



**DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION  
DETENTION SERVICES- STEP 2 NON-DISCIPLINARY GRIEVANCE APPEAL**

Facility:     Alexander       Buncombe       Cumberland       Gaston       New Hanover  
                  Perquimans       Pitt               Richmond       Umstead       Wake

If you wish to appeal the response to your Non-Disciplinary Grievance to the Facility Director/Designee, please fill out this form and submit it to staff. You will receive an answer from the Facility Director/Designee within 3 days, excluding weekend and holidays.

**STATEMENT OF APPEAL:**


\_\_\_\_\_  
Signature of Juvenile Filing Appeal / Date      Signature of Staff Receiving Appeal / Date

**RESPONSE FROM FACILITY DIRECTOR**


\_\_\_\_\_  
Signature of Juvenile

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Facility Director/Designee

\_\_\_\_\_  
Date

Original: Central Office      Copy: Juvenile File      Copy: Facility File



DEPARTMENT OF JUVENILE JUSTICE  
AND DELINQUENCY PREVENTION

**CONFIDENTIAL**

**DETENTION SERVICES- NONDISCIPLINARY GRIEVANCE REPORT**

If you have a complaint or grievance, fill out this form and give it to the human services coordinator within 24-hours of the incident. You will receive a response within two days, excluding weekends and holidays. If you are not satisfied with the response you may appeal the grievance, within 24-hours, to the facility director who will answer your grievance within three days, excluding weekends and holidays.

**PRINT YOUR NAME:**

**STEP 1: STATEMENT OF GRIEVANCE**

- Write down what you think the problem is.

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- Write what you have done to try to resolve the problem.

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- Write what you think should be done to prevent it from happening again.

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Signature of Juvenile Filing Grievance/Date

Signature of Staff Receiving Grievance /Date

**RESPONSE TO GRIEVANCE**

This grievance has been reviewed and the finding is as follows:

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Signature of Juvenile Filing Grievance/Date

Signature of Staff Reviewing Grievance /Date