

IDAHO DEPARTMENT OF CORRECTION
Grievance Transmittal Form

Resident: **Kohberger, Bryan** IDOC Number: **163214**

Facility: **IMSI** Housing Unit, & Cell: **J Block 2-33** Date: **August 1, 2025**

From: **Grievance Coordinator** ☒ **Grievance Coordinator** ☐ Other

The attached form is being returned without action being taken because:

- ☐ You did not submit the grievance within 30 days of the incident.
- ☐ You did not submit the appeal within 14 days of the review authority's decision.
- ☐ The form is not handwritten (it cannot be typed).
- ☐ The form is not legible.
- ☒ **You did not include with the grievance an answered or signed Inmate Concern Form(s) that shows your attempts to resolve the issue informally with applicable staff.**
- ☐ You have three (3) open/active grievances (including appeals) in the system, which is the maximum number you are allowed.
- ☐ You have raised more than one specific issue.
- ☐ The grievance does not contain a reasonable and clear description of the problem.
- ☐ The grievance does not describe how you tried to resolve the issue informally.
- ☒ **The grievance does not contain specific information such as dates, places, and names.**
- ☐ Your description of the problem is not written in or within the appropriate area on the form. (Written comments must not exceed the space designated for writing comments.)
- ☐ This grievance is not written in a civil, concise, or understandable language; or it is not to the point. (Grievances cannot contain vague issues/complaints, personal attacks, or harass staff members.)
- ☐ You did not suggest a solution.
- ☐ You did not sign the form.
- ☐ You cannot submit your appeal until the grievance decision is rendered.
- ☐ The issue was previously grieved under grievance number: [Click or tap here to enter text.](#)
- ☐ The issue/complaint is not grievable as indicated in standard operating procedure 316.02.01.001, *Grievance and Informal Resolution Procedures for Inmates*, and must be addressed as follows: [Click or tap here to enter text.](#)
- ☐ You cannot grieve the length of your sentence or a decision that is under the jurisdiction of the court or Idaho Commission of Pardons and Parole.
- ☐ This problem is beyond the Idaho Department of Correction's (IDOC's) control.
- ☒ **Other (must be approved by the review or appellate authority): Please make sure to always include a concern form with your grievance. Also, you must include names, dates, and places of where the incident occurred within the "Offender Section" of your grievance for proper processing purposes. I have attached an Inmate Handout for future reference.**

☐ **Grievance**

IDOC Number: 163214

Date: 07/31/2025

Facility: _____ Grievance Number: _____
Date Collected: _____ Grievance Category: _____

Date Forwarded to Offender's Previous Facility:

Name of Previous Facility: _____

Date Forwarded to Responder:

Level 1 Responder's Name: _____ Date Due: _____ Received: _____

Level 2 Responder's Name: _____ Date Due: _____ Received: _____

Final Grievance Decision: _____ Date Sent to Offender: _____

The problem is: I have, on several occasions, not received all items of food on my tray. I address this during service, and have yet to receive any replacements; in fact, the kitchen is not even called. The policy book confirms items missing, which are pointed out at the time of service, will be replaced. I wish to, without exception, receive those replacements.

I have tried to solve this problem informally by:

Addressing the issue w/ start at the time of meal service.

I suggest the following solution for the problem: I wish for the items to be called for and items replaced when this occurs; the nutritional standard is not being upheld unless I receive my full tray.

Offender's signature: *B. C. Tan*

☐ Appeal Date: _____

I am appealing the grievance for the following reason(s):

Offender's signature:

Appendix B
316.02.01.001
(Appendix last updated 2/14/12)

IDAHO DEPARTMENT OF CORRECTION
Grievance and Informal Resolution Process for Inmates - Inmate Handout



What if I have a problem while incarcerated?

Sometimes problems happen. If you have a problem, take the following steps.

Know the Rules

The first step is to know and follow the rules. Read standard operating procedure (SOP) 316.02.01.001, *Grievance and Informal Resolution Procedure for Inmates*. Just ask a staff member for the SOP on the grievance procedures for inmates.

In addition, the Idaho Department of Correction (IDOC) uses policies, directives, and standard operating procedures to manage inmates and staff. For now, let's just call them all rules. You can read most of the rules that affect you.

Talk to Staff

Second, talk to staff. Staff can show you the rules, answer your question, or tell you who can answer your question.

Write an Inmate Concern Form

Write your problem on an *Inmate Concern Form* and address it to the proper staff member. For example, send a property question to the property officer. Do not send multiple concern forms to different people because doing so only slows the process for everyone. Deliver the concern form to the unit officer. The unit officer will acknowledge receipt of the form by signing and dating the form. The unit officer will then give you the pink copy of the form. Keep the pink copy. (If the issue is confidential to you, you may place the concern form in a designated lockbox in accordance with the SOP 316.02.01.001.)

A staff member should respond within seven (7) days of the 'collected/received' date indicated on the form. If you think the response is wrong **or** if there is no response within the seven (7) day time limit, you can file a grievance.

File a Grievance

Grievances must be filed within 30 days of the incident. To file a grievance, fill out the top section of the *Grievance/Appeal Form*, and attach the *Inmate Concern Form* that has the staff response. If you didn't get a response write 'no response' on the pink copy of the concern form that you were given when you filed it, and attach it to the grievance form. Put the forms in the designated lockbox.

File an Appeal

If you think the answer on the grievance is wrong, you can file an appeal. After you get the *Grievance/Appeal Form* back with an answer, you must file the appeal within 14 days of the review authority's decision. Write on the bottom section of the *Grievance/Appeal Form* (the one you were given when you filed it) why you think the answer is wrong. Put the form in the designated lockbox. This is the last step in the problem-solving process.