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December 15, 2022

ADMINISTRATIVE REGULATION NUMBER 406 **OPR: MEN'S AND WOMEN'S SERVICES**

INMATE GRIEVANCE POLICY

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes an inmate grievance system to promote institutional safety by enhancing inmate and staff communication and interactions by encouraging inmates to report incidents and promoting trust and accountability of staff.

II. POLICY

It is the policy of the ADOC to encourage the efficient, timely, and effective reporting and lowest-level administrative resolution of inmate grievances in facilities through clear and equitable administrative procedures.

III. DEFINITION(S) AND ACRONYM(S)

A. **Abandonment:** Failure by an inmate to comply with required timelines, resulting in the grievance matter being considered closed.

B. **Abuse of grievance system:** A demonstrated pattern of filing grievances in a manner other than in good faith, such as filing clearly frivolous, repetitious, or knowingly false documents or claims.

C. **Americans with Disabilities Act (ADA):** The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life.

D. **Americans with Disabilities Act (ADA) Coordinator:** A facility employee designated to ensure the ADA guidelines are followed.

E. **Appeal:** A written rejection by the inmate of a decision on his/her grievance matter and movement of the matter to the next stage of decision-making.

F. **Days:** Any references to "days" shall mean business days.

G. **Departmental Grievance Coordinator (DGC):** The employee appointed by the Commissioner or Designee who shall be responsible for the review, investigation, maintenance, and documentation of inmate grievance appeals across the ADOC.

H. **Emergency Grievance:** A grievance concerning matters which may necessitate a response outside regular policy time limits, including, but not limited to, issues alleging a substantial risk of imminent sexual or physical abuse.

I. **Exhaustion Letter:** A formal letter to an inmate from the DGC certifying that an inmate has exhausted all available administrative remedies.

J. **Gender-Responsive:** Approaches guided by research that are relational, strengths-based, trauma-informed, culturally competent, and holistic, which account for the different characteristics and life experiences of women and men and respond to their unique needs, strengths, and challenges.

K. **Grievance:** A complaint from an inmate submitted in writing or through approved electronic means (PEDs, Kiosk, etc.) concerning the substance or application of a policy or practice, any act or omission attributable to staff, vendors, volunteers, or other inmates negatively affecting the grievant and any condition or incident within the institution that negatively affects the grievant.

L. **Grievant:** An inmate who submits a problem for resolution through the grievance procedure process.

M. **Inmate:** An individual in the care, custody, and control of the ADOC housed in an ADOC facility.

N. **Institutional Grievance Clerk (IGC):** The employee(s) appointed by the Warden/Designee to handle the clerical processing of inmate grievances, maintaining the grievance log, tracking due dates, and assisting the Institutional Grievance Officer with the institutional grievance program.

O. **Institutional Grievance Officer (IGO):** The employee appointed by the Warden/Designee to review, investigate, and propose resolutions to grievances.

P. **Institutional Prison Rape Elimination Act (PREA) Compliance Manager (IPCM):** The designated person at a facility who is provided with the time, training, and authority to coordinate the facility's efforts to comply with PREA Standards.

Q. **Prison Rape Elimination Act (PREA):** A federal statute enacted in 2003 to provide for the analysis of the incidences and effects of sexual abuse in federal, state, and local institutions and to provide information, resources, recommendations, and funding to enable reviews of facility practice in order to protect individuals from sexual abuse in confinement.

R. **Reprisal:** Any retaliatory action or threat of retaliatory action against inmates or staff based upon the use of, or participation in, the grievance process.

S. **Returned:** A closure status that indicates the reason a grievance was returned to the inmate.

T. **Subject Matter Expert (SME):** ADOC staff who are familiar with a specialized area of operation within a facility, such as facilities maintenance, food service, laundry, or records.

U. **Trauma-Informed:** Approaches that incorporate the research on violence against individuals and the impact of that trauma, as well as changing or avoiding practices that can cause further trauma to the individual.

V. **Withdrawn:** Upon written notice to the IGO, the inmate may request to have his/her grievance withdrawn, resulting in the grievance matter being considered closed.

IV. RESPONSIBILITIES

A. The DGC is responsible for:

1. Coordinating with ADOC Information Technology to ensure the grievance forms are available on the inmate Personal Education Devices (PEDs).

2. Reviewing appeals from inmates that reach Step 2 (Appeal).

3. Making and documenting appeal determinations and forwarding these decisions to the Warden/Designee.

4. Collecting, analyzing, and documenting agency-wide trends on grievances and providing grievance trends on a quarterly basis to ADOC leadership.

B. The Warden/Designee is responsible for:

1. Creating Standard Operating Procedures (SOPs) to implement this AR. Wardens of female facilities shall include gender-responsive

and trauma-informed principles in institutional SOPs related to this regulation and in accordance with other mandated provisions.

2. Appointing the IGO and IGC(s).

3. Ensuring that all facility personnel strictly adhere to this AR.

4. Monitoring institutional grievance trends.

5. Determining if a grievance issue is an emergency, and if so, providing a proposed resolution to the grievant.

C. The IGO is responsible for:

1. Reviewing, investigating, considering, and responding to inmate grievances.

2. Conferring or coordinating grievance resolution with the respective supervisory official.

3. Ensuring that all inmates and facility staff receive education on the grievance procedures and this AR.

4. Overseeing the IGC(s) and performing IGC responsibilities in the absence of the IGC.

D. The IGC is responsible for:

1. Assigning each inmate grievance a number and maintaining the institutional grievance log.

2. Maintaining all files relating to inmate grievances.

3. Tracking due dates for investigation and grievance responses.

4. Ensuring that grievance forms remain stocked in all housing units and the law library.

E. SMEs are responsible for assisting the IGC(s), IGO, or DGC by answering inmate questions on a topic or providing specialized information about a topic area.

F. It is the responsibility of all ADOC employees, volunteers, persons, and organizations conducting business with the ADOC to comply with this AR and to provide information requested by the IGO, IGC, DGC, and Wardens/Designees in resolving inmate grievances.

V. PROCEDURES

A. Copies of the inmate grievance policy and relevant forms, such as the ADOC Form 406-A, Inmate Grievance form and ADOC Form 406-B, Inmate Grievance Appeal form shall be readily available to inmates in each housing unit and in the law library, and/or accessible through approved electronic means, as available.

1. Grievance boxes must be locked and accessible only by IGO, IGC(s), or the Warden/Designee. Grievance boxes shall be located in an area accessible by all inmates.

2. Grievance forms shall be available in the law library and shift office. Inmates shall have unimpeded access to grievance forms.

3. Inmates in restrictive housing shall have at least one opportunity per day to submit a grievance.

4. Inmates in restrictive housing, for the purpose of writing a grievance, shall have writing tools made available upon request.

5. Facility SOPs shall designate the frequency of grievance retrieval from designated boxes but pick up shall occur at least three (3) times each week.

B. Inmates who have physical and/or intellectual disabilities (e.g., have low vision, have literacy challenges, or who are Limited English Proficient (LEP)) will have the same access to the grievance system as all inmates. The Facility ADA Coordinator, mental health staff, or security staff shall provide resources to inmates with such needs in accessing the grievance system. This may be accomplished by contacting language translator services; enlisting the help of mental health clinicians or educators who may have specialized skills in communicating with certain inmates; and assisting inmates who may have poor writing skills with securing assistance through another staff or clergy person.

C. All inmates, regardless of physical or mental condition, disability, or security, custody, or administrative status, are entitled to file grievances.

D. An inmate may obtain assistance from another inmate in preparing a grievance. An inmate may also obtain assistance from outside resources, such as family members or attorneys. However, no person may submit a grievance on the inmate's behalf.

E. Inmates are not required to handle or discuss any grievance through a staff member who is the subject of the grievance. However, inmates are encouraged, but not required, to discuss their issue or concern with officers

and first line supervisors and attempt to have their concern handled at the lowest possible level first.

F. Staff are expected to resolve inmate complaints at the lowest level whenever possible and to be of assistance with inmate concerns that can be resolved informally and without formal grievance processes.

G. Grievances must be submitted by the inmate within ten (10) days of the incident or event. There will be no time limit imposed on when an inmate may submit a grievance regarding an allegation of sexual abuse or sexual harassment.

H. The following matters are not grievable under this policy but may be handled using a different method. Specifically excluded are:

1. Parole board decisions

2. US Mail-related issues (beyond those addressed by AR 448, *Inmate Mail)*

3. Facility assignments

4. Classification assignments

5. Disability claims (These are to be reported to the facility ADA Coordinator)

6. Monetary claims for missing or destroyed property (These are to be filed by the inmate with the Alabama Board of Adjustment)

7. Medical and mental health claims (These are to be addressed to the contracted medical provider)

8. Appeals of court ordered sentencing or sentence intent

9. Inmate phone call recordings (These are to be requested of the contracted inmate telephone provider)

I. The IGO will promptly return any grievance related to the topics above to the inmate with guidance on who to contact and how to get clarity for his or her request.

J. Staff training on the inmate grievance process shall be covered as part of initial employee orientation and in-service training.

K. IGOs shall complete in-service training on the inmate grievance process prior to being assigned to this role.

L. Reprisals are prohibited. ADOC does not tolerate any form of retaliation by inmates or staff for use of, or participation in, the grievance process. Such acts will be grounds for inmate disciplinary action, staff corrective action, possible criminal investigation, and/or prosecution of inmates or staff.

1. Grievant, related parties, or staff who experience reprisals as a result of participation in the grievance system shall notify the Warden/Designee in writing and include as much information as is known about the type of retaliation, person(s) involved, dates, and locations so that the matter can be investigated.

2. Upon receipt of the notice of reprisal, the Warden/Designee shall designate a supervisor to investigate the allegation and ensure the safety of the alleged victim.

3. The protection of the individual claiming he/she is being retaliated against shall be considered and attended to immediately.

a. The investigation of reprisal shall be initiated as promptly as possible.

b. The Warden/Designee shall review the supervisor's findings and ensure that actions have been taken to ensure that the parties are free from retaliation.

c. Any disagreements regarding the final decision by the Warden/Designee as to the actions taken or not taken may be appealed to the DGC.

M. No inmate or employee named or implicated in a grievance shall participate in any capacity (other than as a witness) in the resolution process. Grievances filed against the IGO, or other decision-making individual (such as the Warden/Designee) shall be reviewed by the next higher authority (Central Office Executive Staff). The burden to show cause for removal of an inmate or staff who is named or implicated from participation in the process lies with the inmate who filed the grievance.

N. All grievances shall be kept separate from the inmate's master file. Neither staff nor inmates shall have access to grievance records except to the extent disclosure is compelled by court order or subpoena, or as may be necessary or appropriate for clerical processing, grievance resolution or compliance monitoring. Access to the inmate grievance file is therefore limited to the IGO and IGC and their staff, IPCM, DGC, Warden, ADOC Legal Division, Law Enforcement Services Division (LESD), and ADOC's Commissioner and/ or designee(s).

O. Inmates shall only submit one issue per grievance form.

P. Inmates are prohibited from submitting more than one grievance about the same incident or issue within the ten (10) day period in which the IGO may respond. The submission of repetitive grievances from the same inmate regarding the same incident or issue may be deemed abuse of the grievance system and could result in the closure of that inmate's grievance(s), and/or disciplinary action against them.

Q. Inmate physical or mental abuse or harassment allegations made by any inmate for himself/herself or on behalf of another inmate will be accepted and converted into incident reports. The IGO shall log and expedite the forwarding of such matters to the appropriate investigative authority.

R. Grievances received by the IGO that allege sexual abuse or sexual harassment will be logged and forwarded to the IPCM for investigation, by the end of the shift, absent exigent circumstances, if not immediately upon receipt. ADOC does not have administrative procedures to address inmate grievances of this nature. All sexual abuse and harassment allegations will be taken seriously and investigated.

S. Grievances may be returned to the inmate when they do not meet the criteria for a grievable issue, if the ADOC has no control over the matter, or if they violate a submission requirement. These grievances will be logged with the reason they were returned. Reasons for being unprocessed include the following:

1. The inmate using vulgar/abusive or threatening language. Vulgar language shall be defined as overtly explicit sexual language. Profanity alone shall not constitute vulgarity; threatening language shall be defined as expressing a specific threat toward officer or other personnel;

2. The inmate using the grievance system to request help on an issue that has a different assistance or appeals method;

3. The inmate violating submission requirements, such as submitting duplicative grievances or submitting a grievance more than ten (10) days after the incident; or

4. The inmate abusing the grievance system.

T. If more than one inmate files a grievance involving the same issue, the IGO may consolidate the investigations into a single group grievance. If grievances are consolidated, the IGO will notify all individuals involved and make appropriate notes in all associated grievance response forms and files.

U. All investigative work must be completed and documented and shall follow the ADOC Form 406-E, Grievance Investigation Template.

V. Inmates may withdraw a grievance at any time by submitting ADOC Form 406-C Inmate Grievance Withdrawal Form in person to the IGO with the reasons clearly stated in the inmate's own words. Inmates who need assistance to withdraw a grievance shall be assisted by the IGO or appropriate person such as a translator. All withdrawals shall be reviewed by the Warden/Designee, and he/she may use discretion to direct that the investigation should continue. However, a grievance claiming sexual abuse or harassment, or physical abuse may not be withdrawn but will continue to be investigated.

W. A grievance is considered closed when the grievant is released from custody. However, a grievance claiming sexual abuse or harassment, or physical abuse will not be considered closed, but will continue to be investigated.

X. The IGO shall process and maintain the grievance documents in the respective file.

Y. Remedies that are dependent on SMEs, or ADOC Divisions may require additional time to be investigated and resolved. The IGO shall monitor progress of its requests.

Z. NON-EMERGENCY GRIEVANCE RESOLUTION STEPS:

1. Step One (Formal Grievance Resolution)

a. The grievance process begins when an inmate submits a completed Inmate Grievance Form 406-A . The grievance may be submitted in a manual or electronic form, as available. The grievant must submit the completed form to the IGO within ten (10) days of the incident or in cases of ongoing matters, within ten (10) days of the last incident; however, there will be no time limit imposed on when an inmate may submit a grievance regarding an allegation of sexual abuse, sexual harassment, or any verbal or physical abuse or harassment.

b. The IGO shall collect all grievance forms deposited into a secure inmate drop-box. The IGO will document all grievances received in the Institutional Grievance Log Form 406-D and will forward grievances to the appropriate supervisor or staff for investigation. The IGO may also confer with SMEs as needed.

c. In the event that a grievance filed relates to the conduct of any staff or supervisor, the grievance shall be forwarded as a "staff complaint" to the Warden/Designee for review and investigation. Additionally, any staff complaint alleging physical or sexual abuse shall also be directed to LESD.

d. The IGO shall provide a copy of the response to Step 1 to the grievant within ten (10) days of IGO receipt.

e. If the grievant rejects the decision, the grievant must submit a written Inmate Grievance Appeal Form 406-B to the IGO within (10) ten days of receiving the decision. Failure to appeal within this timeframe shall be deemed an acceptance of the decision. In instances when the inmate may have limited ability to respond (due to a sick call/medical issue, court, or other circumstances outside the inmates' control), the IGO shall make every effort to accommodate an extension.

2. Step Two (Appeal, DGC Decision & Case Resolution)

a. Within (60) sixty business days following the receipt of the appeal, the DGC shall review the matter, solicit and receive outside review by an SME as needed and make a final decision on the merits, remedies, and requests in the grievance.

b. The DGC's decisions are final and not subject to further challenge. The final decision is forwarded to the IGO by the DGC. The DGC's response shall include a statement that the grievant has fully exhausted all available administrative remedies for the particular matter grieved. The DGC will send their response to the grievant and send a copy to the IGO.

AA. EMERGENCY GRIEVANCE

1. The IGO shall log, expedite, and forward emergency grievances to the Warden/Designee. The Warden/Designee shall promptly determine if he or she agrees that the grievance qualifies as an emergency. If the matter qualifies as an emergency, the Warden/Designee shall immediately address and promptly document any such emergency and the responsive action taken. For allegations of sexual abuse or sexual harassment by another inmate, the emergency grievance shall be directed to the IPCM for resolution. Any grievance alleging physical or sexual abuse of an

inmate by staff shall be directed to LESD for resolution. For allegations of sexual abuse or sexual harassment by another inmate, or allegations of physical or sexual abuse by staff, the Warden/Designee shall take action as appropriate.

2. If the grievant accepts the emergency responsive action proposed by the Warden/Designee, the case shall be logged and closed by the IGO, and its status will indicate "Resolved." The IGO shall monitor any resolution compliance issues.

3. If the grievant rejects the responsive action, the grievant must submit ADOC Form 406-B Inmate Grievance Appeal to the IGO within 24 hours from receipt of decision. Failure to appeal within this timeframe, absent good cause, shall be deemed as abandonment of the Emergency Grievance and/or the grievant's acceptance of the decision and responsive action.

4. Appeals involving emergency grievances shall be forwarded to the DGC. The DGC shall make a decision on the emergency grievance appeal immediately if the matter is a substantiated emergency or at all times within (72) seventy-two hours. The responsive action directed shall be documented.

5. If the Warden/Designee determines that the grievance matter is not an emergency, the grievance shall be returned to the IGO for regular grievance processing. The IGO shall promptly notify the grievant of the decision.

BB. INMATE ABUSE OF GRIEVANCE SYSTEM

1. The determination as to whether an inmate's grievance-related conduct amounts to abuse of the grievance system shall not be based solely on the quantity of grievances filed by the inmate, nor whether and to what extent any grievances have been denied.

2. Abuse of the grievance system is based on a demonstrated pattern of filing grievances in a manner other than in good faith, such as filing clearly frivolous, repetitious, or knowingly false documents or claims.

3. An inmate who is suspected of abusing the grievance process shall first be interviewed by the IGO concerning the factual basis of, and the rationale for, the offending grievances.

4. The inmate's mental health status shall also be considered, in collaboration with mental health staff, in order to ensure the expectations around the inmate's behavior in abusing the grievance

system are reasonable in light of his/her mental health. If the inmate is found to be abusing the grievance system, and there are no mental health reasons for him/her not to understand what he/she is doing, he/she shall be notified by the IGO of this finding.

5. The IGO shall verbally explain to the inmate the consequences of abusing the grievance system (see item 7b below). The inmate shall be given an opportunity to withdraw any pending grievances if the inmate is found to be abusing the system and understands what he or she is doing. The interview, including any explanation provided to the inmate, shall be documented.

6. If the inmate fails to offer a valid justification for the grievance(s) and fails to agree to withdraw the offending grievance(s) after consultation with the IGO and after a finding of abuse of the system, the inmate shall be referred by the IGO to the DGC for a determination of abuse. The referral shall be documented. The IGO shall provide written notification to the inmate that the DGC is reviewing the abuse determination.

7. The DGC shall determine whether the inmate is abusing the grievance system based on the totality of the circumstances, testimony, documents, and any other evidence on hand, including notes and observations from the IGO.

   a. If the inmate is found not to be abusing the system, the matter will be closed.

   b. If he/she is found to be abusing the system, the DGC will make a decision regarding restricting the inmate's ability to lodge future grievances.

      (1) Restrictions will limit the inmate to having up to four (4) active grievances in the grievance system at one time (from the date of submission of the first grievance to the time of final decision of appeal of the first grievance), not including emergency grievances.

      (2) The inmate shall be placed on such restriction for a period of ninety (90) days from the date of determination and an incident report will be completed.

      (3) Subsequent findings of the inmate abusing the grievance system may result in restricting the inmate to have only two (2) two active

grievances, not including emergency grievances.

(4) The inmate shall be placed on such restrictions for one hundred and eighty days (180) from the date of determination and an incident report will be completed. The decision will be forwarded to the Warden/Designee.

8. The DGC shall forward the determination of abuse and the inmate's restrictions for lodging future grievances to the Warden/Designee and IGO. The IGO shall complete an incident report for Violation of Institutional Rules and Regulations regarding the finding of abuse of the grievance system.

9. During any grievance restriction period, the IGO shall return to the inmate any grievances lodged in excess of the authorized restricted amount. Grievances shall be returned in reverse order of receipt (i.e., the last ones submitted will be the first ones returned). The IGO shall document the reason for returning the grievance as "Abuse" in the log.

10. An inmate's ability to seek resolution of issues through informal processes shall not be restricted.

CC. DATA COLLECTION AND TREND ANALYSIS

On a quarterly basis, the following data shall be collected and analyzed by the DGC and reported to ADOC Executive Leadership.

1. The total number of all grievances, categorized by type.

2. The total number of grievances for sexual abuse or sexual harassment referred to the IPCM or LESD.

3. The total number of grievances for physical or verbal abuse or harassment and the outcomes.

4. The total number of emergency grievances and the outcomes.

5. The number and type of grievances referred to LESD for investigation.

DD. MEDICAL AND MENTAL HEALTH GRIEVANCES

1. Grievances about medical and mental health care are filed using a separate process provided by medical and mental health providers.

2. If an inmate grieves a medical issue using this grievance process, then the IGO shall document receipt of the grievance and the matter grieved, forward the grievance to the medical or mental health staff, document the referral, and notify the inmate that their grievance has been sent to the appropriate person.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

A. ADOC Form 406-A, *Inmate Grievance form.*

B. ADOC Form 406-B, *Inmate Grievance Appeal form.*

C. ADOC Form 406-C, *Inmate Grievance Withdrawal form.*

D. ADOC Form 406-D, *Institutional Grievance Log.*

E. ADOC Form 406-E, *Grievance Investigation form.*

VIII. SUPERSEDES

This Administrative Regulation does not supersede any existing regulation.

IX. PERFORMANCE

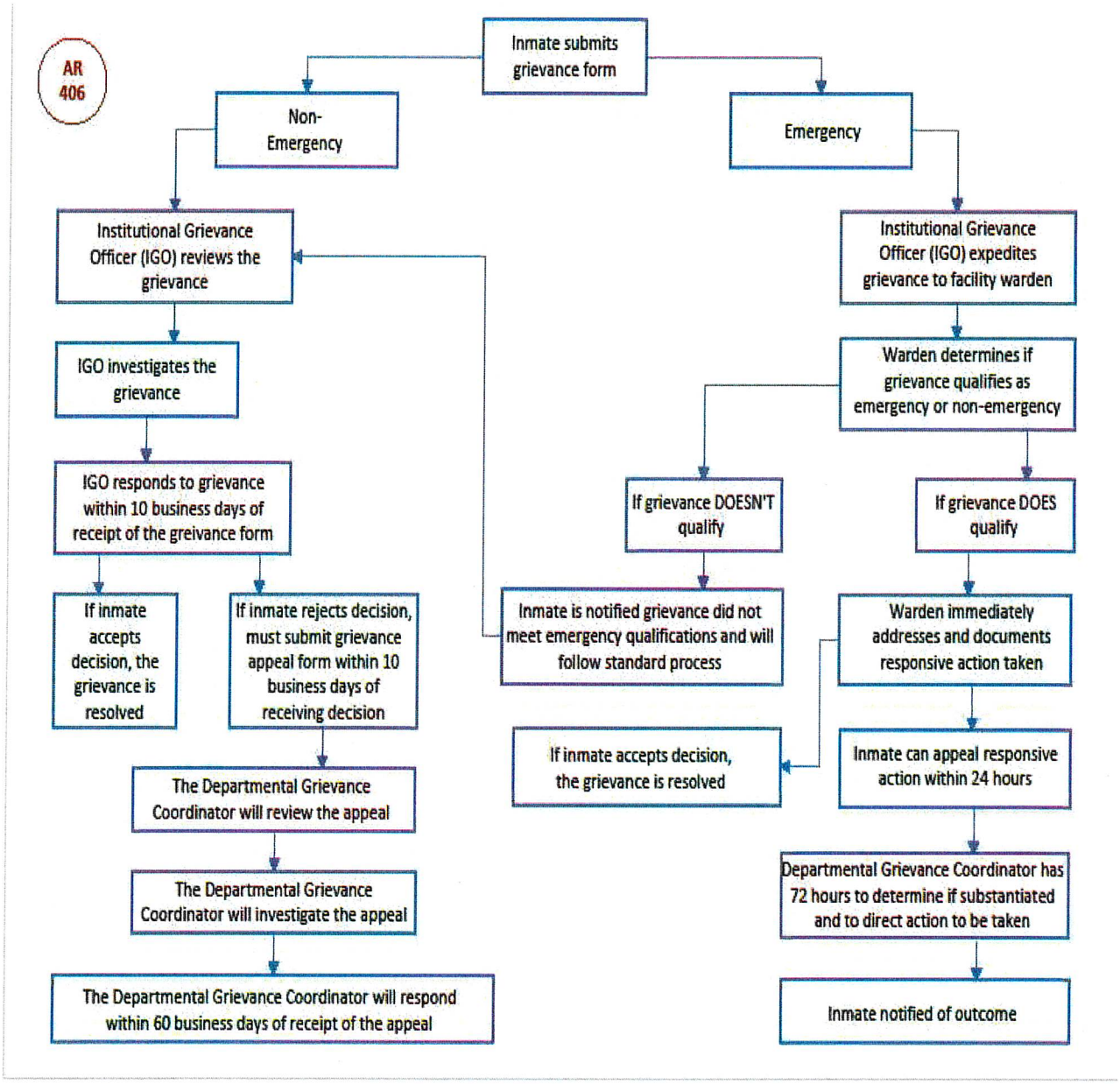
Alabama Code Section 14-1-1.1

John Q. Hamm
Commissioner

ANNEX(ES):

Grievance Flowchart

Grievance Flowchart



Annex, Grievance Flowchart

INMATE GRIEVANCE FORM

(PLEASE WRITE NEATLY SO WE CAN READ YOUR GRIEVANCE)

FROM: _____ _____ _____

NAME | AIS NO. | INSTITUTION, DORM, BED #

PART A – INMATE'S ISSUE

Describe the problem and when it happened: (attach separate piece(s) of paper if more space is needed or attach evidence or other documents).

Requested Solution:

_____ _____

Signature of Inmate | Date and time submitted

TO BE COMPLETED BY INSTITUTIONAL GRIEVANCE OFFICER (IGO)

_____ _____ _____

Grievance Number | Date and time Received | Printed Name of IGO/designee

GRIEVANCE RESPONSE DUE DATE: _____

PART B –RESPONSE TO INMATE GRIEVANCE

Summary of Response:

_____

_____ _____

DATE | IGO'S SIGNATURE

If dissatisfied with this response, you may appeal to the DEPARTMENTAL GRIEVANCE COORDINATOR. Your appeal must be received within 10 calendar days of the date of this response.

RETURN TO

_____

INMATE'S NAME | AIS NO. | INMATE'S SIGNATURE

Original: Return to Inmate

Copies: IGO, IGC, DGC, Warden/Designee, Inmate File

ADOC Form 406-A, December 15, 2022

INMATE GRIEVANCE APPEAL FORM

_____
Grievance Number

Please write neatly so we can read your appeal. One copy of completed ADOC Form 406-A (IGO's response) must be attached to this appeal.

FROM: _____ _____ _____
INMATE'S NAME AIS # INSTITUTION, DORM, BED #

PART A: REASON FOR APPEAL

_____ _____
DATE INMATE'S SIGNATURE

PART B: RESPONSE FROM DEPARTMENTAL GRIEVANCE COORDINATOR

_____ _____
COORDINATOR DATE DEPARTMENTAL GRIEVANCE

PART C: RECEIPT OF RESPONSE

RETURN TO: _____ _____ _____ _____
INMATE'S NAME DORM, BED # AIS # INSTITUTION

_____ _____
DATE INSTITUTIONAL GRIEVANCE OFFICER

Original: Return to Inmate
Copies: IGO, IGC, DGC, Warden/Designee, Inmate File

ADOC Form 406-B, December 15, 2022

GRIEVANCE WITHDRAWAL FORM

NOTE THAT NOT ALL GRIEVANCES CAN BE WITHDRAWN

TO:_____, Institutional Grievance Officer

Institution:

_____

(Attach a copy of ADOC Form 406-A, Inmate Grievance with this Withdrawal Form)

I,_____, AIS No._____, have decided to voluntarily withdraw my grievance,____#_____. I have decided this by my own freewill and am not under coercion, duress, threat, or promise. If I choose to, I may re-submit my grievance. Just because I withdraw my grievance does not mean any investigation of this grievance by I&I will end.

Signature: _____ Date: _____
(Inmate)

Printed Name: _____
(Inmate)

Signature: _____ Date:_____
(Institutional Grievance Officer)

Printed Name: _____

Original: Return to Inmate
Copies: IGO, DOC, Inmate File

ADOC Form 406-C, December 15, 2022

INSTITUTIONAL GRIEVANCE LOG

Month/Year_____

Institution _____

Grievance #	Inmate Name	AIS#	Date Submitted	Grievance Issue	Emergency Yes or No	Rejected and Why OR Accepted and Proposed Resolution	Proposed resolution provided to inmate date	Inmate accepted resolution yes or no

ADOC Form 406-D, December 15, 2022

Grievance Investigation Form

Date Inv. Initiated: _____

Investigator name: _____ Date of Inv. Closure: _____

Inmate's name:	AIS #:
Date grievance filed:	Grievance number:

Evidence Collection

Issue(s) presented by Inmate for resolution:
Relief requested by Inmate:
Evidence collection (receipts, property lists, policy, video/camera footage, or other paperwork):

Statement from witness(es) _____ (staff or other named inmates.)

Grievance Investigation Form

Statement from witness(es) _____ (staff or other named inmates)

Statement from Subject Matter Expert (SME)

Applicable Policy/Procedure

Additional Notes

Grievance Investigation Form

Analysis and basis for the conclusion

Investigator Signature: _____ Date: _____

ADOC Form 406-E December 15, 2022

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