

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE:	APRIL 26, 2021
NUMBER:	N.3.G
SUBJECT:	INMATE REQUEST FORMS

PROCEDURE

Inmate requests, medical requests and grievance forms will be placed in each module and made available for all inmates.

I. INMATE REQUEST FORMS

Inmates shall place completed forms in the designated boxes located in each module or give the forms to the appropriate staff member. Deputies will remove the inmate requests from the designated boxes during night count and respond to those requests in an efficient and expeditious manner. The requests beyond the scope and/or control of the deputy will be forwarded to the appropriate location prior to the end of shift.

II. MEDICAL REQUEST FORMS

The inmate will complete the request and place it in the designated (Red) medical request box, located in each module dayroom. Someone from GBDF Medical staff will check each module's medical request box on a nightly basis. All requests shall be collected and handled accordingly.

III. GRIEVANCES

Grievances shall be collected once per shift by the area sergeant; see related sections DSB N.1 and GBDF green sheet N.1.G.