

AGENCY NAME:	COMMISSION ON INDIGENT DEFENSE		
AGENCY CODE:	E230	SECTION:	61

**Fiscal Year 2018–2019
Accountability Report**

SUBMISSION FORM

AGENCY MISSION	<p>The Commission and the Office of Indigent Defense were established by Act 164 of 1993, effective July 1, 1993. The Office operates pursuant to §17-3-310, et seq. of the South Carolina Code of Laws, 1976, as amended. Effective July 1, 2005, the Office of Appellate Defense became a division within the agency.</p> <p>The Commission on Indigent Defense, through the Office of Indigent Defense and its divisions, and in cooperation and consultation with other state agencies, professional associations and other groups interested in the administration of criminal justice and the improvement and expansion of defender services, establishes and monitors programs and services for legal representation to indigent defendants charged with criminal offenses in the courts of the state. The agency also manages the Rule 608 Contract program, contracting with attorneys across the state to provide representation in criminal and specific family court cases.</p> <p>The Appellate Defense division of SCCID handles appeals on behalf of indigent clients and consists of a staff of eleven attorneys.</p> <p>The Capital Trial division within SCCID handles capital cases, statewide, frequently partnering with outside counsel appointed by the court.</p> <p>The Office of Indigent Defense establishes guidelines for court-appointed attorneys in representing indigent clients and administers distribution of funding for indigent defense. Additionally, the office establishes and supervises training programs for public defenders and staff across the State and oversees a central reporting system of statistical data in the delivery of indigent defense services.</p>
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AGENCY VISION	<p>The SC Commission on Indigent Defense (SCCID) is responsible for ensuring that qualifying individuals are provided indigent defense services in South Carolina and provide the highest quality of representation to our clients.</p> <p>The SCCID sets and enforces standards, allocates resources, and seeks to maintain accountability of those persons entrusted with the life and liberty of indigent persons charged with crimes, facing DSS abuse and neglect, Termination of Parental Rights, other Family Court matters, PCR and SVP matters.</p>
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Does the agency have any major or minor recommendations (internal or external) that would allow the agency to operate more effectively and efficiently?

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

Is the agency in compliance with S.C. Code Ann. § 2-1-230, which requires submission of certain reports to the Legislative Services Agency for publication online and the State Library? See also S.C. Code Ann. § 60-2-30.

	Yes	No
REPORT SUBMISSION COMPLIANCE:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is the agency in compliance with various requirements to transfer its records, including electronic ones, to the Department of Archives and History? See the Public Records Act (S.C. Code Ann. § 30-1-10 through 30-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-10-210).

	Yes	No
RECORDS MANAGEMENT COMPLIANCE:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

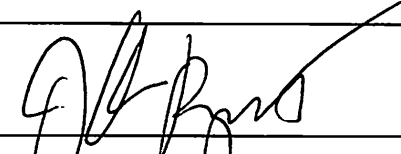
Is the agency in compliance with S.C. Code Ann. § 1-23-120(J), which requires an agency to conduct a formal review of its regulations every five years?

	Yes	No
REGULATION REVIEW:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

	<u><i>Name</i></u>	<u><i>Phone</i></u>	<u><i>Email</i></u>
PRIMARY CONTACT:	Rodney P. Grizzle	803-734-1168	rgrizzle@sccid.sc.gov
SECONDARY CONTACT:	Donna Bridges	803-734-1451	dbridges@sccid.sc.gov

I have reviewed and approved the enclosed FY 2018–2019 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN AND DATE):	
(TYPE/PRINT NAME):	J. Hugh Ryan, III

BOARD/CMSN CHAIR (SIGN AND DATE):	
(TYPE/PRINT NAME):	Harry A. Dest, Chairman

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AGENCY'S DISCUSSION AND ANALYSIS

The South Carolina Commission on Indigent Defense (SCCID) continued to strengthen and fulfill the mission of our statewide public defender system which was created in 2007. Circuit Public Defenders actively participated in all phases of the legislative budget process and with legislation affecting the state's criminal justice system by attending sub-committee and committee hearings throughout the legislative session.

SCCID continued quarterly meetings with the Circuit Public Defenders and maintained open communication lines with all. SCCID continued to expand its training program. SCCID successfully conducted its 5th annual Public Defense 100 training series for new public defenders entering the system from throughout the state. The program consists of three multi-day seminars and workshops focusing on case analysis and trial advocacy. SCCID has also expanded its training to include attorneys, who contract with the agency, to represent indigent clients in cases where the public defender has a conflict. Working with the Children's Law Center, SCCID has also begun an ongoing series of training workshops for juvenile defenders. In addition to its ongoing training programs, SCCID will continue to present seminars on new and developing areas in the law to assure that clients receive knowledgeable and effective representation.

The agency entered its 7th year of contracting with private attorneys to handle criminal conflicts, Family Court, PCR and SVP cases. Contracts are awarded on a one-year basis to attorneys throughout the state. This program, which effectively supplants the Rule 608 court-administered program, continues to be highly successful and efficient in moving cases, and continues to receive universal approval from judges, participating attorneys, prosecutors, and agencies that are involved. Only the most qualified attorneys are selected for contracts which are awarded by a committee consisting of representatives of the agency, the SC Bar, the Commission, and the Circuit Public Defenders. The results of the contract system have been to eliminate calendar conflicts, move the dockets faster, reduce the number of potential appeals, and provide quality representation. The agency continued its partnership with the USC Law School's Children's Law Center to co-host seminars on Family Law issues for contract attorneys and public defenders handling juvenile criminal cases. SCCID fully participates in the Bench and Bar Committee for Family Law and has a well-established cooperative relationship with all interests which are represented on the committee including DSS, DJJ, Court Administration, GAL Program, Family Court Judges, and other key personnel in the Family Court.

The agency continues to monitor and review its policies and guidelines and their application by service providers, including private investigators, contract attorneys and other counsel appointed by the courts. We have frequently requested hearings or telephone conferences with judges and counsel to address requests for attorney fee/expert witness fees that exceed caps, policies and guidelines, or to establish an agreement as to caps on fees and experts in many cases. This involvement has resulted in a much more efficient use of limited state resources. While it has taken many years to reach this point, nearly all participants in the system now recognize that the agency does carefully monitor and audit voucher requests for payment of fees and costs that do not appear reasonable. The contract system, because of its flat fee structure, has resulted in a more efficient voucher processing system. Due to this increased efficiency, the agency did not find it necessary to fill a voucher processing position after the position became vacant.

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We continue to work very diligently to have municipalities with their own optional courts provide resources for indigent representation. As a result, in a growing number of municipalities, the municipality and the circuit public defender have entered into contracts to do so. The legislature overwhelmingly again approved Proviso 61.12, which requires adequate funding by municipalities that chose to have a municipal court. This requirement continues to fulfill a long-term goal of the Commission and the agency and is a significant achievement in both providing access to justice at the municipal level and having the funding source for it as well.

The agency continued support and program planning and implementation with the SC Public Defender Association and the SC Public Defender Investigator Association for their respective annual training conferences; co-sponsoring with the USC School of Law's Children's Law Center seminars on juvenile issues for both public defenders and private bar contract attorneys; the highly successful Public Defender Summer Rural Extern Program in partnership with the Charleston School of Law; its arrangement with the Nelson Mullins law firm to provide pro bono appellate attorneys to assist the agency's appellate division in brief writing and oral arguments of selective cases before the state's appellate courts to help alleviate the crushing caseload that our appellate division must handle.

The position of Comptroller/Financial Analyst, created in July of 2016 and filled in August of 2016 continues to serve a crucial function for the agency. This position provides the agency with an uninterrupted focus on its finances and their sources, which can be very complex to understand and follow, and allows us to pursue financial audits of fee and fine allocations. It has also allowed the Assistant Director position to focus entirely on administrative and personnel matters and supervise voucher processing and payment. All of this has resulted in a much smoother and more cost-effective operation of the agency with increased accountability. In addition, there is continued publishing of weekly (every Monday) financial reports with year to date and supporting information and side-by-side comparisons of 3 consecutive fiscal years; continued adjustments in agency operational priorities as necessary and close monitoring of fees and fines revenue designated for agency receipt.

A few years ago, the Commission approved Performance Standards for Public Defenders. In conjunction with The Children's Law Center, SCCID undertook the task of developing Standards of Practice for Attorneys Representing Parents in Abuse and Neglect Cases. The majority of the attorneys providing this representation are Rule 608 Contract attorneys. A committee was formed to develop these practice standards in order to promote quality representation and uniformity of practice throughout the State for attorneys for indigent parents in child abuse and neglect cases. The committee consists of practicing Rule 608 attorneys, and representatives from DSS, Judiciary, and SCCID. These standards were approved by the Commission in March 2019.

The South Carolina Supreme Court received a grant to participate in the Right to Counsel Campaign. The grant provides Training and Technical Assistance (TTA). SCCID has been invited by the Chief Justice to participate on the team of stakeholders in South Carolina to explore the adoption, implementation, and sustainment of effective approaches to ensuring the Right to Counsel in all courts across the State. We continue to meet to work on this project.

The Agency has continued to work on ways to give and receive employee feedback. In March 2019 supervisors met and evaluated each employee's performance, outlining any areas for improvement, highlight things they have done well, and accept feedback on each employee's assessment of the Agency's performance. The Agency also implemented a policy that all employees leaving the Agency

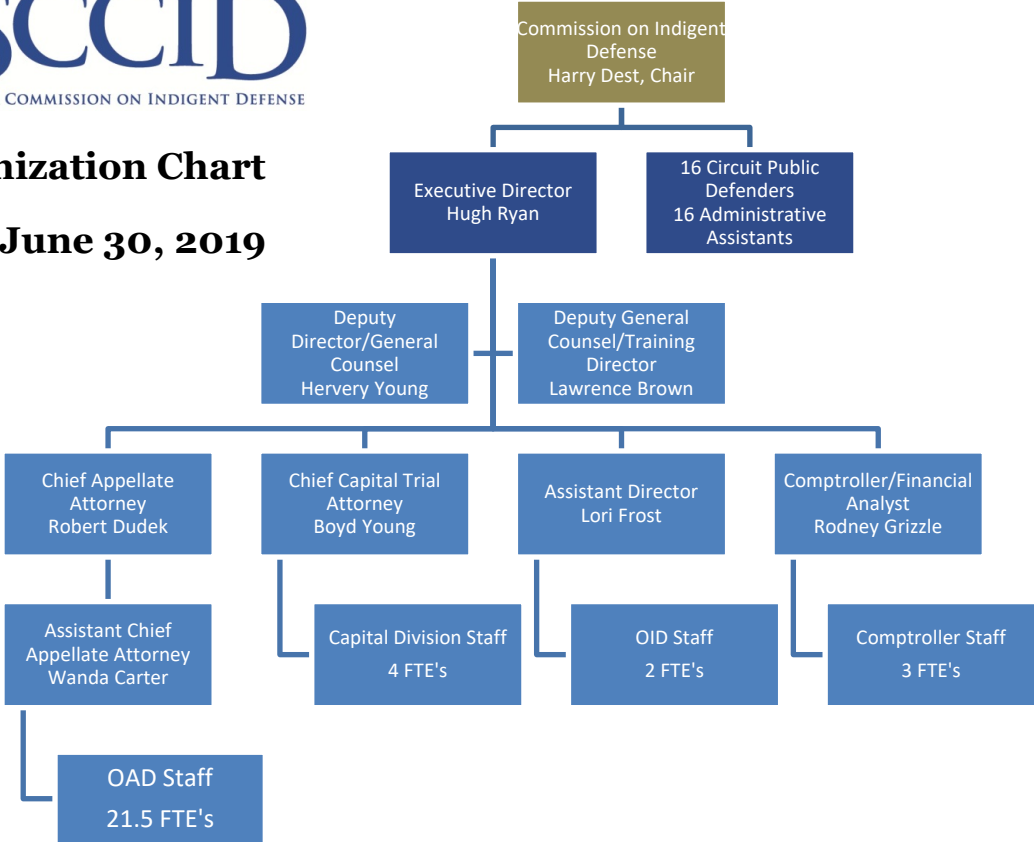
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will complete an exit interview. This will provide the Agency with information concerning tasks we may be doing well and those tasks we may can improve on.

In November 2018, the House Legislative Oversight Committee conclude their review of SCCID and provided their final recommendations. SCCID has completed many of these recommendations and continues to work on the others. The Agency received positive feedback from the Committee for the preparation and extensive compilation of Agency data This process has required substantial work and production of documents, many of which can be found posted on the SC Legislature website (<https://www.scstatehouse.gov/>) under the tab “Committee Postings and Reports”. There you can also find video archives of each of the meetings.



Organization Chart
As of June 30, 2019



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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Government and Citizens	G	1			Ensure the Effective Legal Representation of South Carolina Citizens eligible for Indigent Defense Services							
	S	1.1			Enhance the Circuit Public Defender System							
	M		1.1.1		Increase the number of Full -Time Public Defenders in each Circuit to Reduce the number of cases handled by each Public Defender to ensure efficient Representation of indigent defendants in all SC trial courts	278.50	291.50	280.5	July 1 - June 30	SCCID Annual Agency Report	Total number of Public Defenders	A reduction in case loads will allow the Public Defenders to allocate more time to each case to provide the best representation possible for their clients.
	M		1.1.2		Decrease the number of cases (Warrants) handled by each individual Public Defender	439.31	376.00	450.11	July 1 - June 30	SCCID Annual Agency Report	Total number of cases (Warrants) handled, divided by the total number or Public Defenders.	The best measure of a Public Defender's performance is the case load that the attorney handles during a year. A reduction in case load will allow the Public Defenders to allocate more time to each case to provide the best representation possible for their clients.
	M		1.1.3		Increase the number of Full-Time Investigators in each Circuit.	33.0	46.0	34.50	July 1 - June 30	SCCID Annual Agency Report	Total number of investigator in the state-wide Public Defender system	The addition of new investigators will help decrease the time it takes an attorney to handle a cas, and increase the quality of representation.
	S	1.2			Maintain the Appellate Defense System							
	M		1.2.1		Ensure manageable caseloads for appeals by maintaining the number of Full Time Appellate Attorneys	81.42	75	92.83	July 1 - June 30	Division of Appellate Defense Year-End Report	Total number of New/Open Appeals, divided by the total number of Appellate Attorneys,	The best measure of an Appellate Defender's performance is the case load that that attorney handles during a year. A manageable case load will allow the Appellate Defenders to allocate more time to each case in order to provide the best representation possible for their clients.
	M		1.2.2		Ensure judicious submission of Direct Appeal or Post Conviction Relief Briefs within a reasonable time frame established by the Courts	151.47	120	155.31	July 1 - June 30	Division of Appellate Defense Year-End Report	Average number of calendar days in submitting the initial appeals brief.	The best way to determine whether the Division of Appellate Defense is providing the best possible legal representation for their clients is if they are meeting all required deadlines related to each appeal.
	S	1.3			Ensure Quality Representation in Capital Death Cases							
	M		1.3.1		Maintain the number of Full-Time Capital Division Attorneys and Support Staff	4.00	5.00	4.00	July 1 - June 30	SCCID Annual Agency Report	Total number of filled FTE's	With the complexity and nuances of a Death Penalty Case, it is imperative to have highly-trained and experienced attorneys and support staff able to provide the best possible legal representation to indigent individuals.

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		Goal	Strategy	Measure		Base	Target	Actual				
	M			1.3.2	Require all Capital Trial Division Attorney's be certified South Carolina Supreme Court Death Penalty Qualified	3.00	4.00	3.00	July 1 - June 30	Capital Trial Division Year-End Report	Total number of Death Penalty Certified Attorneys.	The South Carolina Supreme Court requires that all attorneys that handle Capital Cases be Death Penalty certified.
Education, Training, and Human Development	G			2	Enhance Training and Professional Development of South Carolina Public Defenders and Staff							
	S			2.1	Provide mandatory training program for all new Public Defenders and contract at							
	M			2.1.1	Increase accessibility to PD101, PD 102 and PD 103 Training Classes.	59.13	60	56.99	July 1 - June 30	SCCID Training Year-End Report	Total number of Training hours provided by SCCID to all Public Defenders and Contract Attorneys.	The more training hours that a public defender is able to attend, including legal-theory seminars and practical-application workshops, the better prepared the attorney will be to provide effective representation for clients.
	M			2.1.2	Increase Topic Specific Training to all Pubic Defenders and Contract Attorneys	3	4	5	July 1 - June 30	SCCID Training Year-End Report	Total number of Topic Specific Training Session offered to all Public Defenders and Contract Attorneys.	Topic-specific training sessions allow attorneys to gain valuable information and insight that can be used to the benefit of their clients.
	S			2.2	Enhance Mentoring Programs in Circuit Public Defender Offices							
	M			2.2.1	Expand Mentoring programs to all 16 Public Defender Circuits	9	16	7	July 1 - June 30	SCCID Annual Agency Report	Total number of Mentoring Programs in the State-wide Public Defender Office.	As with any high-stress occupation, public defender offices experience constant turnover in personnel. To provide a professional management tool, SCCID is striving to expand the Mentoring Program in which experienced public defenders mentor new public defenders to help them avoid errors and pitfalls associated with the defense of indigent persons in South Carolina. Effective mentoring should improve attorney performance and retention to allow the agency to receive a better return on it's investment in hiring the public defender.

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Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
	M		2.2.2		Provide Mentoring opportunities to newly hired PD in Family and Summary Courts	9	16	7	July 1 - June 30	SCCID Annual Agency Report	Total number of Family and Summary Court Mentoring Programs in the State-wide Public Defender Office.	As with any high-stress occupation, public defender offices experience constant turnover in personnel. To provide a professional management tool, SCCID is striving to expand the Mentoring Program in which experienced public defenders mentor new public defenders to help them avoid errors and pitfalls associated with the defense of indigent persons in South Carolina. Effective mentoring should improve attorney performance and retention to allow the agency to receive a better return on it's investment in hiring the public defender.

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Type	Item #			Description	2019-20			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
	Goal	Strategy	Measure		Base	Target	Actual				
G	1			Ensure the Effective Legal Representation of South Carolina Citizens eligible for Indigent Defense Services							
S	1.1			Enhance the Circuit Public Defender System							
M		1.1.1		Increase the number of Full -Time Public Defenders in each Circuit to Reduce the number of cases handled by each Public Defender to ensure efficient Representation of indigent defendants in all SC trial courts	280.5	291.50		July 1 - June 30	SCCID Annual Agency Report	Total number of Public Defenders	A reduction in case loads will allow the Public Defenders to allocate more time to each case to provide the best representation possible for their clients.
M		1.1.2		Decrease the number of cases (Warrants) handled by each individual Public Defender	450.11	376		July 1 - June 30	SCCID Annual Agency Report	Total number of cases (Warrants) handled, divided by the total number of Public Defenders.	The best measure of a Public Defender's performance is the case load that the attorney handles during a year. A reduction in case load will allow the Public Defenders to allocate more time to each case to provide the best representation possible for their clients.
M		1.1.3		Increase the number of Full-Time Investigators in each Circuit.	34.50	46.0		July 1 - June 30	SCCID Annual Agency Report	Total number of investigator in the state-wide Public Defender system	The addition of new investigators will help decrease the time it takes an attorney to handle a cas, and increase the quality of representation.
S	1.2			Maintain the Appellate Defense System							
M		1.2.1		Ensure manageable caseloads for appeals by maintaining the number of Full Time Appellate Attorneys	92.83	75		July 1 - June 30	Division of Appellate Defense Year-End Report	Total number of New/Open Appeals, divided by the total number of Appellate Attorneys,	The best measure of an Appellate Defender's performance is the case load that that attorney handles during a year. A manageable case load will allow the Appellate Defenders to allocate more time to each case in order to provide the best representation possible for their clients.
M		1.2.2		Ensure judicious submission of Direct Appeal or Post Conviction Relief Briefs within a reasonable time frame established by the Courts	155.31	120		July 1 - June 30	Division of Appellate Defense Year-End Report	Average number of calendar days in submitting the initial appeals brief.	The best way to determine whether the Division of Appellate Defense is providing the best possible legal representation for their clients is if they are meeting all required deadlines related to each appeal.
S	1.3			Ensure Quality Representation in Capital Death Cases							

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Type	Item #			Description	2019-20			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
	Goal	Strategy	Measure		Base	Target	Actual				
M		1.3.1		Maintain the number of Full-Time Capital Division Attorneys and Support Staff	4.00	5.00		July 1 - June 30	SCCID Annual Agency Report	Total number of filled FTE's	With the complexity and nuances of a Death Penalty Case, it is imperative to have highly-trained and experienced attorneys and support staff able to provide the best possible legal representation to indigent individuals.
M		1.3.2		Require all Capital Trial Division Attorney's be certified South Carolina Supreme Court Death Penalty Qualified	3.00	4.00		July 1 - June 30	SCCID Annual Agency Report	Total number of Death Penalty Certified Attorneys.	The South Carolina Supreme Court requires that all attorneys that handle Capital Cases be Death Penalty certified.
G	2	Enhance Training and Professional Development of South Carolina Public Defenders and Staff									
S		2.1	Provide mandatory training program for all new Public Defenders and contract attorneys								
M		2.1.1		Increase accessibility to PD101, PD 102 and PD 103 Training Classes.	56.99	60		July 1 - June 30	SCCID Training Year-End Report	Total number of Training hours provided by SCCID to all Public Defenders and Contract Attorneys.	The more training hours that a public defender is able to attend, including legal-theory seminars and practical-application workshops, the better prepared the attorney will be to provide effective representation for clients.
M		2.1.2		Increase Topic Specific Training to all Pubic Defenders and Contract Attorneys	5	4		July 1 - June 30	SCCID Training Year-End Report	Total number of Topic Specific Training Session offered to all Public Defenders and Contract Attorneys.	Topic-specific training sessions allow attorneys to gain valuable information and insight that can be used to the benefit of their clients.
S		2.2	Enhance Mentoring Programs in Circuit Public Defender Offices								
M		2.2.1		Expand Mentoring programs to all 16 Public Defender Circuits	7	16		July 1 - June 30	SCCID Annual Agency Report	Total number of Mentoring Programs in the State-wide Public Defender Office.	As with any high-stress occupation, public defender offices experience constant turnover in personnel. To provide a professional management tool, SCCID is striving to expand the Mentoring Program in which experienced public defenders mentor new public defenders to help them avoid errors and pitfalls associated with the defense of indigent persons in South Carolina. Effective mentoring should improve attorney performance and retention to allow the agency to receive a better return on it's investment in hiring the public defender.

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Type	Item #			Description	2019-20			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
	Goal	Strategy	Measure		Base	Target	Actual				
M		2.2.2		Provide Mentoring opportunities to newly hired PD in Family and Summary Courts	7	16		July 1 - June 30	SCCID Annual Agency Report	Total number of Family and Summary Court Mentoring Programs in the State-wide Public Defender Office.	As with any high-stress occupation, public defender offices experience constant turnover in personnel. To provide a professional management tool, SCCID is striving to expand the Mentoring Program in which experienced public defenders mentor new public defenders to help them avoid errors and pitfalls associated with the defense of indigent persons in South Carolina. Effective mentoring should improve attorney performance and retention to allow the agency to receive a better return on it's investment in hiring the public defender.

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Program Template

Program/Title	Purpose	FY 2018-19 Expenditures (Actual)				FY 2019-20 Expenditures (Projected)				Associated Measure(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Administration	Establishes and monitors programs and services for the delivery of legal representation to indigent defendants in State courts	\$ 10,367,794	\$ 4,303,914	\$ 16,311	\$ 14,688,019	\$ 9,780,450	\$ 8,400,042		\$ 18,180,492	1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.2, 1.3.1, 1.3.2, 2.1.1, 2.1.2
II. Division of Appellate Defense	Represents indigents in the majority of criminal appeals, including death penalty appeals before the SC Court of Appeals and the SC Supreme Court	\$ 703,427	\$ 739,721		\$ 1,443,148	\$ 732,411	\$ 883,883		\$ 1,616,294	1.2.1, 1.2.2
III. Office of Circuit Public Defenders	Provides a consistent and fair statewide public defender system with standards and accountability for the delivery of legal representation to indigent defendants in State courts	\$ 17,666,651	\$ 3,526,022		\$ 21,192,672	\$ 18,285,419	\$ 4,173,052		\$ 22,458,471	1.1.1, 1.1.2, 1.1.3, 2.2.1, 2.2.2
IV. Death Penalty Trial Division	Provides cost effective representation and resources for capital trials statewide		\$ 393,091		\$ 393,091		\$ 471,600		\$ 471,600	1.3.1, 1.3.2
V. State Employer Contributions	Employer contributions for agency employees	\$ 2,093,025	\$ 381,582	\$ 5,768	\$ 2,480,375	\$ 2,929,566	\$ 368,295		\$ 3,297,861	
VI. Non-Recurring	Case Management		\$ 57,502		\$ 57,502					
					\$ -				\$ -	
					\$ -				\$ -	
Total		\$ 30,830,897	\$ 9,401,831	\$ 22,079	\$ 40,254,807	\$ 31,727,846	\$ 14,296,872	\$ -	\$ 46,024,718	

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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	US Constitution 6th Amendment	Federal	Statute	Guarantees a citizen the right to a speedy and public trial, an impartial jury, to be informed of the nature and cause of the accusation, to confront witnesses against him, to present witnesses in his favor, and to be represented by an attorney	Yes	No - But relates to manner in which one or more agency deliverables is provided	Other service or product our agency must/may provide	Any person entitled to counsel under the Constitution of the United States determined to be financially unable to retain counsel
2	US Constitution 14th Amendment	Federal	Statute	Requires the state to provide equal protection and due process under the law.	Yes	No - But relates to manner in which one or more agency deliverables is provided	Other service or product our agency must/may provide	Any person entitled to counsel under the Constitution of the United States determined to be financially unable to retain counsel
3	14-1-204	State	Statute	26.78 percent of 56 percent of \$100 filing fee in civil actions is paid to the Defense of Indigents Per Capita Fund administered by SCCID. SCCID distributes the funds to SC organizations that are grantees of the Legal Services Corporation. (SCCID acts as pass-through agency for distribution of funds.) Commission on Indigent Defense, Defense of Indigents per capita receives 14.56 percent of additional \$50 filing fee in civil actions. Commission on Indigent Defense, Division of Appellate Defense receives 1.81 percent of additional \$50 filing fee in civil actions.	No	No - But relates to sources of funding for one or more agency deliverables		
4	14-1-206	State	Statute	Persons convicted in general sessions court must pay assessment of 107.5 percent of fine amount. After specified deductions, Office of Indigent Defense receives 14.46 percent of remaining funds for the defense of indigents.	No	No - Does not relate directly to any agency deliverables		
5	14-1-207	State	Statute	Persons convicted in magistrates court must pay assessment of 107.5 percent of fine amount. After specified deductions, Office of Indigent Defense receives 14.46 percent of remaining funds for the defense of indigents.	No	No - But relates to sources of funding for one or more agency deliverables		
6	14-1-208	State	Statute	Persons convicted in municipal court must pay assessment of 107.5 percent of fine amount. After specified deductions, Office of Indigent Defense receives 14.46 percent of remaining funds for the defense of indigents.	No	No - But relates to sources of funding for one or more agency deliverables		
7	16-3-26	State	Statute	Punishment for murder; notice to defense attorney of solicitor's intention to seek death penalty; appointment of attorneys for indigent; investigative, expert or other services.	Yes	Yes	Other service or product our agency must/may provide	Legal Services
8	17-3-5	State	Statute	Definitions	No	No - Does not relate directly to any agency deliverables		
9	17-3-10	State	Statute	Persons entitled to counsel shall be so advised; when counsel shall be provided	Yes	Yes	Other service or product our agency must/may provide	Legal Services
10	17-3-20	State	Statute	Requires that adequate legal counsel be appointed for persons charged with murder, who are determined to be financially unable to retain adequate counsel and that the attorney appointed be paid fees and costs as deemed appropriate by the court.	Yes	Yes	Other service or product our agency must/may provide	Persons charged with murder determined to be financially unable to retain adequate legal counsel. This section specifies a customer/deliverable for the agency as the attorney appointed will be either a public defender or private counsel who will be compensated with indigent defense funds of the Agency.
11	17-3-30	State	Statute	Affidavit of inability to employ counsel; payment of indigent's assets to state; application fee, waiver or reduction of fee; disposition of revenues; fund for screening applicants	Yes	Yes		No - This relates to a customer of the agency for which the deliverable is handled by another entity
12	17-3-40	State	Statute	Creation of claim against assets and estate of person for whom counsel is provided	No	No - Does not relate directly to any agency deliverables		
13	17-3-45	State	Statute	Affidavit of assets of persons seeking appointed counsel; application fee; claim against assets and estate of person provided counsel	Yes	Yes	Other service or product our agency must/may provide	No - This relates to a customer of the agency for which the deliverable is handled by another entity
14	17-3-50	State	Statute	Determination of fees for appointed counsel and public defenders; maximum amounts; authorization to exceed maximum; payment for certain services	Yes	Yes		No - This relates to a customer of the agency for which the deliverable is handled by another entity
15	17-3-55	State	Statute	Carry-forward of unpaid obligations	No	No - Does not relate directly to any agency deliverables		

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.
16	17-3-80	State	Statute	Appropriation for expenses of appointed private counsel and public defenders; restrictions and limitations	Yes	Yes	Other service or product our agency must/may provide	Legal Services
17	17-3-85	State	Statute	Fiscal year-end disposition of unexpended appropriations for payment of private appointed counsel for counties without public defender corporations	No	No - Does not relate directly to any agency deliverables		
18	17-3-90	State	Statute	Vouchers for payment for services by private appointed counsel and for reimbursement of expenses; approval and submission for payment	Yes	Yes	Other service or product our agency must/may provide	Legal Services
19	17-3-100	State	Statute	Discretionary authority of judge to appoint counsel not limited; remuneration and reimbursement.	No	No - Does not relate directly to any agency deliverables		
20	17-3-110	State	Statute	Power of Supreme Court to establish rules and regulations.	No	No - Does not relate directly to any agency deliverables		
21	17-3-310	State	Statute	Commission on Indigent Defense Created; Appointment of members; terms; powers and duties.	Yes	Yes	Other service or product our agency must/may provide	Legal Services
22	17-3-320	State	Statute	Office of Indigent Defense; executive director; appointment; duties	No			
23	17-3-330 (A)(1-4); (B); (C)	State	Statute	Duties of Office of Indigent Defense: Distribute all funds appropriated by GA for defense of indigents; perform duties of Appellate Defense; compile statistics covering indigent defense in the State;	No			
24	17-3-330 (A)(5)	State	Statute	Report annually to the General Assembly on the indigent defense system.	Yes	Yes	Report our agency must/may provide	Through the Budget process SCCID reports to the Governor, Ways & Means and Senate Finance Committees on the status of the Indigent Defense system.
25	17-3-340	State	Statute	Duties of Commission: Approve programs which provide legal representation to indigent persons and juveniles accused of violations of criminal law; Approve policies and standards for Circuit Public Defender Offices, minimum training for appointed counsel; Procedures for qualifications/performance of independent counsel; providing and compensating experts, investigators, etc.to provide effective representation; determining indigence and assessing and collecting costs of legal representation; compensation of appointed attorneys; removing circuit PD for cause; Uniform definition of "case" for determining caseload statistics; accepting contractual indigent defense representation.	No	No - Does not relate directly to any agency deliverables		
26	17-3-350	State	Statute	Immunity from civil liability for Commission members and Circuit PD Selection Panel members	No	No - Does not relate directly to any agency deliverables		
27	17-3-360	State	Statute	Division of Appellate Defense created; Administration and staffing; duties and responsibilities	Yes	Yes	Other service or product our agency must/may provide	Legal Services
28	17-3-370	State	Statute	Appointment of Counsel by Court: Court can still appoint counsel for disqualified person for conflict or when division deems it advisable not to provide representation	No	No - Does not relate directly to any agency deliverables		
29	17-3-380	State	Statute	Funding for the commission will be by appropriations in the state General Appropriations Act including federal funds as may be available.	No	No - But relates to sources of funding for one or more agency deliverables		
30	17-3-510	State	Statute	Circuit Public Defender Selection Panel, county representation, nomination of Circuit Public Defender, election of Circuit Public Defender	No	No - Does not relate directly to any agency deliverables		
31	17-3-520	State	Statute	Circuit Public Defender, qualification, responsibilities	No	No - Does not relate directly to any agency deliverables		
32	17-3-530	State	Statute	Chief county public defenders, responsibilities and duties	No	No - Does not relate directly to any agency deliverables		
33	17-3-540	State	Statute	Maintenance and staffing of county public defender offices	No	No - Does not relate directly to any agency deliverables		
34	17-3-550	State	Statute	Funding	No	No - But relates to sources of funding for one or more agency deliverables		
35	17-3-560	State	Statute	Administration of Funds	No	No - But relates to manner in which one or more agency deliverables is provided		

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.
36	17-3-570	State	Statute	Administration of Personnel	No	No - But relates to manner in which one or more agency deliverables is provided		
37	17-3-580	State	Statute	Public Defenders, requirements as to employment	No	No - But relates to manner in which one or more agency deliverables is provided		
38	17-3-590	State	Statute	Office space and equipment	No	No - Does not relate directly to any agency deliverables		
39	17-3-600	State	Statute	Existing contracts for providing indigent defense services: Contracts for indigent services in existence at time Act enacted remain effective until expire or one year from effective date of act, whichever is sooner.	No	No - But relates to manner in which one or more agency deliverables is provided		
40	17-27-10	State	Statute	Short Title - Uniform Post-Conviction Relief Act	No	No - Does not relate directly to any agency deliverables		
41	17-27-20	State	Statute	Persons who may institute proceeding; exclusiveness of remedy	Yes	Yes	Other service or product our agency must/may provide	Legal Services
42	17-27-30	State	Statute	Jurisdiction of Court	No	No - But relates to manner in which one or more agency deliverables is provided		
43	17-27-40	State	Statute	Commencement of Proceedings by filing application	No	No - But relates to manner in which one or more agency deliverables is provided		
44	17-27-45	State	Statute	Filing procedures for post-conviction relief actions	No	No - But relates to manner in which one or more agency deliverables is provided		
45	17-27-50	State	Statute	Form and contents of application	No	No - But relates to manner in which one or more agency deliverables is provided		
46	17-27-60	State	Statute	Court costs and expenses for indigents	Yes	Yes	Other service or product our agency must/may provide	Legal Services
47	17-27-70	State	Statute	Court procedures on receipt of application	No	No - But relates to manner in which one or more agency deliverables is provided		
48	17-27-80	State	Statute	Hearing on application; final judgment	No	No - But relates to manner in which one or more agency deliverables is provided		
49	17-27-90	State	Statute	Grounds for relief	No	No - But relates to manner in which one or more agency deliverables is provided		
50	17-27-100	State	Statute	Appeals	No	No - But relates to manner in which one or more agency deliverables is provided		
51	17-27-110	State	Statute	Rules - Supreme Court may adopt rules deemed necessary. Note: Supreme Court has passed Rule 71.1 South Carolina Rule of Civil Procedure requiring appointment of counsel for indigent applicants in certain PCR actions.	No	No - But relates to manner in which one or more agency deliverables is provided		
52	17-27-120	State	Statute	Construction. Chapter to be interpreted to make law uniform in states that adopt it.	No	No - Does not relate directly to any agency deliverables		
53	17-27-130	State	Statute	Waiver of attorney-client privilege by allegation of ineffective prior counsel; access to files.	No	No - But relates to manner in which one or more agency deliverables is provided		

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.
54	17-27-150	State	Statute	Discovery in post-conviction relief proceeding	No	No - But relates to manner in which one or more agency deliverables is provided		
55	17-27-160	State	Statute	Capital case post-conviction relief procedures - provides for appointment of counsel for indigent applicants	Yes	Yes	Other service or product our agency must/may provide	Legal Services
56	63-7-1620	State	Statute	Legal representation in child abuse and neglect cases. Provides for appointment of legal counsel for children, parents/legal guardians of children, or other persons subject to any judicial proceeding who cannot afford legal representation.	Yes	Yes	Other service or product our agency must/may provide	Legal Services
57	63-7-2560	State	Statute	Representation by Counsel; guardian ad litem - (A) In Termination-of-Parental-Rights actions, requires that the family court appoint counsel to represent parents, guardians, or other persons entitled to legal counsel, who are unable to afford legal representation. (B) Requires appointment of attorney for the guardian ad litem to protect the child's interests in certain circumstances.	Yes	Yes	Other service or product our agency must/may provide	Legal Services
58	63-9-320	State	Statute	Persons not required to give consent or relinquishment. In adoption matters, requires that the family court appoint legal counsel to represent an incompetent indigent parent unless good cause is shown to waive that appointment.	Yes	Yes	Other service or product our agency must/may provide	Legal Services
59	63-19-810	State	Statute	Taking a child into custody. Sets forth rules for detention and release of children accused of violations of criminal laws, requirements for notification of certain persons, information to be provided to those persons, and restrictions of use of such information.	No	No - But relates to manner in which one or more agency deliverables is provided		
60	63-19-830	State	Statute	Detention hearings, screenings. Requires court to appoint counsel for child at detention hearing if none is retained. Prohibits child from proceeding without talking to attorney at least once.	Yes	Yes	Other service or product our agency must/may provide	Legal Services
61	63-19-1040	State	Statute	Indigent defense. In determining indigence for appointment of legal counsel for child in delinquency proceeding, court must determine financial ability of parents to retain counsel. If parents could afford to retain counsel but refuse, court appoints counsel and may order parents of reimburse Indigent Defense Fund or pay court-appointed attorney an amount determined by the court.	Yes	Yes	Other service or product our agency must/may provide	Legal Services
62	44-48-10	State	Statute	Short Title - Sexually Violent Predator Act	No	No - Does not relate directly to any agency deliverables		
63	44-48-20	State	Statute	Legislative Findings	No	No - But relates to manner in which one or more agency deliverables is provided		
64	44-48-30	State	Statute	Definitions	No	No - But relates to manner in which one or more agency deliverables is provided		
65	44-48-40	State	Statute	Notification to team, victim and AG regarding release, hearing or parole, effective date of parole or release; immunity.	No	No - But relates to manner in which one or more agency deliverables is provided		
66	44-48-50	State	Statute	Multidisciplinary team; appointments; review of records; membership	No	No - But relates to manner in which one or more agency deliverables is provided		
67	44-48-60	State	Statute	Prosecutor's review committee; scope of review; membership requirements.	No	No - But relates to manner in which one or more agency deliverables is provided		
68	44-48-70	State	Statute	Petition for probable cause determination.	No	No - But relates to manner in which one or more agency deliverables is provided		
69	44-48-80	State	Statute	Determination of probable cause; taking person into custody; hearing; evaluation. Requires notification of right to counsel.	No	No - But relates to manner in which one or more agency deliverables is provided		
70	44-48-90	State	Statute	Trial; trier of fact; continuation of trial; assistance of counsel; access of examiners to person; payment of expenses. Requires court to appoint counsel for indigent person and to authorize reasonable payment for expenses for professional expert services.	Yes	Yes	Other service or product our agency must/may provide	Legal Services

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?	<i>If yes, what type of service or product?</i>	<i>If other service or product, please specify what service or product.</i>
71	44-48-100	State	Statute	Standard for determining predator status, control, care, and treatment of person, release, mistrial procedures; persons incompetent to stand trial.	No	No - But relates to manner in which one or more agency deliverables is provided		
72	44-48-110	State	Statute	Periodic mental examination of committed persons, report, petition for release; hearing; trial to consider release. Provides for right to counsel; payment for expert services.	No	No - But relates to manner in which one or more agency deliverables is provided		
73	44-48-120	State	Statute	Petition for release; hearing ordered by court; examination by qualified expert, burden of proof. Provides for payment for expert services.	No	No - But relates to manner in which one or more agency deliverables is provided		
74	44-48-130	State	Statute	Grounds for denial of petition for release.	No	No - But relates to manner in which one or more agency deliverables is provided		
75	44-48-140	State	Statute	Restricted release of confidential information and records to agencies and Attorney General.	No	No - But relates to manner in which one or more agency deliverables is provided		
76	44-48-150	State	Statute	Evidentiary records; court order to open sealed records.	No	No - But relates to manner in which one or more agency deliverables is provided		
77	44-48-160	State	Statute	Registration of persons released from commitment.	No	No - But relates to manner in which one or more agency deliverables is provided		
78	44-48-170	State	Statute	Involuntary detention or commitment; constitutional requirements.	No	No - But relates to manner in which one or more agency deliverables is provided		
79	2017-2018 SC Appropriations Act, Parts 1A & 1B, Section 61	State	Proviso	Budgetary Expenditure and Proviso Authority	No	No - But relates to sources of funding for one or more agency deliverables		

Agency Name: COMMISSION ON INDIGENT DEFENSE

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Customer Template

Service/Product Provided to Customers	Customer Segments	<u>Specify only for the following Segments: (1) Industry; Name; (2) Professional Organization; Name; (3) Public; Demographics.</u>	Divisions or Major Programs	Description
Manages the Financial, Budgeting, Information Technology and Human Resources duties for the agency's division to include all reporting requirements by all the central service agencies, Executive and Legislature Branches of State Government.	Executive Branch/State Agencies		Administration	Establishes and monitors programs and services for the delivery of legal representation to indigent defendants in State courts
The Division of Appellate Defense represents defendants in criminal appeals to the Court of Appeals and the South Carolina Supreme Court.	General Public	Those persons that have been charged with a crime and their indigency status has been approved, so legal representation has been provided.	Division of Appellate Defense	Represents indigents in the majority of criminal appeals, including death penalty appeals before the SC Court of Appeals and the SC Supreme Court
The Division of Appellate Defense represents defendants in criminal appeals to the Court of Appeals and the South Carolina Supreme Court.	Judicial Branch		Division of Appellate Defense	Represents indigents in the majority of criminal appeals, including death penalty appeals before the SC Court of Appeals and the SC Supreme Court
The Office of Circuit Public Defenders provide legal representation to indigent defendants charged with criminal offenses in the South Carolina Court system.	General Public	Those persons that have been charged with a crime and their indigency status has been approved, so legal representation has been provided.	Office of Circuit Public Defenders	Provides a consistent and fair statewide public defender system with standards and accountability for the delivery of legal representation to indigent defendants in State courts
The Office of Circuit Public Defenders provide legal representation to indigent defendants charged with criminal offenses in the South Carolina Court system.	Judicial Branch		Office of Circuit Public Defenders	Provides a consistent and fair statewide public defender system with standards and accountability for the delivery of legal representation to indigent defendants in State courts
The Death Penalty Trial Division represents indigent defendants in death-penalty trials.	General Public	Those persons that have been charged with a Capital Crime and their indigency status has been approved, so legal representation has been provided.	Death Penalty Trial Division	The Death Penalty Trial Division represents indigent defendants in death-penalty trials as well as consulting services and defense training to other lawyers representing clients in capital trials.
The Death Penalty Trial Division represents indigent defendants in death-penalty trials.	Judicial Branch		Death Penalty Trial Division	The Death Penalty Trial Division represents indigent defendants in death-penalty trials as well as consulting services and defense training to other lawyers representing clients in capital trials.

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Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
County Governments in South Carolina	Local Government	The county governments in South Carolina work in conjunction with SCCID in providing funding the Public Defender Offices in the 16 Judicial Circuits within their counties.	1, 2
SC Court of Appeals and SC Supreme Court	State Government	The Appellate Defense Division and Death Penalty Trial Division works with the SC Court of Appeals and the SC Supreme Court to provide fair and consistent legal adjudication.	1, 2
South Carolina Judicial Department	State Government	Integration of the Office of Public Defenders into the South Carolina Judicial Departments Case Management System to allow legal case information to be accessed by the Public Defenders.	1, 2
Municipal Governments in South Carolina	Local Government	The municipal governments in South Carolina work in conjunction with SCCID and the Public Defender Offices in the 16 Judicial Circuits within their counties.	1, 2
General Public of South Carolina	Individual	Those citizens of South Carolina that have been charged with a crime and their indigency status has been approved, so legal representation has been provided.	1, 2

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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 and Report	Employee Report	SC Human Affairs Commission	State	Annually	3/31/2019	Annual EEO Personnel Report	Paper copy, South Carolina Commission on Indigent Defense
2	External Review and Report	Employee Report Data Report	SC Human Affairs Commission	State	Annually	8/15/2019	Updates or Corrections to Agency Employees Information to be used in EEO Reporting	Paper copy, South Carolina Commission on Indigent Defense
3	External Review and Report	Affirmative Action Reports	SC Human Affairs Commission	State	Annually	8/16/2019	Plan sets forth employment goals for minorities and women whose representation in the workforce is less than would be reasonably expected by availability estimates of the qualified labor pool.	Paper copy, South Carolina Commission on Indigent Defense
4	External Review and Report	Wage and Contribution Report	SC Department of Employment and Workforce	State	Quarterly	March 31 June 30 September 30 December 31	Every employer must file this report for each calendar quarter showing each employee who was in employment at any time during the quarter.	Paper copy, South Carolina Commission on Indigent Defense
5	External Review and Report	Minority Business Employment Utilization Plan	SC Department of Administration - OSMBCC	State	Annually	7/30/2019	To emphasize the use of minority small businesses by state agencies in all aspects of procurement.	Paper copy, South Carolina Commission on Indigent Defense
6	External Review and Report	Minority Business Employment Utilization Quarterly Reports	SC Department of Administration - OSMBCC	State	Quarterly	April 30 July 29 October 29 January 29	To emphasize the use of minority small businesses by state agencies in all aspects of procurement.	Paper copy, South Carolina Commission on Indigent Defense
7	External Review and Report	IT Data Collection Planning Report	SC Department of Administration - Division of Technology Office	State	Annually	8/5/2019	The report is to update DOA on any changes or updates on the agency's IT plans.	Paper copy, South Carolina Commission on Indigent Defense
8	External Review and Report	GAAP Master Control Report	SC Comptroller General	State	Annually	7/5/2019	The Master Control Report provides guidance and direction through a checklist format for the reporting package forms to be completed by the agency	Paper copy, South Carolina Commission on Indigent Defense
9	External Review and Report	GAAP Fund Balance and Net Position (Net Asset) Reporting (Package 3.20)	SC Comptroller General	State	Annually	8/23/2019	Transactions, including, but not limited to, revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable.	Paper copy, South Carolina Commission on Indigent Defense
10	External Review and Report	GAAP Operating Expenses Report (Packet 3.09)	SC Comptroller General	State	Annually	8/23/2019	GAAP require the State disclose in the Notes to its financial statements the terms of non-cancelable operating leases	Paper copy, South Carolina Commission on Indigent Defense
11	External Review and Report	GAAP Grants and Revenue Reports (Packet 3.03)	SC Comptroller General	State	Annually	9/13/2019	Accurate reporting in accordance with GAAP requires the analysis and recognition of receivables and deferred revenue in connection with grant awards and contributions.	Paper copy, South Carolina Commission on Indigent Defense
12	External Review and Report	GAAP Capital Assets (Package 3.08)	SC Comptroller General	State	Annually	9/13/2019	Ensure the accuracy of the information reported in SCEIS and to collect certain information related to capital assets which are not captured in the ASSET Module or the SCEIS General Ledger.	Paper copy, South Carolina Commission on Indigent Defense
13	External Review and Report	GAAP Accounts Payable Report (Package 3.12)	SC Comptroller General	State	Annually	9/13/2019	Accurate reporting in accordance with GAAP requires the analysis and recognition of prior year payables.	Paper copy, South Carolina Commission on Indigent Defense
14	External Review and Report	Mileage Report	SC Department of Administration	State	Quarterly	March 31 June 30 September 30 December 31	Mileage for all employees requesting reimbursement	Paper copy, South Carolina Commission on Indigent Defense
15	External Review and Report	Schedule of Federal Financial Assistance - SFFA	State Fiscal Accountability Authority - State Auditors Office	State	Annually	8/15/2019	Summary of all Federal Funds were received by SCCID for FY18-19	Paper copy, South Carolina Commission on Indigent Defense
16	External Review only	South Carolina State Auditors Office	State Fiscal Accountability Authority - State Auditors Office	State	Annually	5/13/19-6/12/2019	Audit of the agency for fiscal year 17-18	Paper copy of Audit report, South Carolina Commission on Indigent Defense

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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
17	External Review only	Information Security and Privacy Survey	SC Department of Administration	State	Annually	8/23/2019	Survey is used help provide a better understanding of the progress made in the implementation of statewide security initiatives and policies.	Copy maintained by SC Department of Administration Division of Technology Office.
18	External Review and Report	Accountability Report	SC Department of Administration - Executive Budget Office	State	Annually	9/13/2019	the Accountability Report is intended to report on an agency's performance for review by the Governor and the General Assembly. The Accountability Report provides for both a discussion of prior year expenditures and associates expenditures with prospective goals, strategies and objectives to move the agency forward in future years.	SC Department of Administration - Executive Budget Office website
19	External Review and Report	Detailed Expenditure/Revenue Reports by Circuit PCC/CID (Proviso 117.106)	South Carolina House Ways & Means and Senate Finance Committees	State	Annually	9/13/2019	All Circuit Public Defenders Offices must provide all their allocations and expenditures from the previous fiscal year that closed on June 30th	Paper copy, South Carolina Commission on Indigent Defense, Electronic copy available on the South Carolina Legislative website along with the South Carolina State Library's website
20	External Review and Report	Proviso 117.21 (Pass-Thru Funds) Legal Aid	South Carolina House Ways & Means and Senate Finance Committees	State	Twice a year	November 1 and June 30	Each organization receiving a contribution in this act shall render to the state agency making the contribution by November first of the fiscal year in which funds are received, an accounting of how the state funds will be spent, goals to be accomplished, proposed measures to evaluate success in implementing and meeting the goals, a copy of the adopted budget for the current year, and also a copy of the organization's most recent operating financial statement. The funds appropriated in this act for contributions shall not be expended until the required financial statements are filed with the appropriate state agency. No funds in this act shall be disbursed to organizations or purposes which practice discrimination against persons by virtue of race, creed, color or national origin. The State Auditor shall review and audit, if necessary, the financial structure and activities of each organization receiving contributions in this act and make a report to the General Assembly of such review and/or audit, when requested to do so by the State Fiscal Accountability Authority. From the funds an organization receives from a state agency, for accountability purposes, by June thirtieth organizations receiving contributions in this act shall submit a report to the state agency making the contribution that includes an accounting of how the funds were spent and the outcome measures used to determine the success of the stated goals. State agencies receiving such data from organizations shall forward the information to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee.	Paper copy, South Carolina Commission on Indigent Defense, Electronic copy available on the South Carolina Legislative website along with the South Carolina State Library's website
21	External Review and Report	UI Quarterly Filings	Department of Employment & Workforce	State	Quarterly	March 31 June 30 September 30 December 31	Quarterly wages of Employees of the State Agency	Paper copy, South Carolina Commission on Indigent Defense

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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
22	External Review and Report	Fines and Fees Report (Proviso 117.73)	South Carolina House Ways & Means and Senate Finance Committees	State	Annually	9/1/2019	<p>(1) the code section, regulation, or proviso that authorized the fines and fees to be charged, collected, or received; (2) the amount of the fine or fee; (3) the amount received by source; (4) the purpose for which the funds were expended by the agency; (5) the amount of funds transferred to the general fund, if applicable, and the authority by which the transfer took place; and (6) the amount of funds transferred to another entity, if applicable, and the authority by which the transfer took place, as well as the name of the entity to which the funds were transferred. The report must be posted online by September first. Additionally, the report must be delivered to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee by September first. Funds appropriated to and/or authorized for use by each state agency shall be used to accomplish this directive.</p>	Paper copy, South Carolina Commission on Indigent Defense, Electronic copy available on the South Carolina Legislative website along with the South Carolina State Library's website