



Commission of Correction

ALLEN RILEY
Chairman

THOMAS J. LOUGHREN
Commissioner

YOLANDA CANTY
Commissioner

May 3, 2023

Sheriff Paul Arteta
Orange County Sheriff's Office
110 Wells Farm Road
Goshen, New York 10924-6740

Re: Complaint

Public Officers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures.

Dear Sheriff Arteta:

The Commission of Correction is in receipt of the investigation results regarding the above referenced complaint letter received in regard to Public Officers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures. The response has been reviewed and this issue is deemed closed.

The Commission would like to thank you and your staff for your cooperation with this matter.

Sincerely,

Allen Riley
Chairman

cc: Assistant Undersheriff Evelyn Mallard
Corrections Administrator Lawrence Catletti



SHERIFF

ORANGE COUNTY NEW YORK

Sheriff Paul Arteta

April 20, 2023

Mr. Donald R. Lincourt, Correctional Facility Specialist 2
New York State Commission of Correction
80 So. Swan Street, 12th Fl.
Albany, NY 12710

Re: **COMPLAINT**

Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures;

Dear Mr. Lincourt:

We are in receipt of the complaint letter from [redacted] forwarded by the Commission on February 06, 2023. Each of Mr. [redacted] claims has been investigated previously by our agency and have been unfounded by Captain James Potter. This includes his medical complaints, PREA complaints, Staff harassment complaints. In addition, Mr. [redacted] has filed 02 grievances which were denied on merits. One of the grievances submitted [redacted] was a copy of the complaint sent to the Commission of Corrections for complaint [redacted]. The findings were unfounded and denied on merits by Grievance Coordinator Sergeant Eric Colby. If any further information is required, please feel free to contact this office.

Sincerely,


LAWRENCE J. CATLETTI
Corrections Administrator

cc: Mr. Larry Roe, SCOC Supervisor
Ms. Cynthia Allen, SCOC Supervisor
Sheriff Paul Arteta
Undersheriff Evelyn Mallard
Undersheriff Wilfredo Garcia
Files



SHERIFF

ORANGE COUNTY NEW YORK

Sheriff Paul Arteta

MEMORANDUM

TO: Sheriff Paul Arteta

FROM: Lieutenant Earl Campbell 018 *Lt. E. Campbell*

DATE: February 19, 2023

RE: Correspondence received by the Commission of Correction from Incarcerated Individual

Public Officers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures.

This memorandum is being authored at the direction of Captain Lawrence Catletti in reference to correspondence received by Administration from the Commission of Correction. In that correspondence, incarcerated individual makes allegations of staff assault as well as other allegations of staff wrong doings.

The first allegation Inmate claims is that on March 5th, 2021, and or October 24th, 2022, a photo was released of him to the media. This allegation was addressed through the grievance process. A request for more information was issued to him so that staff could identify the photo he was referring to. Inmate failed to provide any additional information. Without the additional information this allegation could not be further investigated.

The second allegation is Inmate claims he is in pain and needs to see a urologist. Inmate did see a urologist on January 24th, 2023, at Crystal Run Healthcare.

The third allegation is Inmate stated he needs a no contact with Sergeant Daniel Figueroa 132. in sum and or substance he claims Sgt. Figueroa among several other officers beat him, suffocated him, and broke his arm several years ago. This allegation was also addressed through the grievance process. A request for more information was issued to him. Inmate failed to provide any additional information. Without the additional information this allegation could not be further investigated.

The fourth allegation is Inmate stated in sum and or substance that on January 2nd, 2023, his genitals was touched by an Officer during an excessive and unnecessary pat search. This allegation was investigated by Lieutenant Mark Berlinski and the PREA Coordinator. A video review of this allegation was also conducted. At no time during the pat search was Inmate Jeanty's genitals were touched. The pat search conducted was within policy and procedure. Inmate allegations were found unsubstantiated by the PREA Coordinator.

The fifth allegation is Inmate claims that on January 4th, 2023, an Officer slapped his rear end during an excessive and unnecessary pat search. This allegation was also investigated by Lieutenant Mark Berlinski and the PREA Coordinator. A video review of this allegation was also conducted. At no time during the pat search was Inmate rear end was slapped. The pat search conducted was within policy and procedure. Inmate allegations were found unsubstantiated by the PREA Coordinator.



SHERIFF

ORANGE COUNTY NEW YORK

Sheriff Paul Arteta

Page 1 of 2

Inmate [REDACTED] also wrote in his correspondence to the Commission of Correction he would like to press charges on staff for the incident where he claimed his genitals were touched and the incident, he claimed his rear end was slapped. These allegations were found unsubstantiated by the PREA Coordinator, and no charges were or will be filed against the officers involved in these claims.

Inmate [REDACTED] also states in his correspondence to the Commission of Correction that he is being detained illegally and maliciously. He further states he has had enough of Orange County Jail. addressed through the grievance process. Inmate Jeanty was remanded to the custody of the Orange County Sheriff's Office by the Orange County Court. The is reason he is being detained is outside the control of the Orange County Sheriffs Office. End of Memo.

Page 2 of 2

cc:

Files

New York State Commission of Correction
Inmate Grievance Form
Form SCOC 7032-1 (11/2015)

Facility: Orange County Jail

Housing Location: _____

Name of Inmate: _____

Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures;

Grievance: _____

Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures;

Brief Description of the Grievance (Submitted by the grievant within 5 days of occurrence)

Number of Sheets Attached (1)

See Attached
Mic clothes still sent Inmate

Action requested by the grievant (Submitted by the grievant within 5 days of occurrence):

Number of Additional Sheets Attached (1)

See Attached
No contact with Sgt. Figueroa
press charges on officers on 1/2/23 and 1/4/23
Incidents

Grievant Signature: _____

Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures;

Date/Time Submitted: 1/18/23 9:30AM

Receiving Staff Signature: _____

AS/ATTN 184

Date/Time Received: 1/19/2023 0744 Hrs.

Investigation Completed by: Sgt Cezar Colby

Date Completed: 1/26/23

Decision of the Grievance Coordinator

Number of Sheets Attached (1)

Written decision shall be issued within 5 business days of receipt of grievance and shall include specific facts and reasons underlying the determination

- ☐ Non-Grievable issue as per 9 NYCRR §7032.4(h) (may not be appealed to CAO)
- ☐ Grievance Accepted
- ☒ Grievance Denied on Merits
- ☐ Grievance Denied due to submitted beyond 5 days of act or occurrence (can be appealed to CAO)
- ☐ Grievance Accepted in part/ Denied in part (Note specific Acceptance/Denial parts below)

See attached

Signature of the Grievance Coordinator: _____

Sgt Cezar Colby

Date: 1/26/23

JANUARY 11, 2023

COMPLAINT AND NOTICE OF CLAIM

- ① On or about 3/5/21 and or 10/24/22, A Photo of Me was released to the media.
- ② I am in pain, Need surgery(s) and need to see a urologist.
- ③ On numerous occasions, I requested NO contact with SGT. Figueroa. On 12/9/22, SGT. Figueroa was on my unit Public Officers Law Section 87(2)(b) requires criminal investigation techniques or procedures, except online techniques and procedures. which is Harassment and Traumatizing, because SGT. Figueroa was among the several officers without cause or provocation, beat me, suffocated me and broke my arm (Spiral Fracture of Humerous Bone) Many Years ago. 5/24/21 about Orange County Jail (O.C.J.), SGT. Figueroa Sexually Harassed Me, by moving paper off my door and looked at me while, I was using the bathroom. On or about 4/1/21 SGT. Figueroa and another officer opened a bag of Popcorn in my cell, which is Harassment, O.C.J. does not serve enough food. On 11/9/21 about, (O.C.J.) I was called to see the eye doctor, and without seeing the eye doctor, I was immediately sent back to my unit, due to a fight(s). On my way back in the hallway (Delta wing) SGT. Figueroa, chased me and said "Come here you fuckin pussy!" [Yelled/Screamed].
- ④ On 1/2/23, 7:30 PM (O.C.J.), Officer John Doe(1) Touched my Genitals, during a unnecessary and excessive "Pat down" before bible study in the hallway outside the "Jail Chapel Room" (Across from bravo wing Entrance).
- ⑤ On 1/4/23 at about 8:30 AM, (O.C.J.) Law Library, Officer John Doe #2 slapped my Rear end (butt), during a unnecessary and excessive Pat down.
- ⑥ I want to Press Charges, for Forcible Touching and any other Applicable Charges. I also want a copy of those videos (1/2/23 and 1/4/23) and if not, make sure they are preserved, as well as not lost or destroyed.
- ⑦ I am being detained Illegally and Maliciously.

JANUARY 11, 2023

COPY

COMPLAINT AND NOTICE OF CLAIM

- ① On or about 3/5/21 and or 10/24/22, A Photo of Me was released to the media.
- ② I am in pain, Need surgery(s) and Need to see a urologist.
- ③ On numerous occasions, I requested NO contact with SGT. Figueroa. On 12/9/22, SGT. Figueroa was on my unit Publications Law Section
revel criminal investigative
techniques or procedures,
except routine techniques
and procedures. which is Harassment and Traumatizing, because SGT. Figueroa was among the several officers without cause or provocation, beat me, suffocated me and broke my arm (Spiral Fracture of Humorous Bone) Many Years ago. 5/24/21 about Orange County Jail (O.C.J.), SGT. Figueroa Sexually Harassed me, by moving paper off my door and looked at me while, I was using the bathroom. On or about 4/1/21 SGT. Figueroa and another officer opened a bag of Popcorn in my cell, which is Harassment, O.C.J. does not serve enough Food. On 11/9/21 about, (O.C.J.) I was called to see the eye doctor, and without seeing the eye doctor, I was immediately sent back to my unit, due to a fight(s). On my way back in the hallway (Delta wing) SGT. Figueroa, chased me and said "Come here you Fuckin PUSSY!" [Yelled/Screamed].
- ④ On 1/2/23, 7:30 PM (O.C.J.), Officer John Doe#1 Touched my Genitals, during a vneSSecarY and excessive "Pat down" before bible study in the Hallway outside the "Jail Chapel Room" (Across from bravo wing Entrance).
- ⑤ On 1/4/23 at about 8:30 AM, (O.C.J.) Law Library, Officer John Doe#2 slapped my Rear end (butt), during a vneSSecarY and excessive Pat down.
- ⑥ I want to Press Charges, for Forcible Touching and any other Applicable Charges. I also want a copy of those videos (1/2/23 and 1/4/23) and if not, make sure they are preserved, as well as not lost or destroyed.
- ⑦ I am being detained Illegally and Maliciously.



SHERIFF
ORANGE COUNTY NEW YORK

Sheriff Paul Arteta

1/26/2023

GRIEVANCE COORDINATOR'S DECISION

Inmate: Public Officers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures.

ID# Public Officers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures.

Your grievance, Public Officers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures. has been investigated and is denied on merits. In your grievance you claim the following:

- That the facility released a photo of you to the media.
- That you are in pain and need to see a urologist.
- That you need a no contact with Sgt. D. Figueroa due to an incident that occurred in 2021.
- That on January 2, 2023, at 0730 hours an Officer touched your genitals during a pat down before bible study. (Forwarded to PREA Coordinator)
- That on January 4, 2023, at 0830 hours the Law Library Officer, while conducting a pat down in the Law Library, "slapped my rear end". (Forwarded to the PREA Coordinator)
- That you want to press charges for forcible touching for the incidents that occurred on January 2, 2023, and January 4, 2023.
- That you are being detained illegally.

The issues that occurred on January 2, 2023, and January 4, 2023, involving pat searches that Officers allegedly touched you inappropriately, were forwarded to the PREA Coordinator and found that the allegations were unsubstantiated. As a result, there have been no charges filed at this time.

A request for more information was issued to you so that we could identify the photo you were referring to and the date of the use of force involving Sgt. Figueroa that occurred "many years ago" but you failed to provide any additional information so these matters could not be investigated any further.

Regarding your complaint that you are in pain and need to see a Urologist. You were evaluated by a Urologist on January 24, 2023, for this issue. You will continue to receive all medically necessary care.

Regarding you being unlawfully detained. The reason for you being detained is outside of the control of the Chief Administrative Officer.

Sgt. E. Colby 100

GRIEVANCE COORDINATOR



SHERIFF

ORANGE COUNTY NEW YORK

Sheriff Paul Arteta

MEMORANDUM

TO: Sheriff Paul Arteta
FROM: Sgt Daniel A Figueroa 132 *Sgt Daniel A Figueroa 132*
DATE: January 20, 2023
RE: grievance Public Officers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures.

On the above date, I was advised by Sergeant Eric Colby 100 to author a memorandum pertaining to grievance Public Officers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures.. In this grievance, Inmate Public Officers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures. claims that I harass him. On one date in particular, 11-9-2021, Inmate Public Officers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures. claimed that I harassed him while he was in the hallway. He did file a grievance and I did respond to that grievance by writing a memorandum that was turned in to the grievance coordinator. All allegation in this grievance are false as I am assigned as The Delta Wing Sergeant and I have not been assigned as the Charlie Wing Sergeant. End of report

CC:
Files



MEMORANDUM

TO: Sheriff Paul Arteta
FROM: Alex Avagnano #243 *[Signature]*
DATE: January 19, 2023
RE: Allegations made by Inmate Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures.

On January 04, 2023 In response to Grievance Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures. I was assigned to work as the Law Library Officer. At 0805 hours I called down Inmate Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures. and he arrived in the Law Library 0806 hours. Inmate Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures. was there to make photocopies of some paperwork he said he needed. At 0830 hours Inmate Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures. stated to me that he was done and wanted to return to his Housing Unit. I then walked over to the door and conducted a pat search on Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures. prior to him leaving the Law Library. Inmate Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures. alleges that I "slapped" him on the rear end (butt) during the search. At no time during or after my pat search did I slap Inmate Jeanty on his "rear end".

CC: Files



SHERIFF
ORANGE COUNTY NEW YORK

Sheriff Paul Arteta

MEMORANDUM

TO: Sheriff Paul Arteta
FROM: Officer Carlos Canario #104 
DATE: January 20, 2023
RE: Inmate Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures;

I was directed to author a memorandum pursuant to the interaction with Inmate Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures; on January 2nd, 2023 at 1930 hours for which Inmate Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures; filed grievance Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures; Inmate Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures; alleges that on said date and time I conducted an unnecessary and excessive pat down and that during the pat down I touched his genitals. On said date I was initially assigned to my post as Hall 3 Officer. During the hours of 1940 to 1945, I had been reassigned to Hall 1 and I was asked by Officer Natalie Ciappa #150 to assist her with patting down male inmates prior to entering and upon exiting the Chapel from Bible Studies. I conducted pat downs on the 27 inmates and detainees that attended the services and during the pat downs I did not touch Inmate Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures; on his genitals. Pat searches were conducted as I was trained to do.

CC: Files

To: Sgt Colby

From: Brenden Gonzalez

Date: 1/23/2023

Re: Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures;

Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures;

Grievance Date: 1/19/2023

Mr. [REDACTED] is complaining about needing to see an Urologist. Mr. [REDACTED] is in fact correct; as he was scheduled for the appointment after his last visit with our Medical Director. Unfortunately, we are at the mercy of outside providers' schedules when we schedule appointments; as it sometimes may take months to see a specialist even when outside of the correctional setting. However, Mr. [REDACTED] will likely have already been to his Urologist appointment by the time he receives this response. Mr. [REDACTED] therefore continues to receive all necessary medical care.

Regards,



Brenden Gonzalez

New York State Commission of Correction
Inmate Grievance Form
Form SCOC 7032-1 (11/2015)

Facility: OCS

Housing Location: _____

Name of Inmate: _____

Grievance #: _____

Brief Description of the Grievance (Submitted by the grievant within 5 days of occurrence)

Number of Sheets Attached (1)

On 11/25/22 at about 5:00 PM, I found hair in my food (A small amount of macaroni and cheese, next to an individual noodle with hair wrapped around it) Sgt. "John Doe", took noodle with hair to take picture. (noodle with hair, which is evidence, was not returned to me) on 11/14/22 I had diarrhea and/or food poisoning. on 11/17/22 at about 5:00 PM, I found hair in my food. Soon after at about 5:35 PM, trustee

Action requested by the grievant (Submitted by the grievant within 5 days of occurrence):

Number of Additional Sheets Attached (1) INCLUDING FOIL

I want to press charges and have criminal complaint filed. Mandatory showers before shift, disposable surgical gowns (long sleeved), hair nets (caps, beard & head), more rotation of trustees and kitchen officers including more supervision of kitchen and food cart. Stop doing rounds while trustee

Grievant Signature: _____

Date/Time Submitted: 11/30/22 10:30 AM

Receiving Staff Signature: B. [Signature] 184

Date/Time Received: 12/1/2022 0808 Hrs.

Investigation Completed by: Sgt. [Signature]

Date Completed: 12/8/22

Decision of the Grievance Coordinator

Number of Sheets Attached (1)

Written decision shall be issued within 5 business days of receipt of grievance and shall include specific facts and reasons underlying the determination

- ☐ Non-Grievable issue as per 9 NYCRR §7032.4(h) (may not be appealed to CAO)
- ☐ Grievance Accepted
- ☒ Grievance Denied on Merits
- ☐ Grievance Denied due to submitted beyond 5 days of act or occurrence (can be appealed to CAO)
- ☐ Grievance Accepted in part/ Denied in part (Note specific Acceptance/Denial parts below)

See attached

Signature of the Grievance Coordinator: Sgt. [Signature] Co by

Date: 12/8/22

BRIEF DESCRIPTION OF GRIEVANCE CONTINUED

Serving food made comments about hair. On 11/24/82 I also found hair in my food at about 11:20 AM. Inadequate supervision of cart, food prep and serving. Unsanitary handling of housing unit vestibule door, food cart, and trays. (What is the purpose of gloves if trustee is touching everything) on 11/28/82 about 11:10 AM I found an unknown "partical" and/or "feathers" in my food (Spaghetti without sauce).

Not enough food is served either. Your body uses energy to digest food. You need adequate food to think properly and function. Being hungry is cruel punishment, which makes people angry and hostile.

On another occasion (about last year) I was served food and had to urinate every 5 or 10 minutes for a few hours. One of the officers thought it was funny. There was also a ~~known~~ ~~incident~~ questionable incident (last year about) where an inmate had complications during and/or after evening meal and had to be hospitalized. ~~For a f. ink~~

ACTION REQUESTED BY THE GRIEVANT CONTINUED

is alone with cart and or fidiling, inside cart. Sanitize hands before serving (and cart door). serv more food. Serve SNACKS.

I want to See and or COPY OF Kitchen video, ~~and~~ as well as

Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures;

Housing unit video for 11/25/22 3:00 PM - 7:00 PM,
11/24/22 9:00 AM - 1:00 PM, 11/17/22 3:00 PM - 7:00 PM,
11/12/22 - 11/14/22 12:00 AM - 7:00 PM, and 11/28/22
9:00 AM - 1:00 PM



ORANGE COUNTY SHERIFF'S OFFICE

110 WELLS FARM ROAD GOSHEN, NEW YORK 10924- 6740

845-291-4033

FAX: 845-294-1590



SHERIFF CARL E. DUBOIS

DENNIS D. BARRY
CHIEF DEPUTY

KENNETH T. JONES
UNDERSHERIFF

ANTHONY J. WEED
ASST. UNDERSHERIFF

ANTHONY M. MELE
CORRECTIONS ADMINISTRATOR

12/8/2022

GRIEVANCE COORDINATOR'S DECISION

Inmate:

Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures.

Publicofficers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures.

Your Grievance has been investigated and is denied on merits. In your grievance you claim that on November 25, 2022, you found a hair on your dinner tray and that the portion of macaroni was small. You also claim that on November 28, 2022, you found "An unknown particle or feather" in your food. In addition to that you stated "On another occasion about a year ago" after being served your tray and beginning to eat you had to urinate every 10 minutes. You also stated that another incident, also a year ago, you had to be hospitalized "during and or after" eating your dinner meal. The meals served, including the portions, are reviewed by a licensed Dietician and are in accordance with the recommended daily caloric intake. Your request that the facility serve snack is denied. On November 25, 2022, you reported that you found a hair in your food. This was reported to Corrections staff, and you were provided another tray. A review of the housing unit logbook for November 28, 2022, does not show any report of items (feathers) found in your tray. Regarding your claims that occurred approximately one year ago, this portion is beyond the 5 days of the act or occurrence. Both Corrections staff and trustees will be utilized as needed. Trustees who prepare the food do so in accordance with food and safety guidelines and health department regulations.

Sgt. E. Colby #100

GRIEVANCE COORDINATOR

- ACCREDITATIONS



NOTE: IF GRIEVANT HAS BEEN TRANSFERRED OR RELEASED FROM THE FACILITY, FORWARD TO C.A.O. FOR DETERMINATION

Grievant's Appeal to the Chief Administrative Officer

Must submit within two business days of receipt of the Grievance Coordinator's written decision

I have read the above decision of the Grievance Coordinator and

() I agree to accept the decision

(X) I am appealing to the Chief Administrative Officer

Grievant Signature: _____

Public Officers Law Section reveal criminal investigative techniques or procedures, except routine techniques and procedures; _____

Date: 12/9/22

COPY

Decision of the Chief Administrative Officer:

Number of Sheets Attached ()

Shall be issued within five business days after receipt of appeal and provided to grievant

☐ Non-grievable issue as per 9 NYCRR §7032.4(h) (may not be appealed to CPGRC)

☐ Grievance Accepted (attach written directive of provided remedy/relief pursuant to 9 NYCRR §7032.4(l))

☒ Grievance Denied on Merits

☐ Grievance Denied due to submitted beyond 5 days of act or occurrence (may be appealed to CPGRC)

☐ Grievance Denied due to appeal submitted beyond 2 business days (may be appealed to CPGRC)

☐ Grievance Accepted in part/Denied in part (attach written directive of provided remedy/relief pursuant to 9 NYCRR §7032.4(l) for the Accepted portion of grievance)

Signature of the Chief Administrative Officer: [Signature]

Date: 12-14-22

Pursuant to 9 NYCRR §7032.5(a), any grievant may appeal any grievance DENIED by the facility administrator, in whole or in part, to the State Commission of Correction.

I have read the above decision of the Chief Administrative Officer and

() I agree to accept the decision

() I am appealing to the Citizen's Policy and Complaint Review Council

Grievant Signature: _____

Date: _____

Submission to the Citizen's Policy and Complaint Review Council

NOTE: IF GRIEVANT HAS BEEN TRANSFERRED OR RELEASED FROM THE FACILITY, FORWARD TO CPGRC UNLESS C.A.O. HAS ACCEPTED THE GRIEVANCE IN ITS ENTIRETY

NOTE: A GRIEVANCE ACCEPTED IN ITS ENTIRETY BY THE CHIEF ADMINISTRATIVE OFFICER OR FOUND NON-GRIEVABLE BY THE CHIEF ADMINISTRATIVE OFFICER MAY NOT BE APPEALED, AND SHALL NOT BE FORWARDED, TO THE CITIZEN'S POLICY AND COMPLAINT REVIEW COUNCIL.

I HAVE ISSUED THE GRIEVANT A RECEIPT INDICATING THE DATE THE APPEAL HAS BEEN SUBMITTED TO THE CITIZEN'S POLICY AND COMPLAINT REVIEW COUNCIL. I HAVE ENCLOSED WITH THIS GRIEVANCE THE INVESTIGATION REPORT, THE WRITTEN DIRECTIVE OF PROVIDED REMEDY/RELIEF FOR GRIEVANCES SUSTAINED IN PART (IF APPLICABLE) AND ALL OTHER PERTINENT DOCUMENTS.

Signature of the Grievance Coordinator: _____

Date: _____