Grievance Management Placement Form

Today's Date: **Facility:** Choose an item.

IP Name: **OID:**

Grievance Coordinator:

Criteria for placing Incarcerated Person on Grievance Management (Check all that apply):

- ☐ Submitted more than four returned grievances in a 30-day period:
  - Number:
  - Starting Date:
- ☐ Filing multiple grievances/grievance appeals about same issue or about multiple individuals regarding same issue.
- ☐ Filing multiple grievances/grievance appeals raising issues that cannot be grieved.
- ☐ Filing grievances/grievance appeals that are vague/frivolous/intended to harass.
- ☐ Filing repeated grievances/grievance appeals that continually meet the return criteria in section B of policy.

Explain:

List dates received for each grievance related to this grievance management recommendation.

Approved: ☐ **Yes** ☐ **No**

Assistant Commissioner Signature: _____ Date:

Grievance Management Placement Date: End Date:

Date Incarcerated Person Notified:

Grievance Management Extension:

☐ Filed Emergency Grievance – Ruled by Grievance Authority to be non-emergency.

Date Received:

Extension Approved: ☐ **Yes** ☐ **No**

Assistant Commissioner Signature: _____ Date:

Grievance Management Extension - End Date:

Date Incarcerated Person Notified of Extension:

Instructions for Grievance Management Documentation:

1. After the grievance management placement form and the grievance management memo have been approved and signed by the assistant commissioner, scan and save to Grievance files.

2. Log the grievance management placement on the grievance management log (Smartsheet) and upload the grievance management placement form, all corresponding grievances, and the grievance management notification memo.

3. Send the grievance management notification memo to the incarcerated person notifying them of placement on grievance management.

4. If an extension is requested/granted:
    - Use the saved Word form from the original grievance management request.
    - Complete the bottom portion for the extension.
    - Save the revised grievance management determination form as a new document and add "Extension 1", "Extension 2", etc. to file name.
    - Upload the extension form to the grievance management log.
    - Adjust the grievance management log:
        - When entering an extension, enter a "1" in the "non-emergency grievances submitted" column.
        - The revised projected end date will automatically update in the log.
        - If the incarcerated person submits another emergency grievance which is deemed non-emergency resulting in another extension, change the "1" to "2" and so on, in the grievance management log.
        - The projected end date will automatically update each time the number of non-emergent grievances submitted is changed in the grievance management log.
    - Send the grievance management notification memo to the incarcerated person informing them of the grievance management extension and the new end date.