



Inmate Request for Information/Service

Instructions for Filing: If you have a complaint that may result in a formal grievance, you must use the Informal Complaint Form. This form is to be used for requesting general information through specific departments. Please ensure that your topic coincides with the appropriate department.

Please fill out form & send to (please check one below) and place in the institutional mail:

- | | | |
|--|--|---|
| <input type="checkbox"/> Warden | <input type="checkbox"/> DCE | <input checked="" type="checkbox"/> Mailroom |
| <input type="checkbox"/> Assistant Warden | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Inmate Grievance Office |
| <input type="checkbox"/> Major (Security) | <input type="checkbox"/> Medical | <input type="checkbox"/> Safety Officer |
| <input type="checkbox"/> Treatment/TPS | <input type="checkbox"/> Food Service | <input type="checkbox"/> Institutional Investigator |
| <input type="checkbox"/> Operation Officer | <input type="checkbox"/> Dentist | <input type="checkbox"/> Building & Grounds |
| <input type="checkbox"/> Business Office | <input type="checkbox"/> Recreation Supervisor | <input type="checkbox"/> Laundry |
| <input type="checkbox"/> Property Control | <input type="checkbox"/> Inmate Records | <input type="checkbox"/> Chaplain |
| <input type="checkbox"/> Unit Manager | <input type="checkbox"/> Disciplinary Hearings Officer | <input type="checkbox"/> Other |

[Redacted area]

Inmate's Last Name First Name DOC Number Building Cell Number

PLEASE STATE YOUR QUESTION:

*Why has this Mailroom returned to sender
 for with held my mail from M.I.M. CRISIS
 UNDER LOCK & KEY on 4 different occasions
 (Sept. & Nov. 2011, Jan. 2012 & 2 articles) in
 violation of OP 803.2, without informing
 ME of your actions?*

Inmates Signature: [Redacted] Date: *4/17/12*

STAFF RESPONSE:

*If we had returned anything you would have
 been notified as per policy*

RECEIVED
 APR 18 2012
 MAILROOM

Respondent's Signature: *J. Pease* Date: *4-18-12*



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Building _____

Inmate's Last Name _____ First Name _____ DOC Number _____ Building _____ Cell Number _____

PLEASE STATE YOUR QUESTION: ~~Reinformed~~ of this by MIA (PRISON)
 I'd like to know why the Admin. is allowing the mailroom to return to sender or withhold/destroy newsletters from M.I.A. (PRISON - UNDER LOCK & KEY) in violation of OP 803.2 without any notice?
 I was under the impression this Admin. was operational, this prison a lot more in compliance with A.C.A. standards and the US Constitution?
 And, although this Admin. has only been here during 2 of the 7 incidents, it is happening soon your watch, please address this issue. Thx. ~~PLEASE ADDRESS THIS ISSUE~~

Inmate's Signature: _____ Date: 4/17/12

STAFF RESPONSE: If you had received any issue of Under Lock & Key it would have been sent to you as per policy. No prior approval is required for newspapers or periodicals but for recording purpose if you wish to know when any arrived you should notify properly so item can be placed on your publication list.
 If mailroom had returned anything for you as per policy notification would have been sent to you.

Respondent's Signature: J. Pease Date: 4-23-12