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February 2, 2017

VIA EMAIL and U.S. MAIL

Director Freddie Pough  
South Carolina Department of Juvenile Justice  
PO Box 21069  
Columbia, South Carolina 29221-1069

Dear Mr. Pough:

The Law Enforcement and Criminal Justice Subcommittee appreciates the agency's partnership in the oversight process. In preparation for the next meeting, scheduled for Tuesday, February 7, 2017, the subcommittee seeks additional information from the agency. Below is a list of the information the subcommittee is seeking. Please provide this information prior to, or be able to discuss it during, the meeting on February 7, 2017.

*Priorities and Legislative Audit Council (LAC) Recommendations in general*

- What you see as the agency's priorities moving forward.
- List of immediate changes you anticipate making, including, but not limited to, personnel changes.
- List of areas you will review for additional potential changes, including, but not limited to, personnel changes.
- Recommendations from the LAC audit the agency agrees with and implementation dates.

### *Post-Conviction Transport of Juveniles*

- Does the agency's police department conduct all post-conviction transports of juveniles? If no, please provide a list of the employee position types (e.g., Police Officer; Juvenile Correctional Officer; Inspector General, Criminal Investigator, etc.) that conduct transports and for each, the certifications required to hold the employee position type.
- Please provide a list of reasons juveniles are transported and, for each, (a) total number of transports from January 2016 through December 2016; and (b) all employee position types that are permitted to perform the transport.
- Please provide the Standard Operating Procedure for how the agency decides if a juvenile is transported or video conferencing is utilized.

### *Case Management*

- In the agency's letter in response to the LAC Audit, the agency stated, "To ensure that DJJ is meeting its goal of providing every youth served with the highest quality case management services, DJJ's Quality Assurance Team created an auditing tool to review staff supervision files. ... Out of a minimum of 2,904 indicators being audited, there were 25 indicators needing improvement and 13 indicators which were deficient." In regards to these statements, please provide
  - A list of indicators being audited;
  - Platform the agency utilizes to track case management data; and
  - How employees access the platform (e.g., via phone, tablet, desktop computer)
- Please provide the Standard Operating Procedures related to case management, which address what employees look for and how they document what is found.
- Please provide an explanation of areas in which case management employees are evaluated on their performance on a regular basis.

### *Alternative Placements*

- Please provide copies of the contracts the agency currently has in place with third parties related to alternative placements, including, but not limited to, wilderness camps.
- Please provide a list of the contracts the agency plans to renegotiate and items the agency seeks to update in the contracts through the renegotiation.

### *Personnel*

- The LAC Audit notes, on page 11, that seven officers DJJ had enrolled in the South Carolina Criminal Justice Academy (SCCJA) detention training sessions since June 2016, did not graduate from the training. Are those officers still employed with the agency or were they terminated? If they are still employed at the agency, what is their position and job responsibilities?
- What is the status of obtaining approval from SCCJA, as required by state regulations, for DJJ's training curriculum for juvenile correctional officers (JCO)? Does the agency plan to have all JCOs go back through the training, once it is approved?
- Please provide the agency's Standard Operating Procedures for hiring personnel, in particular, information obtained to ensure the applicant, (a) has the proper education and certifications; (b) is capable of obtaining any additional training or certifications needed, including, but not limited to, training and certifications from SCCJA; and (c) does not have a conflict of interest based on prior employment.

In your responses to these questions, please provide the subcommittee with any relevant, necessary context information. If the agency has any concerns about the format of these questions yielding answers that do not provide an accurate reflection of the agency, please express those concerns, prior to responding to the question, in a written letter with a copy to staff for the subcommittee. Please retain your working papers for these responses in the event the subcommittee would like to view those.

Sincerely,

Signature Redacted

Edward R. Tallon Sr.  
Subcommittee Chair

cc: The Honorable Wm. Weston J. Newton  
The Honorable Katherine E. "Katie" Arrington  
The Honorable William M. "Bill" Hixon  
The Honorable J. Todd Rutherford  
The Honorable Raye Felder  
Senate Special Subcommittee to Study the Department of Juvenile Justice