

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURES MANUAL

CHAPTER 5 - DISCIPLINARY/RULES
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DATE
1-12-17

INMATE GRIEVANCE

POLICY

Any inmate may file a grievance relating to any conditions of confinement.

DEFINITIONS:

CONDITIONS OF CONFINEMENT: Include but are not limited to: medical care, classification actions, disciplinary actions, program participation, telephones, mail, visiting procedures, food, clothing, or bedding.

GRIEVANCE FORM: A three-page form initiated by the inmate. Grievances are resolved at the lowest level and may be appealed through the chain of command until a resolution is found.

LINE OFFICER: is a Pod Deputy or MRD

PROCEDURE

Grievance forms will be placed and maintained in Booking and all Pods of the Marin County Jail. Grievance forms will be placed in a location, which will allow all inmates to anonymously obtain a form without asking a Line Officer. If needed, a Line Officer will instruct all inmates how to fill out the form and who to give it to upon completion.

The Line Officer who receives the grievance form will complete the top portion and immediately give the back copy, (pink copy) to the inmate, (as a receipt). The Line Officer will then complete the "Line Officer Response" section of the grievance. If the inmate is satisfied with the Line Officer's response, the white original and remaining copies are forwarded to the Administrative Secretary and filed. If a Line Officer receives a grievance form that is reporting a PREA incident, that form shall be forwarded to the on-duty Booking or Housing Sergeant for follow-up as soon as practical.

If the inmate is not satisfied with the Line Officer's response or the Line Officer is unable to rectify the problem, the grievance is forwarded to the Housing Sergeant. The Sergeant will write their response in the appropriate space and return the forms to the inmate. If the inmate is satisfied, with the response from the Sergeant, the inmate is given the yellow copy and the white original is sent to the Administrative Secretary to file.

If the inmate requests a further appeal, both copies are sent to the Operational Lieutenant. The Lieutenant writes his/her response in the appropriate space and returns the yellow copy (final disposition) to the inmate. The white original is routed to the Administrative Secretary where it will be filed.

RELATED STANDARDS

Title 15, Article 6, Section 1073
Marin County Sheriff's Office. General Orders, GO-05-27

DATE REVISED

08-03-94

01-12-17

By order of

RICK NAVARRO

BUREAU COMMANDER