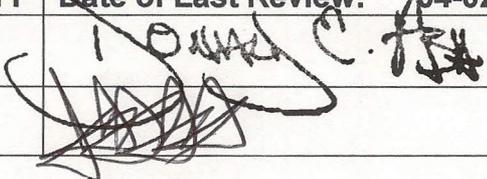


Wyandotte County Sheriff's Office Detention Center Standard Operating Procedures			Number: F-105
Subject: Detainee/Inmate Communication Form (ICF)		No ACA Standard	
Section: Detainee Rights, Privileges, Services, and Programs			
Effective Date: 09-19-08 Revised Date: 04-02-11		Date of Last Review: 04-02-11	
Approved By:	Sheriff of Wyandotte County		
Approved By:	Jail Administrator		

I. POLICY

The Detention Center will provide a means for detainees to request assistance from any component of the Detention Center (e.g., community release, classification, grievance procedure, etc.) by the use of commissary kiosk or any approved Inmate/Detainee Communication Form (ICF).

II. PROCEDURE

- A. Detainees must bring their problems to the attention of the Line Officer for resolution by a verbal request or kiosk prior to submitting an ICF.
- B. The Pod Officer will attempt to settle all problems, written and/or verbal immediately and informally.
- C. If the problem cannot be resolved by the Pod Officer, the detainees will utilize the commissary kiosk, or in administrative segregation, detainees will use Inmate Communication Form, (ICF), provided by the Pod Officer.

- D. If using the commissary kiosk, detainee will type the grievance or request to the appropriate section. Sections will normally answer the grievance or issue within 72 hours.
- E. If using an ICF, the detainee must properly complete and sign. The ICF will be routed to the Shift Lieutenant by the Pod Officer for resolution without unreasonable delay. *A properly completed I.C.F. must have:*
1. Date
 2. Time
 3. Type of communication i.e... appeal, review, grievance, classification, discipline, or request.
 4. To whom the inmate is addressing the I.C.F.
 5. Inmate must state a complete, brief statement of the problem, desired assistance or how request can be best handled.
 6. Inmate Number and signature.
 7. Inmate printed name, booking number, and room number, in the upper left hand corner.
- F. When the ICF has been received by the Shift Lieutenant it will normally be answered within forty-eight (72) hours.
- G. The yellow copy of the completed ICF will be returned to the detainee with the decision/response.
- H. A white copy of the ICF will be retained in the detainee's file/records. (See Policy and Procedure, Section F-100 Detainee Grievance).