

WILSON COUNTY ADDENDUM TO PREA STANDARD 115.52

FOR INCLUSION TO SITE SPECIFIC PREA POLICY

Amended 07-27-2020

EMERGENCY GRIEVANCE POLICY/PROCEDURE:

Emergency Grievance is defined as (specifically but limited to):

Perceived substantial risk of eminent sexual abuse

Perceived substantial risk of physical assault

Perceived substantial risk of Staff/Inmate retaliation

POLICY/PROCEDURE DURING NORMAL BUSINESS HOURS:

Upon receipt of such grievance, immediate action by either the Corrections Sargent and/or Corrections Lt. will be made to isolate and to provide acceptable safety measures for the Inmate if deemed necessary. This action will occur within a 48 hr. time period. A final decision on the incident will occur within a 5 day time period. Inmate reporting of such incident may be made in person, in writing or anonymously.

Initial action taken will be reported to the Lt and Undersheriff as soon as possible.

POLICY/PROCEDURE DURING NON-BUSINESS HOURS:

The Corrections Sargent or Supervisory Corrections Officer on duty at that time will review Electronic and Handwritten Grievances for any indications of an Emergency Grievance situation. If such situation is noted, the Corrections Sargent or Supervisory Corrections Officer will take immediate action to insure the safety and welfare of the Inmate. This action will occur within a 48 hr. time period.

Upon taking such action, the Corrections Sargent or Supervisory Corrections Officer will notify the Corrections Lt. in charge of that Shift Rotation. If necessary, the Corrections Lt. will notify the Undersheriff as well. A final decision regarding the incident will be made within a 5 day time period.

DOCUMENTATION OF INCIDENT:

Documentation of the Emergency Grievance will contain the initial grievance, related agency incident reports/statements, video graphic evidence (if available), agency response to the incident and agency determination of the incident.

If the Inmate at any stage of the grievance process (administrative) does not receive a reply in the allotted time (including the 70 day extension notification if circumstances are such that a decision cannot be rendered in the normal time period allotted – 90 days), said Inmate may consider absence of response to be a denial at that level.

THIRD PARTY ASSISTANCE:

A third party (fellow Inmates, Staff Members, Family Members, Attorneys and outside advocates) shall be allowed to assist Inmates in filing requests for administrative remedies relating to allegations of sexual abuse and shall be allowed to file such requests on behalf of Inmates.

If a third party files such request on behalf of an Inmate, the facility may require as a condition of the processing that the alleged victim agree to have the request filed on their behalf and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process.

If the Inmate declines to have the request filed on their behalf, documentation of the Inmates decision will be maintained in the Inmate's file. Documentation may be submitted in writing or electronically. No verbal decisions will be accepted.