



**DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
DETENTION SERVICES- STEP 2 NON-DISCIPLINARY GRIEVANCE APPEAL**

Facility: Alexander Buncombe Cumberland Gaston New Hanover
 Perquimans Pitt Richmond Umstead Wake

If you wish to appeal the response to your Non-Disciplinary Grievance to the Facility Director/Designee, please fill out this form and submit it to staff. You will receive an answer from the Facility Director/Designee within 3 days, excluding weekend and holidays.

STATEMENT OF APPEAL:

Signature of Juvenile Filing Appeal / Date Signature of Staff Receiving Appeal / Date

RESPONSE FROM FACILITY DIRECTOR

Signature of Juvenile

Date

Signature of Facility Director/Designee

Date

Original: Central Office Copy: Juvenile File Copy: Facility File



DEPARTMENT OF JUVENILE JUSTICE
AND DELINQUENCY PREVENTION

CONFIDENTIAL

DETENTION SERVICES- NONDISCIPLINARY GRIEVANCE REPORT

If you have a complaint or grievance, fill out this form and give it to the human services coordinator within 24-hours of the incident. You will receive a response within two days, excluding weekends and holidays. If you are not satisfied with the response you may appeal the grievance, within 24-hours, to the facility director who will answer your grievance within three days, excluding weekends and holidays.

PRINT YOUR NAME:

STEP 1: STATEMENT OF GRIEVANCE

- Write down what you think the problem is.

- Write what you have done to try to resolve the problem.

- Write what you think should be done to prevent it from happening again.

Signature of Juvenile Filing Grievance/Date

Signature of Staff Receiving Grievance /Date

RESPONSE TO GRIEVANCE

This grievance has been reviewed and the finding is as follows:

Signature of Juvenile Filing Grievance/Date

Signature of Staff Reviewing Grievance /Date