

AGENCY NAME:	SC COMMISSION ON PROSECUTION COORDINATION		
AGENCY CODE:	E210	SECTION:	60

**Fiscal Year 2017-18
Accountability Report**

SUBMISSION FORM

AGENCY MISSION	<p>The mission of the South Carolina Commission on Prosecution Coordination (SCCPC) is to improve South Carolina's Criminal Justice System and enhance the professionalism, effectiveness and efficiency of South Carolina's Circuit Solicitors and their staff by providing training, continuing education programs, administrative and programmatic support, and technical legal assistance for the Offices of Solicitor; by collecting, analyzing and distributing meaningful criminal justice data; and by collaborating with and assisting the General Assembly as well as federal, state and local criminal justice partners.</p> <p>The SCCPC was created in 1990 to develop, coordinate and provide training, resources, and support services for the State's sixteen Circuit Solicitors and their staff to promote fair, just and uniform administration of justice in the prosecution of criminal cases. The SCCPC is governed by Sections 1-7-910 through 1-7-1000 of the South Carolina Code of Laws. The Commission's membership is composed of the Chairmen of the Senate and House Judiciary Committees or their legislative designees, the Chief of the South Carolina Law Enforcement Division, the Director of the Department of Public Safety, a director of a Judicial Circuit Pre-Trial Intervention Program (PTI), a Judicial Circuit Victim-Witness Assistance Advocate, and five Judicial Circuit Solicitors appointed by the Governor.</p> <p>In furtherance of its mission, the SCCPC's primary responsibilities include:</p> <ul style="list-style-type: none"> •Development and coordination of efforts to improve the prosecution and disposition of criminal cases in a timely and efficient manner; •Administrative and programmatic functional support for the Offices of the Solicitors; •Collection of revenues and expenditures of the Offices of Solicitor as well as programmatic data for reporting as required by the South Carolina General Assembly; •Coordination of pre-trial intervention and other diversionary programs within the Solicitors' offices; •Development of training and legal education programs for solicitors and their staff to help improve the legal knowledge and advocacy skills of prosecutors, the investigation of crimes, the administration of diversion programs, and the provision of victim services;
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- Publication of newsletters, manuals and other materials to help Circuit Solicitors and staff achieve peak job performance;
- Provision of information and assistance on legal and ethics issues;
- Coordination of effort with other federal, state and local government agencies involved in the criminal justice system; and
- Communication with non-governmental entities involved in the criminal justice system, including the South Carolina Bar, and entities representing the interests of crime victims and criminal defendants.

AGENCY VISION

The vision of the South Carolina Commission on Prosecution Coordination (SCPC) is to enhance the professionalism and effectiveness of South Carolina’s Circuit Solicitors and their staff in seeking the fair administration of justice by delivering the highest quality and most up-to-date resources, training and information available.

Please select yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.


	Yes	No
RESTRUCTURING RECOMMENDATIONS:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please identify your agency’s preferred contacts for this year’s accountability report.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Lisa H. Catalanotto	803-343-0765	lisacatalanotto@cpc.sc.gov
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I have reviewed and approved the enclosed FY 2017-18 Accountability Report, which is complete and accurate to the extent of my knowledge.

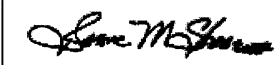
**AGENCY DIRECTOR
(SIGN AND DATE):**



(TYPE/PRINT NAME):

Lisa H. Catalanotto

**BOARD/CMSN CHAIR
(SIGN AND DATE):**



(TYPE/PRINT NAME):

Isaac McDuffie Stone, III

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AGENCY’S DISCUSSION AND ANALYSIS

I. AGENCY ADMINISTRATIVE LEADERSHIP TRANSITION

During FY 2017-18, the agency’s former executive director retired from state government service. Tremendous respect is owed to the previous executive director for the hard work and leadership demonstrated at the SCCPC over the course of eight years. Credit is also owed to the agency’s committed staff of four full-time employees and one part-time employee who, following the previous executive director’s departure in May 2018, assumed a tremendous workload increase with constrained staffing that existed even before the previous executive director’s departure. During the transitional period, staff maintained the SCCPC’s vast responsibilities, both internally and among South Carolina’s sixteen Offices of Solicitor. The new executive director of the SCCPC began work in the latter part of August 2018 and has, since that time, met and/or spoken with agency staff, Commission members, and each of the sixteen circuit solicitors from throughout the state to identify and study the successes, opportunities and issues of importance for each.

A great deal of effort studying the agency’s current budget and financial obligations has been made to determine any agency spending excess and availability of funds to not only address existing resource issues requiring immediate attention at the agency’s office and at the Circuit Solicitors’ offices, but to also provide resources that enable sustained and improved services in a modern age of technology, communication, and connected services. To this end, other state agencies and Offices of Solicitor have willingly shared their experiences and expertise with the SCCPC to identify no-cost or little-cost office technology and security measures for immediate implementation, and to develop technology and infrastructure plans for real-time data interface between the SCCPC and the sixteen Offices of Solicitor with an emphasis on data and information security.

As the roles, responsibilities and programs of the Offices of Solicitor continues to expand, so must, too, the resources of the SCCPC office. The effectiveness and professionalism of prosecutors in South Carolina are of utmost importance to the Circuit Solicitors and the SCCPC, who have initiated the development of standards and procedures for: (a) office financial management; (b) diversion programs; and (c) expungements. Other efforts that are essential to fulfilling the mandatory responsibilities of the Circuit Solicitors and the SCCPC in this modern era include: (a) generation of automated reports; (b) information-sharing between criminal justice partners; and (c) remote data accessibility. Finally, for Circuit Solicitors and their staffs to effectively protect citizens and communities through the prosecution or disposition of cases in a manner that promotes justice for victims and the accused, the SCCPC must communicate and offer solutions to statutory, operational, personnel and other administrative impediments to efficiently moving criminal cases.

In short, a detailed study of the efforts, successes and opportunities of the SCCPC and the Offices of Solicitor during FY 2017-18 and amid the current FY 2018-19, has led to the development of plans and goals for next fiscal year, FY 2019-20, many of which will require a commitment of additional resources in the form of statutory tools, operational tools, and funding. The benefits of providing the additional resources necessary to support these most crucial efforts include increased public safety and services, swift and effective justice, and fairness in the criminal justice system statewide. These benefits far outweigh the alternative of maintaining existing resources and the status quo.

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II. NOTABLE ACHIEVEMENTS AND RESULTS IN FY 2017-18:

The SCCPC achieved the following during FY 2017-18 in furtherance of the agency's mission:

- Provided 24 training sessions totaling 136.58 continuing legal education hours for 1,512 individuals on topics relevant to the prosecution of crimes in South Carolina's state courts, including:
 - child sexual assault prosecutions;
 - domestic violence prosecutions;
 - driving under the influence prosecutions;
 - juvenile and family court prosecutions;
 - victims' rights;
 - ethics and professionalism;
 - Freedom of Information Act; and
 - diversity awareness in the workplace.
- Conducted a five-day "Prosecution Bootcamp" program for 40 prosecutors with less than two years' experience. The program is designed to improve trial advocacy skills, enhance basic understanding of criminal law and procedure in South Carolina, and reinforce legal ethics obligations. Over the course of five days, student prosecutors participated in lectures, discussions, and performance workshops. Mock trial advocacy exercises performed during the program afforded participants the opportunity to conduct and present opening statements, direct examination, cross-examination, and closing arguments, and receive valuable critiques from experienced senior-level faculty prosecutors.
- Co-sponsored with the South Carolina Solicitors' Association the annual South Carolina Solicitors' Conference for 784 attendees. The SCCPC organized every aspect of the four-day conference, a particularly complex, multi-track event that brings together solicitors, prosecutors, diversion program staff, prosecution investigators, prosecution victim advocates, paralegals, administrative staff, speakers and guests from across the State for training, required legal education, and developmental program and division meetings. The conference sessions developed and organized by the SCCPC provided the opportunity for participants to receive up to 15.75 hours of training from experienced prosecutors (including SCCPC staff), judges, and speakers from across the United States.
- Launched online registration for participants of the annual South Carolina Solicitors' Conference.
- Provided legal updates to the Offices of Solicitor immediately upon actions of pertinence made by Courts or enacted by the South Carolina General Assembly.
- Applied for, received and managed a federal grant for the John R. Justice Student Loan Forgiveness Program to recognize twenty-four South Carolina prosecutor and public defender applicants that have demonstrated a commitment to public service with an award to lessen the financial strain of existing student loan debt.
- Applied for and received federal grant funds for a Traffic Safety Resource Prosecutor. The grant is administered and allocated in South Carolina by the South Carolina Department of Public Safety, Office of Highway Safety and Justice Programs. Pursuant to the grant requirements, the SCCPC conducts trainings for prosecutors, law enforcement, and summary court judges on traffic safety enforcement, prosecution and adjudication, with a specific focus on DUI and traffic-related offenses.
- Provided technical legal support on trial, appellate and research issues for Circuit Solicitor prosecution team members.

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- Pursuant to state law, collected data from the Offices of Solicitor and prepared annual reports on:
 - Expenditures and revenue (state, local, federal and non-governmental funding sources) for each circuit
 - South Carolina Diversion Programs
 - Domestic Violence (DV) prosecutions
 - Driving Under the Influence (DUI) prosecutions
- Assisted the South Carolina General Assembly and Circuit Solicitors with legislation (including budget requests through the annual General Appropriations Act), study committees and inquiries on criminal justice matters.
- Created the Task Force on Circuit Solicitor Office Finances to develop sound financial management practices and procedures for the Offices of Solicitor.

III. THE PATH FORWARD: PLANS FOR THE CURRENT FISCAL YEAR AND BEYOND

Noted after the strategies supporting each agency goal are: (A) current year performance plans, and (B) additional resources necessary to employ or maintain satisfactory performance of the goal.

A. Goal 1: Protect citizens and communities by effectively, efficiently and fairly prosecuting those who violate the law

1. Support the efficient disposition of general sessions cases: Defendants, victims and the community in general should enjoy the right to speedy trials. This can only be achieved by maintaining a sufficient number of effective prosecution team members in each Circuit Solicitor’s office to achieve prosecutor felony caseloads close to US Department of Justice recommended levels and the national average, and through court schedules that support the time necessary and that appropriately manage the order cases are heard to increase the volume of cases disposed of annually.
2. Support efforts that enable all DUI cases to be prosecuted by the Offices of Solicitor: Prior to the allocation of additional state funding in FY 2015-16, police officers prosecuted domestic violence cases in magistrates’ court. South Carolina was one of only three states that allowed this. Now, due to the funding of the General Assembly and the work of the sixteen Circuit Solicitors, almost all domestic violence cases are handled by attorneys and most are being brought to General Sessions’ court. Nonetheless, many lower level DUI cases continue to be prosecuted by law enforcement officers.

Goal 1 FY 2018-19 Performance Plans

- The SCCPC is developing a plan to measure each circuit’s level of improvement or regression in moving criminal cases by comparing number of cases disposed of annually with the number of new incoming cases during the same period, and to compare this calculated number with that for prior years. This new approach to measuring “backlog” will promote a holistic approach to recognizing the various factors that contribute to the volume of felony cases pending on a docket, including: prosecutor caseloads, annual number of new warrants, percentage of violent crime warrants, court schedule management, and case complexity. As crime rates in South Carolina continue to rise, criminal courts statewide are in a period of both increasing prosecutions and increasing utilization of conditional discharge options. Conditional Discharge dispositions remove cases from court involvement (unless and until offender performance requirements are

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determined to have not been met) but are still reported as cases that are pending on the docket. This is just one example demonstrating that a circuit’s success reducing its case “backlog” should not be measured by the number of cases that are reported as pending on the docket after one year, but rather by any change in the volume of cases successfully disposed of compared with the volume new incoming cases during the same period.

Goal 1 Additional Resources Needed

- Funding is needed to support the SCCPC’s Circuit Solicitors' IT Infrastructure and Integration Plan (discussed further under Goal 4), to enable real-time, accurate calculations and reporting. The current method of reporting data is primarily manual, does not consider any contributing factors, does not reflect true measures of success and, quite frankly, is unsound. Implementation of integrated, web-based Prosecution Case Management, Processing and Analysis Platforms for the Offices of Solicitor will enable prosecutors to remotely access consolidated case file data and interface with the SCCPC office, which supports the accurate calculation and reporting of meaningful evidence-based criminal justice data in a fraction of the time so more time can be devoted to moving cases and enhances communication and information-sharing.
- Funding is needed for hiring additional prosecutors (with various levels of experience) to reduce caseloads and move cases more efficiently. In FY 2015-16, there were 305 General Sessions prosecutors in SC carrying an average caseload of 374 cases compared to the US Department of Justice recommended prosecutor caseload of 150 cases and a national average caseload of 94 cases. That year, the SCCPC established a goal for SC General Sessions prosecutors to carry a caseload of 200 or fewer cases and requested Phase I caseload equalization funding to reduce caseloads to 280, one-half of the amount needed to meet this goal. With \$10.8 Million in new appropriations provided in FY 2016-17 to address existing caseloads and to additionally prosecute lower-level DV and DUI cases that were being prosecuted by law enforcement officers, additional prosecutors were hired to move cases through the court system.

As of the June 2018, the number of general sessions prosecutors in SC has increased to 397, thanks to the commitment of the Executive and Legislative branches. Unfortunately, the three-year average of annual new cases statewide has increased over 11.26% since 2015. At the end of FY 2014-15, the average number of new cases in SC was 114,198. Three years later at the end of FY 2017-18, the average number of new cases in SC is 127,059. Even with having 92 more prosecutors than in 2015, the average caseload is 320. The SCCPC continues to support a phased-in approach to funding requested of the State and counties, thus, the goal looking towards FY 19-20, as it was for FY 2016-17, is to reduce caseloads to 280. More than \$4.6 Million in additional funding is necessary to meet this goal. Of this, the SCCPC seeks to request general fund appropriations of \$3.5 Million from the State.

B. Goal 2: Support and enhance the administrative and programmatic services of the Offices of Solicitor

1. Provide administrative support for the Offices of Solicitor: The SCCPC delivers quality human resources and state funding assistance to the State’s sixteen Circuit Solicitors and their administrative assistants (one assistant per Circuit Solicitor). Additionally, the SCCPC coordinates and provides administrative support for many of the programmatic services of the Offices of Solicitor, including diversion programs and victim assistance programs. The administrative and

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programmatic support provided by the SCCPC contributes to the successful operation of the Offices of Solicitor, and the goal of SCCPC is to continually improve the support provided and make available the tools needed for Circuit Solicitors to operate their offices in a fiscally responsible way and retain quality prosecutors.

2. Develop, coordinate and conduct regular training and continuing education for Circuit Solicitors, prosecutors and staff: Chief among the support services the SCCPC provides for the Offices of Solicitor is regular training for all prosecution staff. Each training is tailored to the needs of prosecutors, paralegals, investigators, victim advocates, diversion program staff, and/or administrative staff, depending on the topic and the positions, responsibilities and experience of the participants. In 2009, the SCCPC developed and launched the first Prosecution Bootcamp program to train prosecutors with two or less years of experience. The program has evolved to a five-day criminal law, ethics, and trial advocacy training. Every training that is conducted has resource materials, intended for future reference and use and is accredited by the South Carolina Bar, the Criminal Justice Academy, and South Carolina Office of Victim Services Education and Certification. Evaluation forms are utilized to determine the effectiveness of each training. The SCCPC continually educates Circuit Solicitors and their staff by serving as a legal resource on prosecution, trial, appellate and research issues; by providing updates on legislation and case law; by assisting with legal questions and research; and by reviewing pleadings.
3. Assist with the development of a comprehensive offender database that tracks participation in and measures the success of diversion programs: The SCCPC and SLED are in the final phases of developing a comprehensive diversion program directory that will support real-time data on participants of Pre-Trial Intervention (PTI) and other diversion programs operating under the Circuit Solicitors, and will be used to verify offender eligibility for a diversion program. The current database only includes PTI program participants, is antiquated, and is often inaccessible, leaving the process of verifying program eligibility time consuming and unsound. SLED’s IT team is developing the program based on the insight and feedback of the SCCPC and Circuit Solicitor Diversion Program staff. All diversion programs in South Carolina operate under the Offices of Solicitor, thus the directory/database is for exclusive use by the SCCPC and Diversion Program Directors and staff.

Goal 2 FY 2018-19 Performance Plans

- The SCCPC has initiated a Task Force on Diversion Programs comprised of two commission members, two SCCPC staff, and three Diversion Program Directors from different Circuit Solicitors’ offices. This task force is reviewing and updating existing PTI standards and procedures and developing written standards and procedures for the other diversion programs. The goal is to make uniform, where sensible, standards for all diversion programs and develop separate written procedures on the matters unique to each.
- The SCCPC is updating the evaluation process for trainings to better determine the effectiveness of each. Online evaluations are planned to streamline collection, enable anonymous feedback, and increase participant responses.
- The SCCPC plans to expand implementation of online registration for training programs, which will make the registration process easier for participants and more efficient for staff and will make submission and tracking of individual continuing education hours to the appropriate entity

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following a training easier. The SCCPC’s initial online registration portal launch for the agency’s largest and most attended training of the year, the annual Solicitor’s Conference, was a success, and expansion of this new registration process for additional trainings along with implementation of additional program tools will increase efficiency.

- The SCCPC continually improves and adds training programs to provide relevant and updated information. Accordingly, staff, in coordination with SLED and the Judicial Department is planning and scheduling Expungement Training and preparing a resource guide for prosecutors on expungement laws, the changes enacted during the 2017-18 legislative session, and SLED’s process for obtaining an expungement.
- The SCCPC and SLED anticipate completing the updated diversion program directory, integrating the data from the old system, and implement diversion program data reporting in FY 2018-19. This will enable Diversion Program Directors at the Offices of Solicitor to operate more efficiently and to obtain and report program data more quickly.

Goal 2 Additional Resources Needed

- Funding for Proviso 117.63 of the FY 2018-19 Appropriations Act need to be reinstated. Among the human resources assistance provided by the SCCPC for Solicitors are tools that reduce prosecutor turnover rates and enhance the level of experience within the Offices of Solicitor. Proviso 117.63, when funded in previous years, offered partial student loan forgiveness for prosecutors and public defenders demonstrating commitment to public service instead of accepting higher paying jobs. This was successful in retaining talented prosecutors but funding to distribute these awards are no longer allocated.

C. Goal 3: Operate in an effective and efficient manner that enables staff to accomplish the mission of the agency

1. Enable staff to perform job duties: The executive director and commission members of the SCCPC operate with a staff of four full-time FTEs and 1 part-time FTE. Staff operates efficiently and stays abreast of current legal issues affecting the Circuit Solicitors and the development of prosecution training. Legislative changes, heightened awareness of prosecution issues, technology development advances, and increases in information and data reporting requirements, diversion programs and other initiatives in the Offices of Solicitor, however, require additional staff and technology. The safety of SCCPC staff is of utmost importance, thus physical security for the SCCPC office must be provided and maintained.
2. Provide non-confidential information, as appropriate, requested by citizens, governmental entities, and non-governmental entities outside the Offices of the Solicitor: SCCPC responds to requests from individuals and entities outside the Solicitors’ Offices, including summary court prosecutors, law enforcement, other state agencies and victim advocacy groups for assistance and information on criminal laws, legislation, criminal procedure, evidence and other matters. The SCCPC also assists legislative working groups, subcommittees, committees and individual legislators.

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Goal 3 FY 2018-19 Performance Plans

- The SCCPC is working with the Bureau of Protective Services of the SC Department of Public Safety to develop and implement a physical security plan for the SCCPC. Many of the measures are at no cost or nominal cost to the agency.
- With data security and information privacy being of utmost importance, the SCCPC is working with the Division of Technology Operations (DTO) of the SC Department of Administration, who maintains the agency’s data server, to review and make recommendations on current office technology equipment and infrastructure, to develop a long-range technology plan, and to provide cost-efficient equipment and infrastructure support. DTO is also providing technical advisory services on the development of the Circuit Solicitors’ IT Infrastructure and Integration Plan and will assist the SCCPC with the procurement of a website contractor.

Goal 3 Additional Resources Needed

- Funding is needed to support additional SCCPC staff. As the SCCPC’s responsibilities grow, so must its staff also to support these increased functions and remain responsive to the Circuit Solicitors and their staff, legislators, the Judicial Department, its criminal justice partners, and interested non-governmental entities. The responsibilities additional staff would undertake include implementation and integration of Circuit Solicitor Case Management, Processing and Analysis Platforms; IT coordination and support for the SCCPC and the Offices of Solicitor; website management and development; automated report coding and development; grants management and processing; evidence-based standards development and reporting; commission task force management; and new special projects management and tracking.

D. Goal 4: Strengthen and modernize the collection, analysis and distribution of meaningful criminal justice data

1. Enable and manage cloud-based data interface among the Offices of Solicitor and SCCPC office: The SCCPC provides central support, communication and coordination of effort, resources, prosecution development, and data reporting for the Offices of Solicitor. Over time, the responsibilities of the SCCPC and the demands placed upon Circuit Solicitors have increased. To remain responsive, the SCCPC must develop central coordinated IT services, planning and support for the Offices of Solicitor and SCCPC office to enhance data access and security, enable data interface, support real-time data collection, and improve reporting efficiency and accuracy. Contingent on the availability of funding, the SCCPC plans to expand implementation of the Circuit Solicitors’ IT Infrastructure and Integration Plan. Phase I includes the acquisition of web-based Prosecution Case Management, Processing and Analysis Platforms; compatible technology equipment and hardware; and any additional office space and/or technology personnel necessary for all Circuit Solicitors (needs vary by circuit). Phase II implementation will be staggered as each circuit completes Phase I and includes expanded utilization of case management tools available with the platforms as well as the acquisition of enhanced case management services, cloud-based evidence management software and sufficient data storage capacity; and improved bandwidth (if available).
2. Lead the development and coordination of efforts that promote the modernization and efficient transfer of data between criminal justice partners: The criminal justice system is best served by

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efficient communication, information-sharing and data-transfer between Circuit Solicitors, law enforcement agencies, Circuit Public Defenders and Judges. Modern Prosecution Case Management, Processing and Analysis Platforms also support the interface and real-time transmission of prosecution statistical data that is required by the Judicial Department.

Cloud-based evidence management software is an available tool that provides local law enforcement agencies with the ability to upload case evidence (including video) to send to prosecutors and enables Circuit Public Defenders and Judges to download transmitted discovery, all at no cost to them. Such a tool eliminates travel costs; reduces paper, disc and VHS cassette evidence; and reduces data storage needs and expenses for law enforcement agencies. As Circuit Solicitors acquire this tool through Phase II funding of the Circuit Solicitors' IT Infrastructure and Integration Plan, they can also provide it at no additional cost for their Criminal Justice Partners.

Goal 4 FY 2018-19 Performance Plans

- The Division of Technology Operations (DTO) of the SC Department of Administration is assisting the SCCPC with technical advisory services relating to the development of the Circuit Solicitors' IT Infrastructure and Integration Plan and will be assisting the SCCPC with the procurement of a website contractor.

Goal 4 Additional Resources Needed

- Funding is needed to hire an experienced Technology Operations Manager for IT hardware and software development and to provide IT support for the Solicitors' Offices and SCCPC.
- Funding is needed for Phase I implementation of the Circuit Solicitors' IT Infrastructure and Integration Plan for those Circuit Solicitors needing Prosecution Case Management, Processing and Analysis Platforms, office space, and/or technology personnel.
- Funding is needed for Phase II implementation of the Circuit Solicitors' IT Infrastructure and Integration Plan upon each circuit's completion of Phase I. Phase II enables Solicitors to expand utilization of tools available with the Prosecution Case Management, Processing and Analysis Platforms; acquire enhanced case management services that improve efficiency and data review; acquire cloud-based evidence management software and sufficient data storage capacity; and maximize bandwidth.
- As law enforcement and prosecutors increasingly utilize cloud-based evidence storage, the need for broadband connection and sufficient bandwidth increases. Should new recurring funding be allocated, the SCCPC stands ready to implement and manage its Criminal Justice Local Broadband Connection and Enhancement Plan and award funding that will enable local partners to obtain or maximize access to installed bandwidth (not to pay for existing broadband connection costs).

IV. RESTRUCTURING RECOMMENDATIONS

In this year's budget, the SCCPC is requesting initial funding for statewide implementation of the Circuit Solicitors' IT Infrastructure and Integration Plan and the Criminal Justice Local Broadband Connection and Enhancement Plan, as well as partial funding for the Circuit Solicitors' Three-Year Caseload Equalization and Prosecutor Retention Plan. Simultaneously, the SCCPC's administrative responsibilities continue to increase as the level of project management and prosecution assistance provided for Circuit Solicitors also increases. To address the increase in existing SCCPC services and to plan for the implementation of additional statewide initiatives, the SCCPC recommends the immediate addition of

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expert technology and business operations staff to develop, organize, coordinate, and maintain technology, operational, reporting, benchmarking and development projects for the Offices of Solicitor and the SCCPC.

V. RISK ASSESSMENT AND MITIGATION STRATEGIES

If the SCCPC does not meet its goals and objectives, then the criminal justice system and the safety of our South Carolina’s local communities will be adversely impacted. Solicitors must have a sufficient number of prosecutors and staff to handle the volume of criminal cases entering, and they must have the resources to retain experience and talent. Circuit Solicitors, prosecutors and staff must receive regular training and continuing education to ensure the uniformity of standards, procedures, analysis and resources applied in the prosecution of criminal cases statewide. Law Enforcement, the Judicial System, Circuit Solicitors and Public Defenders all play a vital role in the administration of justice, and resources that strengthen and modernize the collection, analysis and distribution of discovery, case file material and are essential to the protection of all citizens. The SCCPC plays a critical role in creating uniformity and balance among Offices of Solicitor that are not. When some Solicitors’ Offices cannot afford to retain prosecutors and staff, obtain adequate and safe office space, or obtain the technology and infrastructure necessary to work in a technological world, due to the unavailability of municipal or county funding, while other Offices can afford these necessities, an imbalance is created, and the criminal justice system fails.

As the population and crime rate in South Carolina increases and as the technology available to combat crime constantly evolves, the General Assembly is asked to allocate state funding commensurate with increased caseloads to support the acquisition of modern technology hardware and software, to increase or retain prosecution team members working in the Offices of Solicitor, to provide enhanced prosecutor training and continuing legal education, to enhance the administrative and programmatic services of the Offices of Solicitor, and to support technology infrastructure and integration for the efficient communication, information-sharing and data-transfer between Circuit Solicitors and their criminal justice partners. All Circuit Solicitors’ offices, large or small, benefit from such an investment. Each Circuit is unique, but all have great needs. The experiences, talents and successes within the SCCPC and each Solicitors’ office are shared among the other offices, and the SCCPC is the hub for communication and collaboration among the Offices of Solicitor and their criminal justice partners to foster balance and justice.

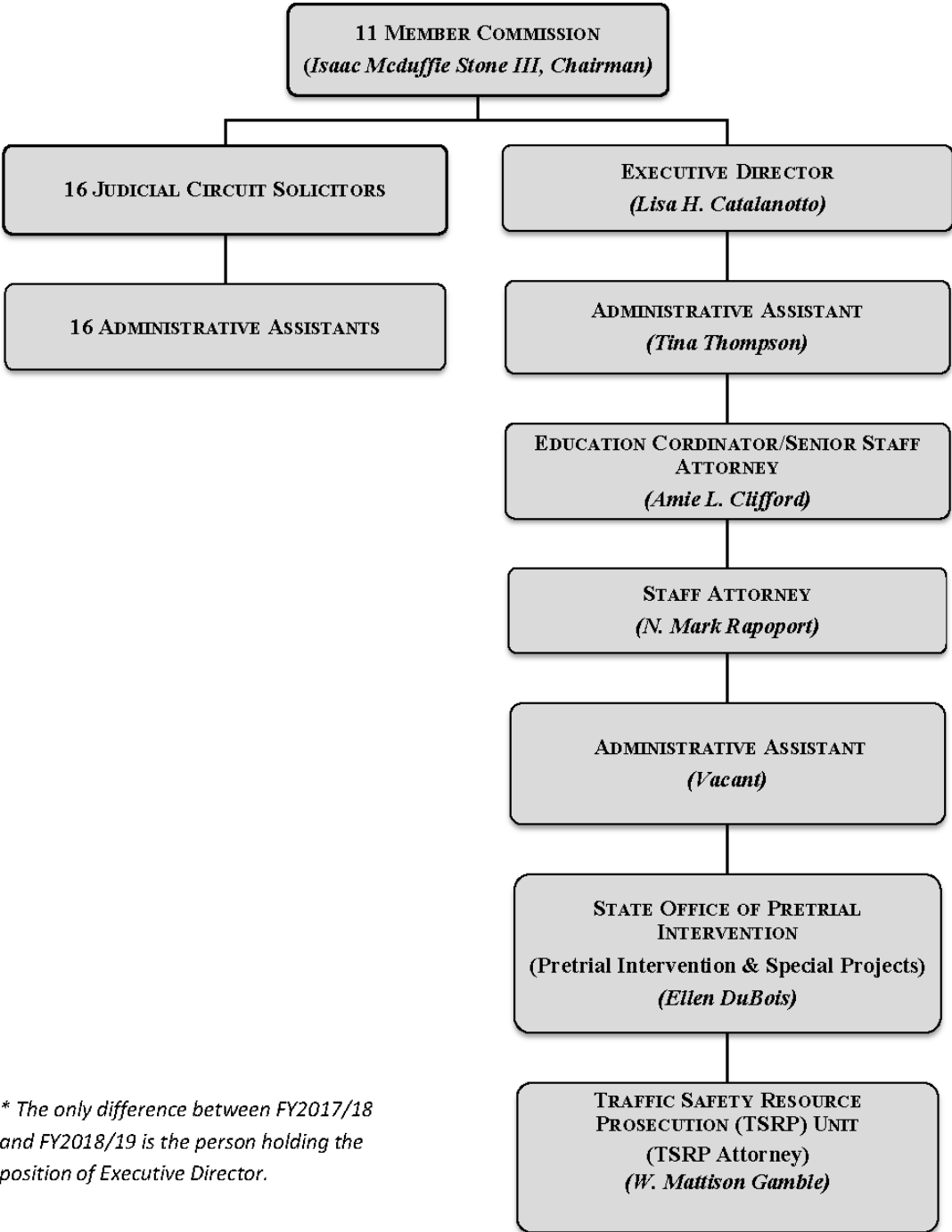
While the SCCPC continues to utilize collaboration to accomplish its mission, limited resources remain the primary challenge. Additionally, participation and collaboration from judicial, law enforcement, and other criminal justice agencies and entities is vital to accomplishing the full implementation and potential of many of SCCPC’s statewide initiatives (Circuit Solicitors’ IT Infrastructure and Integration Plan, Criminal Justice Local Broadband Connection and Enhancement Plan, real-time transmission and reporting of prosecution statistical data, etc.). Such participation and collaboration from the SCCPC’s criminal justice partners on the front end will prevent potential negative impacts before they arise and enable real-time transmission of the data requirements specific to each partner.

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VI. ORGANIZATION CHART

SOUTH CAROLINA COMMISSION ON PROSECUTION COORDINATION

FY 2018/19 Organizational Chart*



* The only difference between FY2017/18 and FY2018/19 is the person holding the position of Executive Director.

(Updated September 2018)

Agency Name: PROSECUTION COORDINATION COMMISSION

Fiscal Year 2017-2018

Accountability Report

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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2017-18			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	G	1			Protect the community by vigorously, but fairly, prosecuting those who violate the law							
	S	1.1			Reduce the average time it takes to dispose of General Sessions cases							
	M		1.1.1		Circuit Solicitors will hire or maintain the level of General Session prosecutors with their distribution of caseload Equalization funding initiated in FY 2015-16.	n/a	n/a	n/a	07/01/17-06/30/18	Solicitors	Timely and efficient manner	The hiring of additional prosecutors and support staff will allow Circuit Solicitors to move cases in a timely and efficient manner, and to achieve goals set out with Caseload Equalization study
	M		1.1.2		Reduce the average time it takes to dispose of General Sessions cases	n/a	n/a	n/a	07/01/17-06/30/18	Solicitors & S.C. Judicial Department	Number & Age of Pending Warrants	See 1.1.1
	M		1.1.3		Reduce the number of cases that have been pending for over 541 days	n/a	n/a	n/a	07/01/17-06/30/18	Solicitors & S.C. Judicial Department	Number & Age of Pending Warrants	See 1.1.1
	S	1.2			Upgrade the 16 Circuit Solicitors' Offices Prosecution Case Management Systems, IT Storage and E-Discovery							
	M		1.2.1		Enable each Circuit Solicitors' Office to have a secure, cloud based , Prosecution Case Management System, Data Storage and E-Discovery Platform	n/a	n/a	n/a	07/01/17-06/30/18	Solicitors	Survey of Solicitors	Upgrades will allow Circuit Solicitors to ensure data is secure; to efficiently store and process evidence collected in a case; and to allow prosecutors to interface with evidence in a case, including the ability to track and to provide discovery in a timely and efficient manner
	S	1.3			Eliminate the practice of law enforcement officers prosecuting their own cases in summary court (Magistrates or Municipal Court)							
	M		1.3.1		Use dedicated recurring funding initiated in the FY 16-17 budget to hire attorneys to prosecute summary court level Domestic Violence and DUI cases	n/a	n/a	n/a	07/01/17-06/30/18	Solicitors	Survey of Solicitors	Promotes the prosecution of these cases by attorney prosecutors rather than law enforcement officers
Government and Citizens	G	2			Provide quality support services to the Offices of Solicitor							
	S	2.1			Administrative support for the Offices of Solicitor							
	M		2.1.1		Provide human resources assistance to the 16 Solicitors and 16 administrative assistants (one in each of the Offices of Solicitor)	n/a	n/a	n/a	07/01/17-06/30/18	SCCPC	Feedback from Solicitors	Contributes to the successful operation of the Offices of Solicitor
	M		2.1.2		Provide State budget support for the Offices of Solicitor	n/a	n/a	n/a	07/01/17-06/30/18	SCCPC	Feedback from Solicitors	See 2.1.1
	M		2.1.3		Coordinate administrative functions of the diversion programs of the Offices of Solicitor	n/a	n/a	n/a	07/01/17-06/30/18	SCCPC	Feedback from Solicitors	See 2.1.1

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		Goal	Strategy	Measure		Base	Target	Actual				
	S	2.2			Enhance the professionalism and effectiveness of South Carolina's Solicitors and their staff.							
	M		2.2.1		Conduct regular training for prosecutors and staff on a wide variety of topics	23/ 151.5/ 1875	15-20/ 100/ 1000	24/ 154.33/ 1512	07/01/17- 06/30/18	SCCPC	Counting number of trainings held, hours of continuing education offered, and number of persons trained	Provides intensive training and education that is relevant, practical, and focused on the requirements placed upon, and the day-to-day responsibilities of, South Carolina's prosecutors, prosecution staff, and affiliate services ensures the fair and just administration of justice
	M		2.2.2		Provide technical assistance to prosecutors and staff	n/a	n/a	n/a	07/01/17- 06/30/18	SCCPC	Feedback from Solicitors	See 2.2.1
	M		2.2.3		Provide timely legislative updates	n/a	n/a	n/a	07/01/17- 06/30/18	SCCPC	Feedback from Solicitors	See 2.2.1
	M		2.2.4		Provide regular case law updates	n/a	n/a	n/a	07/01/17- 06/30/18	SCCPC	Feedback from Solicitors	See 2.2.1
	S	2.3			Development of a Comprehensive Diversion Database							
	M		2.3.1		Work with SLED, who is designing and will control this access, to develop a secure database that is accessible by appropriate agency and Circuit Solicitor office personnel	n/a	n/a	n/a	07/01/18- 06/30/19	SCCPC & SLED	Feedback from Solicitors, Staff, and SLED	When complete, the database will support real-time data on participants of Pre-Trial Intervention and other diversion programs operated by the Circuit Solicitors to prevent an offender from going through diversion more than once according to legislative intent. The database will be able to interface with the prosecution case management systems of each Circuit Solicitor's Office and can be expanded to include any new diversion programs established.
	M		2.3.2		Migrate existing data into and test the new Database prior to full implementation to resolve any unforeseen issues.	n/a	n/a	n/a	2019	SCCPC & SLED	Feedback from Solicitors, Staff, and SLED	See 2.3.1

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		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	G	3			Operate in an effective and efficient manner to enable staff to accomplish the mission of the agency							
	S	3.1			Enable staff to perform job duties							
	M		3.1.1		Request sufficient funding for the agency to operate				07/01/17-06/30/18	SCCPC	Feedback from Solicitors and Staff	Allow SCCPC staff to perform their duties
	M		3.1.2		Provide administrative services	n/a	n/a	n/a	07/01/17-06/30/18	SCCPC	Feedback from Staff	See 3.1.1
	M		3.1.3		Provide sufficient resources for staff	n/a	n/a	n/a	07/01/17-06/30/18	SCCPC	Feedback from Staff	See 3.1.1
	S	3.2			Provide non-confidential information, as appropriate, upon request from the public. (persons other than those covered by Goal 2)							
	M		3.2.1		Provide information and/or documentation to members of the public (including subpoenas and Freedom of Information Requests)	n/a	n/a	n/a	07/01/17-06/30/18	Requestors (public)	Feedback from Requestors	Satisfy legal obligation and promote public trust
	M		3.2.2		To provide timely response to inquiries and requests for assistance from Federal, State, County and Local governmental entities	n/a	n/a	n/a	07/01/17-06/30/18	Requestors (public)	Feedback from Requestors	See 3.2.1
	M		3.2.3		Timely and efficiently respond to inquiries and requests for assistance from state, county, and local government agencies	n/a	n/a	n/a	07/01/17-06/30/18	Requestors (public)	Feedback from Requestors	See 3.2.1

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		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	G	1			Protect citizens and communities by effectively, efficiently and fairly prosecuting those who violate the law							
	S	1.1			Support the efficient disposition of general sessions cases							
	M		1.1.1		Growth in the number of prosecution team members (prosecutors and support staff) working in the Offices of Solicitor, subject to the needs of each circuit and the availability of space and funding	n/a	n/a	n/a	07/01/18-06/30/19	Solicitors--upon request / General Assembly--passage of General Appropriations Act (NOTE: Current collection method is time consuming and unsound. IT funding requested for cloud-based data interface among the Offices of Solicitor and SCCPC office will enable real-time, accurate calculations and reporting.)	Prosecution Team personnel by position extracted from circuit wide data on the details of each Solicitor's staff	Supports Circuit Solicitors' efforts to efficiently move cases in a manner that promotes justice, to reduce prosecutor felony caseloads to a level closer to US Department of Justice recommendations and the national average, and to increase the volume of lower level DV and DUI cases prosecuted by attorneys that would otherwise be prosecuted by law enforcement officers
	M		1.1.2		Reduction in the average time (in days) to dispose of a general sessions case	n/a	n/a	n/a	07/01/18-06/30/19	Solicitors--upon request / Judicial Department--annually (NOTE: Current collection method is time consuming and unsound. IT funding requested for cloud-based data interface among the Offices of Solicitor and SCCPC office will enable real-time, accurate calculations and reporting.)	Per circuit, the total number of cases (events) disposed of annually, the total associated warrants (since the Judicial Dept. tracks warrants only), and the age of each case/warrant at the time of disposition. The cumulative number of days (by case & warrant) will be divided by the total number of all cases/warrants on the docket. In future years, this calculation will be compared to previous years' results to show progress or regress in average time	Supports the right of defendants, victims and the community in general to speedy trials; and supports the efforts of Circuit Solicitors to reduce prosecutor felony caseloads to a level closer to US Department of Justice recommendations and the national average

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		Goal	Strategy	Measure		Base	Target	Actual				
	M			1.1.3	Disposition of more criminal cases (events) annually than the number of new incoming cases annually, and continued increase of this calculated number over prior years.	n/a	n/a	n/a	07/01/18-06/30/19	Solicitors--upon request / Judicial Department--annually (NOTE: Current collection method is time consuming and unsound. IT funding requested for cloud-based data interface among the Offices of Solicitor and SCCPC office will enable real-time, accurate calculations and reporting.)	Per circuit, the total number of cases disposed of annually and the total associated warrants (since the Judicial Dept. tracks warrants only) less the total number of new cases (and associated warrants) placed on the docket during the same period. In future years, this calculation will be compared to previous years' results to show progress or regress in moving older cases (those added to the docket before the previous fiscal year.	Promotes a holistic approach to recognizing the various factors that contribute to the backlog of felony cases pending on a docket (high prosecutor caseloads, increase in annual new warrants, increase in violent crime/felony arrests, judicial docket management, varied case complexity) by recognizing that a circuit's level of improvement or regression is measured by comparing the volume of older pending cases with the volume of new incoming cases
	S			1.2	Support efforts that enable all driving under the influence (DUI) cases to be prosecuted by the Offices of Solicitor							
	M			1.2.1	Increase in the percentage of DUI cases prosecuted by attorneys	n/a	n/a	n/a	07/01/18-06/30/19	Solicitors-- annually (NOTE: Current collection method is time consuming and unsound. IT funding requested for cloud-based data interface among the Offices of Solicitor and SCCPC office will enable real-time, accurate calculations and reporting.)	Number of total annual DUI cases less the number of those cases that are prosecuted by law enforcement officers	Reduces the necessity for law enforcement officers to prosecute lower level DUI cases

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		Goal	Strategy	Measure		Base	Target	Actual				
	M			1.2.2	Growth in the number of prosecution team members (prosecutors and support staff) working in the Offices of Solicitor, subject to the needs of each circuit, and the availability space and funding	n/a	n/a	n/a	07/01/18-06/30/19	Solicitors--upon request / General Assembly--passage of General Appropriations Act (NOTE: Current collection method is time consuming and unsound. IT funding requested for cloud-based data interface among the Offices of Solicitor and SCCPC office will enable real-time, accurate calculations and reporting.)	Prosecution Team personnel by position extracted from circuit wide data on the details of each Solicitor's staff	Supports Circuit Solicitors' efforts to efficiently move cases in a manner that promotes justice, to reduce prosecutor felony caseloads to a level closer to US Department of Justice recommendations and the national average, and to increase the volume of lower level DV and DUI cases prosecuted in general sessions court that would otherwise be prosecuted by law enforcement officers
Government and Citizens	G	2	Support and enhance the administrative and programmatic services of the Offices of Solicitor									
	S	2.1	Provide administrative support for the Offices of Solicitor									
	M			2.1.1	Delivery of quality human resources, state funding, and budgetary assistance to the 16 Circuit Solicitors and their administrative assistants (one assistant per Circuit Solicitor); and assistance with efforts that allow Circuit Solicitors to retain experienced prosecutors in lower-paying public service positions compared with similar private positions, such as: (A) requesting funding for the Circuit Solicitors' Three-Year Caseload Equalization and Prosecutor Retention Plan, (B) reinstating funding for existing legislative measures on student loan assistance/forgiveness, and (C) applying for and administering federal grants that aid prosecutors with student loan debt	n/a	n/a	n/a	07/01/18-06/30/19	SCCPC--daily General Assembly--upon funding of Circuit Solicitors' Three-Year Caseload Equalization and Prosecutor Retention Plan, and of Proviso 117.63	Feedback from Circuit Solicitors and administrative assistants	Contributes to the successful operation of the Offices of Solicitor, reduces prosecutor turnover rates, and enhances the level of experience contained within the Offices of Solicitor

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		Goal	Strategy	Measure		Base	Target	Actual				
	M			2.1.2	Delivery of administrative support to diversion program directors/staff as well as victim advocates within the Offices of the Solicitor on statutory reporting requirements, communication among offices and criminal justice partners, development and application of procedures and guidelines, educational resources and opportunities, meeting coordination and preparation, and information collection and dissemination	n/a	n/a	n/a	07/01/18-06/30/19	SCCPC--daily (NOTE: Current collection method is time consuming and unsound. IT funding requested for cloud-based data interface among the Offices of Solicitor and SCCPC office will enable real-time, accurate calculations and reporting, and provide a unified forum for information sharing and collaboration)	Feedback from Circuit Solicitors, diversion program directors and victim advocates	Contributes to the successful operation of the Offices of Solicitor
	M			2.1.3	Assistance with the development and implementation of sound financial management practices and procedures for the Offices of Solicitor, to include procedures for the inspection and review of financial records	n/a	n/a	n/a	07/01/18-06/30/19	SCCPC--developing, then annually	As developed by the SCCPC Task Force and approved by the SCCPC	Enhances the professionalism and effectiveness of South Carolina's Solicitors and their staff, ensures the fair and just administration of justice, and supports the Circuit Solicitors by providing tools to continually improve each circuit's financial management and recordkeeping by providing standards and measures for their offices
	S			2.2	Develop, coordinate and conduct regular training and continuing education for Circuit Solicitors, prosecutors and staff							
	M			2.2.1	Uniformity of standards, procedures, analysis, and resources applied in the prosecution of criminal cases statewide	23/ 151.5/ 1875	15-20/ 100/ 1000	24/ 154.33/ 1512	07/01/18-06/30/19	SCCPC--throughout the year	Number of trainings held, continuing education hours offered, and persons trained	Enhances the professionalism and effectiveness of South Carolina's Solicitors and their staff, and ensures the fair and just administration of justice
	M			2.2.2	Delivery of technical legal assistance, legislative updates and judicial/case law updates to the Offices of Solicitor	n/a	n/a	n/a	07/01/18-06/30/19	SCCPC--daily	Feedback from Circuit Solicitors and staff	Enhances the professionalism and effectiveness of South Carolina's Solicitors and their staff, and ensures the fair and just administration of justice
	M			2.2.3	Identification of and communication on local, state and national issues, trends, legislation and case law affecting prosecutors and their criminal justice partners	n/a	n/a	n/a	07/01/18-06/30/19	SCCPC--throughout the year	Feedback from Solicitors	Ensures the development of relevant, practical and focused training

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		Goal	Strategy	Measure		Base	Target	Actual				
	S	2.3			Assist with the development of a comprehensive offender database that tracks participation in and measures the success of diversion programs							
	M		2.3.1	Identification of specific needs and goals for a new database/directory and delivery of requested information and assistance to SLED for the completion of a real-time secure directory listing of participants of all diversion programs that, because of the sensitivity of information regarding program participants, is only accessible by SLED and the Offices of Solicitor, under which all diversion programs operate	n/a	n/a	n/a	07/01/18-06/30/19	SCCPC, Office of Solicitor Diversion Program Directors & SLED--ongoing	Feedback from Solicitors, Staff, and SLED	When complete, the new database/directory will support real-time data on participants of Pre-Trial Intervention and other diversion programs operating under the Circuit Solicitors, and will be used to verify offender eligibility. (NOTE: Current diversion directory, which is maintained by SLED, is limited to Pre-trial Intervention program participants only, is antiquated, and has frequent accessibility issues, leaving the process of verifying of program eligibility time consuming and unsound.	
	M		2.3.2	Collection of existing diversion program data (other than PTI) maintained by diversion program directors and staff in the Offices of Solicitor for migration into the new diversion database/directory	n/a	n/a	n/a	2019	SCCPC, Office of Solicitor Diversion Program Directors & SLED-- when requested by SLED	Data requested and received from all 16 circuits on every known SC diversion program to populate required fields in the new database	See 2.3.1	
	M		2.3.3	Final testing and implementation of the new diversion database/directory prior to full implementation	n/a	n/a	n/a	2019	SCCPC, Office of Solicitor Diversion Program Directors & SLED-- when requested by SLED	Feedback from Solicitors, Staff, and SLED	See 2.3.1	
Government and Citizens	G	3			Operate in an effective and efficient manner that enables staff to accomplish the mission of the agency							
	S	3.1			Enable staff to perform job duties							
	M		3.1.1	Communication of funding requests and FTE authorization as necessary for the agency to operate, and use of funding and authorization received for the intended purposes	n/a	n/a	n/a	07/01/18-06/30/19	SCCPC--annually General Assembly-- passage of General Appropriations Act	Feedback from Solicitors and Staff	Allows SCCPC staff to perform their duties	
	M		3.1.2	Delivery of administrative services	n/a	n/a	n/a	07/01/18-06/30/19	SCCPC--daily	Feedback from Staff	Allows SCCPC staff to perform their duties	
	M		3.1.3	Delivery of sufficient resources for staff	n/a	n/a	n/a	07/01/18-06/30/19	SCCPC--daily	Feedback from Staff	Allows SCCPC staff to perform their duties	

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		Goal	Strategy	Measure		Base	Target	Actual				
	S	3.2			Provide non-confidential information, as appropriate, requested by citizens, governmental entities, and non-governmental entities outside the Offices of the Solicitor							
	M			3.2.1	Delivery of information and/or documentation to individuals and the public (including subpoenas and Freedom of Information Requests)	n/a	n/a	n/a	07/01/18-06/30/19	SCCPC--upon request	Public feedback	Satisfies legal obligation and promotes public trust
	M			3.2.2	Timely response to inquiries and requests for assistance from federal, state, county and local governmental entities	n/a	n/a	n/a	07/01/18-06/30/19	SCCPC--upon request	Feedback from requesting entities	Satisfies legal obligation and promotes public trust
	M			3.2.3	Timely response to inquiries and requests for assistance from non-governmental criminal justice and affiliated or interested entities	n/a	n/a	n/a	07/01/18-06/30/19	SCCPC--upon request	Feedback from requesting entities	Satisfies legal obligation and promotes public trust
Government and Citizens	G	4			Strengthen and modernize the collection, analysis and distribution of meaningful criminal justice data							
	S	4.1			Enable and manage cloud-based data interface among the Offices of Solicitor and SCCPC office							
	M			4.1.1	Hiring and support for an experienced Technology Operations Manager for IT hardware and software development and to provide IT support for the Offices of Solicitor and SCCPC office, subject to the availability of funding	n/a	n/a	n/a	07/01/18-06/30/19	General Assembly-- passage of General Appropriations Act; SCCPC--upon receipt of funding	Increase in FTE information technology positions from 0 to 1, and increase in general fund recurring appropriations sufficient to attract and hire a qualified and experienced Technology Operations Manager	Once funding and FTE authorization is approved, enables web service management and centralizes IT services among the Offices of the Solicitor and SCCPC office as to the development and coordination of software platforms, uniform system specifications, IT management and security guidelines, IT planning, and IT support
	M			4.1.2	Coordination of Phase I implementation of the Circuit Solicitors' IT Infrastructure and Integration Plan to: (A) acquire and implement integrated, web-based Prosecution Case Management, Processing and Analysis Platforms for the Offices of Solicitor; (B) inspect compatability of existing technology and assist with the acquisition of compatible technology equipment and hardware; and (C) assist with determining the need and specifications for additional office space and/or technology personnel to support Phase I implementation, subject to the availability of funding	n/a	n/a	n/a	07/01/18-06/30/19	General Assembly-- passage of General Appropriations Act; SCCPC & Solicitors-- upon receipt of funding	Completion of infrastructure upgrades, if necessary, and implementation of integrated Prosecution Case Management, Processing and Analysis Platforms for all Circuit Solicitors	Once funding is approved, enhances physical and technical data security (as to personally identifiable information, case file material, electronic notes, etc.), enables interface and real-time transaction of information among the Offices of Solicitor and SCCPC office, and allows for accurate calculations and reporting of evidence-based data

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		Goal	Strategy	Measure		Base	Target	Actual				
	M			4.1.3	Support for and coordination of Phase II implementation of the Circuit Solicitors' IT Infrastructure and Integration Plan to: (A) expand utilization of tools available with the Prosecution Case Management, Processing and Analysis Platforms; (B) acquire enhanced case management services that improve efficiency and data review; (C) acquire cloud-based evidence management software and sufficient data storage capacity; and (D) maximize bandwidth, subject to the availability of funding	n/a	n/a	n/a	07/01/18-06/30/19	General Assembly-- passage of General Appropriations Act; SCCPC & Solicitors-- upon receipt of funding	Expanded utilization of available tools of the Prosecution Case Management, Processing and Analysis Platforms; acquisition of sufficient data storage; implementation of secure and portable discovery storage; and the ability to provide cloud-based evidence management software (or access) and data storage to willing and able criminal justice partners at no cost to such partners	Once funding is approved, enables Circuit Solicitors to efficiently process, store and interface with evidence collected in a case; to provide discovery in a timely and efficient manner to public defenders and courts
	S			4.2	Lead the development and coordination of efforts that promote the modernization and efficient transfer of data between criminal justice partners							
	M			4.2.1	Development and management of a Criminal Justice Local Broadband Connection and Enhancement Plan to provide or maximize access to installed bandwidth (not to supplement the cost of existing broadband connection costs) for criminal justice partners operating within the jurisdiction of a Circuit Solicitor that utilizes cloud-based evidence management software for the storage or transfer of discovery, subject to the availability of funding	n/a	n/a	n/a	07/01/18-06/30/19	SCCPC, Solicitors & Criminal Justice Partners--upon receipt of funding	Number of entities (excluding Office of Solicitor) that receive funding through the program to obtain broadband access or bandwidth enhancement	Once funding is approved, enables and maximizes efficient communication, information-sharing and data-transfer between prosecutors, law enforcement agencies, public defenders and judges

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		Goal	Strategy	Measure		Base	Target	Actual				
	M			4.2.2	Enable access to no-cost cloud-based evidence management software for criminal justice partners, subject to the implementation of cloud-based evidence management software by the Circuit Solicitors of the jurisdictions in which such criminal justice partners operate	n/a	n/a	n/a	07/01/18-06/30/19	Solicitors & Criminal Justice Partners--upon acquisition of cloud-based evidence management software by Solicitors	Number of entities that Circuit Solicitors provide cloud-based evidence management software access to	As cloud-based evidence software is implemented by each Circuit Solicitor, provides local law enforcement agencies with the ability to upload, send to prosecutors, and store case evidence (including video); and enables Circuit Public Defenders and Judges to download discovery on cases, all at no cost to them. Maximizes efficient communication, information-sharing and data-transfer; eliminates travel costs and the delivery of paper, disc and VHS cassette evidence; increases law enforcement shift time dedicated to actively protecting citizens; alleviates a portion of data storage needs and expenses for law enforcement agencies; and minimizes average case disposition time
	M			4.2.3	Coordination with the South Carolina Judicial Department and county Clerks of Court to effectuate the transfer of real-time statistical data used by court administration for the calculation of high-level statewide numerical data	n/a	n/a	n/a	07/01/18-06/30/19	General Assembly-- passage of General Appropriations Act; SCCPC & Solicitors-- upon receipt of funding / Judicial Department- approval of Circuit Solicitor data interface with Clerks of Court and the Judicial Department	Number judicial circuits that transfer data through interface with the Circuit Solicitor's Prosecution Case Management, Processing and Analysis Platforms	As Prosecution Case Management, Processing and Analysis Platforms for each Circuit Solicitor are funded and implemented, enables interface and real-time transmission of prosecution statistical data that is required by the South Carolina Judicial Department (SCJD)

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Program Template

Program/Title	Purpose	FY 2017-18 Expenditures (Actual)				FY 2018-19 Expenditures (Projected)				Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Administration	Provides and fulfills long-range planning, communication, information, reporting, legal counsel, training, financial accounting, administrative support and procurement services and obligations for the agency, which includes the coordination of administrative functions for the Offices of Solicitor	\$ 613,981		\$ 122,658	\$ 736,639	\$ 580,797		\$ 318,591	\$ 899,388	2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3, 2.3.1, 2.3.2, 2.3.3, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3, 4.1.1, 4.1.2, 4.1.3, 4.1.2, 4.1.3, 4.2.1, 4.2.3
II. Offices of Circuit Solicitors	Fulfills constitutional and statutory requirements to prosecute criminal cases in South Carolina, oversee the operation of diversion programs, and provide services for victims of crimes	\$ 24,807,481	\$ 6,440,669	\$ -	\$ 31,248,150	\$ 24,929,269	\$ 8,325,000	\$ -	\$ 33,254,269	1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.2, 2.3.1, 2.3.2, 2.3.3, 4.1.2, 4.1.3, 4.1.2, 4.1.3, 4.2.1, 4.2.2, 4.2.3
III. Employee Benefits	Allocates employer contributions for employee health insurance and retirement benefits	\$ 1,796,807		\$ 24,584	\$ 1,821,391	\$ 1,924,006		\$ 36,992	\$ 1,960,998	2.1.1, 3.1.1, 4.1.1

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Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	If yes, what type of service or product?	If other service or product, please specify what service or product.
1	1-5-40	State	Statute	Provides that the Secretary of State is to monitor positions on SCCPC's Commission.	No	No		
2	1-7-910	State	Statute	Creates SCCPC.	No	No		
3	1-7-920	State	Statute	Sets out the Commission membership for SCCPC.	No	No		
4	1-7-930	State	Statute	Sets out process of filling vacancies on SCCPC Commission.	No	No		
5	1-7-940	State	Statute	Outlines the duties of SCCPC: (1) coordinate all administrative functions of the Solicitors' offices and any affiliate services; (2) submit the budgets of the Solicitors and their affiliate services to the General Assembly; (3) encourage and develop legal education programs and training programs for solicitors and their affiliate services, organize and provide seminars to help increase the effectiveness and efficiency of the prosecution of criminal cases in this State, act as a clearinghouse and distribution source for publications involving solicitors and their affiliate services, and provide legal updates on matters of law affecting prosecution of criminal cases; and (4) provide blank indictments for the Solicitors.	Yes	Yes	Other service or product our agency must/may provide	Requires SCCPC to (1) coordinate all administrative functions of the Solicitors' offices and any affiliate services; (2) submit the budgets of the Solicitors and their affiliate services to the General Assembly; (3) encourage and develop legal education programs and training programs for solicitors and their affiliate services, organize and provide seminars to help increase the effectiveness and efficiency of the prosecution of criminal cases in this State, act as a clearinghouse and distribution source for publications involving solicitors and their affiliate services, and provide legal updates on matters of law affecting prosecution of criminal cases; and (4) provide blank indictments for the Solicitors.
6	1-7-950	State	Statute	Provides process for electing Chair and any other officers and determining quorum for SCCPC Commission	No	No		
7	1-7-960	State	Statute	Provides for the hiring of an Executive Director and other staff as needed.	No	No		
8	1-7-970	State	Statute	Provides that members of SCCPC Commission shall serve without pay, but are allowed expenses and Executive Director to approve any vouchers for such to be paid out of appropriations for SCCPC operating expenses.	No	No		
9	1-7-980	State	Statute	Provides that SCCPC operating funds must be derived from the per capita funding for State services for Solicitors based upon a formula to be determined by the Commission.	No	No		
10	1-7-990	State	Statute	Provides that SCCPC may promulgate regulations necessary to perform its required duties.	No	No		
11	8-11-260	State	Statute	Provides that SCCPC employees are exempt from Article 3, Chapter 11, Title 8 (personnel administration and grievance procedure).	No	No		
12	8-13-770	State	Statute	Provides that members of the General Assembly are allowed to serve on SCCPC Commission.	No	No		
13	8-17-370	State	Statute	Provides that SCCPC employees are exempt from Article 5, Chapter 17, Title 8 (State employee grievance procedure).	No	No		
14	14-1-204 (B)(1)	State	Statute	Provides that a portion (4.37%) of \$50 filing fee paid for filing complaints or petitions in common pleas and family court to be distributed to SCCPC to be retained, expended, and carried forward (other distributions are 67.96% to Judicial Department; 11.30% to SCPPP; and 16.37% to SCCID - 14.56% to Defense of Indigents per capita and 1.81% to Division of Appellate Defense.	No	No		
15	16-1-130	State	Statute	Exempts diversion programs operated by SCCPC and Solicitors from statutory eligibility guidelines.	No	No		

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16	16-3-1430	State	Statute	Provides that SCCPC Executive Director or his designee is to serve on the Victim Services Coordinating Council.	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
17	16-3-1525	State	Statute	While imposing obligations on prosecuting agencies to notify victims of bond and juvenile detention hearings, exempts SCCPC and the Solicitors' Offices from requirement that a victim must be notified before a defendant released from diversion programs administered by SCCPC or the Solicitor's Office.	No	No		
18	16-3-2050	State	Statute	Provides that a representative from SCCPC is to serve on the South Carolina Attorney General's interagency task force on the prevention of trafficking in persons.	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
19	16-25-720	State	Statute	In addition to requiring the Solicitors to each create a Circuit Domestic Violence Fatality Review Committee, and addressing membership and process, requires SCCPC to develop protocols for use by those Committees and by coroners and others conducting autopsies of persons who either died from or were a victim of domestic violence prior to death.	Yes	Yes	Other service or product our agency must/may provide	Requires SCCPC to develop protocols for use by those Committees and by coroners and others conducting autopsies of persons who either died from or were a victim of domestic violence prior to death.
20	17-22-30	State	Statute	Provides authority for the Solicitors to establish pre-trial intervention program, and requires SCCPC to oversee administrative procedures for such programs.	Yes	Yes	Other service or product our agency must/may provide	Requires SCCPC to oversee administrative procedures for such programs.
21	17-22-40	State	Statute	Creates the office of pretrial intervention coordinator within SCCPC to assist in establishing and maintaining the Solicitors' pre-trial intervention program, and requires that such be funded by an appropriation to SCCPC in the general appropriation act.	Yes	Yes	Other service or product our agency must/may provide	Requires creation of the office of pretrial intervention coordinator within SCCPC to assist in establishing and maintaining the Solicitors' pre-trial intervention program
22	17-22-130	State	Statute	Provides for creation and retention of intervention records by the Solicitors; provision of information to SLED, and sharing of information with SCCPC for its compilation of annual reports.	Yes	Yes	Other service or product our agency must/may provide	Requires access to information for purpose of creating report.
23	17-22-310	State	Statute	Provides authority for the Solicitors to establish traffic education programs, requires each program to include a community service and educational component, and requires SCCPC to oversee administrative procedures for such programs.	Yes	Yes	Other service or product our agency must/may provide	Requires SCCPC to oversee administrative procedures for TEP programs.
24	17-22-360	State	Statute	Requires that each Solicitor with a traffic education program submit an annual report to the SCCPC, who shall make the reports available for public inspection.	Yes		Report our agency must/may provide	
25	17-22-370	State	Statute	Requires the Solicitors to provide identifying information on all participants in the traffic education programs to SCCPC for use in determining eligibility for a traffic education program.	Yes	Yes	Other service or product our agency must/may provide	Requires Solicitors to provide information on TEP participants and SCCPC to use such in determining individuals' eligibility for participation in a TEP.
26	17-22-510	State	Statute	Provides authority for the Solicitors to establish alcohol education program, requires each program to include a community service and educational component, and requires SCCPC to oversee administrative procedures for such programs and consult with DAODAS before approving such.	Yes	Yes	Other service or product our agency must/may provide	Requires SCCPC to oversee administrative procedures for AEP programs and consult with DAODAS before approving such.

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Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	If yes, what type of service or product?	If other service or product, please specify what service or product.
27	17-22-530	State	Statute	Provides for disposition of cases of successful and unsuccessful completion of an alcohol education program, and retention of records by SCCPC to ensure that a person does not benefit from the provisions of this article more than once.	Yes	Yes	Other service or product our agency must/may provide	Requires SCCPC to retain records to ensure that a person does not participate in an AEP more than once.
28	17-22-560	State	Statute	Requires the Solicitors to provide identifying information on all participants in the alcohol education programs to SCCPC for use in determining eligibility for an alcohol education program.	Yes	Yes	Other service or product our agency must/may provide	Requires Solicitors to provide information on AEP participants and SCCPC to use such in determining individuals' eligibility for participation in an AEP.
29	17-22-1120	State	Statute	Requires SCCPC to collect data on all programs administered by a circuit solicitor, SCCPC, or a court, which divert offenders from prosecution to an alternative program or treatment, to provide an annual report to the Sentencing Reform Oversight Committee, and to make the annual report available for public inspection.	Yes	Yes	Report our agency must/may provide	
30	43-35-310	State	Statute	Provides that SCCPC Executive Director or his designee is to serve on the Adult Protection Coordinating Council.	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
31	Proviso 60.7, 2017-2018 S.C. Appropriation Act, Part 1B	State	Proviso	Provides, in the SCCPC appropriations, that the amount appropriated and authorized in this section for criminal domestic violence prosecution shall be apportioned among the circuits on a pro-rata basis; and requires SCCPC to collect and retain non-privileged information and data regarding criminal domestic violence prosecution and provide the General Assembly with an annual report. (This proviso is included twice in the Laws Chart because it imposes two deliverables - it is here for the deliverable of providing an annual report to the General Assembly.)	Yes	Yes	Report our agency must/may provide	
32	Proviso 60.9, 2017-2018 S.C. Appropriation Act, Part 1B	State	Proviso	Provides, in the SCCPC appropriations, that the amount appropriated and authorized in this section for driving under the influence prosecution shall be apportioned among the circuits on a pro-rata basis; and requires SCCPC to collect and retain non-privileged information and data regarding driving under the influence prosecution and provide the General Assembly with an annual report. (This proviso is included twice in the Laws Chart because it imposes two deliverables - it is here for the deliverable of providing an annual report to the General Assembly.)	Yes	Yes	Report our agency must/may provide	
33	Proviso 117.62, 2017-2018 S.C. Appropriation Act, Part 1B	State	Proviso	Provides that hiring salaries and salary increases for the agency heads of SCCPC and SCCID shall be subject to all provisions related to agency heads covered by the Agency Head Salary Commission.	No	No		
34	Proviso 117.63, 2017-2018 S.C. Appropriation Act, Part 1B	State	Proviso	Creates the Prosecutors and Defenders Public Service Incentive Program, which allows up to \$5,000 reimbursement per year (not to exceed \$40,000 total) for law school student loan payments based upon years of service and student loan. *This program is not currently funded.	Yes	Yes	Other service or product our agency must/may provide	Requires SCCPC to administer loan repayment program (program not currently funded by General Assembly).
35	Proviso 117.109, 2017-2018 S.C. Appropriation Act, Part 1B	State	Proviso	Requires SCCPC and SCCID to provide detailed expenditure reports and associated revenue streams for each individual circuit, revenue streams shall include, but not be limited to, state funds, local funds, federal funds, and also nongovernmental sources of funds, by no later than September first, on the prior fiscal year, to the appropriate commission, and then provide the Chairman of the House Ways and Means Committee and Chairman of the Senate Finance Committee with a combined report by September fifteenth of the current fiscal year.	Yes	Yes	Report our agency must/may provide	

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36	S.C. Constitution Article V, Section 24	State	Statute	Provides for, among other things, the office and election of the 16 Circuit Solicitors, their term of office, gives the General Assembly the authority to establish the requirements for the office of Solicitor, and designates the Attorney General as the chief prosecuting office of the state with the authority to supervise the prosecution of all criminal cases in courts of record.	No	No		
37	Proviso 60.1, 2017-2018 S.C. Appropriation Act, Part 1B	State	FY 2017-18 Proviso	Provides, in the SCCPC appropriations, for the salary of the Solicitors (not less than a full-time circuit court judge).	No	Yes	Distribute funding to another entity	
38	Proviso 60.2, 2017-2018 S.C. Appropriation Act, Part 1B	State	FY 2017-18 Proviso	Provides, in the SCCPC appropriations, for a \$500 monthly expense allowance for each Circuit Solicitor.	No	Yes	Distribute funding to another entity	
39	Proviso 60.3, 2017-2018 S.C. Appropriation Act, Part 1B	State	FY 2017-18 Proviso	Provides, in the SCCPC appropriations, how the money appropriated for the Judicial Circuits (16) State Support is to be apportioned among the circuits.	No	Yes	Distribute funding to another entity	
40	Proviso 60.4, 2017-2018 S.C. Appropriation Act, Part 1B	State	FY 2017-18 Proviso	Authorizes, in the SCCPC appropriations, for the carrying forward, of any unexpended balance in the Judicial Circuits (16) State Support funds, for the operation of the solicitors office relating to operational expenses	No	Yes	Distribute funding to another entity	
41	Proviso 60.5, 2017-2018 S.C. Appropriation Act, Part 1B	State	FY 2017-18 Proviso	Provides, in the SCCPC appropriations, that the amounts appropriated by the General Assembly for solicitors offices shall be in addition to any amounts presently being provided by the county for these services and may not be used to supplant funding already allocated for such services without any additional charges, and requires the Solicitors to notify the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee if a county reduces the amount of support provided to the solicitors office below the level provided in the prior fiscal year.	No	Yes	Distribute funding to another entity	
42	Proviso 60.6, 2017-2018 S.C. Appropriation Act, Part 1B	State	FY 2017-18 Proviso	Provides, in the SCCPC appropriations, that, when funds are available, the amount appropriated and authorized in Part 1A, Section 60 for Solicitors Victim/Witness Assistance Programs shall be apportioned among the circuits and sets out the manner of apportionment.	Yes	Yes	Distribute funding to another entity	
43	Proviso 60.7, 2017-2018 S.C. Appropriation Act, Part 1B	State	FY 2017-18 Proviso	Provides, in the SCCPC appropriations, that the amount appropriated and authorized in this section for criminal domestic violence prosecution shall be apportioned among the circuits on a pro-rata basis; and requires SCCPC to collect and retain non-privileged information and data regarding criminal domestic violence prosecution and provide the General Assembly with an annual report. (This proviso is included twice in the Laws Chart because it imposes two deliverables - it is here for the deliverable of disbursing funds to the Solicitors' Offices.)	Yes	Yes	Distribute funding to another entity	
44	Proviso 60.8, 2017-2018 S.C. Appropriation Act, Part 1B	State	FY 2017-18 Proviso	Provides, in the SCCPC appropriations, how funds appropriated for Victim/Witness Programs must be divided among the judicial circuits; requires that such funds must be used only for the purpose of establishing a Victim/Witness Program; sets out minimum services to be provided by a Victim/Witness Program; provides that the amounts appropriated by the General Assembly for solicitors offices shall be in addition to any amounts presently being provided by the county for these services and may not be used to supplant funding already allocated for such services; provides that any reduction by any county in funding for victim assistance programs in solicitors offices shall result in a corresponding decrease of state funds provided to the solicitors office in that county for victim assistance services; and requires that each Solicitor submit an annual financial and programmatic report describing the use of these funds to the Governor, the Attorney General, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee.	Yes	Yes	Distribute funding to another entity	

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45	Proviso 60.9, 2017-2018 S.C. Appropriation Act, Part 1B	State	FY 2017-18 Proviso	Provides, in the SCCPC appropriations, that the amount appropriated and authorized in this section for driving under the influence prosecution shall be apportioned among the circuits on a pro-rata basis; and requires SCCPC to collect and retain non-privileged information and data regarding driving under the influence prosecution and provide the General Assembly with an annual report. (This proviso is included twice in the Laws Chart because it imposes two deliverables - it is here for the deliverable of disbursing funds to the Solicitors' Offices.)	Yes	Yes	Distribute funding to another entity	
46	Proviso 60.10, 2017-2018 S.C. Appropriation Act, Part 1B	State	FY 2017-18 Proviso	Provides, in the SCCPC appropriations, that the amount appropriated and authorized in this section for violent crime prosecution shall be apportioned among the circuits on a pro-rata basis	Yes	Yes	Distribute funding to another entity	
47	Proviso 60.11, 2017-2018 S.C. Appropriation Act, Part 1B	State	FY 2017-18 Proviso	Provides, in the SCCPC appropriations, for the distribution of the amount appropriated in this Act and authorized for Solicitors' caseload equalization.	Yes	Yes	Distribute funding to another entity	
48	Proviso 60.12, 2017-18 S.C. Appropriation Act, Part 1B	State	FY 2017-18 Proviso	Provides, in the SCCPC appropriations, for the distribution of the summary court domestic violence prosecution funding.	Yes	Yes	Distribute funding to another entity	
49	Proviso 67.6, 2017-2018 S.C. Appropriation Act, Part 1B	State	FY 2017-18 Proviso	Provides, in the SCDJJ appropriations, for the funding of juvenile arbitration programs in the circuits and a community advocacy program in the First Judicial Circuit, that SCDJJ shall contract with the Solicitors' Offices to provide.	No	No	Other service or product our agency must/may provide	
50	Proviso 93.4, 2017-2018 S.C. Appropriation Act, Part 1B	State	FY 2017-18 Proviso	Provides that, if funds in the South Carolina Victims' Compensation Fund exceed the amount required to operate the State Office of Victims Assistance and pay claims of crime victims, the first \$650,000 of such excess must be used for Victim/Witness programs by distribution to Judicial Circuits based on a formula and criteria developed by the policy committee.	Yes	Yes	Distribute funding to another entity	
51	8-21-320	State	Statute	Provides that a portion of fees assessed on motions filed in common pleas and family courts (the first \$450,000 of fees collected) are to be used to fund drug court in the Third, Fourth, and Eleventh Judicial Circuits (funds are to pass through SCCPC)	Yes	Yes	Distribute funding to another entity	
52	44-53-450(C)	State	Statute	Provides that conditional discharge fees (\$350 in General Sessions Court and \$150 in summary court) are to be distributed to solicitors per capita to be used only for drug courts (pass through SCCPC)	Yes	Yes	Distribute funding to another entity	
53	14-1-212	State	Statute	Provides that a portion (18.50%) of \$25 surcharge imposed on all fines, forfeitures, escheatments, or other monetary penalties imposed on all misdemeanor traffic offenses or non-traffic violations are distributed to Solicitors (pass through SCCPC)	Yes	Yes	Distribute funding to another entity	
54	14-1-213	State	Statute	\$150 surcharge on all drug convictions distributed to solicitors to be used only for drug courts (pass through SCCPC)	Yes	Yes	Distribute funding to another entity	
55	Part 1A, Section 60, 2017-2018 S.C. Appropriation Act	State	FY 2017-18 Proviso	State funds provided for Solicitors' Offices	Yes	Yes	Distribute funding to another entity	
56	17-22-350(B) & (C)	State	Statute	Provides that Traffic Education Programs \$140 application fee for Summary Court level offenses - after 9.17% is paid to county government the balance is paid to treasurer and 6.74% distributed to solicitors per capita	Yes	Yes	Distribute funding to another entity	

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Customer Template

Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segments	Specify only for the following Segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public: Demographics.
Administration	Support and enhance the administrative services of the Offices of Solicitor	Administrative support for the Offices of Solicitor	Local Govts.	
	Support and enhance the programmatic services of the Offices of Solicitor	Training and continuing education for Circuit Solicitors, prosecutors and staff	Local Govts.	
	Oversee Circuit Solicitors' diversion programs and victim advocacy services	Coordination of and assistance with tools, procedures, training, education, and reporting for statewide diversion programs and victim advocacy services	Executive Branch/State Agencies Legislative Branch Local Govts.	
	To the extent sufficient resources are made available to the agency (funding, authority, etc.), provide complete operational support for the Commission on Prosecution Coordination in accordance with its mission	Hire, support (through adequate training, human resources, and career development support), and maintain appropriate staffing (both in numbers & experience) to accomplish the responsibilities and goals of the Commission on Prosecution Coordination	Executive Branch/State Agencies Legislative Branch Local Govts.	
	Respond to inquiries and requests	Information, documentation, analysis, legislative assistance, and program development assistance outside the Offices of Solicitor and Commission on Prosecution Coordination	Executive Branch/State Agencies Legislative Branch Judicial Branch Local Govts. General Public	All demographics
	Collect and report criminal justice and expenditure data	<u>Current Services:</u> Manual collection of data from multiple sources, which are manually transferred and organized into formatted spreadsheets for the distribution and study of reports. <u>Proposed Services:</u> To the extent sufficient resources are made available (funding, authority, etc.), develop a technology plan for Circuit Solicitors for coordinated technology and data security services and real-time data interface for automatic accurate information collection for the distribution and study of reports	Executive Branch/State Agencies Legislative Branch Judicial Branch Local Govts.	
	Serve on Victim Services Coordinating Council	Gather and provide information, collaborate with criminal justice partners, and assist with the development and implementation of initiatives	Executive Branch/State Agencies Legislative Branch Local Govts. General Public	All demographics

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Customer Template

Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segments	<i>Specify only for the following Segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public: Demographics.</i>
	Serve on Sentencing Reform Oversight Committee	Gather and provide information, collaborate with criminal justice partners, and assist with the development and implementation of initiatives	Legislative Branch	
	Serve on Adult Protection Coordinating Council	Gather and provide information, collaborate with criminal justice partners, and assist with the development and implementation of initiatives	Legislative Branch General Public	All adults
	Serve on Attorney General interagency task force on preventing human trafficking	Gather and provide information, collaborate with criminal justice partners, and assist with the development and implementation of initiatives	Executive Branch/State Agencies General Public	All demographics
	Serve on local Domestic Violence Fatality Review Committees	Collaborate with Circuit Solicitors and their staffs, coroners, and other community partners to develop protocols and assist with the development and implementation of local initiatives	Local Govts.	
Offices of Circuit Solicitors	Efficiently and effectively prosecute and manage criminal cases statewide in a manner that promotes justice	Prosecution and management of criminal cases	Executive Branch/State Agencies Judicial Branch Local Govts. General Public	All demographics
	Operate diversion programs in each circuit	Management and operational responsibilities of the diversion programs operating within each circuit, the collection	Judicial Branch Local Govts. General Public	All adult offenders
	Provide advocacy services for victims within each circuit	Organization and development of programs, services and advocacy efforts for victims of crimes	General Public	All victims of crimes
	Effectuate efficient transfer of case file information and data with criminal justice partners	Collaboration with criminal justice partners to efficiently transfer case file evidence, court records, criminal data and other information pertinent to the prosecution of criminal cases	Judicial Branch Local Govts.	

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Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
S.C. General Assembly	State Government	SCCPC works with the General Assembly on legislation (including budget requests through the annual General Appropriations Act), study committees, and inquiries.	Goals 1, 2, 3, 4
S.C. Judicial Department	State Government	SCCPC works closely with Court Administration on changes to court forms necessitated by law changes (legislative or other), dissemination of information about law changes, and some trainings for summary court judges. SCCPC also responds to inquiries from Court Administration about the impact of legislation or appellate decision. In addition, the S.C. Judicial Department determines how many Circuit Court Judges and Family Court Judges are assigned to hold court and how often they are assigned, and the Solicitors work with the Judicial Department on how many weeks of court are needed for each county. The Judicial Department collects statistics on the number of cases that are filed and disposed of; those statistics are reported to the Solicitors and, upon request, shared with SCCPC.	Goal 1, 2, 4
Attorney General's Office	State Government	SCCPC works closely with the Attorney General's Office on identifying legal issues of concern to the criminal justice system in general and the prosecution specifically so that the issues may be addressed legislatively, through the judicial process, through training, and/or by the dissemination of information. Solicitors work with the Attorney General's Office on a variety of matters: appeals, post-conviction relief, legislative initiatives, and training.	Goals 1, 2, 4

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Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
SLED	State Government	SCCPC works closely with SLED on a number of matters, including diversion program databases, issues related to the processing of expungements, legal issues, forensic issues that need to be addressed by or shared with prosecutors, and training. Solicitors work with the State Law Enforcement Division on a daily basis (SLED conducts forensic analysis on numerous cases, it brings charges against individuals, and provides assistance to local law enforcement who also bring charges against individuals).	Goals 1, 2, 4
S.C. Department of Public Safety	State Government	The Traffic Safety Resource Prosecutor (TSRP) works closely with the Department of Public Safety, which funds the TSRP grant, on a range of issues. In addition, Solicitors prosecute cases made by the S.C. Highway Patrol and the S.C. Transport Police.	Goals 1, 2, 4
S.C. Commission on Indigent Defense	State Government	SCCPC works with SCCID on issues of mutual interest, including legislation related to criminal procedure and law. Solcitors work with Public Defenders on a daily basis in order to move cases through the court system.	Goal 1, 4
Local Law Enforcment Agencies	Local Government	SCCPC provides some training to local law enforcement on issues impacting criminal justice, including lawful means of collecting evidence, the preservation of evidence, and disclosure obligations. In addition, Solicitors prosecute cases made by local law enforcment agencies and work extensively with them (Municipal Police Departments and County Sheriffs Departments).	Goals 1, 2, 4
S.C. Department of Juvenile Justice	State Government	SCCPC works with DJJ on on issues of mutual interest, including legislation related to juvenile justice. Assistant Solicitors in Family Court work closely with employees of DJJ on every case that is handled in Family Court.	Goals 1, 2

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Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
S.C. Department of Mental Health	State Government	SCCPC works closely with DMH on providing information to the Solicitors and conducting trainings on the commitment process, competency issues, sanity, and other mental health issues. In addition, the Solicitors Offices rely on DMH for a variety of services in assessing defendants as criminal cases are processed and in establishing Mental Health Courts.	Goals 1, 2
S.C. Department of Disabilities and Special Needs	State Government	SCCPC works closely with DDSN on providing information to the Solicitors and conducting trainings on the competency and other intellectual disability issues. In addition, the Solicitors Offices rely on DDSN for a variety of services in assessing defendants who are intellectually disabled.	Goals 2, 3
S.C. Criminal Justice Academy	State Government	SCCPC communicates with SCCJA about changes in or interpretation of the law on which law enforcement officers need to be trained, as well as general topics for training. SCCPC shares, when appropriate, training materials or legal updates with the SCCJA. In addition, SCCPC involves SCCJA in some of its trainings conducted for staff of the Offices of Solicitor.	Goals 2, 3
Various Non-Profit Victim Advocacy Organizations	Non-Governmental Organization	SCCPC works with various non-profit victim advocacy groups on common interest issues, including the review of legislation impacting victims and training.	Goals 2, 3

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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 only	Annual Review	Office of the State Auditor	State	Annually	07/01/2017 to 06/30/2018	Review of agency financial, personnel and administrative management procedures	Online (on State Auditor's website)
2	External Review and Report	Restructuring Report, Review of SC Commission on Prosecution Coordination	House Legislative Oversight Committee	State	Annually	Mar-18	Information as requested relating in any way to the services or activities of the agency or the Offices of Solicitor	Online at South Carolina Legislature's website
3	External Review and Report	Restructuring Report and Cost Savings Plan	Senate Oversight Committee	State	Annually	Jan-18	N/A for FY 17-18	N/A (no report because did not go through this process during FY 17/18)
4	External Review and Report	Minority Business Employment (MBE) Utilization Plan	SC Department of Administration - Office of Small and Minority Business Contracting and Certification	State	Annually	30-Jul-18	Goal of spending with small and minority businesses	By FOIA request to Agency
5	External Review and Report	Accountability Report	Executive Budget Office	State	Annually	15-Sep-18	Information as requested in Report Templates (Laws, Goals, Budget, etc.)	Online (South Carolina State Library - https://dc.statelibrary.sc.gov/handle/10827/6866)
6	External Review and Report	Driving Under the Influence Prosecution Annual Report	General Assembly	State	Annually	September 29, 2018*	Proviso 60.9, 2017-2018 S.C. Appropriation Act, Part 1B: the number of dispositions, types of dispositions and county in which the disposition took place	Online at South Carolina Legislature's website. In addition, the proposed new agency website will allow for public access to nonconfidential reports such as this.
7	External Review and Report	Criminal Domestic Violence Prosecution Annual Report	General Assembly	State	Annually	September 29, 2018*	Proviso 60.7, 2017-2018 S.C. Appropriation Act, Part 1B: the number of dispositions, types of dispositions and county in which the disposition took place	Online at South Carolina Legislature's website. In addition, the proposed new agency website will allow for public access to nonconfidential reports such as this.
8	External Review and Report	Revenue/Expenditure Reports	Chairman of the House Ways and Means Committee; Chairman of the Senate Finance Committee	State	Annually	15-Sep-18	Proviso 117.109, 2017-2018 S.C. Appropriation Act, Part 1B: detailed expenditure reports and associated revenue streams for each individual circuit, revenue streams shall include, but not be limited to, state funds, local funds, federal funds, and also nongovernmental sources of funds	By FOIA request to Agency
9	External Review and Report	Minority Business Employment (MBE) Progress Report	SC Department of Administration - Office of Small and Minority Business Contracting and Certification	State	Quarterly	30-Oct-17	Quarterly spending with small and minority businesses	Request to Department of Administration
10	External Review and Report	Materials Management Quarterly Procurement Reports - Audit & Certification agency Quarterly Reporting	State Fiscal Accountability Authority - Procurement Services	State	Quarterly	30-Jan-18	Quarterly spending	Request to State Fiscal Accountability Authority
11	External Review and Report	"Schedule of Federal Financial Assistance - SFFA	State Fiscal Accountability Authority - State Auditors Office	State	Annually	30-Apr-18	Federal financial assistance	Online (federal government)

Agency Name: PROSECUTION COORDINATION COMMISSION

Agency Code: E210 Section: 60

Report and External Review Template

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12	External Review and Report	GAAP - Grants and Contribution Revenue Reporting (Packet 3.03)	SC Comptroller General	State	Annually	30-Jul-18	Closing grant financial report	By FOIA request to Agency
13	External Review and Report	Wage and Contribution Report	SC Dept. of Employment and Workforce	State	Quarterly	30-Oct-17	Wages and contributions (retirement)	By FOIA request to Agency
14	External Review and Report	Programmic Reports	Office of Justice Programs, US Department of Justice	Federal	Quarterly	10/01/2017 to 09/30/2018	Updates of grant-funded programs	Non-confidential information may be available from the U.S. Department of Justice
15	External Review and Report	SF-425 (Grant Financial Report)	Office of Justice Programs, US Department of Justice	Federal	Quarterly	10/01/2017 to 09/30/2018	Financial quarterly report	Non-confidential information may be available from the U.S. Department of Justice
16	External Review and Report	"Justice Assistance Grant – Performance Management Tool"	Office of Justice Programs, US Department of Justice	Federal	Quarterly	30-Apr-18	Data measuring the results of activities funded by federal grants	Non-confidential information may be available from the U.S. Department of Justice
17	External Review and Report	Justice Assistance Grant Management Information System Annual Progress Report	Office of Justice Programs, US Department of Justice	Federal	Annually	30-Jul-18	Progress of grant-funded programs	Non-confidential information may be available from the U.S. Department of Justice
18	External Review and Report	Prosecutors and Defenders Public Service Incentive Program Report	Senate Finance Committee; and	State	Annually	14-Aug-18	Proviso 117.63, 2017-2018 S.C. Appropriation Act, Part 1B: number of applicants and the impact of the program on attracting and retaining attorneys	N/A (no report because the program was not been funded for this fiscal year)
19	External Review and Report	Diversion Program Report	House Ways and Means Committee	State	Annually	8-Sep-18	S.C. Code Section 17-22-1120: numbers of individuals who apply for a diversion program, the number of individuals who begin a diversion program or treatment, the number of individuals who successfully complete a program or treatment within a twelve-month period, the number of individuals who do not successfully complete a program or treatment within the same twelve-month period, but who are still participating in the program or treatment, the number of individuals who did not complete the program within the twelve-month period and who have been prosecuted for the offense committed, and the number of individuals with fees fully or partially waived for indigence.	By request to the Commission.
20	External Review and Report	Highway Safety Program Request for Payment	Department of Public Safety	State	Quarterly	30-Jul-18	Quarterly spending	Confidential Information - By FOIA request to Agency