

**SDSD Detention Services Bureau—San Diego Central Jail Green Sheet**

<b>DATE:</b>	<b>March 7, 2022</b>
<b>NUMBER:</b>	<b>N.1.C.1</b>
<b>SUBJECT:</b>	<b>GRIEVANCE PROCEDURE</b>

**PROCEDURE**

At least once each shift, the movement and security sergeants will retrieve all Incarcerated person grievances from the designated receptacles located inside the housing modules at the San Diego Central Jail (SDCJ).

The following procedures will be adhered to when processing incarcerated person grievances:

- Individuals may deposit a grievance into the box in the housing module labeled "INCARCERATED PERSON GRIEVANCES". The designated sergeant will collect the grievances from these boxes. Individuals may also give a grievance directly to any deputy.
- The watch commander and the processing sergeant will review the pending grievance report in the Jail Information Management System (JIMS) each shift.
- The watch commander and the processing sergeant will ensure any stale grievances are resolved by the responsible party.