

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE:	MAY 04, 2021
NUMBER:	N.1.G
SUBJECT:	GRIEVANCE PROCEDURE

PROCEDURE

Grievances will be addressed in accordance with DSB Policy and Procedures Section N.1.

I. RETRIEVAL OF INMATE GRIEVANCES

It will be the responsibility of the assigned area Sergeant once per shift, to retrieve all inmate grievances from the locked boxes located inside the housing modules at the George Bailey Detention Facility (GBDF).

II. PENDING GRIVANCES

- A. At the beginning of each shift the Central Control deputy will print the “Pending Inmate Grievance” JIMS Web report and provide it to the Watch Commander for review.
- B. The Watch Commander will make entries into the Watch Commander Log indicating what follow up action was taken for each pending grievance.