

MISSISSIPPI DEPARTMENT OF CORRECTIONS

NUMBER MSP - 03 - 474

FIRST STEP RESPONSE FORM

Type or use ball point pen. You must return your response to the Legal Claims Adjudicator within 10 days of the date the request was initiated.

TO: J Offender's Name and Number 32c Housing Unit

FROM: kt Person to whom 1st Step is Directed 3-7-03 Title/Location

I, kt counseled with offender Harper regarding his complaint dated 11-10-00 about a state coat and winter underwear due the heating system not being sufficient. Offender Harper stated he is all right now, that was long ago. I notice at this time that offender Harper had a coat. Offender Harper said he has no problem now.

3/7/03 Date [Signature] Signature

If you are not satisfied with this response, you may go to STEP 2 by filling out the second step section of Form ARP-1 and sending the pink copies of ARP-1 and ARP-2 to the Superintendent. It must be received in the Superintendent's office within 5 days of the date of this response.

INSTRUCTIONS TO RESPONDENT: Send original along with STEP 3 and STEP 2 copies to the Legal Claims Adjudicator. Keep Respondent's copy. **NOTE:** A copy of all documents referenced in the response must be attached and returned to the Legal Claims Adjudicator.

INSTRUCTIONS TO OFFENDER: This original is for you to keep.

OFFENDER'S ORIGINAL