

IDAHO DEPARTMENT OF CORRECTION
Grievance/Appeal Form

Grievance

Offender's Name: Jason D. Hodge IDOC Number: 124001
Institution, Housing Unit, & Cell: TMSI B-2-56 Date: 11-7-21

For Administrative Use		
Facility: _____	Grievance Number: <u>TMSI 538</u>	
Date Collected: _____	Grievance Category: <u>Policy/SOP</u>	
Date Forwarded to Offender's Previous Facility: _____		
Name of Previous Facility: _____		
Date Forwarded to Responder: _____		
Level 1 Responder's Name: _____	Date Due: _____	Received: _____
Level 2 Responder's Name: _____	Date Due: _____	Received: _____
Final Grievance Decision: _____		Date Sent to Offender: _____

Offender Section
<p>The problem is: <u>On 10-15-21, I sent my case manager a concern form (enclosed) requesting the chance to respond to the PIO's recommendation, as currently outlined in S.O.P. 607.26.01.014, #14, bullet 9. She informed me this was stopped over a year ago. The policy needs to be updated. AS this policy no longer promulgates the correct criteria or procedure to be followed, it needs to be revised in accordance with S.O.P. 103.00.01.003.</u></p> <p>I have tried to solve this problem informally by: <u>sending policy coordinator Southwick a concern form. I also sent Chad Page a concern form, but it was intercepted by D.W. Wessels.</u></p> <p>I suggest the following solution for the problem: <u>correct the policy through revision so it reflects this administration's (IDOC) current intent.</u></p>
<p>Offender's signature: <u>Jason Hodge</u></p>

Appeal Date: 11-29-21

<p>I am appealing the grievance for the following reason(s):</p> <p><u>According to S.O.P. 103.00.01.003-1, staff members responsible for the development and "REVISION" of controlled documents "MUST ENSURE" that the process is "EFFICIENT and TIMELY." My case manager constantly complains that issues with the policies like this, makes her job difficult. She even said as much to the auditor who audited her a couple of months ago. That this policy has been outdated and incorrect for well over a year - going on 2 - is not "TIMELY or EFFICIENT!" Per administrative code (IDAPA) and IDOC's own above mentioned policy, regarding policies, revision is warranted. I just want the handbook to reflect the correct criteria and procedure to be followed. For policy, it's past time. A "TIMELY MANNER" isn't years....</u></p>
<p>Offender's signature: <u>Jason Hodge</u></p>



Idaho Department of Correction Grievance Form

Offender Name: HODGE, JASON DEAN

Location: IMSI B56

Offender Number: 124001

Number: IM 210000538

Category: POLICY OR SOP

Offender Grievance Information

Date Received: 11/09/2021

The problem is:

On 10-15-21, I sent my case manager a concern form (enclosed) requesting the chance to respond to the PHO's recommendation, as currently outlined in S.O.P. 607.26.01.014, bullet 9. She informed me this was stopped over a year ago. The policy needs to be updated. As this policy no longer promulgates the correct criteria or procedure to be followed, it needs to be revised in accordance with S.O.P. 103.00.01.003.

I have tried to solve this problem informally by:

Sending policy coordinator Southwick a concern form. I also sent Chad Page a concern form, but it was intercepted by D.W. Wessels.

I suggest the following solution for the problem:

Correct the policy through revision so it reflects this administrations (IDOC) current intent.

Level 1 - Initial Response

Date Forwarded: 11/09/2021

Date Returned:

11/09/2021

Date Due Back: 11/23/2021

Level 1 Responder:

SOUTHWICK,

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

As you will have received my response to the concern form (mailed yesterday due to my being out sick) I will just provide more detail regarding my response on the concern form:

You are wasting your time writing to me. I do not have any control over WHEN an SOP gets updated. Nor, do I have control over WHAT gets updated within the SOP. That is all up Division of Prison leadership or their designees. I merely track and facilitate the process, fix formatting issues, make sure it conforms to current document style guidelines, etc.

Between many leadership changes at Central Office and staff shortages in the facilities affecting the availability of SMEs who could work on the SOPs, as well as additional duties taken on by staff due to Covid, etc. the SOP process has necessarily slowed down.

Luckily, the facility's case managers are trained on and aware of any changes/updates and can advise you about them until Division of Prison leadership (as THEY are the ones who make these decisions) have time to get to it. The new division chief (as of this week) over resident programming is Deputy Chief Liz Neville. She should be the Level II response to this and she can best advise you as to whether there may/may not be plans to revise this SOP.

However, you will have to be patient as she just started this new position and may have other priorities that are higher on the list with situations where we don't have a case manager to fill the gap.

Level 2 - Reviewing Authority Response

Date Forwarded:	11/09/2021	Grievance Disposition:	DENIED
Date Due Back:	11/25/2021	Level 2 Responder:	NEVILLE, LIZ
Date Returned:	11/22/2021	Response sent to offender:	

Your grievance has been reviewed and I find:

We are looking into what changes need to be made to policy and coordinating with the Parole Commission. Please just understand that these changes can take time especially when they impact several areas of the agency.

Offender Appeal

Offender Comments:

According to S.O.P. 103.00.01.003-1, staff members responsible for the development and "REVISION" of controlled documents "MUST ENSURE" that the process is "EFFICIENT and TIMELY." My case manager constantly complains that issues with the policies like this, makes her job difficult. She even said as much to the auditor who audited her a couple of months ago. That this policy has been outdated and incorrect for well over a year -going on 2-is not "TIMELY or EFFICIENT." Per administrative code (IDAPA) and IDOC's own above mentioned policy, regarding policies, revision is warranted. I just want the handbook to reflect the correct criteria and procedure to be followed. Per policy, it's past time. A "TIMELY MANNER" isn't years...

Level 3 - Appellate Authority Response

Date Appealed:	12/02/2021	Grievance Disposition:	MODIFIED
Date Forwarded:	12/02/2021	Level 3 Responder:	RICHARDSON,
Date Due Back:	12/18/2021	Response sent to offender:	
Date Returned:	12/13/2021		

Your appeal has been reviewed and I find:

Mr. Hodge,

As the level-2 responder, Deputy Chief Neville responded, this matter is being addressed. Please be patient with the process.

IDAHO DEPARTMENT OF CORRECTION
Inmate Concern Form

B-2-56

Inmate Name: Jason D. Hodge IDOC Number: 124001
Institution, Housing Unit, & Cell: IMS I B-2-56 Date: 10-15-21
To: CCM Hottinger
(Address to appropriate staff: Person most directly responsible for this issue or concern)

Issue/Concern: MS. Hottinger, according to policy 607.26.01.014, bullet 14-9, you are to review the parole hearing officer's recommendation, inform me of the recommendation, so I can have the option to respond to the recommendation or not. I would like to respond to the recommendation.

Thank you for your time & consideration

(Description of the issue must be written only on the lines provided above.)

Inmate signature: [Signature]

Staff Section

[Signature] Collected/Received: 10/15/21
(Signature of Staff Member Acknowledging Receipt) / Associate ID# (Date collected or received)

Reply: Policy needs to be updated. The PHs do not give recommendations any more and have not for over 6 years.

Responding Staff Signature: [Signature] Associate ID #: 0465 Date: 10/15/21

Pink copy to inmate (after receiving staff's signature),
Original and Yellow copy to responding staff (after completing the reply, yellow copy returned to inmate)

This is an exact model and must be produced on three (3)-part NCR paper.

B-2-56

IDAHO DEPARTMENT OF CORRECTION

Resident Concern Form

Resident Name: Jason Hodge IDOC Number: 1241001

Institution, Housing Unit, & Cell: IMST B-2-56 Date: 10-24-21

To: Policy Coordinator Southwick
(Address to appropriate staff: Person most directly responsible for this issue or concern)

Issue/Concern: I've had multiple issues with S.O.P. 607.26.01.014 being out-of-date. Most recently, I concerned my CEM, Ms. Hottinuer, regarding bullet 14-9 of this policy - on the PHO's recommendation and my chance to respond to it - and she said this was stopped over a year ago, the policy needs to be up-dated. D.W. Wessels said I need to be more proactive with my CEM manager regarding parole hearing preparation. This policy being so far out-of-date and incorrect makes this most impossible. Since this policy no longer reflects the correct criteria or procedure, thus intent of this administration, could you please revise it accordingly?
(Description of the issue must be written only on the lines provided above.)

Resident signature: Jason Hodge

Staff Section

Signature of Staff Member Acknowledging receipt: [Signature] Associate ID #: CS61 Collected/Received: 10/24/21
(Date collected or Received)

Reply: As the policy coordinator, I have nothing to do with the decision as to when SOP gets reviewed - that's up to Division leadership. I only coordinate/facilitate the process. Unfortunately, there have been many leaders on the way. However, a new deputy chief was just named who will be handling this area so contact Deputy Chief Liz Neville about when it will be updated.

Responding Staff Signature: [Signature] Associate ID #: 961 Date: 11-5-21

B-2-56

IDAHO DEPARTMENT OF CORRECTION
Resident Concern Form

Resident Name: Hodge IDOC Number: B-2-56
Institution, Housing Unit, & Cell: INLET B-2-56 Date: 12-24-21
To: Policy Coordinator Southwick
(Address to appropriate staff: Person most directly responsible for this issue or concern)

Issue/Concern: I have a concern regarding the food service in the prison. The food is often cold and not cooked properly. I have spoken to the staff and they have said they are doing their best. I am hoping for a better solution.
(Description of the issue must be written only on the lines provided above.)

Resident signature: [Signature]

Staff Section

Signature of Staff Member Acknowledging receipt: [Signature] Associate ID #: 1 Collected/Received: 12-24-21
(Date collected or Received)

Reply: NO RESPONSE

Responding Staff Signature: _____ Associate ID #: _____ Date: _____

pink copy to resident (after receiving staff's signature),
Original and yellow to responding staff (after completing reply, yellow copy returned to resident.) Last Rev. 1/21 PAT3NCRCF

This is the same as the one before it. Amazing how concern forms start getting answered "after" a grievance has been filed!

B-2-56

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IDAHO DEPARTMENT OF CORRECTION

Inmate Concern Form

Inmate Name: Jason D. Hodge IDOC Number: 124001
 Institution, Housing Unit, & Cell: INST B-2-56 Date: 11-10-21
 To: Deputy Chief, Liz Neville
 (Address to appropriate staff: Person most directly responsible for this issue or concern)

Issue/Concern: I was directed to contact you concerning the revision of S.O.P. 607.26.01.014. Recently, I concerned my PCM, Ms. Hoffinger, regarding #14, bullet 9 of this policy - on the PHO's recommendation and my chance to respond to it - and she said this was stopped over a year ago, the policy needs to be updated. I've had multiple issues with this S.O.P. being out-of-date and incorrect. Since this policy no longer reflects the correct criteria or procedure to be followed, could you please have it revised? Thank you for your time and consideration.

(Description of the issue must be written only on the lines provided above.)

Inmate signature: Jason D. Hodge

RECEIVED

Staff Section

NOV 16 2021

Collected/Received:

11/10/21

(Signature of Staff Member Acknowledging Receipt) / Associate ID#

PRISONS

(Date collected or received)

Reply: MR. Hodge - I have reviewed the policy in question, which pertains to inmate correspondence and I will have it reviewed and updated as soon as possible.

Responding Staff Signature: [Signature] Associate ID #: 9885 Date: 11-10-21

Pink copy to inmate (after receiving staff's signature),
 Original and Yellow copy to responding staff (after completing the reply, yellow copy returned to inmate)

This is an exact model and must be produced on three (3)-part NCR paper.

B-2-56 56

IDAHO DEPARTMENT OF CORRECTION

Resident Concern Form

Resident Name: Jason D. Hodge
Institution, Housing Unit, & Cell: IMST B-2-56
to: IMST, Warden Richardson
IDOC Number: 124001
Date: 12-19-21
RECEIVED
DEC 20 2021

Issue/Concern: Warden Richardson, you recently reviewed an appeal I submitted in regards to grievance # IM210000538 - on policy - and I don't understand why? Per S.O.P. 316.02.001-1, when a problem is beyond the scope of their authority they should work through their chain of command to achieve a solution. It also says the level of review should be "from lowest to highest," by those most capable to respond. The next level above Deputy Chief Neville, and whom oversees policy management and revision, is Chief Page; he should've been the appellate authority. I would like to follow the letter of the S.O.P. and have my appeal reviewed at the appropriate level. Thank you for your time Sir.
(Description of the issue must be written only on the lines provided above.)

Resident signature: Jim Hodge

Staff Section: WARDEN'S OFFICE
Signature of Staff Member Acknowledging receipt: [Signature]
Associate ID #: 492
Collected/Received: 12/19/21
(Date collected or Received)

Reply: The grievance was forwarded to the appropriate level and they heard the hearing on Jan 5th. Sep does not state the date heard by the Chief as you state.
Responding Staff Signature: [Signature]
Associate ID #: 492
Date: 12/20/21

My grievance/appeal was heard out-of-order. Warden Richardson should've been second level review, and Deputy Chief Neville the appellate authority. That's what Mr. Richardson is saying here. Still violates S.O.P...