



Instructions: Statement of Appeal RCMP Appeals Process

Form

In accordance with subsection 37 of the [CSO \(Grievances and Appeals\)](#) and section 45.11 of the [RCMP Act](#), an appellant is entitled to present an appeal in writing to the Office for the Coordination of Grievances and Appeals (OCGA). The Statement of Appeal Form 6437 is the approved RCMP form to be used by an appellant to initiate the appeals process.

Requirements of an Appeal

In order to present an appeal, a regular or civilian member or a conduct authority (the appellant) can appeal a final written decision made in the following processes provided for in the *CSO (Conduct)*, *CSO (Employment Requirements)* and *CSO (Investigation and Resolution of Harassment Complaints)*:

- (a) revocation of an appointment of a member;
- (b) administrative discharge or demotion (AD and D) of a member;
- (c) discharge of a probationary member;
- (d) relief from duty;
- (e) temporary stoppage of pay and allowances (for reason other than conduct);
- (f) investigation and resolution of harassment;
- (g) conduct authority's decision or a conduct board's decision that an allegation of a contravention of a provision of the *Code of Conduct* is established, not established, or a conduct measure imposed by a conduct authority or conduct board;
- (h) temporary reassignment of a member;
- (i) suspension of a member;
- (j) stoppages of pay and allowances for conduct;
- (k) stoppages of pay and allowances for loss of basic requirement;
- (l) member representation in a conduct process;
- (m) member representation or assistance in the grievance or appeals process; or
- (n) requirement to undergo a medical examination or assessment.

Note: Processes (a), (b), (f), (g), (j) and (k) may also be referred to the RCMP External Review Committee (ERC) for a decision.

If you believe you have been discriminated against, include your allegation of discrimination in contravention of the [Canadian Human Rights Act \(CHRA\)](#) in your appeal application. RCMP Adjudicators can assess human rights issues under the *CHRA*. You will be required to identify the grounds and practices of discrimination, and demonstrate facts to support that the treatment is linked to one or more of the prohibited grounds. This means that there must be a reasonable basis and more than just a statement that the final written decision is discriminatory.

Discrimination is an action or a decision that treats a person or a group negatively for reasons based on one or more of the following grounds under section 3 of the *CHRA*: race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered. To be discriminatory, the treatment must fall under one of the practices of discrimination under sections 5 to 14.1 of the *CHRA*.

For more information about human rights, you may visit the [Canadian Human Rights Commission](#) website, or the [Human Rights Complaints](#) section of the RCMP Infoweb.

Instructions: Statement of Appeal

RCMP Appeals Process

Instructions

Please ensure all necessary information is provided by completing all fields contained within this form that are applicable to your matter.

The provision of this information is mandatory and will greatly assist the OCGA in the administration of your appeal.

If this form is filled out by hand, please ensure that it is legible.

Save, print and send the completed form to the OCGA, by mail (email, regular or internal mail, by courier or registered mail). The email address for the OCGA is RCMP.RecourseOCGA-RecoursBCGA.GRC@rcmp-grc.gc.ca.

Please note that the date of presentation of the appeal is the date it is received at the OCGA, and not the date on which it was mailed, unless the appellant has clear proof of the date it was mailed. If the appellant (or their representative) sends this form electronically, it must be accompanied by an electronic message identifying the sender as the appellant or representative. The appellant's or representative's email address will replace the signature on the form.

The appellant, or their representative, must present the form to the OCGA within fourteen (14) days after the day on which the appellant was served with the final written decision being appealed. If a representative has been authorized by the appellant to act on their behalf, include an email or document indicating that authorization. If the representative is an RCMP employee, include their Line Officer's written authorization to represent the appellant.

Exception: If the representative is a Conduct Authority Representative or an RCMP employee working in the capacity of a bargaining agent Shop Steward or Local workplace Representative (National Police Federation), their Line Officer's written authorization to represent the appellant is not required.

For more information on how to present an appeal and complete the form, please consult [National Guidebook - Appeals Procedures](#).

Important Notes

This form will be included in the appeal file forwarded to the adjudicator.

Under section 10(1) of the [Privacy Act](#), information written on this form will be collected and used for statistical and internal purposes such as the Personal Information Bank CMP/P-PE-804.

Definitions

Appellant: means

- (a) a member who presents an appeal, and includes a former member for the purposes of any appeal with respect to a discharge or a dismissal from the RCMP; or
- (b) a conduct authority who presents an appeal of a decision of a conduct board.

Committee: means the Royal Canadian Mounted Police External Review Committee as established by section 25 of the *RCMP Act*.

Member: means a member as defined under section 2 of the *RCMP Act*, and includes a former member for the purposes of any provision respecting an appeal in relation to a discharge from the Force.

Office for the Coordination of Grievances and Appeals (OCGA): means the RCMP office that is responsible for the coordination of administrative matters relating to grievances and appeals.

Representative: means a person authorized by an appellant or respondent, to act on behalf, and have the full authority, of an appellant or respondent during the appeals process.

Respondent: means

- (a) the person who made the written decision that is the subject of the appeal, or the person who replaces him/her in that position, or the person designated by the adjudicator; or
- (b) in the case of an appeal of a conduct board's decision,
 - i. the conduct authority who initiated the hearing by the conduct board, or the person that replaces him/her in that position, or the person designated by the adjudicator; if the appellant is the member who is the subject of the conduct board's decision; or
 - ii. the member who is the subject of the conduct board's decision, if the appellant is the conduct authority who initiated the hearing by the conduct board.

OCGA Contact Information

Mailing Address:

Office for the Coordination of Grievances and Appeals
73 Leikin Drive
Building M5-1-118B
Mailstop 162
Ottawa, ON
K1A 0R2

Email Address:

RCMP.RecourseOCGA-RecoursBCGA.GRC@rcmp-grc.gc.ca



Statement of Appeal

RCMP Appeals Process

Appeal File No. _____

Appellant

| | | | |
|-------------------------------|-------------------------|-----------|--|
| Surname | Given Names | HRMIS No. | Regimental No. |
| Rank or Group and Level | Division or Directorate | | |
| Detachment or Section or Unit | | | Preferred Language <input type="radio"/> English <input type="radio"/> French |

Contact Information

Work

| | | | |
|--------------------------------------|---------------|-----------------------|-----------------------|
| Street Name and Street Number | City | Province or Territory | Postal Code (A9A 9A9) |
| Telephone Number (include area code) | Email Address | | |

Home

| | | | |
|--------------------------------------|---------------|-----------------------|-----------------------|
| Street Name and Street Number | City | Province or Territory | Postal Code (A9A 9A9) |
| Telephone Number (include area code) | Email Address | | |

Appeal Presentation

Please select appeal type from the drop-down menu

If more than one appeal type applies, indicate the additional type (or types)

Do you have a copy of the final written decision?
 Yes (append the copy of the final written decision to the form.)
 No (to present an appeal, you must have been served with a final written decision.)

| | |
|---|--|
| Specify the grounds for presenting the appeal (check all that apply). The decision was | Indicate the date which you were served with the decision (yyyy-mm-dd) |
| <input type="checkbox"/> reached in a manner that contravened the applicable principles of procedural fairness <input type="checkbox"/> based on an error of law <input type="checkbox"/> on any other ground, clearly unreasonable | |

Provide a concise statement of how the decision contravened the applicable reasons for presenting your appeal.

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Protected A
once completed

Appeal File No.

Identify the Treasury Board or RCMP policy sections or legislation, and/or the *Canadian Human Rights Act* grounds and practices which is the basis of the decision you are appealing. You are required to specifically identify the policy or legislation title, along with the sections or subsections relevant to your appeal.

Clearly specify the redress requested.

Respondent

Identify the person who made the final written decision that is the subject of your appeal.

| | | | |
|-------|---------|-------------|-------------------------|
| Title | Surname | Given Names | Rank or Group and Level |
|-------|---------|-------------|-------------------------|

RCMP External Review Committee (Committee)

If your appeal is one of the types that are referred to the Committee (subsection 45.15 (1) of the [RCMP Act](#) and section 17 of the [RCMP Regulations](#), it will be reviewed by the ERC unless you object and the Commissioner agrees.

Committee to review this appeal Yes No

If you selected "No" for "Committee to Review this Appeal", please provide your reasons to support your objection.

Appeal Presentation Signature

Signature from Appellant Representative

| | |
|--------------------------------------|---------------|
| Surname | Given Names |
| Telephone Number (include area code) | Email Address |

Signature

Date (yyyy-mm-dd)

OCGA Use Only

Method of presentation to OCGA is Mail/Courier E-mail

Date of Presentation (yyyy-mm-dd)

| | |
|------------------------------|-------------|
| Surname of the OCGA Employee | Given Names |
|------------------------------|-------------|

Signature

Date (yyyy-mm-dd)