

IDAHO DEPARTMENT OF CORRECTION  
Grievance Transmittal Form

Facility: IMSI

Date: 02-26-20

To: Offender Name: Irving  
Institution, Housing Unit, & Cell: IMSI B0 54a

IDOC Number: 82431

From: To Young

Grievance Coordinator  Other

The attached form is being returned without action being taken because:

- You did not submit the grievance within 30 days of the incident.
- You did not submit the appeal within 14 days of the review authority's decision.
- The form is not handwritten (it cannot be typed).
- The form is not legible.
- You did not include with the grievance an answered or signed *Offender Concern Form(s)* that shows your attempts to resolve the issue informally with applicable staff.
- You have three (3) open/active grievances (including appeals) in the system, which is the maximum number you are allowed.
- You have raised more than one specific issue.
- The grievance does not contain a reasonable and clear description of the problem.
- The grievance does not describe how you tried to resolve the issue informally.
- The grievance does not contain specific information such as dates, places, and names.
- Your description of the problem is not written in or within the appropriate area on the form. (Written comments must not exceed the space designated for writing comments.)
- The grievance is not written in a civil, concise, or understandable language; or it is not to the point. (Grievances cannot contain vague issues/complaints, personal attacks, or harass staff members.)
- You did not suggest a solution.
- You did not sign the form.
- You cannot submit your appeal until the grievance decision is rendered.
- The issue <sup>is currently</sup> was previously grieved under grievance number: IM 20000055.
- The issue/complaint is not grievable as indicated in standard operating procedure 316.02.01.001, *Grievance and Informal Resolution Procedures for Offenders*, and must be addressed as follows: \_\_\_\_\_
- You cannot grieve the length of your sentence or a decision that is under the jurisdiction of the court or Idaho Commission of Pardons and Parole.
- This problem is beyond the Idaho Department of Correction's (IDOC's) control.
- Other (must be approved by the review or appellate authority): This grievance is too similar to your other one; however, when you receive your response (the other is due 3/1/20) and you still feel the need to appeal then you may attach these documents.