

	<b>STATE OF ALASKA</b> <b>DEPARTMENT OF CORRECTIONS</b> <b>INTERIM POLICY AND PROCEDURES MEMORANDUM</b>		
	APPROVED BY: <i>Dean R. Williams</i> Dean R. Williams, Commissioner	DATE: <b>05/24/18</b>	PAGE: Page 1 of 1
MEMO TYPE: <b>Public</b>	MEMO TITLE: <b>Prisoner Grievances Filing Clarification</b>		
MEMO ATTACHMENTS / FORMS: <b>(None.)</b>	AUTHORITY / REFERENCES: <b>22 AAC 05.155</b> <b>AS 33.30.021</b> <b>AS 33.05.010</b> <b>AS 44.28.030</b> <b>AS 33.16.180</b> <b>DOC P&amp;P 808.03</b> <b>AS 33.30.011</b>		

**PURPOSE:**

The purpose of this Interim Policy And Procedures Memorandum (IPPM) is to clarify that health care grievances may not be filed in a prisoner’s medical file / electronic health record (EHR). Various laws prohibit the mixing of personnel and medical information in the same file, and as many prisoner grievances include employee-specific complaints and information, medical grievances may no longer be stored in a prisoner’s medical file or EHR.

**APPLICATION:**

This IPPM applies to all Department employees and prisoners.

**EXISTING DOC POLICY & PROCEDURES MODIFIED:**

This IPPM modifies language found in DOC P&P 808.03, Prisoner Grievances. Specifically, language found in the Procedures section VII, B, 2 (b) (3).

**NEW PROCEDURES:**

Procedures section VII, B, 2 (b) (3) shall be re-written as follows:

“The Facility Standards Officer shall promptly log the decision in the DOC offender management system and make and distribute copies of the grievance, ensuring that the prisoner only receives the response and not any accompanying documents. The original grievance (and any appeals) may be filed in a separate grievance file and must be retained for three (3) years.”