

**Texas Department of Criminal Justice
GRIEVANCE TRACKING LOG**

Unit/Department: _____

Date Rec'd	Employee Name	Date Sent To Intake	Intake Number	Date # Assigned	Date Rejected Grievance To Employee	Date Accepted Grievance To Responding Authority	Meeting Date	Date Response Due	Date Response To Employee	Date Response To Intake (7 Days)	Comments

Distribution: Original – Unit/Department Grievance Coordinator