Juvenile Rehabilitation
Youth Complaint

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.

<table>
<thead>
<tr>
<th>YOUTH’S NAME</th>
<th>FACILITY AND UNIT</th>
<th>DATE</th>
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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?

☐ I was able to access this form without having to ask staff.
☐ I had to ask staff for a form or pencil.

YOUTH’S SIGNATURE
**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 a written decision within seven days of receiving a response if you are not satisfied with the decision. All appeals must be submitted within those seven days.
3. First, you may request a review from an Associate Superintendent or Community Facility Administrator. You will receive a response within seven days of the date they received your appeal.
4. You may request a further review from the Superintendent or Regional Administrator if you are still not satisfied. You will receive a written response within seven days of the date they received your appeal.
5. You may request a final review from the Division Director, if you are still not satisfied. You will receive a written response within 14 days of the date the Director receives your appeal. The Director’s decision is final.