

# **D.A.R.E. AMERICA NATIONAL POLICY AND PROCEDURES**

**NUMBER 06-02**

**SUBJECT: GENERAL APPEALS PROCESS**

DATE: March 27, 2004

## **PURPOSE**

To 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 National D.A.R.E. program.

Occasionally, disagreement with an action taken by a State Training Coordinator in the application of National Policy may occur.

In these instances when an appeal is requested and the appeal process is not specified in National Policy, this General Appeals Process will apply.

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

## **PROCEDURE**

1. The appellant must make a written appeal to the concerned Regional Director within 30 days of the date of the action being contested.
2. The jurisdictional Regional Director will review the appeal and respond in writing to the appellant within 30 days from the date the appeal is received.
3. The appellant disagrees with the ruling of the jurisdictional Regional Director, the appellant can make a written appeal to D.A.R.E. America within 30 days following the response from the Regional Director.
4. Within 30 days following receipt of the appeal, D.A.R.E. America will impanel a committee of 2 Regional Directors from other geographical areas and a Senior Deputy Director from D.A.R.E. America to review the appeal and make a recommendation to the Executive Director, D.A.R.E. America, regarding their findings and recommendation.

5. Within 30 days following the Executive Directors review of the committee's recommendations, he/she will provide written notification to the appellant regarding the decision by D.A.R.E. America. The decision by D.A.R.E. America will complete the appeals process.