

**MCF-\_\_\_\_\_ Office Memorandum**

Date: 00/00/2020

To: Name

From: Name, Grievance Coordinator

**RE: Grievance – Refer to Policy #303.100** (See Chain of Command on back side of this memo.)

The grievance you submitted will not be entered as a formal grievance for the reason(s) listed below:

- \_\_\_\_\_ You must file your grievance within 30 calendar days from the date the incident occurred.
- \_\_\_\_\_ You did not follow the instructions on the grievance form. No more than the grievance form may be used to state your grievance.
- \_\_\_\_\_ You did not attach copies of **ALL** Kite responses you received in the Chain of Command. The Grievance process is to be used **AFTER** you have exhausted the Chain of Command. **You must write to one person at a time and wait until you have received a response from that person before writing to the next staff.** Once all kite responses have been received you can forward those with the grievance to me. **(Allow one calendar week for each staff to respond before writing to the next person.)**
- \_\_\_\_\_ You indicated that you verbally spoke with staff. This is not proof that you tried to resolve the issue informally. **You need to write a kite listing your issue and have staff fill out the response portion stating they spoke with you and what the outcome was. Include a copy of their response with your grievance.**
- \_\_\_\_\_ You did not fill out the appropriate form. You need to submit your issue/concern on a blue grievance form.
- \_\_\_\_\_ You can only list one issue per grievance.
- \_\_\_\_\_ This is not an issue you can grieve. This issue already has an appeal process in place that you must follow or is an issue outside the scope of the DOC. Decisions from the related appeal process are final and cannot be grieved to the warden. Discipline and Treatment are examples of issues that have their own appeal processes in place and cannot be grieved. Sentence/records information you believe to be incorrect is not within the MN DOC’s control. Refer to policy for more information.
- \_\_\_\_\_ Your grievance contained a threat of bodily harm or did not use respectful appropriate language.
- \_\_\_\_\_ Your grievance raises an issue you have already grieved in a pending or resolved grievance.
- \_\_\_\_\_ Your grievance is not clear to me or was illegible. Please write legibly and be more concise regarding what your issue/concern is and/or what you are expecting for a resolution.
- \_\_\_\_\_ Once the warden has answered your grievance, you can appeal the warden’s decision through the grievance appeal authority at the MN DOC Central Office if you are not satisfied with the warden’s response.

Additional Comments:

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