

## MCF - Choose an item. Office Memorandum

Date:

To: , OID#

From: , Assistant Commissioner

### RE: Grievance Management Placement Notification – Refer to Policy #303.100

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You have violated policy 303.100 Grievance Procedure, as indicated below, which is grounds to be placed on grievance management.

- You have filed more than four grievances within 30 calendar days
- You have filed multiple grievances/grievance appeals about the same issue or about multiple individuals regarding the same issue.
- You have filed multiple grievances/grievance appeals raising issues that cannot be grieved.
- You have filed 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 the policy.

List relevant criteria from section B of the policy:

Grievance Management Placement Date:

Projected End Date:

### RE: Grievance Management Extension Notification

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- You have filed an emergency grievance that has been determined by the assistant commissioner to be non-emergency. Your grievance management period will be extended for an additional 30 calendar days.

For each non-emergency grievance filed within the grievance management period, the period may be extended an additional 30 calendar days.

Grievance Management Extension Projected End Date:

Additional Comments:

Placement on grievance management is considered a staff directive. Failure to comply may result in discipline.

For more information, refer to policy 303.100 Grievance Procedure or see reverse side for Section J., Grievance Management.

Dist. Original - Incarcerated person  
Copy - Case Manager, file

## J. Grievance Management

1. Incarcerated people may be placed on grievance management for an initial period of not more than 90 calendar days if they abuse or misuse the grievance process by:
  - a) Filing an excessive number of grievances (more than four) in a 30-day period;
  - b) Filing multiple grievances or grievance appeals about the same issue or about multiple individuals regarding the same issue;
  - c) Filing multiple grievances and/or grievance appeals raising non-grievable issues;
  - d) Filing grievances or grievance appeals that are vague, frivolous, or intended to harass; or
  - e) Filing repeated grievances or grievance appeals that continually meet the return criteria in section B of the policy.
2. A recommendation to place an incarcerated person on grievance management may be submitted only by the facility grievance authority and must include a list of the grievances forming the basis and reason for the recommendation. The assistant commissioner or designee, or deputy commissioner of the client services and supports division, determines when grievance management is appropriate.
3. Once placed on grievance management, an incarcerated person is immediately notified in writing of the determination, including a list of grievances upon which the determination was based.
4. While on grievance management, an incarcerated person may submit emergency grievances only to the facility grievance coordinator for review and approval by the warden or designee, assistant commissioner of facilities, or deputy commissioner of the client services and supports division, before they may be filed, accepted, and processed.
  - a) The incarcerated person filing the grievance must designate the grievance as an emergency on the Facility Grievance form.
  - b) The incarcerated person must demonstrate the factors creating a substantial risk of physical injury or other serious, irreparable harm to the incarcerated person if the emergency grievance is processed according to standard time limits.
  - c) When an incarcerated person is filing an emergency grievance, the normal chain of command requirements are waived. For further details, see section G of the policy.
  - d) If an incarcerated person on grievance management submits emergency grievances that are non-emergency, as determined by the warden or designee, assistant commissioner of facilities, or deputy commissioner of the client services and supports division, grievance management may be extended by 30 days for each submitted non-emergency grievance.
  - e) The warden or designee, assistant commissioner of facilities, or deputy commissioner of the client services and supports division determines if the proposed emergency grievance meets the threshold for an emergency grievance. The facility grievance coordinator must notify the incarcerated person if the proposed emergency grievance has been accepted and, if not, the reasons for denial.