

Additional Details

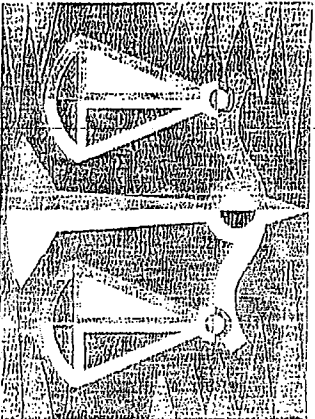
- Attach only those Supporting Documents directly relevant to your appeal. Do not attach other appeals or legal cases. Simply cite them by log or case number.
- Don't combine unrelated issues on a single form, any such appeal will be rejected.
- Group appellants must additionally use the new Form 602-19 which provides for the primary and secondary appellants to be identified.
- Be brief and to the point, you can explain or elaborate during your interview. If further written documentation is required you may submit it for consideration at that time.

THE IMPORTANCE OF THE APPEALS SYSTEMS AND ASKING FOR ASSISTANCE

The appeals process provides you a way to address issues and grievances. It also provides managers a window on the day-to-day operations of prisons and parole regions. Appeals that are clear and to the point make it easier for staff to address issues and for managers to identify what concerns are most important to the offender population. Abusing or misusing the process by filing excessive, confusing, fraudulent or duplicate appeals means that critical resources are directed away from responding to substantive matters. Should you have problems with writing or articulating your issues staff are available to assist you both by explaining the appeals process and ensuring you are able to communicate effectively. Staff can provide assistance with the appeal process or you may write the Appeals Coordinator.

Of the many changes being made in the appeals system the most important to you, undoubtedly, concerns to whom you submit the appeal. As there is no longer an "informal" initial appeal step, all appeals are to be submitted directly to the Appeals Coordinator.

Prepared by the
Inmate Appeals Branch.
This office supports the Third Level Appeals Chief reporting to the Secretary of the Department of Corrections and Rehabilitation.



**HOW TO
SUBMIT**



AM

APPEAL

INMATE APPEALS BRANCH

December, 2010

DEPARTMENT OF
CORRECTIONS AND
REHABILITATION

FILING APPEALS

WHAT CAN I APPEAL?

You can appeal any decision or action of staff, as well as any policy or condition which has a "material" adverse effect on you. What that means is that you can request relief via the appeals process for any harm you can demonstrate due to one of the above.

WHEN DO I FILE AN APPEAL?

To appeal something you must be able to demonstrate that the action, decision or condition which led to the harm could not have been remedied using some other process that is available to you for review before that action is considered final.

For example, in the case of a disciplinary, you must provide proof of the hearing (the RVR with attachments) in the case of a classification action you must provide the CDCR 128G. With the exception of emergency appeals and staff complaints, you will also need to provide a copy of a completed CDCR Form 22 as proof of a final staff determination on an issue before an appeal can be accepted and processed.

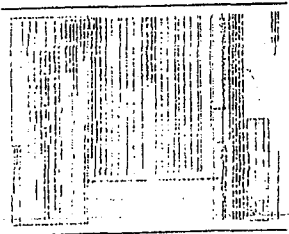
HOW TO FILE AN APPEAL:

Using only the space provided on the Form 602 you are to provide your name and number.

Then, briefly state the subject of the appeal and in Part A and B, explain the issue and action requested.

Only one row of text per line is permitted in the space provided. Use a single Form 602-A (attachment) if you need a continuation page.

Then mail your appeal to the local Appeals Coordinator (AC). Improper submissions will be screened back to you for correction.



Use the CDCR Form 602 when appealing decisions, actions, conditions, policies or regulations that have a material adverse effect upon your welfare.

WHAT ARE THE TIME LIMITS?

You must submit the appeal within 30 calendar days of the event that led to the filing. One appeal per every 14 day period is permitted.

WHAT IF SUPPORTING DOCUMENTS ARE NOT AVAILABLE WITHIN 30 DAYS?

You would still submit the appeal to meet time constraints, noting that you do not yet have the supporting documents. The appeal will be screened back to you giving you another thirty days to obtain the documents.

WHAT HAPPENS NEXT?

Once you have obtained supporting documents and corrected any problems with the appeal itself, it will be accepted for processing if submitted within time constraints.

THE RESPONSE AND BEYOND

Within 30 working days from the date the Appeals Coordinator receives your appeal, they will send back the Form 602 along with a letter of response. In Part C you will find check boxes and notations which will inform you as to the disposition of your appeal. The three possible actions taken on an accepted appeal (granted, granted in part, denied or other) will be explained in additional detail in the attached letter.

SECOND AND THIRD LEVEL REVIEWS

Form 602 Parts D & E provide space for you to explain reasons for dissatisfaction or disagreement with first and second level responses.

Referral to the third level necessitates mailing as directed on the form.

You may only request a review of the prior decision however. You may not add new issues and the third level response will not address any new issues.



The Form 602 can be processed through three levels of review.