

**SDSD Detention Services Bureau—South Bay Detention Facility Green Sheet**

<b>DATE:</b>	NOVEMBER 9, 2021
<b>NUMBER:</b>	N.1.S
<b>SUBJECT:</b>	GRIEVANCE PROCEDURE

**PROCEDURE**

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

**I. RETRIEVAL OF INCARCERATED INDIVIDUAL GRIEVANCES**

It will be the responsibility of the assigned Sergeant/Watch Commander or designee to once per shift, retrieve all incarcerated individual grievances from the locked boxes located inside the housing modules at the South Bay Detention Facility (SBDF).

**II. PENDING GRIVANCES**

- A. At the beginning of each shift the Control deputy will print the “Pending Incarcerated Individual 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.