

**Memorandum****Policy 13/026**

Date : October 4, 2013

To : All Staff

Subject: **PROCESSING STAFF COMPLAINTS WHEN SERIOUS MISCONDUCT MAY HAVE OCCURRED**

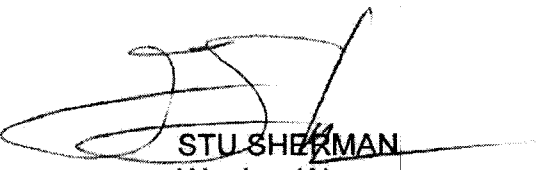
The Department Operations Manual (DOM) Supplement 54100.25 Staff Complaints states in part, "If at any time during the course of the appeal inquiry the reviewer discovers information indicating that serious misconduct (conduct that would likely lead to adverse personnel action) may have taken place, the reviewer will refrain from further interviewing of any staff or inmates regarding the matter. The reviewer will immediately author a memorandum addressed to the Hiring Authority requesting further review. The referral memorandum along with the staff complaint packet will be forwarded to the Hiring Authority. The Hiring Authority will determine if the reviewer will continue the inquiry or if the matter will be referred for consideration of an Internal Affairs (IA) investigation."

Effective immediately, the reviewer will forward the referral memorandum along with the completed Confidential Inquiry (Attachment 'C'), the completed Attachment E-1 Staff Complaint First Level Response Form (Attachment E-1) and the completed CDCR 602 Inmate Appeal Form (CDCR 602) to the Hiring Authority via his/her chain of command. The reviewer will partially grant the CDCR 602 and only utilize the box entitled "Allegation Inquiry" contained within the E-1. The Hiring Authority will annotate any further instructions complete with his/her signature on the referral memorandum and forward the entire staff complaint packet with a copy of the CDCR 602 and Attachment E-1 to the Internal Affairs Office. The original completed CDCR 602 and the original completed Attachment E-1 will be forwarded to the Inmate Appeals Office who will log the appeal as complete, make a copy for the record and return to the inmate.

If, during the staff complaint process the Internal Affairs Lieutenant discovers information which may lead to adverse personnel action, he shall request an investigation through the hiring authority. The Internal Affairs Lieutenant will inform the inmate of the findings of the investigation.

This policy shall remain in effect until it is incorporated into the Department Operations Manual Supplement 54100.25 Staff Complaints during the next annual revision.

Should you have any questions regarding this policy, contact Bob Hall, Appeals Coordinator at extension 7265.



**STU SHERMAN**  
Warden (A)

California Substance Abuse Treatment Facility and State Prison at Corcoran