

## **7-01/140.00 Inmate Complaint Forms**

Custody Division Inmate Complaint forms shall be forward to the Watch Commander immediately upon receipt by any Transportation Bureau employee.

The Watch Commander shall advise the Unit Commander of the nature of the complaint and make an inquiry regarding the allegations of the complaint.

The Watch Commander shall take the necessary steps to determine if the complaint is founded or unfounded, and shall be responsible for the final determination.

Unfounded complaints that do not proceed beyond the inquiry stage and all documentation shall be retained on file for a period of five years.

Complaints that proceed beyond the inquiry stage shall be processed in compliance with the Department's Policy and Procedures Manual.

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