



# Idaho Department of Correction Grievance Form

Offender Name: IRVING, PATRICK SEAN

Location: IMSI

Offender Number: 82431

Number: IM 200000159

Category: POLICY OR SOP

### Offender Grievance Information

Date Received: 03/19/2020

The problem is:

My policy requests are not being filled. Requests for 401.06.03.001 have been submitted multiple times since 2-26-20 (4 policy requests, 1 inmate concern form, over a dozen verbal).

I have tried to solve this problem informally by:

Making multiple requests over a span of weeks

I suggest the following solution for the problem:

Deliver policy requests in a timely manner on a consistent basis.

### Level 1 - Initial Response

Date Forwarded: 03/19/2020

Date Returned:

03/31/2020

Date Due Back: 04/02/2020

Level 1 Responder:

BAERLOCHER,

The response from the staff member or person in charge of the area/operation being grieved:

I talked with Officer Ahlm about this issue. He is the back up officer to this spot. We talked about the importance that we make sure that if offenders are asking to receive a policy and are allowed to have access to it we need to make it available to them. He agreed to that and said that he will make sure that this does not happen in the future.

### Level 2 - Reviewing Authority Response

Date Forwarded: 03/31/2020

Grievance Disposition:

GRANTED

Date Due Back: 04/16/2020

Level 2 Responder:

HARTGROVE, GARY

Date Returned: 04/16/2020

Response sent to offender:

04/16/2020

Your grievance has been reviewed and I find:

Inmate Irving 82431 your grievance IM 200000159 is granted.

The second level responder addressed your issue with the unit policy officer. They highlighted the importance of IDOC providing requested policies as appropriate per SOP, Policy and Standard Operating Procedure Management 103.00.01.003 5. Disclosure

All IDOC policies and SOPs are available to the public and offenders, unless the policy or SOP is exempt from disclosure in full or in part.

Open for Public Disclosure in Full

If a document is open for public disclosure in full, any of the following actions are allowable:

8226 Any IDOC employee or contract staff member may provide an offender, other agency, or the public access to the document.

8226 Any IDOC employee or contract staff member may provide an offender or the public a copy of the document.

Open for Public Disclosure in Part

The IDOC policy coordinator must restrict controlled documents that are exempt from public disclosure in part when publishing on the IDOC website. If a document is exempt from public disclosure in part, the IDOC's policy coordinator must obtain a redacted version approved by the document's approval authority. The policy coordinator, at the approval authority's request, may help in the redaction process. The policy coordinator maintains redacted documents in the document library. The policy coordinator, or designee with approved access to the document library, is authorized to provide redacted documents to offenders and the public.

Exempt from Disclosure:

The IDOC policy coordinator must restrict controlled documents that are exempt from public disclosure when publishing on the IDOC website. If a document is exempt from disclosure, it must not be released in any form to an offender, another agency, or the public.

**Offender Appeal**

Offender Comments:

This appeal was initially submitted approximately 7 days after receiving initial response. All policy requests made since have been provided in a timely manner. The effort is both noticeable and appreciated. However offender copies of the request still aren't being returned. They are helpful for illustrating our attempts to understand the policies of which we are being held to account and, as such, are proof of seeking informal resolutions. I request this point be given additional consideration.

**Level 3 - Appellate Authority Response**

Date Appealed:	05/19/2020	Grievance Disposition:	MODIFIED
Date Forwarded:	05/19/2020	Level 3 Responder:	
Date Due Back:	06/04/2020	Response sent to offender:	

Date Returned:

Your appeal has been reviewed and I find:

I have reviewed the grievance and find that inmates will be required to request policies with a concern form and will need to address them to the unit policy officers. The receiving officer will then be required to fill out the concern form and return it to the requesting inmate.