



OFFENDER GRIEVANCE FORM

State of Oregon
Oregon Youth Authority

Grievance Receipt Date: _____ Grievance Tracking Number: _____

To: _____ Field Office Facility (location) _____ Date: _____

Offender's Name: _____ Offender Location/Unit: _____

Grievance (describe what, when, where, who of problem): _____

What has been done to resolve the problem? _____

What is your recommendation/solution? _____

Offender's Signature: _____ Date: _____

Grievance Coordinator Signature: _____ Date: _____

Date response due to Offender: _____ Responder assigned: _____

Staff response/action taken to resolve grievance: _____

Responder Signature: _____ Position: _____ Review Date: _____

*Offender Signature: _____ Date: _____

*(Your signature does not mean that you agree with the resolution, but means that the resolution was reviewed with you by the Responder.)

If you are in a youth correctional facility:

Check this box and return this form to the Grievance Coordinator if you are **not** satisfied with the response to your grievance and would like the superintendent/camp director to review your grievance.

Offender's Signature: _____ Date: _____

Date received by Grievance Coordinator: _____ Date review due: _____

Superintendent/Camp Director response: _____

Superintendent/Camp Director Signature: _____ Review Date: _____

*Offender Signature: _____ Date: _____

*(Your signature does not mean that you agree with the resolution, but means that the resolution was reviewed with you.)

If you are in a youth correctional facility or in the community:

Check this box and return it to the Grievance Coordinator if you are **not** satisfied with the responses above and would like a Formal Grievance review.

Offender's Signature: _____ Date: _____

Date received by Grievance Coordinator: _____ Date of Formal Grievance Review: _____

Your Formal Grievance response will be sent to you within 30 days. You may appeal the Formal Grievance response by mailing a letter directly to the OYA Director requesting an appeal. A copy of this form with all its responses must be included in that letter.

OFFENDER GRIEVANCE PROCESS (Reference OAR 416-020)

How to Use This Form

1. Fill in the top section of the Grievance Form (YA 1300), including your signature and date signed. If you need more space to describe your problem or solution, you may include another piece of paper with the form.
 2. Keep the yellow copy of the Offender Grievance Form and place the other copies in a locked "Grievance" box (if you are in a youth correctional facility) or mail it to the Grievance Coordinator.
 3. Once the informal grievance process has been completed, sign to acknowledge that it was reviewed with you and keep the pink and blue copies of the form.
 4. If you wish to file a formal grievance, sign the bottom section of the Offender Grievance Form and place the blue copy in a locked "Grievance" box (if you are in a youth correctional facility) or mail it to the Grievance Coordinator.
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OYA recognizes all offenders have a right to review any action or decision affecting them and initiate a grievance without being subject to reprisal (payback). Reprisals against offenders who file grievances are not tolerated.

If you believe you have been dealt with unjustly by OYA, you may file a grievance using the review process described below. You are not required to talk about your form with staff, but you and staff are encouraged to handle issues at the lowest level possible.

Sensitive issue: If your issue is sensitive you may give the form to any staff member you feel comfortable with. If this is not possible, you can address your form to any manager or supervisor. Due to duty assignments, sometimes the staff member you addressed the form to may not be the same staff member who responds back to you.

Emergency issue: If you think your issue is an emergency that threatens your or anyone's health or safety, you may send your form directly to the superintendent/camp director (for facilities), field supervisor (for community) or the OYA Director's Office. You may also call the OYA hotline at 1-800-315-5440.

Grievance Review Process

By filling out the Offender Grievance Form (YA 1300) you are asking staff to look into an action or decision about you that you feel was unjust.

Step 1: Informal Grievance: Begin the grievance process by filling out the top part of an Offender Grievance Form as described above.

1. The staff member assigned to respond to your grievance will contact you within seven (7) working days to review your grievance with you. You will also get a written response to your grievance.
2. If you live in a youth correctional facility, you can ask the superintendent/camp director to review your grievance if you are not satisfied with the first grievance response. The superintendent/camp director or other staff will contact you within seven (7) working days to review your grievance with you. You will also get a written response.

Step 2: Formal Grievance: If you are not satisfied with the informal grievance review results, you may request a formal grievance review.

1. Within 10 calendar days of receiving your formal grievance request, a staff member will contact you to schedule a review of your issues.
2. The review will be held within 30 days of when you requested a formal grievance review. You will be told in writing of the date and time for the review.
3. You may be represented at the review by an adult, but not another offender. You may speak or hand in documents during the review.
4. You can have staff help you prepare for the review.
5. If you have any costs for private legal assistance, you are responsible for paying them.
6. Within 10 working days of the review, a written decision will be sent to you. The decision will have instructions for filing an appeal to the OYA Director.

Step 3: Appeal Process: If you are not satisfied with the decision of the formal grievance review, you may appeal to the OYA Director.

1. Mail your appeal within 10 calendar days from the date you received the written formal grievance decision.
2. If a request for appeal is not received within a 15-day period, your right to an appeal will be considered waived, unless you can show that you failed to submit a timely request for reasons beyond your control.
3. Within 30 days of receiving your appeal, the Director's Office will send you a written response. The written response is the final decision from OYA about your grievance.