



DISCRIMINATION COMPLAINT APPEAL FORM

Name: _____
Last First Initial SID# Cell/Block/Bunk #

List in detail all the reasons you disagree with the initial discrimination complaint response. (Attach original discrimination complaint form and staff response.)

Multiple horizontal lines for writing the reasons for disagreement.

Describe what action you want taken to resolve your complaint. (How can the problem be solved?)

Horizontal lines for describing the desired action to resolve the complaint.

Date _____ Signature _____

<p><u>Receiving Facility</u> (If not processing facility)</p> <p>Date Stamp</p>	<p><u>Received at Processing Facility</u></p> <p>Date Stamp</p>	<p><u>Accepted/Denied/RFC</u></p> <p>Date Stamp</p>	<p><u>Accepted/Denied/RFC</u></p> <p>Date Stamp</p>
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DISCRIMINATION COMPLAINT APPEAL INFORMATION

(OAR Division 006 may be reviewed in its entirety in your legal library)

OAR 291-006-0050 - Discrimination Complaint and Appeal Timelines

- (3) Discrimination complaint appeals must be received by the discrimination complaint coordinator within 14 calendar days from the date that the functional unit manager's initial discrimination complaint response was sent to the AIC unless the AIC can satisfactorily demonstrate why the appeal could not be timely filed. Untimely initial appeals will be denied and returned to the AIC with a statement of the rule.
- (4) An untimely discrimination complaint appeal will be denied.
- (5) Discrimination complaint appeals will be responded to within 70 calendar days from the date the appeal was accepted, unless further investigation is necessary.
- (6) Discrimination complaints, discrimination complaint appeals, or responses may be consolidated by the department.

OAR 291-006-0070 - Discrimination Complaint Appeal Process

- (1) An AIC may appeal the initial discrimination complaint response using a discrimination complaint appeal form.
 - (a) The appeal must include the original discrimination complaint, attachments, and staff response(s).
 - (b) The appeal must comply with the timeframes set forth in OAR 291-006-0050.
 - (c) The scope of the original discrimination complaint cannot be expanded on appeal.
- (2) No additional information may be submitted, unless the AIC can clearly articulate how the information was unavailable to the AIC at the time the original discrimination complaint was filed or if the initial discrimination complaint response noted that the information was missing and the submitted information is directly related to the alleged issue being reviewed.
- (3) After the discrimination complaint appeal has been date stamped and recorded the AIC will be issued a return receipt. If accepted, the discrimination complaint appeal will be forwarded to the Adult in Custody Complaint Review Committee (AICCRC).
- (4) The AICCRC will review all accepted appeals and make a recommendation to the Inspector General or designee.
- (5) An AIC's discrimination complaint appeal will be responded to by the Inspector General or designee upon review of the AIC's complaint, documentation, and the recommendation of the AICCRC within the timeframes set forth in OAR 291-006-0050.
- (6) The Inspector General or designee's response is final and not subject to further review.
- (7) If an AIC has filed a Notice of Tort Claim with the Oregon Department of Administrative Services while an AIC has an active discrimination complaint appeal, and the primary remedy sought by the discrimination complaint is monetary relief, then DOC may, in its sole discretion, discontinue further processing of the discrimination complaint appeal and notify the AIC of the conclusion of the administrative review process.