



STATE OF WASHINGTON
 DEPARTMENT OF CORRECTIONS
 WASHINGTON CORRECTIONS CENTER FOR WOMEN
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CASE TOPIC: Grievance #0503588

CASE #: WCCW 03-031-05

DATE OPENED: 03-23-05

DATE CLOSED: 04-11-05

sign and date at time of review or receipt

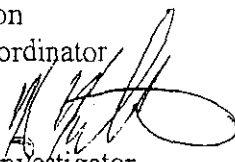
IN OFFICE REVIEW	CASE OUT REVIEW	COPY AUTHORIZATION



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
OFFICE OF CORRECTIONAL OPERATIONS
WASHINGTON CORRECTIONS CENTER FOR WOMEN
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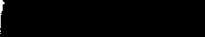


April 11, 2005

TO: Linda Anderson
Grievance Coordinator



FROM: Henry Keller 
Correctional Investigator

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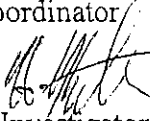
"Working Together for SAFE Communities"



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April 11, 2005

TO: Linda Anderson
Grievance Coordinator

FROM: Henry Keller 
Correctional Investigator

SUBJECT: CASE # WCCW 03-031-05 / Grievance #0503588

Synopsis:

On March 17, 2005, Linda Anderson, Grievance Coordinator requested that the Intelligence and Investigation Unit (I&I) conduct an investigation into grievance # 0503588. Offender [REDACTED] stated that Larry Young, Adult Correctional Cook, (A/C) has made indecent / sexual comments while a group of offenders were viewing a *Victoria Secret's* Magazine. She also stated in her grievance that A/C Young made a comment to her about, "Giving his wife, Arlene Scott-Young, Correctional Councilor 3 (CC3) a hard time due to a low LSI score.

Interview: Offender [REDACTED]

On March 24, 2005 at approximately 0905 hours, I conducted an interview with Offender [REDACTED] in regards to the allegations towards A/C Young. Offender [REDACTED] is unwilling to answer questions with any detail. Ms. [REDACTED] stated that it was a lingerie add, not a *Victoria Secret's* catalog that they were looking at. All she knows is afterwards [REDACTED] began saying "this and that" about Larry but cant remember exactly what. Offender [REDACTED] was unwilling to expand on the meaning of "this and that".

I asked Offender [REDACTED] if there was ever any discussion about genitalia brought about by this add, she replied, "Not by Larry". When asked than by who? Ms. [REDACTED] replied, "I don't remember."

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Ms. [REDACTED] stated. "It was no secret that Offender [REDACTED] did not like Larry or Arlene because Arlene took away Offender [REDACTED]'s good-time or something like that and Larry is Arlene's husband."

End of Interview.

Interview: Offender [REDACTED]

On March 24, 2005 at approximately 1000 hours I conducted an interview with Offender [REDACTED]. I asked Ms. [REDACTED] if she was present on the date and time in question. She stated yes. "The magazine was mine, it wasn't a *Victoria Secret's* catalog though, it was a "Magnum" or "Stuff" magazine." "My husband sent it to me and I'm not quit sure why, because it is a magazine for men, its full of women in skimpy clothes." I wasn't sure if he was trying to tell me something." "Like maybe I need to start working out after I have the baby." (named offender is pregnant)

I asked Offender [REDACTED] how the magazine got to the kitchen, she stated she removed the cover and took it to work to see what the other girls thought about her husband sending it to her. I asked, who all was looking at the magazine after she took it to the kitchen? She stated three or four girls and Larry were flipping through it in the kitchen area. I asked what kind of conversations this lead to? Offender [REDACTED] stated that people were commenting as they flipped through the magazine but she could not hear what was said as she was out in the dining area. I asked Offender [REDACTED] if there was any discussions regarding genitalia, she stated, "not that I heard." **End of Interview.**

Interview: Offender [REDACTED]

On March 24, 2005 at approximately 1400 hours an interview was conducted with Offender [REDACTED]. I asked Offender [REDACTED] if she was present on the date and time in question. She said yes. I asked if she was involved in viewing the *Victoria Secret's* catalog. Offender [REDACTED] stated, "It wasn't a *Victoria Secret's* catalog, it was a magazine for men that Inmate [REDACTED] brought over." Ms. [REDACTED] stated that Offender [REDACTED] handed them the magazine and asked, "why do you think my husband would send me a magazine like this?" Ms. [REDACTED] claims that she flipped through it and stated, "I don't know but I would be pissed if my husband sent me this." Ms. [REDACTED] stated that A/C Young said, maybe he is telling you to get into shape after you have the baby. "That was the end of it, we all got back to work."

I asked Offender [REDACTED] if there was ever any discussion of genitalia initiated by the magazine. Offender [REDACTED] said, "No, but I know what you are talking about." "Before the magazine even came out, there was an inmate named [REDACTED] talking about how small her boyfriend's penis was, then we all kind of started talking about sizes and shapes and stuff." I asked if A/C Young was involved in this discussion and she stated, no Larry was sitting in the corner just shaking his head. He never joined in our conversation or said a word. **End of Interview.**

Offender [REDACTED] completed a statement summarizing the above. See (Attachment A)

Interview: Offender [REDACTED]

On April 7, 2005 at approximately 1330 an interview was conducted with Offender [REDACTED] via telephone from Pine Lodge Pre-release, contact was facilitated by Community Corrections Officer (CCO) Harley Farwell.

I asked Offender [REDACTED] to recall the events that occurred on February 12, 2005 that led to the grievance that she filed against A/C Young. She stated that several girls were all sitting in the dining area and Larry was leaning up against the wall. Offender [REDACTED] brought over a *Victoria Secret's* magazine. Everyone was flipping through the magazine making rude comments about it. When asked what kind of comments were being made, Offender [REDACTED] stated, "They were talking about penis sizes and toys, you know that kind of stuff, and Larry didn't say a word to them about it." I asked if A/C Young was involved in the discussions about the magazine and Offender [REDACTED] replied, "yes," but could not be exact as to what A/C Young said.

Offender [REDACTED] claimed that A/C Young assigned her to less desirable working areas of the kitchen, areas that are usually designated for inmates just starting. Offender [REDACTED] felt that this was retaliation for a disagreement that she had with her counselor Arlene Scott-Young, wife of A/C Young. Offender [REDACTED] claims that Arlene Scott-Young dropped her LSI score from a 37C to a 42B for no reason. **End of Interview**

Interview: Officer Taylor, Marvin

On March 25, 2005 at approximately 1500 hours I conducted an interview with Officer Taylor, Marvin. I asked C/O Taylor if he could recall an incident in the middle of February when Offender [REDACTED] approached him about a problem that she had with kitchen staff. C/O Taylor stated, "Yes that did occur." He said, "Offender [REDACTED] came to me upset and I asked her what was wrong." Offender [REDACTED] stated that she wanted a grievance form because she was going to grieve Larry in the kitchen. C/O Taylor allegedly asked what occurred and if the issue could be resolved at a different level. [REDACTED] stated that she was offended by the kind of talk that was going on between other inmates in the kitchen and Larry allowed it to go on. C/O Taylor stated that [REDACTED] was upset that A/C Young did not say anything to the offenders that were talking about issues sexual in nature. C/O Taylor claims at that point he referred [REDACTED] to Sgt. Shepard.

I asked C/O Taylor if [REDACTED] complained of A/C Young getting involved in the sexually explicit conversation. He stated, "No, just that he supposedly didn't do anything to stop it." **End of Interview.**

Interview: Sgt. Crittenden, David

On March 28, 2005 at approximately 1215 hours I conducted an interview with Sgt. Crittenden via telephone. I asked Sgt. Crittenden if he recalled an incident in the middle of February when Offender [REDACTED] approached him with a complaint about kitchen staff. Sgt. Crittenden stated, "Yes he did recall the incident" He stated that Offender [REDACTED] was upset because Larry allowed Offenders in the kitchen to carry on about sexually explicit issues with out saying anything to them or putting a stop to it. Sgt Crittenden stated that he spoke with A/C Young, regarding the accusations. **End of Interview.**

Interview: Sgt. Sheppard, William

On April 01, 2005 at approximately 1500 hours, I contacted Sgt. Shepard via telephone in regards to the allegations made by Offender [REDACTED] Sgt Shepard stated. "Offenders come to me every day with problems and complaints." "To be honest with you I really don't recall that particular incident." **End of Interview.**

Interview: A/C Larry Young

On April 06, 2005 at approximately 1100 hours an interview was conducted with A/C Larry Young. A/C Young reviewed the statement he submitted on March 14, 2005 (**Attachment B**) and stated that he would like it to stand. A/C Young did add that he never involved himself in any type of sexual conversation with the offenders.

When Offender [REDACTED] brought the magazine from her unit, handed it to Offender [REDACTED] and asked, "Why do you think my husband would send me a magazine like this?" A/C Young stated that he did glance at the magazine and say, "Maybe he wants you to get into shape after you have the baby." The statement was not said nor perceived in a malicious manner. Young stated that the magazine incident and the sexual discussion between offenders were two entirely different occurrences. A/C Young claims that he directed the offenders involved in the conversation back to work. **End of Interview.**

Interview: Sgt. Ahmu, Kathleen

On April 8, 2005 at approximately 1630 I conducted an interview wit Sgt Ahmu. She was unable to recall a recent incident were an offender made complaints about kitchen staff. **End of Interview.**

Conclusion:

A review of the kitchen roster for February 12, 2005 indicates that Offender [REDACTED] was not assigned to work kitchen detail, therefore not present on that date.

The viewing of the magazine in question and the sexually explicit conversations by offenders appear to be two separate incidents occurring at different times. Grievance #0503588 initiated by Offender [REDACTED] indicates that these were simultaneous occurrences with one stemming from the other. Testimony of the above staff and offenders indicate that A/C Young did view the magazine however no evidence supports that he made sexual comments about the magazine or otherwise. At this time the allegations of A/C Young partaking in conversations of a sexual nature with offenders are unsubstantiated and unfounded.

Statement of Larry D. Young

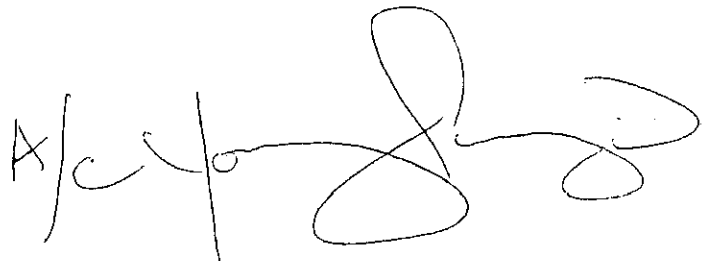
March 14, 2005

RE: I/M [REDACTED]

I Larry Young am responding to the statements made by Offender [REDACTED]

I/M [REDACTED] was assigned to work in the MSC food service. On her first week of work, I assigned I/M [REDACTED] to the dish room, an area that all offenders are assigned to work during their shift. I/M [REDACTED] stated she could not work in the dish room because her shoulder hurt and she was unable to perform the task and she had an HSR. I called the Clinic to verify if she had an HSR. I was told by clinic staff that I/M [REDACTED] had no HSR for her shoulder or work restrictions to limit work in food service. I placed I/M [REDACTED] in the dish room to work for her shift. During the course of her work in the dish room I/M [REDACTED] became visibly upset of being assigned to the task. She later stated to Sgt. Crittenden and C/O Taylor that I (A/C Cook Young) was harassing her and picking on her. The following week Sgt. Crittenden and C/O Taylor stated to me that I/M [REDACTED] stated I was sexual harassing her and making sexually inappropriate comments to offenders. I/M [REDACTED] stated that she overheard me talking sexually to other offenders while working in the kitchen. At no time did I make sexual comments or references to any offenders or staff. The kitchen workers were on break and started to talk about sex, at that time I told the whole crew to cut that talk out and not discuss inappropriate matters while at work.

It should also be noted that I/M [REDACTED] started making this inappropriate statements after receiving her LSI-R score from her then counselor, Arlene Scott-Young. I/M [REDACTED] stated that once Ms. Scott-Young left WCCW for a new job she would get out of the kitchen and not have to work as she did not like A/C Young.

A handwritten signature in black ink. The signature is written in a cursive style and includes the initials 'A/C' followed by a large, stylized signature that appears to be 'Cook Young'.

ATTACHMENT (R) Page 1 of 1

I [REDACTED] was there on both ~~occasions~~ occasions when Harry was "supposed" to have a conversation w/ us about genital sizes. That is not true at all.

A girl named [REDACTED] was talking about her boyfriend's penis size to about 3 of us and the conversation lasted about 2 minutes.

Harry was sitting over in the corner and never once did he respond ~~to~~ to our conversation.

He didn't say a word. He just shook his head at us.

The other incident a girl named [REDACTED] received a magazine from her husband in the mail and it was full of women in Buthingsuits and she asked Harry and I why we thought her husband would send her a magazine like this??

We took the magazine and "flipped through it and I said; 'I would be mad at my husband if he sent me a magazine like this.' and Harry said, 'maybe he's telling us that he wants' "

Keller, Henry A.

From: Kelly, Kelly M.
Sent: Tuesday, March 22, 2005 8:58 AM
To: Keller, Henry A.
Subject: FW: griev [REDACTED]

FYI.....

-----Original Message-----

From: Anderson, Linda A.
Sent: Tuesday, March 22, 2005 7:25 AM
To: Moss, Bennie R
Cc: Garbitt, Eddie L.; Kelly, Kelly M.
Subject: griev. [REDACTED]

The staff conduct griev. that you have been working on ... i/m [REDACTED] log id 0503588 that I referred back for further investigation has been reassigned to the I & I office.
Please give that office all the paperwork and summary of what you have done. asap.. thank you



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

**STAFF CONDUCT GRIEVANCE
QUEJA POR LA CONDUCTA DEL PERSONAL**

NAME: NOMBRE:	LAST APELLIDO	FIRST PRIMER NOMBRE	MIDDLE 2DO NOMBRE	DOC NUMBER NUMERO DOC	FACILITY/ FACILIDAD WCCW	UNIT/CELL UNIDAD/CELDA
COMMUNITY CORRECTIONS OFFICE OFICINA DE CORRECCIONES EN LA COMUNIDAD			DATE TYPED FECHA ESCRITA 02/14/05	PART B - OBTS: INFORMACION DE OBTS		
			REMEDY/REMEDI	RESOLUTION/RESOLUCION	PENDING/PENDIENTE	

PART A - STAFF CONDUCT GRIEVANCE/QUEJA POR LA CONDUCTA DEL PERSONAL Response due/Respuesta requerida en 3/1/05

I WANT TO GRIEVE: On 12-05 I was working in the kitchen with several other inmates and Larry Young. There was a conversation about Victoria Secret and looking at the magazine. This then got into a conversation about sex, penis size etc. It was bothering me after a few days so I went to the warden on duty. I also asked for my name to be out of this. She said yes. On 2-9-05 or 2-8 I was brought to my attention that I was giving his wife a hard time (because I believe that my I SI score was done in prejudice because when I was first on the hill I went over her head. Not knowing then 2-10 he said he knew all about me complaining about him and he said something about suing him for sexual harassment, and that he was just looking at Victoria Secret magazine, and that wasn't the truth. I have been told he has had this complaint before but I just told him I had boundaries. Now I am being harassed. I would like this documented.

SUGGESTED REMEDY:
[Redacted]

GRIEVANCE COORDINATOR SIGNATURE FIRMA DE COORDINADOR DE QUEJAS	DATE FECHA	GRIEVANT SIGNATURE FIRMA DE QUEJANTE	DATE FECHA
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PART B - LEVEL II RESPONSE / PARTE B RESPUESTA 2DO NIVEL

SUPERINTENDENT, WORK RELEASE SUPERVISOR, FIELD ADMINISTRATOR SIGNATURE FIRMA DEL SUPERINTENDENTE, SUPERVISOR DEL CENTRO DE LIBERTAD PAR TRABAJAR, ADMINISTRADOR DE LA OFICINA SUCURSAL	DATE FE
--	------------

You may appeal this response by submitting a written appeal to the coordinator within two (2) working days from date this response was received.
Ud. puede apelar esta respuesta al someter una apelación por escrito al coordinador dentro de dos (2) días de trabajo de la fecha en que esta respuesta fue

INVESTIGATIVE PROCEDURE

Please investigate the attached Grievance. Superintendent Stewart wants your response to contain two things: First, she wants a complete written report of your investigation with conclusions. Second, she wants a brief summarized proposed response to the Grievance which can be used as an answer to the grievant.

Include the following elements in your investigation report:

1. Name of investigator.
2. If a Staff Conduct, have the staff sign the Notification of Staff Conduct (Form DOC 20-303)
3. Interview grievant and staff member(s)-mentioned.
4. Names of persons interviewed and date of interviews.
5. Synopsis of interviews.
6. Citation of documents consulted (policy number, WAC, RCW, etc.)
7. Evidence found to substantiate or refute the grievant's claim.
8. Conclusions of the investigator.
9. Action taken if any as supervisor towards staff based on investigation, i.e., counseled, letter of reprimand.
10. Signature of investigator and date.
11. Return investigation report to Grievance Coordinator by date noted.

Write your investigation report and proposed response as though you were testifying in Court. The first sentence of your report should begin as follows: On (date, (your name and title)), conducted this investigation and reports: "Briefly and in summary form report results of your investigation with conclusions."

If you have any questions, please contact me.

Thank you,

Linda Anderson,
Correctional Specialist
Ext. 246

LA/kss
Revised 08/17/00

HOW TO PROCESS

"NOTIFICATION OF STAFF CONDUCT/REPRISAL GRIEVANCE FORM"

(Notification to Involved Staff)

The assigned investigator informs the staff member of his/her right to be notified of the outcome of the Staff Conduct Grievance /Reprisal and if appealed, Level III. The staff being grieved completes section 2 of the form (DOC 20-303 Notification of Staff Conduct/Reprisal Grievance form), by marking one of the two check boxes, indicating whether they want to be notified as to the results of the grievance/appeal, their signature and date of signing. The investigation staff returns all three pages of the form to the Grievance Coordinator with the investigation. The Grievance Coordinator, once the investigation is signed off by the Superintendent/designee, sends a copy of the marked results to the staff requesting this information with the appropriate checked box marked.

GRIEVANCE

I, Bennie Moss, F/M 1 at WCCW. conducted an interview with I/M [REDACTED] concerning the alleged misconduct of A/C Larry Young on 2-12-05

I/M [REDACTED] states that she, Mr. Young and the rest of the offender workers were all sitting in the dining area of the M.S.C. kitchen looking through a Victoria SECRET catalog when one of the offenders brought up the fact that she was once a phone sex operator. I/M [REDACTED] states that the conversation progressed into a discussion about penis and vaginal size, with Mr. Young making comparison to some of the photos in the catalog

I/M [REDACTED] proceeded to give me names of offenders present that might be potential witnesses to the conversation, also staff that she spoke with immediately after her shift ended. I spoke with the person's who's names I was given.

I/M [REDACTED] said conversation never took place

I/M [REDACTED] said conversation never took place

Sgt. Ahmu, said I/M [REDACTED] never spoke with her concerning this issue

Sgt. Sheppard, said he had no idea what I was talking about.

Bennie Moss

GRIEVANCE

I, Bennie Moss, F/M 1 at WCCW. conducted an interview with I/M [REDACTED] concerning the alleged misconduct of A/C Larry Young on 2-12-05

I/M [REDACTED] states that she, Mr. Young and the rest of the offender workers were all sitting in the dining area of the M.S.C. kitchen looking through a Victoria SECRET catalog when one of the offenders brought up the fact that she was once a phone sex operator. I/M [REDACTED] states that the conversation progressed into a discussion about penis and vaginal size, with Mr. Young making comparison to some of the photos in the catalog

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I/M [REDACTED] said conversation never took place

I/M [REDACTED] said conversation never took place

Sgt. Ahmu, said I/M [REDACTED] never spoke with her concerning this issue

Sgt. Sheppard, said he had no idea what I was talking about.

After speaking with persons who's names I was given, I find there is no evidence to substantiate I/M [REDACTED] accusation.

A/C Young was spoken too and given a letter of warning. A copy of this letter will be placed in his working file.

□

A/C Larry Young

3-15-05

A/C YOUNG, it was alleged that some offenders on your work shift between the hours of 13:00 and 19:30 had a victoria secret catalog in the department. From some of the photos, an inappropriate conversation ensued. One of the ladies that was suppose to have been there states that she became highly offended.

At this time I cannot say if this is true or not but whether or not it is, there is to be no magazines, papers, books or anything that is not job related brought into the work area. Anyone caught with such items should be delt with immediately

It is my expectation that you would not condone such behavior.

I, Bennie Moss F/M [redacted] at W.C.C.W. Conducted
in interview with I/M [redacted] Concerning
the Alledged Misconduct of A/C Larry Young on 2-12-05

Mrs [redacted] states that she, Mr. Young and the rest
of the offender workers were all sitting around in
the dining are of the M.S.C. kitchen when one of
the offenders brought up the fact that she use to
do phone sex. She states that they also had a
Victoria Secret Catalog. She also states that the
conversation progressed into a discussion about
penis and Vaniga size, with Mr. Young making
comparisons to some of the pictures photos in the
Catalog.

The conversation then turned to an incident
that occurred between I/M [redacted] and Mrs [redacted]
~~at the time~~

I/M [redacted] proceeded to give me names of other
offenders present that might be potential witnesses
to the conversation and also staff that she
spoke with immediately after his shift end
~~she~~ she spoke with the persons whose
names I was given:

- I/M [redacted] K says Conversation never took place
- I/M [redacted] J says " " " " " "
- I/M [redacted] " " " " " "
- Sgt. Amell said Mrs [redacted] never spoke with her
concerning this issue

all was sitting in dining area.
 1/1/m [redacted] brought up fact that she
 use to do phone sex. They also had a
 Victoria Secret Catalog. The conversation
 progressed into discussion about Penis
 and Vagina sizes. ~~and~~

Tot
 Tutu

When Mrs Young did L.S.I score first
 time Mrs [redacted] had a score of 37c Mrs
 Young state score was sent back to her
 by Mr. Vickers and that she need to reassess
 testing. at this time she got a score of 42c
 which took away her 1/2 time. at this point
 Mrs [redacted] told Mrs Young that she wanted
 to appeal. Mrs Young suggested she go to
 Superintendent and Supt. Told her to go to her
 team, where it has been since

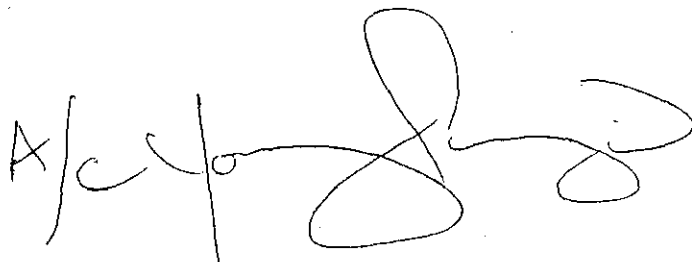
3/15
 to K Sgt. Armer initially

Statement of Larry D. Young
March 14, 2005
RE: I/M [REDACTED]

I Larry Young am responding to the statements made by Offender [REDACTED]

I/M [REDACTED] was assigned to work in the MSC food service. On her first week of work, I assigned I/M [REDACTED] to the dish room, an area that all offenders are assigned to work during their shift. I/M [REDACTED] stated she could not work in the dish room because her shoulder hurt and she was unable to perform the task and she had an HSR. I called the Clinic to verify if she had an HSR. I was told by clinic staff that I/M [REDACTED] had no HSR for her shoulder or work restrictions to limit work in food service. I placed I/M [REDACTED] in the dish room to work for her shift. During the course of her work in the dish room I/M [REDACTED] became visibly upset of being assigned to the task. She later stated to Sgt. Crittenden and C/O Taylor that I (A/C Cook Young) was harassing her and picking on her. The following week Sgt. Crittenden and C/O Taylor stated to me that I/M [REDACTED] stated I was sexual harassing her and making sexually inappropriate comments to offenders. I/M [REDACTED] stated that she overheard me talking sexually to other offenders while working in the kitchen. At no time did I make sexual comments or references to any offenders or staff. The kitchen workers were on break and started to talk about sex, at that time I told the whole crew to cut that talk out and not discuss inappropriate matters while at work.

It should also be noted that I/M [REDACTED] started making this inappropriate statements after receiving her LSI-R score from her then counselor, Arlene Scott-Young. I/M [REDACTED] stated that once Ms. Scott-Young left WCCW for a new job she would get out of the kitchen and not have to work as she did not like A/C Young.

A handwritten signature in black ink, appearing to read "A/C Young". The signature is stylized with large loops and a long horizontal stroke.



NOTIFICATION OF STAFF CONDUCT /
REPRISAL GRIEVANCE
(Notification to Involved Staff)

SECTION I - TO ASSIGNED INVESTIGATOR

Attached is grievance number 0503588 which alleges misconduct and/or reprisal by
A/C Larry Young
STAFF MEMBER NAME (PLEASE PRINT)

DURING THE INTERVIEW WITH THE STAFF MEMBER, inform the staff member that he/she has the right to be notified of the final determination of the grievance at Level II and (if appealed) at Level III by completing Section II below. Upon completion of Section II, the investigator shall return this form to the grievance coordinator.

SECTION II - NOTIFICATION OF FINAL DETERMINATION

I do I do not wish to be notified of the final determination in this grievance.

STAFF SIGNATURE	DATE
<i>[Signature]</i>	03-14-05

SECTION III - LEVEL II / LEVEL III DETERMINATION

The investigation into the allegations of this grievance has been completed. The findings are:

LEVEL II RESPONSE (Check one)	LEVEL III RESPONSE (Check one)	
		No evidence of misconduct/reprisal was found.
		Evidence of procedural error was found but not misconduct/reprisal. Corrective action will be/has been taken outside of the grievance procedure
		Employee misconduct/reprisal was established. Corrective action will be/has been taken outside of the grievance procedure.

SIGNATURES: AT LEVEL II—Grievance Coordinator

AT LEVEL III—Grievance Coordinator

GRIEVANCE COORDINATOR SIGNATURE	DATE

GRIEVANCE COORDINATOR SIGNATURE	DATE

Distribution: Top Copy-Staff Member, Second Copy-Staff Member, Third Copy-Grievance Coordinator

1. STAFF MEMBER