

**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
Administrative Remedy Index**

_____ Facility _____ Month _____ Year

Case Number	Inmate Name	Inmate <u>CL</u> #	Filing Date	Resubmit/ Non- concur Code/Date	Subject Code	Disposition Date	Disposition Rec'd Date	Disposition Code	Abstract
1.									
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See back of form for Subject and Disposition Codes.

ARP SUBJECT CODES	
Case Management	
1. Classification Procedures (Excluding recommendations and decisions)	
Facility Programs	
2a. Religion (Excluding publications) 2b. Education or Vocational Programs 2c. Drug and Alcohol Programs	2d. Organizations and Self- Help Groups 2e. Recreation, Hobby Programs, Leisure Time Activities 2f. Other Programs
Community Communication (Except Legal and the Decision to Withhold Mail)	
3a. Rejection of Mail 3b. Packages 3c. Other Mail Problems (Delay, etc.) 3d. Visiting List	3e. Visiting Time/ Conditions (Including Loss of Visits) 3f. Telephone Calls or System 3g. Marriage 3h. News Media
Facility Operations	
4a. Food (Except Medical Diets) 4b. State Issued Clothing 4c. Personal Property (Loss, Confiscation, Destruction) 4d. Housing or Environmental Conditions (Includes Safety, Lighting, Heat, etc.)	4e. Commissary or Commissary Account 4f. Request for Photocopying 4g. Searches (Including Visit Related Searches) 4h. Drug Testing (Except Disciplinary Appeals) 4i. Pay 4j. Other Operations
Complaints Against Staff or Others	
5a. Harassment by Staff 5b. Assault by Staff 5c. Use of Excessive Force by Staff	5d. Discrimination by Staff 5e. Other Complaints Against Staff 5f. Complaints Against Non Staff Persons
Medical/ Mental Health	
6a. Access or Delay in Receiving Medical Care 1. Due to Sick Call Procedures 2. Referral to or Appointment with a Specialist 6b. Problems with Medication 1. Medication Prescribed 2. Delay in receiving Prescribed Medication 6c. Physician's Orders (Delay, Follow-up, Improper) 6d. Medical Diets 1. Medical Staff Involvement with Medical Diets 2. Custody Staff Involvement with Medical Diets	6e. Medical Transfers 6f. Right to Refuse Treatment 6g. Pregnancy, Abortion, Child Birth, and Child Placement 6h. Medical Records (Excluding Mental Health) 1. Lost, Misplaced, or Damaged 2. Inmate Access 6i. Routine Transfers Causing Interruption in Medical Care 6j. Access to Private or Non- Approved Treatment Denied 6k. Dental Care (All Dental Complaints) 6l. Mental Health Care
Legal	
7a. Pretrial Credit 7b. Sentence Computation (Excluding Pretrial Credit) 7c. Detainer	7d. Legal Assistance 7e. Administrative Remedy Procedure 7f. Requests for Notarization 7g. Other Legal
ARP DISPOSITION CODES	
1. Dismissed 2. Meritorious 3. Meritorious in Part 4. Dismissed for Procedural Reasons (Final)	5. Dismissed for Procedural Reasons (Pending Resubmission) 6. Withdrawn at the Inmate's Request 7. Non-Concur with Dismissal for Procedural Reasons