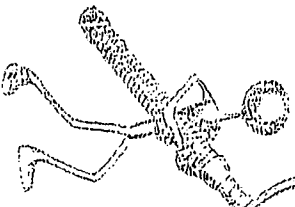


For More Information:

Contact your local Appeals Coordinator



Where do I get the forms?
They are in every housing unit, Institutional Library and parole unit office.

What if staff won't take my form?
If they are busy, wait until later, or give the form to someone else to deliver to them. Be sure to get a receipt.

What if they are not busy?
If a staff member consistently refuses to accept these forms you may file a staff complaint.

Must I submit a Form 22 before filing an appeal?
No, but the form may be required to document the action or decision you are appealing before your appeal will be processed.

The form is a request. What if I am upset with something that has already happened? Should I still use the form?
That depends. Are you upset because you didn't get something? Then you can note that fact on the form before requesting the thing in writing. Are you alleging that staff committed misconduct in denying you something? That must be submitted on a Form 602 which will address only the issue of misconduct, not what it was you wanted.

Should I use the form whenever I want something?
No. There is nothing to preclude you from verbally requesting something, as it is quicker and easier. Only use the form if you need to make the request in writing.

Does submitting the form within 30 calendar days meet the time constraints if I later want to file an appeal?
No. The CDCR Form 22 is a request form, not an appeal form. Always file a CDCR Form 602 within 30 calendar days of an action or decision you want to appeal.

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

Introducing the

The New



CDCR Form 22

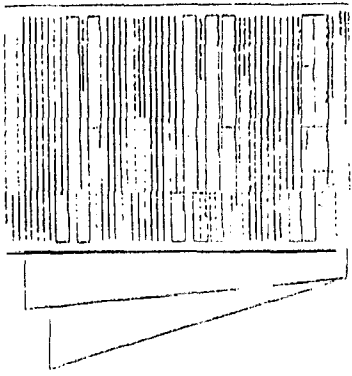
for Appeals

and Paroles

DEPARTMENT OF
CORRECTIONS AND
REHABILITATION
December, 2010 (Rev. 8/11)



ANNOUNCING: INMATE/PAROLEE REQUEST FOR INTERVIEW, ITEM, OR SERVICE (CDCR FORM 22)



CDCR Form 22

FORM TO USE FOR SERVICE AND RELATED REQUESTS

A Request for Interview form has been improved to facilitate all routine requests for interviews, items, and services.

The new form (CDCR Form 22) is on "NCR" (no-carbon-required) paper. That means, when you give the form to staff, they will tear off and give you a page that functions as a receipt capturing the date you made the request, along with the request itself.

In Section A of the form, you must identify yourself as well as the topic being addressed. Clearly state the service or item requested. Reserve use of the Form 22 for requests that can be addressed by the person to whom you are giving it or to someone you are asking them to deliver it to.

The form is designed to be answered directly by the individual it has been given to or passed on to someone else if needed. The person to whom you hand it will give you the receipt before passing it on.

The Staff Response:
With a focus on timely problem solving staff are to respond to Form 22 requests within 3 working days.

Supervisory Review:
If you are not satisfied with the staff response, you may request a review by their supervisor. Provide the reason why you disagree with the staff response in Section C of the form, then sign and date.

Tear off and keep a copy for your records then mail or deliver the original to the appropriate supervisor. The supervisor has 7 days to respond.

Does my use of a Form 22 affect my right to appeal?

If you want to appeal an action or decision by staff, a CDCR Form 602 must be filed within 30 calendar days of the action or decision that you are appealing. At that time, you will also need to present evidence of steps taken to resolve your issue and staff's final decision. The Form 22 provides proof of final actions or determinations by staff when no other process or proof is available.

The Form 22 will not be necessary for disciplinary appeals, classification appeals or any other issue which uses a separate process and documents a final decision. Furthermore, Staff complaints must be appealed directly on the Form 602.

When there is no pre-existing issue and the decision you receive on the Form 22 is what is being appealed, appeal time constraints start on the day you receive your final response.

Submitting your form:

- Do not attempt to give the form to staff performing duties from which they cannot be distracted.
- Do give the form to staff performing routine functions which allow them time to sign the form and give you a copy.
- Parolees are likely to get quicker service if the form is submitted directly to their assigned agent.
- The Form 22 is not intended to substitute for verbal communication and requests but does document matters you think you may appeal later.

The Form 22 is not a substitute for an appeal. Since an event must be appealed within 30 days you should not wait for a response to your Form 22 request before filing an appeal.

The new CDCR Form 22 has been developed to help improve communication and make it easier for you to resolve issues with staff. Therefore, it is important that you use the process as it is intended, to present your request or issues simply and clearly, and to cooperate with staff in seeking to resolve matters of mutual concern.