Revising, or Deleting**

Whenever a Policy or Procedure is added, revised, or deleted pursuant to an annual review, as a priority action, as a result of changes initiated by the Deputy Director, Associate Deputy Director, or designee, or in response to an employee suggestion, the Policy and Procedure Committee will



process the change as described below:

- The Deputy Director, Associate Deputy Director, or designee will submit a new, revised, or deleted Policy and Procedure showing content deletions with a strikeout and content additions with an underline to the Central Custodian. The Routing Slip for Proposed Policy Changes (Form 1490) will be sent with the policy revisions.
- The Central Custodian will forward this electronically to all Committee members for cross-Divisional review, Legal review, and to the Office of Accreditation to review for compliance with The Commission on Accreditation for Law Enforcement Agencies (CALEA) Standards.
- Committee members will forward the Policy and Procedure electronically to other staff members for input.
- PPC members will individually submit any edits, comments, and/or comments received from other staff members to the Central Custodian. The Central Custodian will forward all comments and edits to the appropriate Deputy Director, Associate Deputy Director, or designee and to the Office of Accreditation.
- If more revisions are required as a result of the comments and suggestions, the Deputy Director, Associate Deputy Director, or designee will submit the final revised policy with the strikeouts and underlines items to the Central Custodian. This copy will be forwarded to the Accreditation Manager for a final CALEA compliance review.
- The revised Policy and Procedure will then be submitted to the Executive Management Team with Form 1490 for approval.
- The Central Custodian will forward the revised Policy and Procedure and Form 1490 to the Director for final review and signature.

Upon final approval of the Director, the Central Custodian will forward an electronic copy of revised Policies and Procedures to the Office of Accreditation to be placed on Power DMS, and the Office of Accreditation will:

- Ensure that revised policies are uploaded into the PowerDMS software program for publication.
- Monitor the signed receipt of Policies and Procedures by all employees via the PowerDMS software program.

### **Writing Style Guidelines**

Policies are set up with specific margins, tabs, headers, footers, and font using the Template 1064. The author of any Department Policy and Procedure will use these specific guidelines in writing and preparing Policies and Procedures.

### **Numbering System**

Policies and Procedures are organized by individually assigned numbers so that the Department's policy statements are listed as blocks of 100 such as: 100, 200, 300, etc. The individual Policies and Procedures are numbered from 1 to 99 within each hundred-block of numbers. Sub-topics and captions are inserted to the left and above the paragraph(s) they describe.

## **Format**

Each numbered policy issued by the Department shall include a statement of policy on the first page of the written directive and will include general procedures for carrying out agency activities.

Policies and Procedures are identified and arranged in the following way:

The DIVISION name appears on the first page in the upper left portion of the Policy and Procedure heading: Information Services; Fiscal Management; Field Operations; Hearings and Policy Management; Paroles, Pardons and Rehabilitative Services; and Executive Division.

Operations subject numbers:

100 = Supervision  
300 = Executive Division  
500 = Investigations  
700 = Violations  
900 = Victim Services  
1100 = Special Operations

Support subject numbers:

200 = Human Resources  
400 = Training Compliance and Professional Development  
600 = Finance/Procurement  
800 = Offender Information Systems/Information Technology  
1000 = Records Management Services  
1200 = Hearings and Policy Management  
1400 = Public Information  
1800 = Office of Professional Responsibility

The leading policy of each block is created by the Deputy Director, Associate Deputy Director, or designee and contains a broad policy statement for the series to follow. The font type and size will be Times New Roman 12 point (as shown on Template 1064). Each numbered Policy and Procedure (i.e., 203 Reassignment of Staff) will contain a policy statement associated with the specific procedures contained within that Policy and Procedure.

## **Edits**

All edits to policies submitted for review will be indicated using the following mark-up system:

- Strikeouts (~~The~~) - strikeouts will be used to represent words removed from the policy.
- Underlines (The) - underlines will be used to represent any words added to the policy.

Any other markings or text colors should not be used to represent changes made to a policy.

## Forms

Forms are identified by name and number. The Form Index identifies all forms authorized for use by the Department and is located on the Intranet. Individual Policies and Procedures will list related form(s) in a forms "box" beneath the header of the document.

- Example: Related Forms and Templates: 1802; 1805

The Policy and Procedure Table of Contents and Glossary of Terms are located on Power DMS, and the Forms Index is located on the Department's Intranet.

<u>s/Jerry B. Adger</u>	<u>October 3, 2018</u>
Jerry B. Adger, Director	Issue Date

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

Division: Executive Division Policy & Procedure No. 1800  
Subject: Office of Professional Responsibility Page 1 of 1  
Topic: Internal Audit Standards

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Related Forms and Templates:

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**CALEA STANDARDS: N/A**

**POLICY:**

The Department will maintain an internal audit function which will provide a service to all operations within the Department to foster effective and efficient use of assigned resources in the promotion of the Department's mission.

**PROCEDURE:**

The Office of Internal Audit (OIA) will conduct audits in accordance with Agency policies and procedures, good business practices, and generally accepted auditing practices.

The OIA will continuously improve processes by:

- Developing audit schedules based on organization risk assessment
- Providing results of each audit to the Director and all other applicable management personnel
- Monitoring the closure of each audit to ensure corrective actions were implemented

The OIA will deliver services by:

- Maintaining measurements on the results of the audits
- Tracking and publishing semi-annually customer satisfaction levels with the audit process and services based on survey results
- Identifying and recommending policy changes as a result of audits

s/ Jerry B. Adger

Jerry B. Adger, Director

October 3, 2018

Issue Date



## **Audit Schedule**

A schedule of planned annual audits will be approved by the Director and published on a six month basis. The schedule for January through June will be published no later than December 15<sup>th</sup>. The schedule for July through December will be published no later than May 15<sup>th</sup> or when the General Sessions Court Schedule is available.

## **Guidelines**

The Department's Director is responsible for:

- Providing direction and guidance to the OIA Director
- Reviewing and approving the OIA policy and work plans
- Reviewing both internal audits performed by the OIA and external audits
- Providing the OIA with authority to review any financial area of operation with free access to all Department activities, records, property, and personnel
- Ensuring the OIA is free from undue influence
- Reviewing and approving assistant auditors as recommended by the OIA.

The OIA, with the Director's approval, is responsible for:

- Selecting and applying audit techniques procedures and programs
- Reporting facts revealed by audit reviews
- Identifying strengths, evaluating findings, and making recommendations
- Performing special reviews and audits at the request of the Director, Deputy Directors, Regional Directors, Divisional Managers, and/or AICs
- Maintaining measurements on the results of the audits using baseline data, customer surveys, and publishing results
- Identifying and recommending policy changes as a result of audits

The Deputy Directors, Regional Directors, Divisional Managers, and AICs assume responsibility for:

- Responding with a written action plan to address the audit results
- Providing management overview of action plans addressing findings identified in the audit report(s). This includes the periodic reporting to the Director on the status of action plans.

## **Internal Control Questionnaires**

Internal Control Questionnaires will be forwarded to each location to be completed by designated staff and returned to the OIA prior to arrival on-site. The OIA will assess the completed questionnaires to identify areas where stronger internal controls may be needed. The questionnaires will be used to setup audit file folders for each location.

## **Audit Program**

The Department's audit program, at a minimum, will consist of the following steps:

At least two weeks prior to the auditors' arrival on-site, an engagement memo and tentative audit agenda will be forwarded to the audit client, Director, and appropriate management. The engagement memo will consist of the date, time, and scope of the audit.

The Director and other appropriate personnel will be contacted prior to arrival on-site to ascertain if they have any concerns of which the OIA should be aware.

Documents including, but not limited to, the following will be compiled prior to on-site arrival:

- Prior audit results, if applicable
- OMS Reports
- Internal Control Questionnaire
- Fixed Assets Reports
- Any other pertinent documents

Upon arrival on-site, an Entrance Conference will be conducted by the audit team with the AIC and his/her chosen office staff to review the purpose and scope of the audit and to inform staff of what they can expect from the audit team while on-site.

Daily "How Goes It Meetings" will be conducted by the audit team with the AIC and his/her chosen office staff at the end of each day the team is on-site to maintain open communication, to ensure that the audit is on track, and to keep staff informed of the progress of the audit.

The on-site audit process may consist of speaking with appropriate personnel and offenders, observation of applicable activities, and examination of applicable records and documents.

At the conclusion of the audit, the audit team will conduct an Exit Conference with the AIC and staff to review strengths and findings from the information collected.

A draft audit report reflecting strengths, findings, and recommendations will be completed and forwarded to the Director within 60 working days of the audit.

Upon approval of the draft audit report by the Director, the draft report will be forwarded to the audit client and the appropriate management personnel within 10 working days.

The audit client will have 45 working days to respond to the audit report and to submit the completed corrective action plan addressing the findings identified in the audit report.

The manager of the office responding to the audit may include remarks addressing issues identified by the OIA in the audit report, which will be included in the appendix to the audit report. All items identified as findings by the OIA must be addressed in the action plan with an anticipated completion date.

A significant accomplishment or best practice declaration will be issued when a major improvement, innovation, or advancement has been identified that positively impacts a program area or the overall goals of that office, Division, or Department. Decisions to release audit reports is within the sole discretion of the Department's Director.

### **Audit Follow-up**

If the audit client has not submitted the completed corrective action plan within 30 working days after receiving the draft audit report, the OIA will notify the audit client via email and advise that the completed corrective action plan is due in 15 working days.

After the corrective action plan addressing the findings has been completed and implemented by the audit client, the OIA will issue a revised draft audit report to include the corrective action plan with AIC or direct supervisor comments and send it via email within 15 working days to the appropriate Deputy Director and, if applicable, the appropriate Regional Director for review. Any responses received will be incorporated into the appropriate appendix in the final audit report.

The final audit report will be forwarded to appropriate management personnel in Adobe format within 15 working days after final revisions have been completed.

An audit closeout memo will be sent to the audit client and the appropriate management personnel within 15 working days of submitting the final report.

### **Customer Service Satisfaction Questionnaire**

A Customer Service Satisfaction Questionnaire will be distributed to all staff involved in the audit process via email within 10 days of forwarding the draft audit report. The staff will have 10 working days to respond to the questionnaire.

### **Assistant Auditors**

The OIA will assess the need for assistant auditors. To qualify as an assistant auditor, an employee must possess functional expertise in an area assigned to be audited. Upon request, they may renew their services.

The OIA will recruit staff, and after qualifying prospective assistant auditors, will submit the names to the Director for approval. Following the Director's approval, the assistant auditor must complete orientation training provided by the OIA. Assistant auditors are additional duty volunteers and will not receive special compensation for performing this function.

### **External Audits**

The OIA will direct internal responses and provide assistance to external auditors while they are engaged in audit activities, if applicable. The Director of the OIA will coordinate the Department's reply to external audit reports by requesting action plans from applicable Deputy



Directors, Divisional Managers, and AICs responsible for areas noted in the external audit report findings, if applicable.

The Director for the OIA will review management's action plans addressing external auditors' findings and through inquiry, observation, or audit, as appropriate, monitor the progress being made to resolve the external audit exceptions, if applicable.

s/ Jerry B. Adger

Jerry B. Adger, Director

October 3, 2018

Issue Date

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

Division: Executive Division  
Subject: Office of Professional Responsibility  
Topic: Data Classification and Privacy

Policy & Procedure No. 1804  
Page 1 of 4

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**Related Forms and Templates:**

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**CALEA STANDARDS:** N/A

**POLICY:**

This procedure establishes the guidance and requirements for Data Protection and Privacy to SCDPPPS and to ensure SCDPPPS data is properly secured and operated in a safe and secure environment. The Physical and Environmental Security Procedure ensures SCDPPPS systems meet or exceed South Carolina compliance standards in the access control arena.

**PROCEDURE:**

**Data Classification**

The Enterprise Privacy Office (EPO) is an operating unit under the South Carolina Department of Administration's Division of Technology, responsible for advising State agencies on the management of personal information as well as establishing, assessing and enhancing privacy protection policy, training and compliance measures. The EPO has a procedure to conduct an annual data collection of information about all of the State's data resources. SCDPPPS has developed and documented this policy governing the handling of Data Protection and Privacy. This procedure addresses the purpose, scope, roles, responsibilities, management commitment, and coordination among SCDPPPS entities and compliance in support of the SCDPPPS Data Protection and Privacy efforts.

This initiative involves each agency in the state reviewing and collecting information about their own data assets. In response to this initiative, SCDPPPS:

- Categorizes information and the information system in accordance with applicable state and federal laws, Executive Orders, directives, policies, regulations, standards, and guidance;

- Documents the security categorization results (including supporting rationale) in the security plan for the information system; and
- Ensures that the security categorization decision is reviewed and approved by the authorizing official or authorizing official designated representative. SCDPPPS data will be classified into one of the following categories:
  1. Public: Information shared publicly (e.g. public reports, information on the Agency's public website). Unauthorized disclosure, alteration or destruction of public information results in either a minimum risk or no risk to the State or SCDPPPS.
  2. Internal Use: Information used in daily operations of SCDPPPS (e.g., non-sensitive internal communications, non-sensitive internal procedures). Unauthorized disclosure, alteration or destruction of Internal Use Information will result in little risk to the State or SCDPPPS.
  3. Confidential: Sensitive information stored, processed or transmitted by SCDPPPS (e.g., credit card information, exemptions to the Freedom of Information Act (FOIA)). Unauthorized disclosure, alteration or destruction of confidential data will result in considerable risk to the State or SCDPPPS.
  4. Restricted: Highly sensitive information (e.g., Health Insurance Portability and Accountability Act (HIPAA), Criminal Justice Information (CJI), Federal Tax Information (FTI)). Unauthorized disclosure, alteration or destruction of restricted data will result in grave risk to the State or SCDPPPS including statutory and/or civil penalties.
- Reviews security categorizations on a continuous basis using various scanning techniques to ensure data is properly categorized and stored/protected annually, or upon new systems, applications, partnerships, or information sharing agreements.
- Sensitive Information pertaining to SCDPPPS can be specific information which if disclosed may cause considerable risk or damage to the Agency. [This information may be considered Confidential or Restricted]

## **Impact Analysis**

### **SCDPPPS:**

- Establishes a process to ensure that each asset is classified based on data classification type and impact level, and
  1. Protected data classification consists of the following:
    - CJIS (Criminal Justice Information System)
    - PII (Personally Identifying Information)
    - PHI (Personal Health Information)
    - PCI (Payment Card Industry)
    - FTI (Federal Tax Information)
    - FERPA (Family Educational Rights and Privacy Act)
- Ensures the appropriate level of information security safeguards are available and in place.

## **Unsecure Information**

Individuals encountering improperly labeled information (per the descriptions as listed in this procedure) will secure the information, and consult with the Information Owner, the Information Security Officer, the Privacy Officer or the individual's supervisor or manager to determine the appropriate data classification and secure the data. Improperly stored information may lead to disciplinary actions up to and including termination.

## **Information Classification**

When multiple data fields with different classifications are combined, the information will be classified at the highest classification of the aggregated fields.

## **Privacy**

### **Privacy Threshold Analysis (PTA) and Privacy Impact Assessment (PIA)**

The purpose of the Privacy Threshold Analysis (PTA) is to document that a review has been conducted to determine whether a business process involves the collection, use, sharing, retention or disposal of Personal Identifiable Information (PII).

The purpose of the Privacy Impact Analysis (PIA) is to ensure that the information within SCDPPPS conforms to applicable legal, regulatory and policy requirements regarding privacy. It is also used to determine the risks and effects of collecting, maintaining and disseminating information in identifiable form and examine and evaluate protections and alternative processes for handling information to mitigate potential privacy risks.

The following roles and responsibilities are for PTA/PIA completion for SCDPPPS:

- ***Privacy Liaison***- Designated by SCDPPPS as the liaison between SCDPPPS and the Enterprise Privacy Office (EPO). Verifies the accuracy of PTAs that indicate no PII is involved in business process. Analyzes PIAs and in conjunction with the Business Owner, develops an action plan to mitigate privacy risks identified by the Privacy Impact Assessment.
- ***Primary Point of Contact***- Compile, review and/or document the PTA. Work with the Privacy Liaison and other staff to gather all necessary information needed to complete the Privacy Threshold Analysis (PTA) and the Privacy Impact Assessment (PIA).

### **Privacy Impact Assessment (PIA)**

SCDPPPS:

- Conducts a Privacy Impact Assessment (PIA) on information systems that will handle Personal Identifiable Information (PII);
- Publishes privacy policies on SCDPPPS websites used by the public; and

- Updates PIAs when a system change creates new privacy risks (e.g., when functions applied to existing information collection change anonymous information into information in identifiable form).
- **PIAs shall include:**
  1. What information is to be collected (e.g., nature and source);
  2. Why information is being collected (e.g., to determine
  3. eligibility);
  4. Intended use of information (e.g., to verify existing data);
  5. With whom the information will be shared;
  6. What opportunities individuals have to decline to provide
  7. information; and
  8. How the information will be secured;
- **The PIA document:**

Can be reviewed by Executive approved staff, designated divisional representation staff, and the Office of Professional Responsibility.
- **PIAs and PTAs will be conducted:**
  1. Implementation of new business processes
  2. When changes are made to existing business processes which may impact data collection, use, retention or introduce new privacy risks
  3. A minimum of every three years on each business process

### **Mitigation Plan**

Privacy risks identified by the Privacy Impact Assessment (PIA) will be documented in a mitigation plan. The plan will describe the risk to be addressed, the action plan to mitigate the risk, who will be responsible for completing the action and the timeline for completion.

s/ Jerry B. Adger

October 3, 2018

Jerry B. Adger, Director

Issue Date