

Deliverables Needing Additional Employees to Fully Staff

Included in the Department of Corrections' (SCDC) February 19, 2020 letter to the House Legislative Oversight Committee (LOC). This information was provided in response to the following question in LOC's January 30, 2020, letter to the Department of Corrections: "15. Please provide information on deliverables the agency does not currently have sufficient staff to fully provide and the number of staff needed. Please provide the information in a format similar to below. The agency may include multiple deliverables in the same row of the chart. See, December 11, 2019 meeting, [Agency Handout-Staffing summary and details](#) for previous related information provided to Subcommittee."

Deliverable Description and Number from PER	Statutorily Required? If yes, applicable statute	Current number of employees staffing	Number of employees needed to fully staff
Management Review Program	No	0	2
Detention Center Facility Inspections	Yes; Sections _____	?	?

In addition to providing the information in this document, SCDC provided the following response:

- Please see attached additional needs to perform deliverables.

Deliverable Description and Number from PER	Statutorily Required? If yes, applicable statute	# of FTEs Originally Allocated	# of FTEs Funded	Current Number of Filled FTEs	Number of Additional Funded FTEs Needed to Fully Staff	Additional Information
Offender Employment Preparation Program 32.0	Yes; S.C. Code §23-13-2110	40	40	40	35	
School District Within SCDC 61.0	Yes; S.C. Code §24-25-10	17	17	197	9	
Prison Rape Elimination Act Coordinator 13.91	Yes; 28 C.F.R. Part 115 (42 U.S.C. 147); S.C. Code §16-3-652 and §44-23-1150	1.5	0	1.5	4	The PREA office currently consists of 1 Coordinator and 1 shared Program Coordinator I. Additional staff needed are 3 FTEs for Regional Managers and 1 FTE for a full-time administrative assistant.
Detention Center Facility Inspections 6-6.1; 80.1-80.3; 20-20.2; 82-83.2; and 84-84.6	Yes; S.C. Code §24-9-10 through §24-9-40	1	1	1 FTE and 2 temporary positions of which 1 is filled	3	Currently consists of 1 FTE inspector. 3 additional FTE positions are needed to meet this deliverable.
Provide transportation for inmates visiting sick or dying family member	Yes; 24-3-220(C)	0	0	0	12	Unfunded legislative mandate. Average of three (3) requests per week over the past three years. 9 positions + 1.31 shift relief factor = 11.79 FTEs would allow SCDC to complete these requirements.
Follow the rules in 24-13-40 and 24-13-175 when calculating time served by a inmate	Yes; 24-13-40; 24-13-175	0	0	24	4	Release errors generated a review of processes in the records office and in turn SCDC conducted a study to determine the required staff to appropriately calculate and audit time to be served.
Care and Treatment for Inmates (mental health)	Yes: 24-1-130	380	380	339	58.5	Staff are needed to comply with the continuing audits and mandates of the court-appointed Implementation Panel under the Settlement Plan lawsuit currently active in SCDC.
Care and Treatment for Inmates (medical and dental health)	Yes: 24-1-130	194	194	157	315	Staff are needed to provide constitutionally mandated basic medical and dental health services for an aging inmate population with ever increasing chronic illnesses.
Supervise and control convicts in custody	Yes: S.C. Constitution Article 12, Section 9	3,802	3,351	2,723	860 Additional FTEs (total of 4,662 based on Staffing Analysis conducted by J. Stines)	Information as of February 17, 2020 from Security Job Status Report.

Other Description of Needs	Statutorily Required? If yes, applicable statute	# of FTEs Originally Allocated	# of FTEs Funded	Current Number of Filled FTEs	Number of Additional Funded FTEs Needed to Fully Staff	Additional Information
Management Reviews	No	0	0	0	2	Staff are needed to implement management reviews.
Policy Development	No	2	2	1.5 FTE, 1 TEMP	2	Policy Development currently consists of 1 FTE Program Coordinator and 1 shared/part-time administrative assistant. 2 additional FTE positions are needed to meet the agencies needs.
Quality Improvement and Risk Management	No	6	6	11 FTE, 2 TEMP	5	QIRM is in need of 5 additional analyst positions. QIRM currently has 5 analysts who are each assigned up to 4 institutions. This limits the ability of the staff to conduct ongoing statewide audits all of institutions. The addition of five additional analysts would allow each analyst to have two institutions as their focus and allow the agency to have ongoing monitoring of all institutions year-round.
KRONOS	No	0	0	2	2	
Procurement	No	12	12	12	2	