DOC Staff: Print Name _____ Sign Name _____ Date _____

PP 4030.1
Attachment C

DOC
THE DEPARTMENT OF CORRECTIONS

DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS
INMATE INFORMAL RESOLUTION COMPLAINT FORM

RECEIVED JAN 26

TO BE COMPLETED BY INMATE GRIEVANCE COORDINATOR
IGP NUMBER:
#303201336-550

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	C2B	1/8/22

SELECT DEPARTMENT/SERVICES NEEDED:

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

DATE OF INCIDENT: 1/8/22 **TIME OF INCIDENT:** All Day **OFFENDER:** DC Doc

REASON FOR COMPLAINT: I have had books that have been delivered since Dec 27th, 2021. As of 1/8/22, the books have still not arrived. I also have other mail that my wife & attorney mailed me in November and December that never made it to me after delivery. I respectfully request to receive my mail.

INMATE SIGNATURE: _____ **DATE:** 1/8/22

***** FOR DOC COMPLETION *** Provide response to the IGP Coordinator no later than** 2/1/2022

DOC RESPONSE:

According to the mail log, you received your books on 1/31/22 two entries were noted for books. Please find your mail log attached

PRINT RESPONDER NAME: A Points **RESPONDER SIGNATURE:** _____ **DATE:** 1/31/22

DEPARTMENT: Mailroom **MANAGER NAME:** COVID-19 **MANAGER SIGNATURE:** _____

INMATE GRIEVANCE COORDINATOR SIGNATURE: _____ **DATE:** 2.3.2022

Original IGP Coordinator
Copy 1 Inmate Response
Copy 2 Inmate

Revised 3 2019