

EMERGENCY OR FORMAL GRIEVANCE SUBMISSION FORM

Emergency Grievance Filing Timelines: as soon as possible | **Staff Response:** supervisor response within 8 hours

Formal Grievance Filing Timelines: within 14 business days of the informal resolution **Staff Response:** within 20 business days of filing

Grievance Type: **Emergency** **Formal**

Incarcerated Individual Name: _____ DOB: _____

Facility/Field Office: _____ Living Unit: _____ Date: _____

Did you file an informal complaint about this issue?

Yes With whom? _____ When (date)? _____ **(attach the completed informal complaint)**

No **This form may not be accepted.** Please file an informal complaint on this issue or describe the emergency below.

Describe your Formal Grievance/Emergency Grievance

Describe:

If an Emergency, check below all that apply:

- Staff Misconduct Threat of Death or Injury Threat of Disruption of Facility or Field Operations
- A need for Speedy Resolution to ensure Meaningful Action is Possible.

Did you accept this grievance: Yes No If No, Why? _____

Staff Member Accepting Grievance: _____ Date: _____ Time: _____

(Print and Sign Name)

Staff Must Immediately Notify CFSS of Emergency Grievance and hand it to them.

Is this an Emergency?

No Please treat this form as a formal grievance Yes

Supervisor's Response: _____

Supervisor's Signature: _____ Date: _____ Time: _____

CC: two copies to Incarcerated Individual, one copy to Grievance Coordinator for data entry into OMS.