

Juvenile Rehabilitation Youth Complaint

COMPLAINT NUMBER	DATE COMPLAINT RECEIVED
DESIGNATED RESPONDENT	

Youth are encouraged to resolve issues informally between other youth and with staff, if possible. Informal resolution is not required prior to filing a written complaint.

If you or someone you know has been a victim of sexual abuse or sexual harassment, please speak to a trusted staff immediately.

YOUTH'S NAME	FACILITY AND UNIT	DATE
What happened (describe who, what, when, how)?		
Where did it happen?		What time?
STAFF INVOLVED (IF ANY)		
YOUTH INVOLVED (IF ANY)		
WITNESSES (IF ANY)		
What have you done to resolve the problem so far?		
What would you like to have happen?		
<input type="checkbox"/> I was able to access this form without having to ask staff. <input type="checkbox"/> I had to ask staff for a form or pencil.	YOUTH'S SIGNATURE	

DESIGNATED RESPONDENT'S RECOMMENDATION	
DESIGNATED RESPONDENT'S SIGNATURE	DATE
<p>I have reviewed this decision with the assigned staff. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> I am satisfied with the response.</p> <p><input type="checkbox"/> I am not satisfied with the response to my complaint. I would like to appeal to the Superintendent or Regional Administrator for a review of the decision.</p>	
YOUTH'S SIGNATURE	DATE
SUPERINTENDENT OR REGIONAL ADMINISTRATOR'S RECOMMENDATION	
SIGNATURE	DATE
<p>I have reviewed this decision with the assigned staff. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> I am satisfied with the response.</p> <p><input type="checkbox"/> I am not satisfied with the response to my complaint. I would like to appeal to the Division Director for a review of the decision.</p>	
YOUTH'S SIGNATURE	DATE

JR Complaint and Appeal Process

1. Assigned staff will provide you a written response within seven days of the date your complaint is received, and will go over it with you in person so you can ask any questions.
2. You have a right to appeal the written decision and request a review from the Superintendent or Regional Administrator.
3. The Superintendent or Regional Administrator will review your complaint, the response from the assigned staff, and provide you a written response within seven days of the date they received your appeal.
4. You also have a right to appeal this written decision and request a further review from the Division Director.
5. The Director will review your complaint and all responses provided to you. You will receive a written response within 21 days of the date the Director receives your appeal. The Director's decision is final.