DOC Staff: Print Name_____ Sign Name_____ Date _____

DOC
THE DEPARTMENT OF CORRECTIONS

DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS
# INMATE INFORMAL RESOLUTION COMPLAINT FORM

TO BE COMPLETED BY INMATE GRIEVANCE COORDINATOR
**IGP NUMBER:**
#_____

## STEP 1: INFORMAL RESOLUTION (To be completed by Inmate)

- Inmate has five (5) days after triggering incident to submit request.
- Place this form in the housing unit IGP box. The IGP coordinator will respond within seven (7) business days.

| INMATE NAME: | DCDC#: | UNIT: | DATE: |
|---|---|---|---|
| Ryan Nichols | 376795 | SMV-A C2B | 5/10/22 |

SELECT DEPARTMENT/SERVICES NEEDED:

| | | |
|---|---|---|
| ○ Facility Transfer | ○ Property | ○ Facilities Management |
| ○ Fire Safety and Sanitation /Risk Management | ○ Sentence computation, jail credit, over detention | ○ Discrimination |
| ○ Program and Activities | ○ Finance | ○ Transportation |
| ○ Personal Hygiene | ○ Rules and Regulations | ○ Safety and Security |
| ○ Case Management Services | ✓ Staff Treatment | ✓ Other |
| ○ Health Care | ○ Food Service | |
| ○ Communications (mail, visits, telephone, legal) | ○ Religious Services | |

**DATE OF INCIDENT:** 5/1/22 - 5/2/22 **TIME OF INCIDENT:** 2:45pm - 11am **OFFENDER:** DC DOC DAY STAFF

**REASON FOR COMPLAINT:** On 5/1/22 - 5/2/22 my water was turned off for 20+ hours in my cell in SMV-A over the actions of another inmate. I took a detailed electronic IGP(2)on the issue, but this is a hard copy IGP to keep for my records, and also to let DC DOC know that I expect an answer as to my electronic IGP on this issue.

**INMATE SIGNATURE:**_____ **DATE:** 5/10/22

***** FOR DOC COMPLETION *** Provide response to the IGP Coordinator no later than_____.**

**DOC RESPONSE:** _____

**PRINT RESPONDER NAME:** _____ **RESPONDER SIGNATURE:** _____ **DATE:** _____

**DEPARTMENT:** _____ **MANAGER NAME:** _____ **MANAGER SIGNATURE:** _____

**INMATE GRIEVANCE COORDINATOR SIGNATURE:** _____ **DATE:** _____

Original – IGP Coordinator
Copy 1 – Inmate Response
Copy 2 – Inmate