



**GEORGIA DEPARTMENT OF CORRECTIONS**



**Brian P. Kemp**  
*Governor*

**Timothy C. Ward**  
*Commissioner*

**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