



STATE OF INDIANA

Department of Correction

Indiana Government Center—South

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Lloyd Arnold
Commissioner

February 3, 2026

EXECUTIVE DIRECTIVE # 26-06

This Executive Directive presents and authorizes a revision to Policy and Administrative Procedure 03-02-105, “Student Grievance Process.” The revision is effective immediately and is applicable to all employees and to the youth committed to, received by, and/or in the custody of Division of Youth Services (DYS) facilities.

The revision adds one more issue, “Classification actions or decisions,” to the list of issues for which youth may submit a grievance and removes that same issue from the list of issues not covered by the Student Grievance Process. The revision also adds two more issues, “Decisions regarding changes in assigned case managers” and “Decisions regarding assigned case management programs and/or services,” to the list of issues not covered by the Student Grievance Process.

As a result of this revision, the list of issues for which youth may submit a grievance and the list of issues not covered by the Student Grievance Process, as outlined in Section IV, “Use of the Student Grievance Process,” shall read as follows:

IV. USE OF THE STUDENT GRIEVANCE PROCESS:

Issues which students may submit a grievance on include, but are not limited to:

- A. Policies, procedures and rules of the Department or facility;
- B. Classification actions or decisions;
- C. Words and actions of individual staff, contractors or volunteers;
- D. Acts of reprisal for the legitimate and honest use of, or participation in, the Student Grievance Process; and,
- E. Other concerns relating to conditions of care within the Department or its contractors, except as noted in these administrative procedures.

Some issues cannot be resolved by the Department or facility. Issues not covered by the Student Grievance Process include, but are not limited to:

- A. Federal, state and local law;
- B. Court actions and decisions, including pre-sentence investigation reports;
- C. Disciplinary actions or decisions;
- D. Contents of grievance or appeal responses;

- E. Any matter over which the Department has no control; and,
- F. Loss, damage or destruction of a student's personal property where the student is seeking reimbursement or a monetary award for such loss.

This revision will be included in the next full revision of Policy and Administrative Procedure 03-02-105.

Please ensure that all appropriate staff are made aware of, and have access to, this Executive Directive. The facilities shall notify the youth population of this change in their usual and customary manner.

If there are any questions regarding this Executive Directive or Policy and Administrative Procedure 03-02-103, please contact the DYS Program Director 1, Administration, at 317-408-8561.

(signature on file)
Lloyd Arnold,
Commissioner