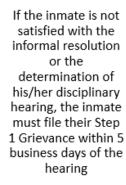
Inmate Grievance Process – Steps Explained²⁴

Inmate Grievance

Inmates must make an effort to informally resolve a grievance by submitting a Request to Staff Member to the appropriate supervisor/staff within 8 business days of the incident*

The Warden of the institution will make a determination regarding the Step 1 Grievance within 45 calendar days of receipt of the Step 1 Grievance

The Responsible
Official will make a
determination
regarding the Step 2
Grievance within 90
calendar days of
receipt of the Step 2
Grievance



If the Step 1
Grievance is denied,
the inmate is given 5
calendar days from
the date Step 1
Grievance is served
to file a Step 2
Grievance

If the Step 2
Grievance is denied,
the inmate has 30
calendar days from
the date the Step 2
Grievance is served
to appeal the
decision to the
Administrative Law
Court

*Informal resolutions are not required for disciplinary conviction appeals, custody level classification reduction reviews, grievances alleging criminal activity, PREA, or emergency grievances

²⁴ S.C. House of Representatives, House Legislative Oversight Committee, "Agency Presentation – Legal and Compliance Unit (October 1, 2019)," under "Committee Postings and Reports," under "House Legislative Oversight Committee," under "Corrections, Department of," and under "Meetings," https://scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/Corrections/SCDC%20Legal%20and%20Compliance%20Presentation%20(10.0 1.19).pdf (accessed October 18, 2019), slide 22. Hereinafter "Legal Presentation."