



Policy & Procedures

NUMBER: 06-02

SUBJECT: GENERAL APPEALS PROCESS

DATE: January 2020

PURPOSE

For all other matters other than decertification or suspension establish procedures for a General Appeals Process.

POLICY

Policy and procedures are enacted to provide for quality and consistency in the training of D.A.R.E. officers and to preserve the integrity of the D.A.R.E. program.

Occasionally, disagreement with an action taken by a State Coordinator in the application of D.A.R.E. America/International Policy may occur.

In these instances when an appeal is requested and the appeal process is not specified in D.A.R.E. America/International Policy, this General Appeals Process will apply.

D.A.R.E. America/International shall be responsible for establishing and overseeing any and all appeal procedures. Any action taken by a State Coordinator shall stand pending resolution of any appeal.

PROCEDURE

The appellant must make a written appeal to the concerned Regional Director within 30 days of the date of the action being contested.

3 Step Appeal Process

Step 1. If the concerned officer/agency disagrees with the action taken by the Regional Director, the officer with the endorsement of the employing agency, must make a written appeal to the Vice President of Regional and International Operations within 30 days following the response from the jurisdictional Regional Director.

Step 2. The Vice President of Regional and International Operations shall coordinate a review of the appeal by coordinating a panel of three non-involved State Coordinators and/or Regional Directors as soon as is practicable, but within 90 days. This panel, after

reviewing the appeal, and the Regional Director's recommendation shall make a recommendation to the D.A.R.E. America President and Chief Executive Officer within 30 days either supporting the original decision by the State Coordinator or the appellant.

Step 3. After reviewing the appeal, the Regional Director recommendation and the review panel's recommendation, The President and Chief Executive Officer or Chief Operation Officer of D.A.R.E. America, shall respond in writing to the appellant advising of adjudication of the matter within 30 days.