

## **8-04/030.20 Appeals of Emergency Grievances Against Staff**

When an inmate submits an appeal regarding an emergency grievance against staff, which has been adjudicated by the unit commander, it shall be subject to the following levels of review:

### **First Level Emergency Appeal Review**

- If the inmate is not satisfied with the action(s) taken to address the situation, the inmate must submit an appeal of the Department's action within two (2) calendar days of receipt of the written response. An area commander who was not involved in the review of the initial grievance shall make a determination of the resolution of an emergency appeal against staff within five (5) calendar days of receipt. Refer to section 8-04/040.00, "Time Frames."

### **Second Level Emergency Appeal Review**

- If the inmate is not satisfied with the action(s) taken to address the situation at the first level appeal review, the inmate must submit an appeal of the Department's action within two (2) calendar days of receipt of the written response. The concerned division chief shall make the final determination of the resolution of an emergency appeal against staff within ten (10) calendar days of receipt. Refer to section 8-04/040.00, "Time Frames."

Emergency appeal reviews received during business hours, shall be coordinated by Unit Inmate Grievance Team Coordinator. Those received during after-hours shall be coordinated by the watch commander, or supervising lieutenant.

Refer to section 8-04/030.10, "Appeals of Grievances Against Staff," for required documentation for appeals of grievances against staff that result in a disposition modification.

Extensions of appeals that are regarding emergency grievances against staff shall require the approval of the concerned division chief. Refer to section 8-04/040.05, "Extensions."

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