

Incident Reporting Flow Chart

Included in the Department of Corrections' (SCDC) December 18, 2019 letter to the House Legislative Oversight Committee (LOC). This information was provided in response to the following question in LOC's December 2, 2019, letter to the Department of Corrections: "23. Please provide a flow chart that shows where incident reports go, from submission to resolution, within each division and facility. Please note how each submission may be made (e.g., electronic or hard copy form)."

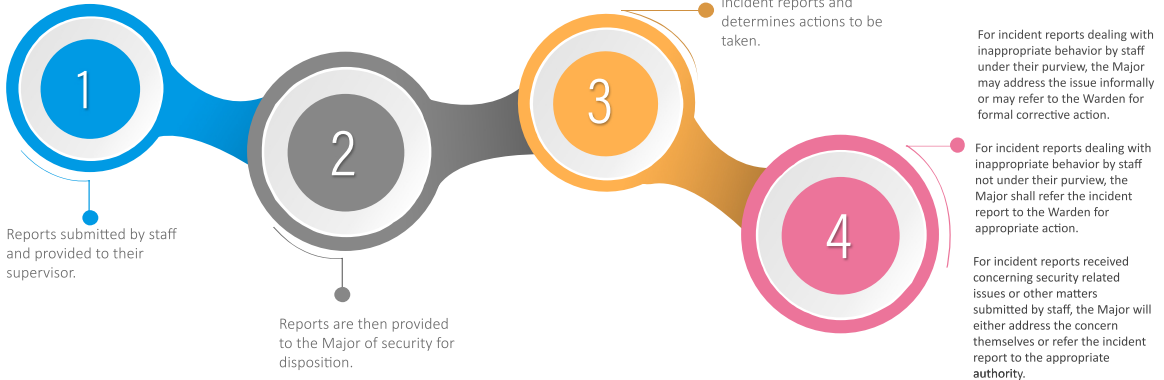
In addition to providing the information in this document, SCDC provided the following response:

- Please see attached flow chart. Incident reports at the institutions are submitted by staff and provided to their supervisor. Reports are then provided to the Major of security for disposition. The Major reviews the incident reports and determines actions to be taken. For incident reports dealing with inmates, the Major may conduct an administrative hearing or refer to a formal hearing dependent upon the circumstances of the incident. For incident reports dealing with inappropriate behavior by staff under their purview the Major may address the issue informally or may refer to the Warden for formal corrective action. For incident reports dealing with inappropriate behavior by staff not under their purview (e.g., non-uniformed staff), the Major shall refer the incident report to the Warden for appropriate action. For incident reports received concerning security related issues or other matters submitted by staff, the Major will either address the concerns themselves or refer the incident report to the appropriate authority.
- If an incident occurs in a division, it is completed by the employee and forwarded to their supervisor for review and recommendation and then provided to the Division Director for appropriate action.

Incident Reporting

Included in SCDC's December 18, 2019 letter to LOC

Institution



Division- If an incident occurs in a division, it is completed by the employee and forwarded to their supervisor for review and recommendation and then provided to the Division Director for appropriate action.

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