



## Instructions for Statement of Appeal

### Form

An appellant is entitled to present an appeal by submitting it 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.

Please send the completed form by e-mail to the OCGA at [RCMP.RecourseOCGA-RecoursBCGA.GRC@rcmp-grc.gc.ca](mailto:RCMP.RecourseOCGA-RecoursBCGA.GRC@rcmp-grc.gc.ca).

### Instructions

If this form is completed by hand, please ensure that it is legible. Completing this form should take 15 minutes or less.

Save, print and send the completed form to the OCGA, by mail (registered, regular or internal) (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), e-mail, fax, deliver by hand or courier. If the appellant sends this form electronically, it must be accompanied by an electronic message identifying the sender as the appellant. The appellant's e-mail address will replace the signature on the form. If a representative has been authorized to act on behalf of the appellant, include an e-mail or document indicating that authorization from the appellant. If the representative is an RCMP employee (with the exception of SRRs), include his or her Line Officer's written authorization to represent the appellant.

The appellant, or their representative, must present the form to the OCGA within 14 days after the day or which the appealed final written decision was served on the appellant.

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 the [RCMP 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

Appeal: means a challenge to any final written decision made in any of the following processes:

- (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, conduct board's decision or review authority'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 proceeding;
- (m) member representation or assistance in the grievance or appeals process; or
- (n) requirement to undergo a medical examination or assessment.

The appellant, or their representative, must present the form to the OCGA within 14 days after the day on which the appealed final written decision was served on the appellant.

# Instructions for Statement of Appeal

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 Force;
- (b) a conduct authority or a review authority who presents an appeal of a decision of a conduct board; or
- (c) complainant, that is a member who has submitted a complaint of an allegation of harassment.

Committee: means RCMP External Review Committee.

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 office of the RCMP that is responsible for 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 decision, act or omission that is the subject of an appeal, their replacement, or a person designated as the respondent by an adjudicator; or
- (b) in the case of a decision made by a conduct board, the conduct authority or review authority who initiated the hearing by the conduct board, their replacement, or a person designated as the respondent by an adjudicator.

## 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

### E-mail Address:

[RCMP.RecourseOCGA-RecoursBCGA.GRC@rcmp-grc.gc.ca](mailto:RCMP.RecourseOCGA-RecoursBCGA.GRC@rcmp-grc.gc.ca)

### Fax Number:

613-825-7827



# Statement of Appeal

Appeal File No. \_\_\_\_\_

## Appellant

Surname	Given Name 1	Given Name 2	HRMIS Number
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	Work City	Work Province	Postal Code 1 (A9A 9A9)
Work Telephone (include area code)	Work E-mail Address		
Home Street Name and Street Number	Home City	Home Province	Postal Code 2 (A9A 9A9)
Home Telephone (include area code)	Home E-mail Address		

## Appeal Presentation

Please select appeal type

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 chosen above.

Clearly identify the relevant law or policy applicable to your appeal.

# Statement of Appeal

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once completed

Appeal File No.

Clearly specify the redress you request.

## Respondent

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

Title Surname Given Name

## 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 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 of Appellant or Representative Given Name 1 Given Name 2

Telephone (include area code) E-mail Address

Signature

Date (yyyy-mm-dd)

## OCGA Use Only

Method of presentation to OCGA is

Mail  E-mail  Fax  By Hand  Courier

Date (yyyy-mm-dd)

Surname of the OCGA Employee Given Name 1 Given Name 2

Signature

Date (yyyy-mm-dd)