

4.15 INMATE GRIEVANCE MECHANISM:

Specify the policies and procedures to be followed in dealing with inmate complaints regarding any aspect of the health care delivery system and in accordance with applicable Kansas Administrative Regulations, which can be found at https://www.kssos.org/pubs/pubs_kar.aspx.

KAR 44-15-102 Procedure

When an appeal of the warden's decision is made to the secretary, the secretary shall then return in a timely manner the grievance report form to the inmate with an answer. The answer shall include findings of fact, conclusions made, and actions taken.

The total number of pages of inmate grievance text shall not exceed 10 pages. Text appearing on the front and back of a page shall count as two pages. Any page of text beyond 10 pages shall not be considered when determining the merits of the grievance.

KAR 44-15-105 Records

Confidentiality- Records regarding the participation of an individual in grievance proceedings shall be considered confidential and shall be handled under the same procedures used to protect other confidential case records.

44-15-106 Emergency Procedure

In emergency situations the inmate may bypass the prerequisite of informal resolution if going to the unit team would not obtain a solution to the problem. The inmate shall indicate on the face of the grievance form the nature of the emergency and shall write the word "emergency" at the top of the grievance report form.