Rejected: Notification of Referral to the Criminal Investigations Division (OPS)

TO: Offender Name, GDC#
_____Facility/Center

FROM: Warden/Superintendent
_____Facility/Center

RE: GRIEVANCE #

This memorandum is in response to your grievance that was filed on _____. Upon review, it has been determined that you failed to follow the proper procedure for filing the formal grievance; therefore, this grievance is being rejected in accordance with policy. However, due to the nature of the allegation, an investigation is warranted.

Therefore, a copy of your grievance has been forwarded to the Georgia Department of Corrections Criminal Investigations Division on _____ for review. The Criminal Investigation Division will determine what action is appropriate. Although this letter serves as the formal response to your grievance, the investigative process is on-going.

You will be notified upon the completion of the investigation by the Criminal Investigations Division.

_____ _____
Warden/Superintendent Date

_____ _____
Offender GDCID# Date

Retention Schedule: Upon Completion, this form shall be maintained with the grievance packet for four (4) years and then destroyed.