



Plymouth County
Sheriff's Department

Joseph D. McDonald, Jr.
Sheriff

Policy

491

Number of Pages

2

Related Standards

MGL: c. 124, §1 (d&q); c. 127, § 1A

103 CMR: 934.02

ACA : 4-ALDF-6B-01

INMATE GRIEVANCES

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APPROVED:

Joseph D. McDonald Jr.
Sheriff

DATE:

5-10-2021

I. POLICY STATEMENT

- A. It is the Policy of the Plymouth County Sheriff's Department that the inmate grievance procedure is intended to:
 - 1. Enhance the lines of communication between staff and inmates
 - 2. Alert the administration to developing problems.
 - 3. Encourage inmates to first attempt to resolve their complaints informally prior to filing a formal grievance.
- B. The inmate grievance procedure is not intended to:
 - 1. Act as an adjudicator process, but is designed to facilitate internal problem-solving.
 - 2. Supplement existing informal channels of grievance resolution.

II. GUARANTEE AGAINST REPRISALS

Inmates will not suffer retaliation or reprisals as a result of exercising their rights under this procedure.

III. GROUP GRIEVANCES

Staff will not accept any grievance that is filed by a group or on behalf of a group of inmates.

IV. APPROVED FORM

Inmate grievances are required to be submitted in writing or when available electronically, on a form approved by the Superintendent.

V. PROVISIONS OF PROCEDURE

The inmate grievance procedure will address:

- A. Emergency grievances,
- B. Provisions for non-literate, non-English speaking,
- C. Handicapped or disabled inmates,
- D. Inmates diagnosed as having a psychiatric illness,
- E. Time limits,
- F. Record-keeping procedures,
- G. And will specify an appeal process.

VI. APPLICABILITY

This policy applies to all department employees and inmates.

VII. RESPONSIBLE STAFF

The Superintendent or designee will be responsible for implementing and monitoring this policy.