



DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS
**APPEAL – DEPUTY DIRECTOR
FORM**

TO BE COMPLETED BY INMATE
GRIEVANCE COORDINATOR
IGP NUMBER:

#

STEP 4: APPEAL – DEPUTY DIRECTOR

- Inmate has five (5) days from receipt of Wardens Administrative Remedy response to submit request.
- Place this form in the housing unit IGP box. The respective Deputy Director will respond within twenty-one (21) business days of receipt.

SECTION A: To be completed by Inmate (Only)

INMATE NAME:

DCDC#:

UNIT:

DATE:

Ryan Nichols

376795

C2B

7/5/22

REASON FOR APPEAL:

In response to my U.S. Mail and legal mail being taken/contaminated and not returned for 3.5+ weeks. My step 1 was written on 5/10/22, step 2 was written on 5/20/22, step 3 written on 6/1/22, and step 3 has not been responded to. This was 3.5+ weeks where I was without my legal paperwork and not able to work on my case. I would like to know why. This is multiple areas during April and May where I had no access to discovery or legal documents, and was told by LT Lancaster that it was nowhere to be found.

INMATE SIGNATURE: _____

DATE: 7/5/22

SECTION B: To be completed by DOC (Only)

Provide response to IGP Coordinator no later than _____.

DEPUTY DIRECTOR RESPONSE: _____

AREA: _____

DEPUTY DIRECTOR SIGNATURE: _____

DATE: _____

- **THIS IS THE FINAL LEVEL OF REVIEW IN THE DC DEPARTMENT OF CORRECTIONS.**