



Designated Steps in the Grievance Procedure

Updated 4/22/24
Approved by EDR

<u>OFFICE OF THE DIRECTOR</u>	
STEP 1	Immediate Supervisor
STEP 2	Organizational Unit Head
STEP 3	Director

<u>INSTITUTIONS</u>	
STEP 1	Immediate Supervisor <i>Corrections Lieutenants for COs</i>
STEP 2	Organizational Unit Head <i>Warden/Superintendent</i>
STEP 3	Senior Management <i>Regional Administrator; Central Office Program Head, Coordinator, or Administrator</i>

<u>COMMUNITY CORRECTIONS</u>	
STEP 1	Immediate Supervisor <i>Corrections Lieutenants for COs</i>
STEP 2	Organizational Unit Head <i>Chief P&P Officer/Superintendent</i>
STEP 3	Senior Management <i>Regional Administrator</i>

<u>ADMINISTRATION</u>	
STEP 1	Immediate Supervisor
STEP 2	Organizational Unit Head
STEP 3	Senior Management <i>Deputy Director of Administration; Corrections Administration Mgr.</i>

<u>CORRECTIONAL EDUCATION</u>	
STEP 1	Immediate Supervisor
STEP 2	<i>Regional Education Administrator</i>
STEP 3	Senior Management <i>Assistant Superintendent for School Operations</i>

<u>HEALTH SERVICES - MEDICAL</u>	
STEP 1	Immediate Supervisor <i>Clinician A, B, or C</i>
STEP 2	<i>Regional Health Administrator</i>
STEP 3	Senior Management <i>Assistant Chief Nurse Executive</i>

<u>MENTAL HEALTH SERVICES</u>	
STEP 1	Immediate Supervisor <i>Psychology Supervisor</i>
STEP 2	<i>Regional Psychologist</i>
STEP 3	Senior Management <i>Chief of Mental Health Services</i>

<u>HEALTH SERVICES - DENTISTRY</u>	
STEP 1	Immediate Supervisor <i>Dentist</i> <i>Regional Dental Director (for Dentists)</i>
STEP 2	<i>Regional Dental Director</i> <i>Chief Dentist (for Dentists)</i>
STEP 3	Senior Management <i>Chief Dentist</i> <i>Health Services Director (for Dentists)</i>

