

Sheriff Tully + L  
Reviewed \_\_\_\_\_  
Effective Date 10/20/20  
Revised \_\_\_\_\_

**Burleigh Morton Detention Center**  
**Policy and Procedure**  
**Grievances**  
**Reference: ND Jail Standard 91**

**I. POLICY**

It is the policy of the Burleigh Morton Detention Center that when an inmate feels that they have been dealt with unfairly, they will have access to a grievance process with established forms for documentation, and a review procedure. All documentation for every grievance process shall be retained in the facility records.

Staff may not retaliate against inmates who file grievances.

When possible, the officer involved should attempt to settle the problem without making the inmate feel that they must file a grievance. If this cannot be accomplished, the following procedure will be used.

**II. PROCEDURE**

- A. At the inmates request they shall be provided with the grievance form to document their concerns. All grievances must be filed by the inmate within 24 hours of the event that prompted the complaint. Inmates may not file grievances as a collective group. Each inmate must file their own personal documentation of their concerns.
- B. After the inmate has completed the grievance form, it is to be turned into the floor officer. All grievances are to be signed, dated, and time stamped by the receiving officer. Grievances shall be scanned into the jail records management system. The officer shall deliver the grievance to the supervisor/s without unreasonable delay, within the staffing shift that it was received.
- C. The shift supervisor shall attempt to settle the grievance as soon as practical.
- D. If no resolution is attained the supervisor shall without delay, forward the grievance and follow up documentation to the Detention Captain for the final appeal review.
- E. The Detention Captain shall review the grievance within a reasonable period of time and make a recommendation for any corrective actions needed.
- F. In the absence of the Detention Captain, the Detention Lieutenant may review the grievance for the final appeal.

- G. After completion of the grievance process, a copy of the documentation with the findings and the disposition of any appeal shall be placed in the inmate's file. A copy of the documentation will be provided to the inmate, with delivery acknowledged indicated by the inmate's signature on the form.
- H. If the individual being grieved against is not an employee of the Burleigh Morton Detention Center, the grievance shall be forwarded to the appropriate authority for disposition.
- I. Substantiated grievances concerning staff misconduct shall be submitted in their completion to the Detention Major and the Detention Administrator.