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September 3, 2021

VIA EMAIL

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RE: Follow up to June 8, 2021, June 22, 2021, July 27, 2021, and August 26, 2021 Subcommittee meetings

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 June 8, 2021, June 22, 2021, July 27, 2021, and August 26, 2021, meetings, below are questions of interest to various members of the subcommittee. Please provide this information by Monday, September 27, 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.

Transparency

1. Would the agency oppose annually providing the information on slide 35 of the Field Operations presentation (Ratio Report) to the Office of Revenue and Fiscal Affairs as they are compiling data for various maps?
2. Please provide a breakdown of the offenses for which offenders are under supervision by the regions within the field operations division and the percentage of those offenders who are living in the county in which they committed the offense.

Fees and Finances and Indigent Determination

3. Please contact S.C. Commission on Indigent Defense to determine how they determine if individuals are indigent for purposes of being assigned a public defender and explain any differences in their process and the process utilized by PPP, as well as any possible opportunities for collaboration in making this determination consistently across the agencies, or within counties.
4. Is an offender determined indigent for the purposes of reducing all fees, or is it determined for each fee in which the offender seeks a waiver or reduction?
5. If an offender is determined indigent and owes funds for restitution and multiple programs, what is the priority order in which they are paid (e.g., restitution, drug testing, GPS tracking, Ignition Interlock Device, fines and fees to PPP)?
6. In an Excel Chart, please list all fees an offender under the supervision of PPP may have to pay (e.g., supervision fee, drug tests, community supervision setup, GPS tracking, etc.) and, the following for each:
 - a. whether there are hardships available;
 - b. who determines whether the offender qualifies for the hardship;
 - c. information reviewed to determine whether the offender qualifies for the hardship (if only an offender's statement, does the agency seek any documentation for proof) and how the information is obtained;
 - d. whether the information reviewed is uniform across all PPP county offices;
 - e. whether the information reviewed is similar to information reviewed by a county to determine whether an individual qualifies for indigent legal representation; and
 - f. for each of the last three years: total number required to pay the full fee and total number for which it was waived or reduced.
7. How many individuals under supervision are considered indigent and cannot pay program fees?

Workload Model

8. In regards to the workload model:
 - a. Please provide a copy.
 - b. When did the agency begin utilizing it?
 - c. Why did the agency begin utilizing it?
 - d. What are the pros and cons of utilizing it?
9. On what data did the Workload Committee base its determination that more time was needed for documentation?¹

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

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

Personnel

11. What is the turnover rate for new field officers, whose operational needs were fully funded when hired compared to those whose were not? (Did the turnover rate decrease?)
12. In agency personnel job descriptions, does the agency list skills necessary to perform the job or only a description of the job? If skills are not listed, is the agency open to adding it when it updates job descriptions?
13. Does the agency have information on the skills possessed by each employee so that, if a current employee's position became no longer necessary, the agency could determine other open positions for which the employees skills match? If not, would the agency be open to adding it in the future?
14. Does the agency regularly review and update personnel job descriptions? If so, when? If not, why not?

Training – General

15. How does the agency create the online training programs?
16. How has the agency measured, if at all, the benefit of having the online training versus the cost in time and effort for the software, etc.?
17. Are online training programs something PPP would recommend other agencies consider if they are not already utilizing it for some of their training? Why or why not?
18. Please answer the following about the Bias Based Policing course and the Gender Based Training:
 - a. How long has it been offered?
 - b. How many hours is it?
 - c. How frequently must employees take it?
 - d. What data does the agency analyze to determine whether the course is effective?
19. Are agents able to voluntarily take certain training courses for the first time, or repeat a training course they have already taken, without having to request access to it via someone else at the agency?
20. How does the agency track which training courses each staff member has completed and the training still needed, when initially hired, and then for regular updates, etc?
21. How often does the agency review the trainings offered to determine if any updates are needed to current offerings or if any need to be removed completely or new ones added?

Training – Leadership

22. What quantifiable benefits has the agency seen from its leadership training, including, but not limited to, improvements in retention and morale?
23. Is initial leadership or supervisor training required before an individual is promoted or hired to serve in a supervisor role? If not, would the agency be open to requiring this going forward?

24. Is annual leadership and/or supervisor training, which includes, but is not limited to, training on how to evaluate personnel, required for an individual in a supervisor role to remain in that role? If not, would the agency be open to requiring this going forward?
25. When a law enforcement officer from another agency is applying for a supervisory position at PPP, how, if at all, is PPP able to obtain information on that officer's performance? What information about the officer's performance is available?
26. Is the agency aware of any certifications within the state or country, with criteria like that of the statewide and/or national (CALEA) law enforcement certification for an agency, but on an individual law enforcement officer basis?
 - a. If yes, please explain.
 - b. If no, would the agency be open to piloting a program like this which may make it easier for law enforcement entities to know the best candidates for supervisory positions and/or serve as an incentive for high performance and continuing education to provide officers higher levels of pay if enough supervisor positions at an agency are not available?

Home Visits

27. Please explain the various aspect of the "virtual office" model for offender contacts and, for each, the pros and cons and whether the agency plans to continue it.² See example below.

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

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

Previous Model	“Virtual Office” model	Pros	Cons	Which model does agency plan to continue and why?
Offender traveled to county probation office	Probation officers traveled to offender homes	-Fewer missed appointments by offender -Less interference with offender’s work schedule which may improve chance of work continuity -Increased law enforcement presence in the community -Add any others applicable	-Increased cost of gas for probation officer travel -Add any others applicable	-Add agency decision and rationale
Not video recording visits	Video recording visits	-Official record of interaction to reference if any allegations about interaction occur -Opportunity to utilize video to (a) improve technique of officer who is in video; (b) train other officers -Add any others applicable	-Increased cost of body cameras and storing digital videos -Add any others applicable	-Add agency decision and rationale
-Add any others applicable	-Add any others applicable	-Add any others applicable	-Add any others applicable	-Add agency decision and rationale

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

28. How does the agency vet non-profits for which offenders perform community service?
29. For each registered state, county and municipal government agencies, businesses, and nonprofit organizations that received PPP offender services at public service employment worksites during the last three years please provide the number of hours received and please indicate the following:
- whether the entity is a non-profit, business, local government, or state government;
 - names and addresses of the registered entities;
 - whether any legislators or PPP employees are associated with the registered entity; and
 - whether the registered entity receives any state funding.

Funding

30. Please provide a list of entities that receive pass through funding from PPP and for each, for the last three years, the following information:
- whether PPP requested the General Assembly provide funding for the entity;
 - information the receiving entity had to provide PPP, if any, prior to receiving the funds;
 - whether PPP has any control over how the receiving entity utilizes the funds;
 - name of the receiving entity;
 - amount received; and
 - copy of the information the receiving entity provided PPP pursuant to Proviso 117.21.

Parole

31. Please provide a copy of information an inmate or inmate's family would receive regarding the parole process, eligibility, criteria, etc.
32. Is the following information provided to the victim, offender, or either of their families: (a) explanation of what is required in law and what is discretionary as it relates to paroles and pardons; (b) criteria for granting parole; and (c) reasons for rejecting parole? If yes, where and when? If not, would the agency oppose providing this information online?
33. Does the agency currently post the annual Reports to the Sentencing Reform Oversight Committee on the agency's website? If yes, where? If no, would the agency oppose posting it, with all data utilized to create charts or graphs in the report in an Excel or CSV format that is exportable for analysis by the public?
34. What does PPP see as the pros and cons of collaborating with SCDC on objective common risk assessment methods and program criteria that may provide additional continuity for offenders that transition between supervision under SCDC and supervision under PPP?
35. In compiling information for Parole Hearings, has PPP ever had issues relying on information about "programs" SCDC files indicated inmates completed? If so, please explain.
36. Is the Static-99R test, which PPP uses for determining the supervision level for sex offenders that enter PPP supervision through parole or another program, used by other states? If so, please list those that utilize it in the Southeast.
 - a. Does the agency have to pay a company to use or score the test? If so, please provide information on those amounts.
 - b. Does SCDC utilize the Static-99R test?
37. Our staff watched your parole board training videos and noted in one of the videos the agency states "sending an offender to a bad provider is sometimes worse than an offender receiving no treatment at all. PPP is able to evaluate outcomes and track a programs effectiveness and appropriateness for offenders. (24:16 in the video)" How does PPP evaluate the outcomes and track a program's effectiveness?

Parole Board

38. Please provide the following information, to the extent it is available, for other states in the southeast:
 - a. Number of parole board members;
 - b. Whether parole board members are full time or part time;
 - c. Requirements for those that serve on similar boards; and
 - d. Number of inmates that appeared before the parole board in each of the last three years.
39. Has PPP added observation of a parole board hearing for violent offenders and a hearing for nonviolent offenders to required training for parole board members?³
40. Would PPP support requiring observation of a parole board hearing or participation in a mock hearing as part of the required training for parole board members?

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

41. Is there a written test at the end of annual board training each year? Why or why not?
42. Please provide a copy of the parole board manual.
43. What is the purpose of the parole board manual?
44. When was the manual last updated?
45. Please provide a list of hearing days attended, by year, for each of the parole board members, noting at a general level, when applicable, any extenuating circumstances that may have impacted the number of hearings for which the member was available (e.g., medical issues).
46. Would the board support the addition of an at-large commissioner who is available for hearings when current commissioners are unavailable for extended periods of time, resign, or are removed, to ensure a full commission is available until the next commissioner is appointed? Why or why not?

Parole Hearings and Release Process

47. What training or information, if any, do agency personnel and/or parole board members receive regarding ethical obligations of attorneys that appear before the parole board?
48. Are there any policies or instructions to agency personnel and/or parole board members to report certain conduct (e.g., communication with parole board members prior to a hearing) to the Office of Disciplinary Council?
 - a. If yes, please explain.
 - b. If no, would the agency oppose receiving training on these ethical obligations and update agency policies to incorporate information learned including, but not limited to, requiring PPP personnel report any potential ethical violations seen?
49. How can the public be assured the board is reviewing investigative case summaries in advance of a hearing?
50. Since parole hearings are open to the public, what are the pros and cons of allowing the public the opportunity to view hearings online?
51. How much would it cost the agency to enable the public to view parole hearings online?
52. Please provide the percentage of parolees released in CY17, CY16, and CY15 and the number that received new convictions within 3 years of release, by violent or nonviolent, and risk level (e.g., low, medium, high).
53. Would the agency object to providing the most up to date version of the recidivism data by risk level to parole board members with each hearing packet, like it does with the parole criteria? If so, why?
54. Please provide the parole passage rates, separated by violent and non-violent offenders for the last three years.
55. Would the parole board object to posting the hearing results based on both risk and to include and exclude crimes that were parole eligible prior to January 1, 1996 (i.e., no parole law), with a general listing of those crimes (e.g., murder, armed robbery, etc.)?
 - a. How may this information be helpful to those who see hearing results?
56. Please provide sample copies of each type of the following orders for violent and non-violent offenders, (a) authorizing parole; (b) denying parole; (c) authorizing pardon; and (d) denying pardon.

57. Please provide copies of reports, if any exist, board members receive at the end of a hearing day that summarizes what occurred during the day or their decisions.
58. Does parole eligible mean an offender is guaranteed parole if certain conditions are met?
59. What are the pros and cons of having a matrix which outlines how offenders earn parole, as opposed to a hearing in which commissioners have discretion in who receives parole, if a change in law occurred which permitted this type of matrix?
60. What are some examples of pre-release conditions that must be met before an offender is released on parole?
 - a. Do some of them include the inmate completing certain programming at SCDC? If so, what happens if SCDC is unable to provide the programming?
 - b. During each of the last three years, how many inmates' parole, or parole hearings, have been postponed due to their inability to attend/complete the sex offender treatment program or another program required by the Parole Board because the program did not have enough open spaces or was unavailable due to lockdown at an SCDC facility?⁴

Pardons

61. Please provide the following for each eligible pardon application for each of the last ten years in an Excel document:
 - a. Year;
 - b. Demographics of applicant;
 - c. Whether represented by counsel;
 - d. Whether granted pardon hearing;
 - e. Whether granted or denied pardon;
 - f. Crime for which applicant was requesting pardon; and
 - g. Some way to identify which applicants are the same, with being able to identify who the applicant is.
62. When a pardon application is rejected, is the applicant informed of the reason for rejection?
63. What is the average length of time for review, hearing, and decision on a pardon application?

Innovation

64. Please provide a flow chart outlining agency processes prior to implementation of the new Pardon Automation Center (PAC) and a flow chart outlining the process with PAC.
65. Please list direct benefits seen by employees from implementation of PAC.
66. Please explain the history of the PAC project and lessons learned from it (e.g., initial hesitations in feasibility, work with vendors, benefits of having internal stakeholders involved, etc.)?
67. How does the agency ensure systems built in-house can be maintained should employees who build the system separate from the agency (e.g., retire, leave for other employment, etc.)?

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

68. Please provide/explain the following about the agency's planned e-filing system through which the agency asserts its 46 county offices will go paperless:
- flow chart outlining agency processes prior to implementation of the new system and a flow chart outlining processes with the new system;
 - direct benefits expected for employees from implementation of the new system; and
 - history of the project and lessons learned from it (e.g., initial hesitations in feasibility, work with vendors, benefits of having internal stakeholders involved, etc.).
69. Does the agency have regular discussions (quarterly, annually, etc.) about ideas for how various technology could be utilized to improve efficiencies and effectiveness at the agency? If not, would the agency consider it?
70. How often does the agency draft flow charts and ask questions about current agency processes utilized?
71. How much funding and/or agency personnel time, if any, does the agency set aside or allocate for investment in pursuing ideas for innovative projects?

Manual Re-entry

72. Attachment A was created based on information PPP provided as part of the Accountability report in 2019-2020 related to manual entry of data, costs, and potential impacts of errors. Please review to ensure the information is accurate and provide any updates needed.
73. Please list the databases at PPP.
74. Please list any information that must be manually typed into more than one database at the agency because the databases do not talk with one another (e.g., victim information)?
75. Is there a central data warehouse in which some or all agency information is stored from which some or all of the different agency databases and divisions can access the data needed to perform their respective tasks? If not, would the agency be open to having one?
76. Please provide a copy of the agency's grant submission for its data sharing initiative that was noted during agency personnel testimony in the July 27, 2021 Subcommittee meeting. Additionally, please provide an explanation of the agency's plans for addressing the issue if it is not awarded the grant.
77. In an Excel chart, please list the specific data fields PPP receives from SCDC in the regular download with a summary beside each field type (or group of field types) that explains what the information is and how it is utilized by PPP.⁵

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

78. Please list any other information about an offender that any personnel at PPP must obtain and, for each, from where the information is obtained, method through which it is obtained (e.g., U.S. mail, email, physically pick up, database transfer), and how it is input into a PPP database or system, if entered into one.
79. Are the individuals in the Field Office Specialist roles manually entering any information into agency databases? If so, what information are they entering and has the agency looked into the possibility of having the information electronically sent to the agency to avoid the need for manual entry?
80. For the following orders/forms, how does the agency utilize the information in them and why are they handwritten instead of typed into an electronic system?
- Probation Revocation/Continuation Order (Form 9);
 - Order of Supervised Reentry Revocation (Form 1455);
 - Administrative Sanctions Order (Form 9B); and
 - Parole Revocation Order (Form 1160).⁶
81. Approximately how many Form 9s were processed each of the last three years?
82. Each time a Form 9 was processed, the information from it was manually reentered at least twice, once by an employee at PPP into PPP's database and once by an employee at SCDC into SCDC's database, correct?
83. What information is tracked through the internal offender management program⁷ and, of that information, (a) which is manually entered into the system, after receiving it from somewhere else, and (b) which is electronically transferred into the system?
84. Please provide examples of errors the agency has discovered from manually entering data into its systems related to offenders or victims and the potential impact of those errors from the most minor to most severe.

Supervision

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

Time Served

86. Please explain each step in how PPP calculates the amount of time served by an offender for purposes of calculating whether an inmate is eligible for parole, CSP, or SRP including the source of each item of information utilized in the calculation. If PPP does not calculate "when" an individual is eligible, what does PPP review to determine "whether" an individual is eligible?
87. Is there a central location where a victim, entity with an offender under its supervision, or offender, can see the following for a single offender:
- all charges (regardless of the county) for which an offender is under supervision;
 - breakdown of time sentenced;
 - breakdown of credits received, including time served and all locations which serve as the source of that credit; and
 - time remaining until eligible for release (e.g., parole, CSP, SRP, in general)?
88. If there is a question about whether the amount of time served written on a court order is accurate, what steps does the PPP take to confirm?

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

⁷ See slide 157 in the agency's Field Operations Presentation.

89. How would an auditor check if the amount of credit for time served was accurately entered in the databases and forms of the following entities:
- PPP;
 - SCDC;
 - Local detention center; and
 - Court.

Victim Notification and Information

90. Does PPP send required notifications to victims by default or wait to have a victim request notification?
91. Please list the pros and cons of the system or process by which PPP sends notifications to victims compared to the one utilized by SCDC.
92. Please list the pros and cons of PPP and SCDC utilizing the same or similar system to send victim notifications.
93. Please provide a sample list of the different victim notifications provided by the different entities that are constitutionally required to send notifications (see example layout below). Please estimate the number of different types of events that trigger notification from each entity.

Type of Entity	Applicable portion of State Constitution (Article 1, Section 24(A))	Example Events that would trigger a Notification to Victim	Other entity that must be notified when event occurs
Responding Law Enforcement Agency Victim Advocates (e.g. county sheriffs, city police department; local detention facilities)	(2) be reasonably informed when the accused or convicted person is arrested, released from custody, or has escaped; (4) be reasonably informed of and be allowed to submit either a written or oral statement at all hearings affecting bond or bail;	<ul style="list-style-type: none"> • Offender escapes from local detention facility 	<ul style="list-style-type: none"> •
Prosecuting Entity Victim Advocates (e.g., Attorney General; Summary Court/Law Enforcement; 1 of 16 Circuit Solicitors)	(4) be reasonably informed of and be allowed to submit either a written or oral statement at all hearings affecting bond or bail;	<ul style="list-style-type: none"> • Offender’s hearing for bail is scheduled 	<ul style="list-style-type: none"> •
Post-Conviction Agency Victim Advocates (e.g., SCDC, PPP, Attorney General, DJJ)	(2) be reasonably informed when the accused or convicted person is arrested, released from custody, or has escaped;	<ul style="list-style-type: none"> • Offender absconds from supervision; • Case is closed and offender is no longer under the jurisdiction of PPP; 	<ul style="list-style-type: none"> • Parole Hearing – Solicitor who prosecuted the case; Law enforcement agency responsible for the arrest

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

95. Is there a central location in which a victim can log in and initially set, or later change, their preferences for the notifications they receive from PPP (or any entity) and method by which they receive it?
- What would be the pros and cons of having a central location or system with this feature?
96. Is there a central place where PPP can see a record of the different notifications a victim received while the offender was under PPP supervision, or at any other point in the process (i.e., when offender was under SCDC supervision)?
- What would be the pros and cons of having a central location or system with this feature?
97. Is there a central location in which an entity can select the type of triggering event and the notification automatically go to all the victims and entities that need to receive the notification (e.g., victim, solicitor's office, initial responding law enforcement agency) and the entity selecting the event access an audit trail, so if anyone claimed they did not receive a notification, it could be confirmed?
- What would be the pros and cons of having a central location or system with these features?

Offender Information

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

Restitution

99. For what type of crimes are individuals ordered to pay restitution?
100. How is the amount of restitution determined?
101. Are there individual payment plans established to ensure the offender has an opportunity to get back on their feet while still paying the restitution?
102. How has the agency been able to more effectively utilize time of personnel that were accepting payments from offenders in person, now that payment can be made online?
103. What ecommerce company does the agency utilize to accept payments online?
- Does PPP have to pay the company to allow individuals to submit payments online or are those fees added to the individuals who submit the payments if they choose to make them online instead of in person?
 - Is the same company utilized by other state agencies? If not, could fees statewide be lowered if the same company was used for all online payments individuals make to different state agencies whether it is restitution payments, or payments for fishing licenses?
104. How does the agency (or parole board) determine whether to make collection of debt to the S.C. Attorney General's Department of Crime Victim Compensation (DCVC), a condition of parole?⁸

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

105. How does PPP, SCDC, and the Attorney General's Office track payments and amounts owed related to restitution as an offender may transition supervision between agencies?
 - a. Is information emailed back and forth between the agencies, or is there a system the two agencies can utilize to prevent the need for reentry of data?
106. Why does it take up to 30 days for PPP to confirm payment and mail a restitution check after an offender pays?
107. Can a victim provide bank information so restitution can be direct deposited into their account instead of receiving a mailed check?
108. Are there any other states in that Southeast that allow victims to provide bank information so restitution can be direct deposited into their account instead of receiving a mailed check?
109. Who would have information about the amount of restitution an offender on probation owes a victim? (e.g., Form for Victim Registration has place for victim to include that information)
 - a. Which source would have the most accurate information?
 - b. How does PPP receive this information from the most accurate source, if it receives information from them?
110. Who would have information about the amount of restitution an offender released under something other probation (CSP, SRP, Parole) owes a victim? (e.g., Form for Victim Registration has place for victim to include that information)
 - a. Which source would have the most accurate information?
 - b. How does PPP receive this information from the most accurate source, if it receives information from them?
111. Of the offenders released from all supervision requirements in the following years, what was the total amount of restitution owed that was never paid:
 - a. FY11-FY15; and
 - b. FY16-FY20.
112. Please provide the percentage of victims that received full restitution during the time periods below (and total number that did not) and explain how the agency calculated the percentages.
 - a. FY11-FY15 (while under supervision);
 - b. FY16-FY20 (while under supervision); and
 - c. FY16-FY20 (while under administrative monitoring).
113. When did the agency first begin administrative monitoring?
114. Please list the number of individuals on administrative monitoring, separated by the total number of years in which they have been on administrative monitoring.
115. Please explain the mechanisms utilized by PPP during the last five years to ensure a victim receives full restitution, and frequency in which PPP utilizes them, including but not limited to number or unpaid amounts before petition for civil contempt been filed for violation of administrative monitoring?
 - a. Please list any other mechanisms available that PPP does not utilize.
116. How many times has a petition for civil contempt been filed for violation of administrative monitoring since inception of administrative monitoring?

117. How many victims have offenders, that are under administrative monitoring, that have not made payments toward restitution for at least three consecutive months during each of the following time periods:
- FY16;
 - FY17;
 - FY18;
 - FY19; and
 - FY20.

Referrals and outside services

118. Does PPP, SCDC, and other state agencies (e.g., Department of Alcohol and Other Drug Abuse(DAODAS), Department of Mental Health (DMH)) contract with some of the same entities, or for some of the same type services, to be provided to offenders or other individuals?
119. Has there ever been discussion of, or creation of, a joint provider directory that could be utilized by SCDC, PPP, DAODAS, and DMH?
- What would PPP see as the pros and cons of such a directory?
120. Has there ever been discussion of, or creation of, a joint review board to receive anonymous feedback from individuals receiving services and agencies, to utilize in a process to approve providers for a joint provider directory to assist agencies in curating providers they utilize and to whom they refer individuals?
- What would PPP see as the pros and cons of such a board?
121. Would PPP be open to discussion of a directory, as mentioned above, as it may help avoid PPP noticing a bad provider and eliminating them from PPP's list, just to have the provider go to SCDC?
122. What would be required (costs, logistics) and what benefits would PPP hope to see if a mental health clinician was embedded into larger county offices to provide direct services to offenders?
123. Approximately how many external referrals are currently made, by county, and how does PPP monitor whether the offender goes to those to whom they are referred?

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

Home Detention Act

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

Youthful Offender Act Supervision

125. How long has PPP been unable to locate the three youthful offenders who absconded supervision from the Youthful Offender Act Supervision Program?⁹
126. Will the YOA offenders remain in absconded status forever or is there a certain date on which they are removed, if never found or transferred to SCDC's rolls since SCDC has resumed control of the program?
127. Has the agency utilized the authorizations granted to it in S.C. Code Section 24-19-110 and 24-19-120 in the last decade?

⁹ Field Operations presentation slide 279

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

Supervised Furlough

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

Proviso 66.3

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

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

Restitution Centers

132. When did the agency last operate restitution centers?

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

Day Reporting Centers

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

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

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

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

138. Please provide a table with the following information:

Cost of Day Reporting Centers	Potential benefits of Day Reporting Center	Potential similar benefits provided through ___insert name of agency program___	Potential similar benefits provided through ___insert name of agency program___

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

Attachment A

If Manual Entry was not needed at...
Department of Probation, Parole & Pardon ▼
Accurate as of 2020

Resources available to address other agency needs:

Number of Employees (if hours combined)

Number of hours per week

Low End
32

High End
78

Low End
1215

High End
2935

Employees that manually enter data

329

Cost of employee time entering data

\$2.2M

Source of data manually entered:

Another state agency (South Carolina)	A state agency from another state	Members of the public	Other
Yes	No	Yes	Offender Population & Service Providers

Potential impact if individual incorrectly enters data...

Inaccurate information in offender files may negatively impact supervision status, compliance credits, and length of supervision.

Inaccurate information in offender files from service providers (private or state) also could negatively impact an offender's supervision status.

Inaccurate information in victim case files may impact the victim notification process and violate victims' rights regarding appearing at hearings, notification of offender whereabouts, and providing court ordered restitution to victims.

Cost

Percentage of time employees spend manually entering data

- [Less than 10%]
- [10-24%]
- [25-49%]
- [50-74%]
- [75% or more]

\$13K (Less than 10%)
\$2,206K (10-24%)

Number of employees

Percentage of time employees spend manually entering data

- Less than 10%
- 10-24%
- 25-49%
- 50-74%
- 75% or more

5 (Less than 10%)
324 (10-24%)

Average salary

Percentage of time employees spend manually entering data

- (Less than 10%)
- (10-24%)
- (25-49%)
- (50-74%)
- (75% or more)

\$45K (10-24%)
\$53K (Less than 10%)

16