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May 13, 2021

VIA EMAIL

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RE: Follow up to May 6, 2021 Subcommittee meeting

Dear Director Adger:

The Law Enforcement and Criminal Justice Subcommittee appreciates the S.C. Department of Probation, Parole, and Pardon Services (PPP) participation in the oversight process. As follow-up from the May 6, 2021, meeting, below are questions of interest to various members of the subcommittee. Please provide this information by Friday, May 28, 2021.

As a reminder, formal written responses provided are considered sworn testimony. Additionally, please inform the subcommittee prior to responding, of any information requested that cannot be published online due to provisions in contract or law.

Parole Board

1. Do parole boards in other states have separate staff?
2. Are there any potential real or perceived conflicts of interest that exist in PPP personnel serving as staff for the Parole Board?
3. What would the agency estimate as pros and cons of the parole board having its own staff, separate from PPP staff?
4. Please explain the issues the agency sought to resolve through centralization and delegation to 18 investigators. How has the agency gauged the success with which the centralization and delegation has resolved, or assisted in addressing, those issues.
5. Do victims have the option to testify from home using technology (e.g., Zoom, Microsoft Teams, etc.) or must they travel to a video conferencing site?

Leadership Training

6. How was the agency informed of the leadership training opportunity at Clemson University?
7. Please provide a brief explanation of the leadership training at Clemson including, but not limited to, topics addressed, cost (total and per person), and whether the agency would recommend other state agency directors and their executive teams participate in similar training in the future.
8. Please explain the type of leadership training provided/available/required of the executive management team and/or other personnel at the agency, its frequency, and why the agency believes it is important.
9. What advice does the agency head have for any individuals newly appointed to serve as the director of an agency in state government?

Personnel

10. Of the employees voluntarily separating from the agency (see slides 56 and 57 - e.g., reasons such as personal, transferred to other state agency, employment outside state government), has the agency performed any analysis to determine if turnover is higher under certain managers, in certain parts of the state, or if there are any other common characteristics?
11. To help distinguish between executive functions and administration on slide 37 of the agency's overview presentation, as there is an asterisk that indicates executive includes all remaining agency FTEs, please list the positions the agency includes within "Executive" and the positions the agency includes within "Administration."
12. Please provide a copy of the agency Succession Planning Guideline.
13. Please provide the total cost to the agency per officer prior to January 2015 and currently, including a breakdown of each element of the total cost (e.g., salary, fringe, body armor, vehicle, etc.).
14. Does the agency calculate total operational costs for each employee, like it does for officers, when estimating the cost for the employee when requesting additional employees?
15. Please explain the direct and indirect pros and cons to including costs, other than only salary and fringe, when calculating total cost per employee.
16. Is the agency aware of other agencies that calculate total operational costs for an employee, instead of only salary and fringe when requesting additional employees? If so, please state which agencies.
17. Who does internal investigations in small county offices (e.g., those with less than ten employees) as it would seem employees in those offices may not be as likely to tell on each other if something is going wrong?

Funding

18. Please state the number and type of FTE positions funded by other funds prior to January 2015 and the positions that are currently funded by other funds as indicated in slide 50 of the agency's overview presentation.
19. Why did the agency believe it was important to reduce the number of FTE positions funded by other funds?
20. Does the agency believe any agency FTE positions should rely on funding from other funds? If so, which ones? If not, why not?
21. Please briefly explain the aspects of agency operations reliant upon other funds prior to January 2015 and the aspects of agency operations currently reliant upon other funds.
22. What aspects of operations would the agency recommend as reasonable to be reliant on other funds and which are not, and why?
23. Information from slide 73 of the agency overview presentation indicates the agency is receiving over \$11 million more in fiscal year 2019-20 than in fiscal year 2016-17. Where is the agency spending these additional funds?

Accreditation

24. Approximately how much did it cost the agency to become accredited, including direct costs from CALEA and internal agency costs?
25. Approximately how much does it cost annually for the agency to remain accredited, including direct costs from CALEA and internal agency costs?
26. What are the agency's opinion of the pros and cons to becoming nationally accredited?
27. When agency personnel testified the agency received state accreditation, from whom did the agency receive the "state accreditation"?

Body Cameras

28. How many body cameras does the agency have currently?
29. How many body cameras are necessary to ensure each individual at the agency who needs one, has one?
30. How does the agency prioritize which individuals at the agency have a body camera now, since there are not enough for everyone?

Collaboration with Other Agencies

31. Please explain ways in which the agency collaborates with the Department of Mental Health.
32. Are there any additional ways in which the agency would like to collaborate with the Department of Mental Health?
33. Please explain any other areas or processes in which the agency would like to collaborate with other entities in state government.

Miscellaneous

34. Please explain the Budget Panel the agency created to foster increased collaboration.
35. Please provide copies of presentations the Director or others conducted internally at the agency related to the agency budget and explain the benefits of making those presentations internally.
36. Please explain the following about PowerDMS (i.e., policy management software):
 - a. Initial cost to purchase;
 - b. Annual cost to maintain;
 - c. Aspects of the system utilized by PPP;
 - d. How PPP was made aware of the system;
 - e. Why and when PPP invested in the system; and
 - f. Whether the system is utilized for training, etc. of Parole Board members.
37. Does the agency have a case management software? If so, please state the software utilize and the information tracked in the software.

COVID

38. What aspects of the agency were able to operate the same or better when employees were working virtually during COVID?
39. What aspects of the agency worked better when the employees were in the office as opposed to working virtually?
40. Are any employees still working virtually?
41. Would the agency consider allowing some positions to be virtual full time or part of the time in the future?

Future Presentations

Please ensure the agency covers the following topics in additional detail in future agency presentations:

- Department Administered Court Ordered Restitution (slide 86 in agency overview presentation); and.
- Ignition Interlock Devices

Additionally, the subcommittee welcomes any other input or feedback your office would like to provide. Thank you and your team for your service to the people of South Carolina.

Sincerely,



Chris Wooten
Subcommittee Chair

cc: The Honorable Wm. Weston J. Newton
Law Enforcement and Criminal Justice Subcommittee