

## Employee Grievance

The employee grievance module tracks the grievance process providing a dashboard highlighting date requirements for each step of the grievance process. The module will provide the agency with the ability to define and track dated requirements and steps as required by each contracted with each union.

Incident Status Board

Open Items    Responsibility:      Group:      Offense Type:      Incident From:    
 All Items    Employee:      Division:      Offense Level:      Incident Through:    
 Action:      Unit:      Discipline Level:

Incident Number	Incident Date	Employee Number	Name	Group	Division	Unit	Offense	Offense Level	Discipline Level	Responsibility	Incident		Discipline		Grievance	
											Action	Due	Action	Due	Action	Due
10006	1/9/2011	770359	ABELS, BRIAN J.	SEIU	DIV2	D2-O	Minor Disrespect	2nd Offense	1 Suspension Day	Requires Action						
10006	1/10/2011	380431	ABRAM, SHERRY R	SEIU	DIV1	B	Sleeping	2nd Offense	Counseling	Requires Action						
10007	1/12/2011	379563	BERRY, JOHN	SEIU	Division	Tier	Contraband	8th Offense	To Be Determined	Requires Action						
10009	1/14/2011	382706	MAAS, DENNIS M	SEIU	Division	Tier	Desertion	1st Offense	Written Reprimand	Sweeney, J Jeff	Incident Report	1/17/11				
10010	1/14/2011	599902	SABATIS, GABRIEL J	SEIU	Division	Tier	Abuse	1st Incident	Counseling	Requires Action						
10011	1/17/2010	378549	AMATO, FRANK D	SEIU	Division	Tier	To Be Determined	To Be Determined	To Be Determined	Walters, Cliff E	Incident Report	1/18/11				
10012	1/26/2010	380108	ACEY, BARRY	SEIU	Division	Tier	Absence w/ Out Permission	1st Incident	Counseling	Sweeney, J Jeff						
10013	1/26/2011	386835	ACEY, DARRYL A	SEIU	Division	Tier	Sleeping	1st Offense	Written Reprimand	None						
10014	4/5/2011	771488	ACEVEDO, ENRIQUE	SEIU	Division	Tier	To Be Determined	To Be Determined	To Be Determined	sweeney, J Jeff	Incident Report	1/18/11				

## Inmate Grievance

The inmate grievance will track each grievance highlighting the dated commitments on the dashboard. The module will provide the agency with the ability to define and track dated requirements and steps as required by facility policy manual.

Incident Status Board

Open Items    Responsibility:      Prisoner Type:      Offense Type:      Incident From:    
 All Items    Inmate:      Division:      Offense Level:      Incident Through:    
 Action:      Tier:      Discipline Level:

Incident Number	Incident Date	Inmate ID#	Name	Prisoner Type	Division	Tier	Offense	Offense Level	Discipline Level	Responsibility	Incident		Discipline		Grievance	
											Action	Due	Action	Due	Action	Due
10006	1/9/2011	770359	ABELS, BRIAN J.	SEIU	DIV2	D2-O	Minor Disrespect	2nd Offense	1 Suspension Day	Requires Action						
10006	1/10/2011	380431	ABRAM, SHERRY R	SEIU	DIV1	B	Sleeping	2nd Offense	Counseling	Requires Action						
10007	1/12/2011	379563	BERRY, JOHN	SEIU	DIV1	A	Contraband	8th Offense	To Be Determined	Requires Action						
10009	1/14/2011	382706	MAAS, DENNIS M	County	DIV1	A	Desertion	1st Offense	Written Reprimand	Sweeney, J Jeff	Incident Report	1/17/11				
10010	1/14/2011	599902	SABATIS, GABRIEL J	SEIU	Division	Tier	Abuse	1st Incident	Counseling	Requires Action						
10011	1/17/2010	378549	AMATO, FRANK D	SEIU	Division	Tier	To Be Determined	To Be Determined	To Be Determined	Walters, Cliff E	Incident Report	1/18/11				
10012	1/26/2010	380108	ACEY, BARRY	SEIU	Division	Tier	Absence w/ Out Permission	1st Incident	Counseling	Sweeney, J Jeff						
10013	1/26/2011	386835	ACEY, DARRYL A	SEIU	Division	Tier	Sleeping	1st Offense	Written Reprimand	None						
10014	4/5/2011	771488	ACEVEDO, ENRIQUE	SEIU	Division	Tier	To Be Determined	To Be Determined	To Be Determined	sweeney, J Jeff	Incident Report	1/18/11				

The detail panel defines each step taken including assigned staff, comments, scanned documents and much more.



P.O. Box 5009 Poland, OH 44514

VOICE: 330.707.1090 FAX: 330.707.1099

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Incident: 10009		Exit																																																																																																																			
Incident Date: 01/14/2011	Report By: Walters, Cliff E	Incident Type: Offense																																																																																																																			
Incident Time: 11:25	Report By ID: 1001	Incident Status: Open																																																																																																																			
Report Date: 01/16/2011	Facility: CCCDC	Status By: Walters, Cliff E																																																																																																																			
Report Time: 15:08	Location: BOOKING	Status By ID: 1001																																																																																																																			
Narrative: The description of the grievance is entered in this memo box.																																																																																																																					
Employee Number: 382706	Offense Code: Desertion																																																																																																																				
Employee: MAAS, DENNIS M	Offense Description: Desertion of post.																																																																																																																				
Badge Number: 160	Offense Level: 1st Offense																																																																																																																				
JDE Number: DMAas	Discipline Number: 20011																																																																																																																				
Social Security:	Discipline Category: Summary																																																																																																																				
Division: Division	Discipline Level: Written Reprimand																																																																																																																				
Unit: Tier	Enhancement:																																																																																																																				
Group: SEIU	Mitigation:																																																																																																																				
Position: Unknown	Discipline Status: Accepted																																																																																																																				
Participation Date: 01/14/2011	Grievance Number:																																																																																																																				
Participation Time: 11:25	Grievance Case:																																																																																																																				
Participation Type: Offender	Grievance Status:																																																																																																																				
Process Status*: Discipline	Current Action Code: 5020																																																																																																																				
Status Date: 04/12/2011	Action Description: Discipline Recommendation																																																																																																																				
Status Time: 14:52																																																																																																																					
Status By: sweeney, J Jeff																																																																																																																					
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* The Process Status determines which fields are enabled and which actions can be assigned.																																																																																																																					
Next Action																																																																																																																					
<table border="1"> <thead> <tr> <th>Actions</th> <th>Witnesses</th> <th>Notes</th> <th>Documents</th> <th>History</th> <th>Add Participant</th> </tr> </thead> <tbody> <tr> <td>Action Code: 5020</td> <td>Request Date: 04/12/2011</td> <td>Respond Days: 7</td> <td colspan="3"></td> </tr> <tr> <td>Action Type: Offense</td> <td>Request Time: 14:50</td> <td>Response Due: 03/29/11</td> <td colspan="3"></td> </tr> <tr> <td>Description: Discipline Recommendation</td> <td colspan="5"></td> </tr> <tr> <td>Request To: sweeney, J Jeff</td> <td>Request To ID: 1020</td> <td colspan="3"></td> <td></td> </tr> <tr> <td colspan="6">Narrative: Each task has a note box allowing the staff assigned to it's completions to provide required details</td> </tr> <tr> <td>Action Status: Assigned</td> <td colspan="5"></td> </tr> <tr> <td>Completed By:</td> <td>Complete By ID:</td> <td colspan="4"></td> </tr> <tr> <td>Completed Date:</td> <td colspan="5"></td> </tr> <tr> <td>Completed Time:</td> <td>Acquire Signature</td> <td>Completed</td> <td colspan="3"></td> </tr> <tr> <td>Action Code: 1010</td> <td>Request Date: 01/16/2011</td> <td>Respond Days: 5</td> <td colspan="3"></td> </tr> <tr> <td>Action Type: Incident</td> <td>Request Time: 15:08</td> <td>Response Due: 01/21/2011</td> <td colspan="3"></td> </tr> <tr> <td>Description: Incident Report</td> <td colspan="5"></td> </tr> <tr> <td>Request To: Walters, Cliff E</td> <td>Request To ID: 1001</td> <td colspan="4"></td> </tr> <tr> <td colspan="6">Narrative: interviewed</td> </tr> <tr> <td>Action Status: Assigned</td> <td colspan="5"></td> </tr> <tr> <td>Completed By: sweeney, J Jeff</td> <td>Complete By ID: 1020</td> <td colspan="4"></td> </tr> <tr> <td>Completed Date: 4/12/2011</td> <td colspan="5"></td> </tr> <tr> <td>Completed Time: 14:48</td> <td>Acquire Signature</td> <td>Completed</td> <td colspan="3"></td> </tr> </tbody> </table>				Actions	Witnesses	Notes	Documents	History	Add Participant	Action Code: 5020	Request Date: 04/12/2011	Respond Days: 7				Action Type: Offense	Request Time: 14:50	Response Due: 03/29/11				Description: Discipline Recommendation						Request To: sweeney, J Jeff	Request To ID: 1020					Narrative: Each task has a note box allowing the staff assigned to it's completions to provide required details						Action Status: Assigned						Completed By:	Complete By ID:					Completed Date:						Completed Time:	Acquire Signature	Completed				Action Code: 1010	Request Date: 01/16/2011	Respond Days: 5				Action Type: Incident	Request Time: 15:08	Response Due: 01/21/2011				Description: Incident Report						Request To: Walters, Cliff E	Request To ID: 1001					Narrative: interviewed						Action Status: Assigned						Completed By: sweeney, J Jeff	Complete By ID: 1020					Completed Date: 4/12/2011						Completed Time: 14:48	Acquire Signature	Completed			
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