Date Received at Step I _____________ Grievance Identifier: _____________

Be brief and concise in describing your grievance issue. If you have any questions concerning the grievance procedure, refer to PD 03.02.130 and OP 03.02.130 available in the prison Law Library.

Name (print first, last) _____________ Number _____________ Institution _____________ Lock Number _____________ Date of Incident _____________ Today’s Date _____________

What attempt did you make to resolve this issue prior to writing this grievance? On what date? If none, explain why.

State problem clearly. Use separate grievance form for each issue. Additional pages, using plain paper, may be used. Four copies of each page and supporting documents must be submitted with this form. The grievance must be submitted to the Grievance Coordinator in accordance with the time limits of OP 03.02.130.

Grievant’s Signature _____________

RESPONSE (Grievant Interviewed? □ Yes □ NO If No, give explanation. If resolved, explain resolution.)

Respondent’s Signature _____________ Date _____________
Reviewer’s Signature _____________ Date _____________

Respondent’s Name (Print) _____________ Working Title _____________
Reviewer’s Name (Print) _____________ Working Title _____________

Date Returned to Grievant: _____________
If resolved at Step I, Grievant sign here. Resolution must be described above. Grievant’s Signature _____________ Date _____________

DISTRIBUTION: White, Green, Canary, Pink — Process to Step One; Goldenrod — Grievant