



**MISSISSIPPI DEPARTMENT
OF
CORRECTIONS**

**POLICY NUMBER
20-08**

AGENCY WIDE

GRIEVANCE PROCEDURES

**INITIAL DATE
01-15-1998**

ACA STANDARDS: 2-CO-3C-01, 4-4284, 4-ACRS-6B-03

**EFFECTIVE DATE
03-21-2008**

STATUTES: 47-5-801

NON-RESTRICTED

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POLICY:

It is the policy of the Mississippi Department of Corrections (MDOC) to maintain a written offender grievance procedure.

DEFINITIONS:

Administrative Remedy Program (ARP) - A program by which an offender may request administrative remedy for situations arising from policies, conditions, or events within the MDOC that affect them personally.

PRECEPTS:

Administration of Correctional Agencies (Central Office): **Written agency policies provide inmates/juveniles/residents with the following:**

- access to courts
- access to counsel
- access to law library
- access to programs and services
- access to media
- procedures that reasonably ensure the safety and well-being of offenders
- procedures for searches
- procedures for disciplinary actions
- grievance procedures
- freedom from racial, ethnic, gender, and religious discrimination [2-CO-3C-01]

Adult Correctional Institutions: **There is a written inmate grievance procedure that is made available to all inmates and that includes at least one level of appeal [4-4284].**

Adult Community Residential Services: **A grievance procedure that includes at least one level of appeal is available to all offenders. The grievance procedure is evaluated at least annually to determine its efficiency and effectiveness. The quantity and nature of offender grievances are aggregated and analyzed annually [4-ACRS-6B-03].**

The Commissioner will ensure the Deputy Commissioner of Institutions and the Deputy Commissioner of Community Corrections or designees establish procedures to ensure grievance procedures are implemented and maintained. The grievance procedure will include at least one level of appeal. It will be made available to all offenders and evaluated at least annually to determine its efficiency and effectiveness. The Mississippi Department of

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41 Corrections has established the Administrative Remedy Program (ARP) to facilitate this
 42 program.

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 44 The Deputy Commissioner of Community Corrections or designee will ensure that probationers
 45 and parolees are informed of the ARP at their initial interview.



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 47 Inmates may request administrative remedy for situations arising from policies, conditions, or
 48 events within the department that affect them personally including, but not limited to:

- 49
 50 • Lost property claims
 51 • Staff conduct
 52 • Conditions of confinement
 53 • Policy and procedure
 54 • Reprisals for using this process
 55 • Mail and packages
 56 • Classification (to include discipline)
 57 • Discrimination based on offender's race, ethnicity, gender or religion

58
 59 The quantity and nature of offender grievances are aggregated and analyzed annually.

60
 61 **DOCUMENTS REQUIRED:**

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 63 As required by this policy and through the chain of command.

ENFORCEMENT AUTHORITY		
All standard operating procedures (SOPs) and/or other directive documents related to the implementation and enforcement of this policy will bear the signature of and be issued under the authority of the Deputy Commissioner of Institutions and the Deputy Commissioner of Community Corrections.		
Reviewed and Approved for Issuance		3/21/08
	General Counsel	Date
		03/21/08
	Commissioner	Date