



**INMATE GRIEVANCE APPEAL FORM**

<b>Grievance Directed to: (check one)</b>	
<input type="checkbox"/>	<b>Warden/CEO (First Appeal)</b>
<input type="checkbox"/>	<b>WDOC Director (Second Appeal)</b>

Inmate Name: \_\_\_\_\_ WDOC # \_\_\_\_\_  
 Institution: \_\_\_\_\_ Unit/Cell: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Grievance # \_\_\_\_\_

**Provide a clear, straightforward statement of the problem.  
 You may provide up to two (2) additional pages if necessary.**

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**Give a description and dates of your efforts to resolve the problem by talking to staff, completing an inmate communication form, and filing an inmate grievance. Include reason(s) why the result was not satisfactory.**

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**Provide a clear statement of exactly what relief or remedy is expected.**

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**Inmate Signature:** \_\_\_\_\_

<b>Administrative Use</b>	
Grievance Number:	



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	Inmate Grievance Appeal Form	Last Revised: 02/27/07

## INSTRUCTIONS FOR INMATE GRIEVANCE APPEAL FORM

- After attempting to resolve a problem in accordance with the grievance process, a grievant may file a Grievance Appeal using the form on the reverse side of this page: WDOC Form #322, *Inmate Grievance Appeal Form*.

### **Grievance Appeals to Warden/CEO (First Appeal)**

- A grievance appeal must FIRST be directed to the Warden/CEO of the correctional institution.
- Grievance appeals to either the Warden/CEO will not be accepted or processed if they are not on the approved WDOC Form #322, or if they exceed the space authorized by the form.
- The WDOC Form #322 must be submitted to the correctional facility grievance manager together with a copy of the initial inmate grievance (WDOC Form #321, *Inmate Grievance Form*), attachments and response, within seven (7) calendar days of the receipt of the initial grievance response. If the grievance appeal is not received by the grievance manager within seven (7) calendar days of the date the inmate grievance response was received by the inmate, the grievance appeal will not be accepted and will be returned to the grievant with a statement of same.
- Grievance appeals which are not submitted on WDOC Form #322 shall be returned to the grievant. Failure to submit the grievance appeal on the proper form shall not extend the seven (7) calendar day filing timeline.
- The grievance appeal should include all currently known facts and information regarding the complaint, including pertinent dates, times, references to the rule book, documents and other information which will fully explain the problem. HOWEVER, additional evidence or information not included in the initial inmate grievance will NOT be considered, unless such evidence or information was unavailable or unknown at the time of the initial inmate grievance. Inmates may also include voluntary written comments regarding the grievance from other offenders and/or staff as attachments to their grievance appeal.
- The grievance appeal form must be placed in a sealed envelope addressed to the grievance manager. The envelope should be clearly marked "INMATE GRIEVANCE APPEAL" and "CONFIDENTIAL" on the outside. The envelope may be placed into the secure designated receptacle in the correctional facility for pickup and processing by the grievance manager and/or his/her support staff or given to the control center or other appropriate staff person for delivery to the grievance manager.
- A written decision by the Warden/CEO or their designee will be given to the offender within thirty (30) calendar days after receipt of the grievance appeal, unless an extension has been agreed to by the grievant or unless the grievant has been notified in writing of an extension of time for response.

### **Grievance Appeals to the Director (Second Appeal)**

- If an offender is dissatisfied with the grievance appeal decision of the Warden/CEO or did not receive an appeal response from the Warden/CEO within thirty (30) calendar days, the grievant may file an appeal to the Director, using the form on the reverse side of this page: WDOC Form #322, *Inmate Grievance Appeal Form*.
- The WDOC Form #322 must be submitted to the Director together with the initial inmate grievance (WDOC Form # 321, *Inmate Grievance Form*), attachments and response, and the grievance appeal to the CEO/Warden (WDOC Form #322, *Inmate Grievance Appeal Form*) attachments and response, within ten (10) calendar days of the receipt of the Warden/CEO's grievance appeal response. No additional information may be submitted.