	<b>DEPARTMENT OF PUBLIC SAFETY</b> <b>DEPARTMENT ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	EFFECTIVE DATE: April 7, 2020	POLICY NO.: COR.12.03
		SUPERSEDES (Policy No. & Date): COR.12.03 & 07/01/2015	
SUBJECT: <b>INMATE GRIEVANCE PROGRAM</b>		Page 1 of 13	

## 1.0 PURPOSE

The purpose of the Inmate Grievance Program is to allow an inmate under the jurisdiction of the Department of Public Safety (PSD) to seek a formal and constructive process to address inmate complaints relating to any aspect of his/her conditions of confinement through a credible, confidential, and independent administrative remedy process.

## 2.0 SCOPE

This policy applies to all correctional facilities. To the extent any individual facility's policy conflicts with the statewide policy, COR.12.03 shall control.

## 3.0 REFERENCES, DEFINITIONS AND FORMS

### .1 References

1. Prison Litigation Reform Act (PLRA) of 1995, 42 U.S.C. §1997e.
2. Department of Public Safety (PSD), Policy and Procedures (P & P), ADM.08.08: Prison Rape Elimination Act (PREA).
3. PSD, P & P, COR.12.02: Inmate Legal Activities.
4. PSD, P & P, COR.12.04: Access to Ombudsman.
5. PSD, P & P, COR.14.27, Inmates with Disabilities.
6. *Woodford v. Ngo*, 548 U.S. 81 (2006)

### .2 Definitions

- a. ADA (Americans with Disabilities Act): Federal civil rights law prohibiting discrimination based on disability.
- b. Emergency Grievance: An expedited process for grievances of an exigent nature requiring a timelier handling than would ordinarily occur with routine processing of grievances.
- c. Facility Inmate Grievance Officer (FIGO): Facility Warden's special designee that is specifically trained by the IGS to execute, control, monitor, and report on the inmate grievance and appeals process at the facility.

**NOT-CONFIDENTIAL**

PSD  P & PM	<b>SUBJECT:</b>  <b>INMATE GRIEVANCE PROGRAM</b>	<b>POLICY NO.:</b> <b>COR.12.03</b>
		<b>EFFECTIVE DATE:</b> <b>April 7, 2020</b>
		<b>Page 2 of 13</b>

- d. Grievance: A written complaint concerning an inmate's conditions of confinement, treatment, frustrations and claimed rights' violations.
- e. Inmate Grievance Specialist (IGS): IIO staff specifically assigned to execute, control, monitor, and report on the Inmate Grievance and Appeals Process at the Branch/Program and facility level of management.
- f. Prison Litigation Reform Act of 1995 (PLRA): A Federal law enacting requirement for Suits by Prisoners.
- g. PSD Inmate Grievance and Appeals Officer (IGAO): An independent authority within PSD responsible for the development and maintenance of a credible and impartial administrative remedy process for inmates.
- h. Retaliation: Any unauthorized or improper action or threat of action against an inmate based upon the inmate's appropriate use of or participation in the grievance process.

.3 Forms

- a. PSD 8215, Administrative Remedy Form (attached).

**4.0 POLICY**

- .1 The Inmate Grievance Program (IGP) applies only to inmates incarcerated at correctional facilities operated by the PSD in the State of Hawaii and incidents arising while an inmate is at a PSD operated correctional facility. The IGP process requires that the inmate is currently incarcerated.
- .2 IGP shall be the means for receiving, processing, and resolving inmate complaints, including but not limited to policies, procedures, practices, regulations, conditions and staff conduct.
- .3 Inmates who have such complaints are required to utilize the IGP to address any complaints or concerns.
- .4 FIGOs shall document all levels of the grievance program and IGSs should monitor inmate grievances and responses. IGS shall be designated to process Grievance at an assigned correctional facility.

**NOT-CONFIDENTIAL**

PSD  P & PM	<b>SUBJECT:</b>  <b>INMATE GRIEVANCE PROGRAM</b>	<b>POLICY NO.:</b> <b>COR.12.03</b>
		<b>EFFECTIVE DATE:</b> <b>April 7, 2020</b>
		<b>Page 3 of 13</b>

- .5 An inmate shall not be subject to discipline or retaliation for invoking his/her right to file an Inmate Grievance.
- .6 It should be noted that any inmate Grievance that is based on a Prison Rape Elimination Act (PREA) definition of sexual abuse or sexual harassment must be assessed based on the PREA Standards reference in Section 12 of this policy.
- .7 Inmates must exhaust their administrative remedies before filing litigation for claimed violations of **federally** protected prisoner rights (See PLRA of 1995, 110 Stat. 1321-73, as amended, 42 USC§ 1997e (2002)).

## **5.0 PROCEDURES**

- .1 Administration of System
  - a. The Inspections and Investigations Officer (IIO) shall serve as the Director's designee responsible for the planning, coordination, monitoring, evaluation, and reporting on all aspects of this program.
  - b. Under the direct supervision and general guidance of the IIO Officer, the Inmate Grievance Specialist (IGS) is responsible for the implementation, coordination and operations of the Inmate Grievance Program at all correctional facilities.
  - c. The IGS is responsible for executing procedures and providing guidance for receiving, recording, reviewing, investigating, assigning and/or responding to inmate grievances and/or appeals submitted by an inmate.
  - d. Facilities with a designated Facility Inmate Grievance Officer (FIGO), the FIGO will officially acknowledge receipt of a grievance or an appeal by:
    1. Returning a receipt (goldenrod copy of PSD 8215) to the inmate;
    2. Creating a file for each grievant, which will ultimately include the investigation and all responses.
    3. When an inmate is transferred to a Hawaii facility, the grievance record will be forwarded to the receiving facility.

**NOT-CONFIDENTIAL**

PSD  P & PM	<b>SUBJECT:</b>  <b>INMATE GRIEVANCE PROGRAM</b>	<b>POLICY NO.:</b> <b>COR.12.03</b>
		<b>EFFECTIVE DATE:</b> <b>April 7, 2020</b>
		<b>Page 4 of 13</b>

- e. Inmates are responsible to use this program in good faith and in an honest, respectful and straightforward (to the point) manner. Any substantiated abuse of this program may result in disciplinary action and/or process restrictions.
- f. Inmate grievances are considered confidential. Access to records and files of complaints/grievances shall be determined by the IIO Office in compliance with existing regulations, legal requirements, and HRS Chapter 92F.
- g. All copies of inmate grievances and appeals are to be maintained either in electronic or hard copy format. These document will be maintained for a minimum of three (3) years, after the final response is issued to the grievant.
- h. Grievances accepted for formal processing shall also be entered into the Corrections Information Management System (CIMS), currently referred to as Offendertrak.
- i. Retaliation or reprisals against an inmate for using the grievance program is strictly prohibited and may be subject to disciplinary action.

**.2 Assistance**

An inmate may obtain assistance from institution staff or another inmate with proper authorization by the Warden in preparing a grievance or an appeal. However, no person may submit a grievance or appeal on another inmate's behalf, with the exception of a PREA allegation (See Section 5.8 of this policy). All non-PREA related grievances or appeals must be penned by the grievant or the authorized designee as approved by the Warden. The time spent in obtaining assistance may not be considered as a valid reason for exceeding the time limit for submission.

**.3 Informal Resolution**

- a. An informal resolution attempt is encouraged and should be handled at the lowest operational level, but this is not mandatory. An informal resolution is not applicable to emergency grievances.
- b. The informal resolution process is available to inmates through in-person discussion/consultation or via a written inmate request form with

**NOT-CONFIDENTIAL**

PSD  P & PM	<b>SUBJECT:</b>  <b>INMATE GRIEVANCE PROGRAM</b>	<b>POLICY NO.:</b> <b>COR.12.03</b>
		<b>EFFECTIVE DATE:</b> <b>April 7, 2020</b>
		<b>Page 5 of 13</b>

the appropriate facility staff member.

- c. Staff and inmates involved in informal resolutions should attempt to make an effort to resolve grievances at this level.
- d. Informal resolutions should be handled without unnecessary delay, and within policy established time frames. Inmates should view the grievance and appeals process as a last resort after all other informal means for resolution have been exhausted.

**.4 Filing Procedures**

**a. Submission**

The deadline for submittal of the inmate Grievance is fourteen (14) calendar days from the date on which the basis of the complaint/grievance occurred.

**b. Extension**

If the inmate demonstrates a valid reason for a delay in writing, an extension in filing time may be allowed by the IGS/FIGO. In general, a valid reason for delay is a situation which prevented the inmate from submitting the grievance within the established time frame. Valid reasons for delay include the following:

1. An extended period in-transit during which the inmate was separated from documents needed to prepare the grievance or appeal.
2. An extended period of time during which the inmate was physically incapable of preparing a grievance or appeal.
3. An unusually long period taken for informal resolution attempts; and unavailability of grievance forms.
4. The inmate is responsible for submitting verification for any claimed reason for delay.
5. Any time delay in receiving a reasonable modification and/or auxiliary aid or service for an inmate with a disability.

**NOT-CONFIDENTIAL**

PSD  P & PM	<b>SUBJECT:</b>  <b>INMATE GRIEVANCE PROGRAM</b>	<b>POLICY NO.:</b> <b>COR.12.03</b>
		<b>EFFECTIVE DATE:</b> <b>April 7, 2020</b>
		<b>Page 6 of 13</b>

c. Form

The inmate shall obtain PSD 8215, Administrative Remedy Form from staff. The form is to be completed legibly with all required identifying information filled in. The inmate shall clearly state the complaint in the space provided on the form. The inmate should submit one copy of supporting exhibits if the exhibits are to be considered in the investigation of the grievance.

If applicable, the inmate should attach a copy of the informal resolution attempt as part of the grievance form. All exhibits will not be returned with the response. The inmate is encouraged to retain a copy of all exhibits for his or her personal records. The inmate shall date and sign the grievance/appeal and deposit it in the mail receptacle in its entirety.

1. **Relevant Grievable Issues:** The inmate may only file "one issue" on each Inmate Grievance form. If there are a reasonable number of closely related issues, then it may be submitted on "one" grievance form.

An Inmate Grievance that is submitted with multiple unrelated issues should be rejected and returned without response, however the inmate will receive notice that the inmate shall be advised to use a separate form for each unrelated issue. The grievance must be individual in nature, regardless if others may be similarly affected.

2. **Exceptions to the Initial Filing:** If the inmate reasonably believes the issue is sensitive, the inmate's safety or well-being would be placed in danger if the grievance became known at the facility level, then inmate may submit the grievance directly to the appropriate branch or division administrator in a sealed envelope marked "Confidential".
3. **Emergency Grievances:** Grievances of an exigent nature requiring an immediate resolution or a more expedited process may be given emergency status, and put on a fast-track process.

No stage of the grievance program should be deleted as each step provides a level at which administrative action can be taken however, each step can be accelerated.

**NOT-CONFIDENTIAL**

PSD P & PM	<b>SUBJECT:</b>  <b>INMATE GRIEVANCE PROGRAM</b>	<b>POLICY NO.:</b> <b>COR.12.03</b>
		<b>EFFECTIVE DATE:</b> <b>April 7, 2020</b>
		<b>Page 7 of 13</b>

Emergency grievances might include, but would not be limited to grievances related to:

- a) Emergency medical treatment;
- b) Fire/life-safety issues;
- c) Claims concerning missed release dates;
- d) The risk of death or serious harm, and
- e) Other matters for which delay would significantly prejudice or harm the inmate, if not immediately resolved.

4. **Appeals:** An inmate who is not satisfied with the response received may submit an Appeal to the next step within five (5) calendar days from the date of receipt. The inmate shall submit a written statement, or other method of communication approved, regarding the basis of the appeal by addressing the response rendered.

The first level of review for the Inmate Grievance is the Section Supervisor, the next level for appeal is the Warden/Branch/Core Program Administrator and the final review level is the Division Administrator (DA). The decision of the DA shall be final and the ultimate recourse in the Administrative Remedy Process.

5. **Receipt of Acknowledgment:** The inmate shall acknowledge receipt of responses at all steps. An inmate's failure to sign receipt of the response will end the grievance process for that particular issue.

When a Receipt of Acknowledgment (ROA) is sent through confidential mail, the inmate is required to sign, date, and return the ROA prior to any appeals being accepted. Failure to sign and date the ROA will be the same as "refusing to sign," thereby ending the grievance/appeal process for that particular issue.

.5 Resubmission

- a. **Rejections:** The IGS/FIGO, at any level, may reject and return to the

**NOT-CONFIDENTIAL**

PSD  P & PM	<b>SUBJECT:</b>  <b>INMATE GRIEVANCE PROGRAM</b>	<b>POLICY NO.:</b> <b>COR.12.03</b>
		<b>EFFECTIVE DATE:</b> <b>April 7, 2020</b>
		<b>Page 8 of 13</b>

inmate without response a grievance or an appeal that is written by the inmate in a manner that is obscene or abusive, or fails to meet any other requirements of this policy.

- b. **Notice:** When a grievance is rejected, the inmate shall be provided a written notice, signed by the IGS/FIGO explaining the reason for the rejection. If the defect on which the rejection is based on is correctable, then the notice shall inform the inmate of a reasonable time extension within which to correct the defect and resubmit the grievance or appeal.
  - 1. Submissions that are too sensitive to be made known at the facility level are not to be returned to the inmate. The inmate will only receive a rejection notice and any other rejected submissions will be returned to the inmate with the rejection notice.
  - 2. Defects such as a failure to sign a submission, failure to submit the required copies of a grievance, appeal or attachments, or failure to enclose the required single copy of lower level submissions are examples of correctable defects. Five (5) calendar days from the date of the notice to the inmate is deemed a reasonable period for resubmission.
- c. **Appeal of Rejections:** When a grievance or appeal is rejected and the inmate is not given an opportunity to correct the defect and resubmit, the inmate may appeal the rejection to the Inspections and Investigations Officer. Rejections for non-compliance with this policy cannot be appealed.

.6 Response Time

- a. If accepted, a grievance is considered filed on the date it is logged into the Corrections Information Management System as received by FIGO or IGS. Once filed, a response shall be made within twenty (20) working days. The initial step assignment is determined by the subject matter of the complaint.
- b. If the grievance is determined to be of an emergency nature, which threatens the inmate's immediate health or welfare, the response shall be no later than three (3) calendar days after filing. This equates to the inmate receiving a response in three (3) days.

**NOT-CONFIDENTIAL**



PSD  P & PM	<b>SUBJECT:</b>  <b>INMATE GRIEVANCE PROGRAM</b>	<b>POLICY NO.:</b> <b>COR.12.03</b>
		<b>EFFECTIVE DATE:</b> <b>April 7, 2020</b>
		<b>Page 9 of 13</b>

- c. If the time period for response to a grievance is insufficient to make an appropriate decision, the time for response may be extended once by twenty (20) working days.
- d. Staff shall respond in writing to all filed and assigned grievances. If the inmate does not receive a response within the time allotted by this policy for a reply, including extensions, the inmate may consider the absence of a response as a denial at that level. The result is that the inmate is free to proceed to the next step and no response will be forthcoming to the unanswered step/appeal.
- e. Inmates have five (5) calendar days to file an appeal to the Warden/Branch/Core Program Administrator upon their receipt of a denial from the Section Supervisor. The Warden/Branch/Core Program Administrator has twenty (20) working days to respond to the appeal.
- f. Inmates have five (5) calendar days to file an appeal to the Division Administrator (DA) upon their receipt of a denial from the Warden/Branch/Core Program Administrator. The DA has twenty (20) working days to respond to the appeal.
- g. Appeals to the DA shall be the final and ultimate recourse in the Administrative Remedy Process. If the twenty (20) working days has lapsed without a response, including any extension period, the grievance/appeal process will be considered exhausted.
- h. The above lapse and lack of a response begins the time and clock for the inmate to seek review of the "final and ultimate recourse in the Administrative Remedy Process" through the legal system.

.7 Grievability

Inmates shall not be allowed to file grievances on State and Federal Court decisions; laws and regulations; Parole Board decisions, Hawaii Paroling Authority (HPA) staff, and/or HPA board members, final and ultimate recourse in the Administrative Remedy Process by Division Administrators, Deputy Directors, and/or the: Director of PSD; Department Policy and Procedures and agencies outside the exclusive jurisdiction of PSD Corrections Division.

**NOT-CONFIDENTIAL**

PSD  P & PM	<b>SUBJECT:</b>  <b>INMATE GRIEVANCE PROGRAM</b>	<b>POLICY NO.:</b> <b>COR.12.03</b>
		<b>EFFECTIVE DATE:</b> <b>April 7, 2020</b>
		<b>Page 10 of 13</b>

If an inmate raises an issue in a grievance or appeal that involves negligence and cannot be resolved through the Administrative Remedy Process, the respondent will refer the inmate to the administrative tort claim procedure with the Department of Accounting and General Services. It should be noted that any form of monetary compensation is not an option or appropriate resolution for the Inmate Grievance Program or the Administrative Remedy Program.

**.8 PREA Standards for Sexual Abuse or Sexual Harassment**

- a. PSD, P & P, COR.12.03, Inmate Grievance Program outlines the administrative procedures available to offenders for reporting incidents of sexual abuse, sexual harassment, or retaliation. (PREA Standard §115.52 a)
- b. This section is an addendum to COR.12.03, Inmate Grievance Program as it relates to PREA incidents. PREA mandates that there shall be “no time limits or deadlines” for filing a grievance that is reporting an alleged incident of sexual abuse.
  1. PSD shall not restrict the processing of an offender grievance regarding an allegation of sexual abuse.
  2. The filing period set forth in COR.12.03, Inmate Grievance Program is still applicable to any portion of the grievance that does not allege an incident of sexual abuse. The offender must still comply with appeal filing requirements as set forth in COR.12.03.
  3. PSD shall not require an offender to utilize the informal grievance process for grievances alleging incidents of sexual abuse.
  4. The statutory or legal provisions germane to the statute of limitations are applicable to any civil action in a court proceeding. (§115.52 b)
- c. An offender may submit an offender grievance alleging sexual abuse without submitting it to the staff member, who is the subject of the complaint. This grievance shall not be referred to the staff member, who is the subject of the grievance complaint. (§115.52 c)
- d. PSD's grievance policy and timelines may differ from the PREA requirement that a decision on the merits of any grievance or portion of a

**NOT-CONFIDENTIAL**

<b>PSD</b>  <b>P &amp; PM</b>	<b>SUBJECT:</b>  <b>INMATE GRIEVANCE PROGRAM</b>	<b>POLICY NO.:</b> <b>COR.12.03</b>
		<b>EFFECTIVE DATE:</b> <b>April 7, 2020</b>
		<b>Page 11 of 13</b>

grievance alleging sexual abuse be made within ninety (90) days of the filing of the grievance.

1. Computation of the PREA 90-day time period does not include time consumed by offenders in preparing any administrative appeal.
  2. PSD may claim an extension of time to respond, of up to seventy (70) days, if the normal time period for response is insufficient to make an appropriate decision. PSD shall notify the offender in writing of any such extension and provide a date by which a decision will be made. (§115.52 d)
  3. At any level of the administrative process, including the final level, if the offender does not receive a response within the time allotted for reply, including any properly noticed extension, the offender may consider the absence of a response to be a denial at that level. (§115.52d)
- e. PSD permits third parties, including fellow offenders, staff members, family members, attorneys, and outside advocates, to assist offenders in filing requests for administrative remedies relating to allegations of sexual abuse and they may file such requests on behalf of offenders.
1. If a third party files such a request on behalf of an offender, the facility may require as a condition of processing the request that the alleged victim agree to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process.
  2. If the offender declines to have the request processed on his or her behalf, PSD shall document the offender's decision on PSD 8317, PREA Mandated Reporting Form, which shall be forwarded to the Department PREA Coordinator via email, fax, or mail within three (3) days. (§115.52 e)
- f. PSD's current Grievance policy establishes procedures for filing an Emergency Grievance alleging that an offender is subject to a substantial risk of imminent sexual abuse. This section is intended to supplement the Inmate Grievance policy by requiring that:
1. An initial response is provided within forty-eight (48) hours.

**NOT-CONFIDENTIAL**

PSD  P & PM	<b>SUBJECT:</b>  <b>INMATE GRIEVANCE PROGRAM</b>	<b>POLICY NO.:</b> <b>COR.12.03</b>
		<b>EFFECTIVE DATE:</b> <b>April 7, 2020</b>
		<b>Page 12 of 13</b>

- 2. After receiving an emergency grievance alleging an offender is subject to a substantial risk of imminent sexual abuse, the PSD staff member shall immediately forward the grievance or any portion thereof that alleges the substantial risk of imminent sexual abuse to a level of review where immediate corrective action may be initiated.
  - 3. PSD shall issue a final agency decision within five (5) calendar days. The decision shall include a determination as to whether the offender is at substantial risk of imminent sexual abuse and it shall describe the action taken in response to the emergency grievance. (§115.52 f)
  - g. PSD may initiate a misconduct violation against an offender for filing a grievance or reporting related to alleged sexual abuse or sexual harassment, when PSD demonstrates that the offender filed the grievance or report in bad faith. (§115.52 g)
- .9 ADA Grievance Procedure For Inmates With Disabilities
- a. PSD, P & P, COR.12.03, Inmate Grievance Program outlines the administrative procedures available to offenders for reporting discrimination based on a disability under the ADA.
  - b. This section is an addendum to PSD, P & P, COR.12.03, Inmate Grievance Program as it relates to the ADA. The ADA mandates that there shall be no time limits or deadlines for filing a grievance for reporting an alleged incident of discrimination based on disability.
    - 1. PSD shall not restrict the processing of an offender grievance regarding an allegation that involves discrimination based on a disability.
    - 2. Any filing period set forth in this policy is still applicable to any portion of the grievance that does not allege a claim of discrimination based on a disability.
    - 3. PSD shall not require an offender to utilize the informal grievance process for grievances alleging discrimination based on disability.
  - c. An offender may submit a grievance alleging discrimination based on disability without submitting it to any staff member who may be the subject of the complaint. The grievance shall not be referred to the staff member

**NOT-CONFIDENTIAL**

PSD P & PM	<b>SUBJECT:</b>  <b>INMATE GRIEVANCE PROGRAM</b>	<b>POLICY NO.:</b> <b>COR.12.03</b>
		<b>EFFECTIVE DATE:</b> <b>April 7, 2020</b>
		<b>Page 13 of 13</b>

who is the subject of the grievance complaint.

d. Grievances filed for ADA incidents shall be reviewed by the following:

1. Step I: Initial Grievance: Statewide ADA Corrections Coordinator;
2. Step II Appeal: Civil Rights Compliance Officer;
3. Step III Final Review: Institutions Division Administrator.

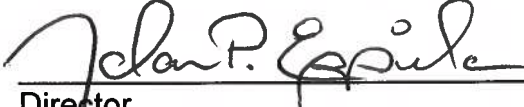
e. In accordance with PSD, P & P, COR.14.27, Inmates with Disabilities, inmates with disabilities may receive auxiliary aides and services and/or reasonable modifications to this policy in order to have access to, and participate in, the grievance process.

APPROVAL RECOMMENDED:

  
Deputy Director for Corrections

April 7, 2020  
Date

APPROVED:

  
Director

April 7, 2020  
Date

**NOT-CONFIDENTIAL**

STATE OF HAWAII – DEPARTMENT OF PUBLIC SAFETY  
ADMINISTRATIVE REMEDY FORM

Do Not Write in this Space  
OFFICIAL USE ONLY  
Date Received: \_\_\_\_\_  
Date Logged: \_\_\_\_\_  
Date Returned: \_\_\_\_\_  
Response Due: \_\_\_\_\_

(This Control No. Must  
Accompany All Appeals)

NAME: \_\_\_\_\_ SID: \_\_\_\_\_

HOUSING: \_\_\_\_\_ CONTROL NO: Step 1 \_\_\_\_\_  
Facility Module/Unit/Block/Cell Step 2 \_\_\_\_\_

- TO: (Step) 1. \_\_\_\_\_ Section supervisor/Inmate Grievance Specialist  
2. \_\_\_\_\_ Appeal Branch/Core Program Administrator/Inmate Grievance Specialist  
3. \_\_\_\_\_ Appeal Institutions/Core Program Division Administrator/Inmate Grievance Specialist

I attempted to solve this problem through informal discussion with: \_\_\_\_\_ on \_\_\_\_\_  
Resolution could not be obtained because: \_\_\_\_\_

Subject cannot be resolved informally because: \_\_\_\_\_  
Attachments included: (must submit signed verification of informal resolution sought) \_\_\_\_\_

**STATEMENT OF COMPLAINT/GRIEVANCE:**

**RESOLUTION SOUGHT:**

\_\_\_\_\_  
INMATE SIGNATURE

\_\_\_\_\_  
DATE

**RESOLUTION: (Do Not Write In This Space. OFFICIAL USE ONLY)**

\_\_\_\_\_  
SIGNATURE OF RESPONDENT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

Appeals must be filed within five (5) calendar days upon receipt. Signed & dated ROAs must be returned. Step 3 responses are final.

\_\_\_\_\_  
INMATE ACKNOWLEDGED RESPONSE

\_\_\_\_\_  
DATE

WHITE/File

CANARY/Inmate Answer

PINK/Respondent

GOLD/Inmate Receipt

PSD 8215 (2/2011)