DOC Staff: Print Name_____ Sign Name_____ Date _____

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	C-2B	1/2/22

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: 1/2/22 **TIME OF INCIDENT:** 9:30 PM **OFFENDER:** Officer Menyongai

REASON FOR COMPLAINT: Officer Menyongai (the name he told us) came to our unit at 8pm on 1/2/22. He locked all doors when we came out on rec, and refused to let us back into our cell until 10pm when rec was over. I was denied the ability to use the restroom for the entire 2 hours, even after asking to be let in at 9:30pm so I could use the restroom, grab soap and towel to shower, and heat up food. I was put back into my cell at 10pm almost peeing on myself and in great bladder pain. I also did not get to shower.

INMATE SIGNATURE: _____ **DATE:** 1/2/22

***** 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:** _____

As a member of detail who cleaned all day after each rec was completed I would like to be afforded a shower instead of being forced

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