

OFFENDER GRIEVANCE PROGRAM HANDOUT

WHAT IS THE OFFENDER GRIEVANCE PROGRAM?

The Offender Grievance Program is a system that provides a way for every offender to have his/her grievance heard and dealt with in a fair and consistent manner. Offenders and employees/contract staff are encouraged to attempt to resolve problems informally as part of their routine interaction.

WHAT ITEMS ARE GRIEVABLE?

- Policy or lack of policy
- Actions by employees, contract staff, volunteers, and other offenders
- Any form of sexual assault, abuse, or misconduct
- Retaliation against you for your good faith effort in participating in the grievance process

WHAT ITEMS ARE NOT GRIEVABLE?

- Any procedure that has a formal appeal process
- State/federal law and court decisions
- Indeterminate Sentence Review Board decisions
- Classification and disciplinary decisions
- Risk Management decisions

See the Offender Grievance Program Manual for additional items.

HOW DO I FILE A GRIEVANCE?

To initiate the process, you will need to review the Offender Grievance Program Manual and complete DOC 05-165 Offender Complaint, which are available in all facilities and Field Offices. Page 16 of the Offender Grievance Program Manual provides instructions on how to complete the form.

There are specific requirements for all offenders and slightly different procedures if you are in a Prison or Work Release, or on community supervision.

ALL OFFENDERS:

- You can only grieve an incident, policy, or practice that affects you personally and over which the Department has jurisdiction.
- Complaints must be filed within 20 days of the incident.
- Before you submit a complaint, first try to resolve the issue informally.

If you are in a PRISON or WORK RELEASE: Most locations have a grievance box to collect your complaint and/or appeal. If your location does not have a box, there will be envelopes available and you can either ask your Counselor to mail it to the Grievance Coordinator or to put into the *Grievance Box* for you.

If you are on COMMUNITY SUPERVISION: Complete DOC 05-165 Offender Complaint and mail it to:

**Department of Corrections
Grievance Program Manager
Offender Grievance Program
PO Box 41129
Olympia, WA 98504-1129**