

Date: \_\_\_\_\_

To: Section Chief - Special Litigation Section  
Civil Rights Division  
U.S. Department of Justice  
950 Pennsylvania Avenue, NW  
Washington, DC 20530

Subject: State Prison Inmate Grievance Procedures

State of: \_\_\_\_\_

Facility: \_\_\_\_\_

Section Chief:

Pursuant to the Civil Rights of Institutionalized Persons Act (CRIPA), 42 USC 1997a, you are charged with investigating unlawful practices in state prisons.

CRIPA, 42 USC 1997e, also requires states to maintain grievance systems and the DOJ has imposed minimum standards for these grievance procedures. 28CFR 40.1-28 CFR 40.10.

The purpose of this letter is to inform you that the above referenced state and/or facility grievance practices grossly fail to meet the DOJ's minimum standards. Specific violations include but are not limited to the following that are marked with an "X":

- \_\_\_ No use of a standard form - 28 CFR 40.7(a)
- \_\_\_ Forms not freely available - 28 CFR 40.7(a)
- \_\_\_ Assistance not readily available to those who cannot complete a grievance - 28 CFR 40.7(a)
- \_\_\_ Employees involved in the matter participate in resolving the grievance - 28 CFR 40.7 (c)
- \_\_\_ Replies are not "reasoned" for fail to explain reasons for decision - 28 CFR 40.(d)
- \_\_\_ No written replies - 28 CFR 40.7(d)
- \_\_\_ No explanation of how to appeal initial decision - 28 CFR 40.7(d)
- \_\_\_ Responses not provided within prescribed time limits - 28 CFR 40.7(e)
- \_\_\_ No option for review of decision by entity not under the institution's supervision - 28 CFR 40.7(f)
- \_\_\_ Obstruction of review process by staff or administration - 28 CFR 40.7 (f)
- \_\_\_ Reasonable range of meaningful remedies not available - 28 CFR 40.6
- \_\_\_ Reprisals and/or retaliation for filing grievances - 28 CFR 40.9
- \_\_\_ Grievances not treated as confidential - 28 CFR 40.10

You have an affirmative duty to enforce the minimum standards and to hold the said agency or facility accountable when their practices fail to meet those standards despite what their written policy may claim.

Therefore, I am requesting that you investigate these practices as described herein and that you take action to remedy the violations of minimum standards.

Thank you for your attention and assistance in this matter.

Sincerely,

Signature: \_\_\_\_\_  
Name, ID#: \_\_\_\_\_

Additional Details (Log #, comments, description of event, etc.): \_\_\_\_\_  
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CC:  
ACLU National Prison Project, 915 15<sup>th</sup> St NW, 7<sup>th</sup> floor, Washington DC, 20005-2112 (for those ready to bring class action lawsuits)  
Office of the U.S. Attorney General, 1425 New York Ave. NW, Washington DC 20530-0001  
Director/Commissioner/Secretary of Corrections, State of \_\_\_\_\_  
Agency or Facility Grievance System Director or Coordinator

*(Cross out the name above if you were not able to send them a copy of your signed petition.)*