

**SIXTH JUDICIAL DISTRICT  
DEPARTMENT OF CORRECTIONAL SERVICES**

**FORM 115A-17**

OFFENDER GRIEVANCE PROCESS - FIELD SERVICE

Offenders under the supervision of the Department of Correctional Services have the right to file a written statement disagreeing with any aspect of supervision by Department staff. The offender may use this process without fear of prejudicing their treatment by Department staff. Grievances are considered an administrative process, attorneys are therefore precluded. The responder may designate another Department staff to assist those offenders who cannot understand the issues or who otherwise cannot represent themselves.

**PROCEDURE:** The following is the procedure for filing a grievance:

Step 1 - A written grievance is presented to staff within thirty (30) working days of the incident upon which the grievance is based or knowledge thereof.

Step 2 - Staff who receives the grievance routes it to the immediate supervisor of the supervising staff member.

Step 3 - Within ten (10) working days of receipt, the supervisor makes a decision to the corrective action sought and provides a written response to the offender, except as noted below. The response includes instructions explaining how the offender may refile the grievance if not satisfied with the response.

Step 4 - The offender may submit the grievance to the division manager in writing within five (5) days of notification of the decision at the previous step. The division manager responds in writing within ten (10) working days except as noted below.

Step 5 - The offender may submit the grievance to the assistant director in writing within five (5) days of notification of the decision at the previous step. The assistant director responds in writing within ten (10) working days except as noted below.

If the responder is not able to address the offender's concerns within the established time frames (administrative conflicts, additional time required for investigation, etc.), these reasons are noted, as well as a time frame for when the response will be forthcoming, in writing and provided to the offender within ten (10) working days of receipt of the grievance.

If the offender fails to file the grievance within established time limits the process is terminated and the Department assumes the grievant is satisfied with the last response. If Department responders fail to respond to the grievant within established time frames the corrective action sought by grievant is considered denied and the offender may proceed immediately to the next step.

Conditions imposed by Department staff which are the subject of the grievance are maintained during the grievance process.

Concurrently, or after exhausting the Department grievance procedure, the offenders may contact the Office of the Ombudsman, (Citizens Aid), Ola Babcock Miller Building, 1112 E. Grand Avenue, Des Moines, IA 50319, (515-281-3592).

**I HAVE READ AND/OR HAVE HAD READ TO ME THIS OFFENDER GRIEVANCE PROCESS AND DO UNDERSTAND WHAT IT SAYS AND WHAT IT MEANS. I CERTIFY THAT I HAVE RECEIVED A COPY OF THIS DOCUMENT.**

SIGNED \_\_\_\_\_  
Offender

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_  
Department Staff

DATE \_\_\_\_\_

