STANDARD: Written policy, procedure and practice shall require Immediate Intervention Programs (IIP’s) to adhere to the Board of County Commissioners written grievance policy. If a local policy does not exist a written policy shall be developed by the IIP. The policy shall be made available to all youth, their parents, guardians/custodians or their representatives.

The IIP Grievance Form (Attachment A) shall be used to document grievances.

DISCUSSION: None.

ATTACHMENTS:
Attachment A: Immediate Intervention Program Grievance Form

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for immediate intervention programs operating through the board of county commissioners and their employees/contractors and youth participating in the immediate intervention process. They are not intended to establish state created liberty interests for immediate intervention programs or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to immediate intervention programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.
Immediate Intervention Program
Grievance Form

Name of person filing grievance: ___________________________ Date: ______________
Name of youth: ___________________________ Phone number of grievant: ____________
Address of grievant: ______________________________________________________________
Received by (Name and Title): __________________________________________________________________

Nature of Grievance: ____ Staff Name of Staff: ___________________________
____ Services
____ Other

Written Grievance: ________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

If this space is insufficient, please attach additional page(s) as necessary.

Signature of Grievant

_______________________________