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| MICHIGAN DEPARTMENT OF CORRECTIONS IBC - Bellamy Creek Correctional Facility OPERATING PROCEDURE | EFFECTIVE DATE | NUMBER |
| | 10/15/2012 | 03.02.130 |
| SUBJECT PRISONER GRIEVANCE FORM DISTRIBUTION AND AVAILABILITY | SUPERSEDES OP IBC 03.02.130 (08/15/11) | |
| | AUTHORITY PD 03.02.130 | |
| | ACA Standards | |
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OBJECTIVE:

To establish a mechanism for ensuring grievance forms are made available to prisoners in the housing units and the institution upon request.

INFORMATION:

This procedure establishes a guideline for replenishing grievance forms on a regular basis in the housing units. It is essential that these forms remain available.

FORMS USED:

CSJ-247A Prisoner/Corrections Client Grievance Form
Unnumbered Housing Unit Grievance Distribution Checklist

PROCEDURE:

WHO

DOES WHAT

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| Grievance Coordinator | 1. | Prepares weekly grievance packets for each floor in the housing units, segregation units and Dormitory. Packets are given to all RUMs who then give them to the ARUS/PC who distribute them to the floor officers and when the ARUS/PC are doing rounds hand them to the prisoner upon request. |
| | 2. | Records number of forms (247A) distributed to the units on the housing unit distribution checklist. Upon completion signs and dates and files checklist. |
| ARUS/PC, Unit Officers, & Grievance Coordinator | 3. | Ensures that grievances are supplied upon prisoner request. At no time (except when on modified access) will a prisoner be denied access to these forms. They are to be kept at the unit officer's stations, and in ARUS's/PC's offices and Grievance Coordinator's office. |
| Prisoner | 4. | Requests only form(s) needed to address his grievance(s). |
| | 5. | If a prisoner has any problem obtaining grievance forms he should <u>write</u> the Grievance Coordinator and explain what the problem is to the Grievance Coordinator. |