

Citizen Review Panel		Effective Date: 7/1/2016
		Last Revised Date:
		Page 1
Program Manager (Signature)		

Guidelines

The following are the Colorado Revised Statutes, Title 19, The Children’s Code regarding definitions, processes and implementation of Citizen Review Panels. The law identifies procedures and time frames for processing grievances regarding the conduct of employees. It also identifies the due process rights of the complainant and employee, authority of the Citizen Review Panel, confidentiality requirements, access to information and authority of the DHHS Director in such matters.

19-3-211. Conflict resolution process - rules - definitions.

(1) (a) The state department, in conjunction with the attorney general, shall adopt rules concerning the statewide implementation of a conflict resolution process in each county and city and county pursuant to the provisions of this section. The purpose of such conflict resolution process is to provide a forum for grievances concerning the conduct of county department personnel in performing their duties pursuant to this article.

(b) A citizen review panel shall be created in each county and city and county. The members of such citizen review panel shall be appointed by the governing body without influence from the state department or the county department, be representative of the community, have demonstrable personal or professional knowledge and experience with children, and not be employees or agents of the state department or any county department. At least one member of the citizen review panel in each county and city and county shall be the parent of a minor child at the time of his or her appointment to serve on such panel.

(c) The conflict resolution process shall provide for the resolution of grievances as follows:

- (I) Transmittal of all grievances to the county director for internal resolution by the county department within ten working days after receipt of the grievance;
- (II) Closure of the grievance and issuance of a written final decision if the county department has resolved the grievance to the complainant's satisfaction;
- (III) Referral of the grievance to the citizen review panel upon the request of the complainant if the county department has not resolved the grievance to the complainant's satisfaction;

- (IV) Review by the citizen review panel of the grievance and the county department's proposed resolution of the grievance within thirty days after receipt of the referral;
- (V) Written notification by the citizen review panel to the complainant and the county director of its recommendation concerning the grievance and the basis for its recommendation;
- (VI) Closure of the grievance and issuance of a written final decision by the county director if the county department agrees with the recommendation of the citizen review panel;
- (VII) Referral of a grievance to the governing body for review if the county department or the complainant disagrees with the recommendation of the citizen review panel.

(d) The governing body shall submit a written decision containing its recommendation and the basis for its recommendation to the county director and any county department employee who is the subject of a grievance, and the county director shall issue a written final decision that shall include the county director's plan for implementation of the final decision.

(e) Any recommendations of the citizen review panel and of the governing body shall be limited to actions within the authority of the county director including, but not limited to, recommendations for case reassignment, personnel training, and disciplinary action concerning a county department employee. If disciplinary action is initiated against a county department employee as a result of recommendations, the employee shall be entitled to the rights, including procedural rights to appeal, that the employee has through the merit system or other applicable personnel system under which the employee is employed.

(f) A citizen review panel and any governing body shall have access to child abuse or neglect reports and any information from the complete case file that the governing body believes is pertinent to the grievance, which shall be reviewed solely for the purpose of resolving grievances pursuant to the provisions of this section; except that access to identifying information concerning any person who reported child abuse or neglect shall not be provided and no participant in the conflict resolution process shall divulge or make public any confidential information contained in a report of child abuse or neglect or in other case file records to which he or she has been provided access.

(g) The county department shall prepare a final report to the citizen review panel within thirty days after the issuance of any final decision in the conflict resolution process that shall include the disposition of each grievance referred to the citizen review panel in a manner not inconsistent with applicable state and county personnel rules.

(h) The complainant or county department employee who is the subject of the grievance shall receive copies of the following:

- (I) The written decision of the governing body required pursuant to paragraph (d) of this subsection (1);
- (II) The final written decision of the county director required pursuant to paragraph (d) of this subsection (1);
- (III) The final report of the county department required pursuant to paragraph (g) of this subsection (1).

(2) The state department shall create a system for monitoring compliance with this section that shall include annual reports prepared by each county and city and county as to the grievances received and their disposition. Such annual reports shall be made available to the citizen review panels and the state department and shall be available for public review.

(3) (a) At the request of the complainant, the county department, or the subject of the grievance, each citizen review panel, as part of its review, may take informal testimony submitted voluntarily and without fee by experts or other individuals, including county department personnel.

(b) Each citizen review panel may request and receive information from any other county or city and county that may be pertinent to the grievance.

(4) Each county department shall implement the conflict resolution process. The state department shall promulgate rules governing the implementation of the process in the following areas:

(a) Procedures for making relevant information concerning the conflict resolution process public;

(b) Time frames for the citizen review panel's and the governing body's written notification of recommendations; and

(c) Procedures for processing grievances, for determining if a grievance is within the scope of the conflict resolution process, and for receiving testimony and other information from the complainant, the county department, and the subject of the grievance.

(5) (a) Nothing in this section shall be construed to direct or authorize any participant in the conflict resolution process to use the process to interfere with any civil or criminal investigation or judicial proceeding, to seek relief from any court action, or to seek a remedy that is within the authority of a court having jurisdiction over a pending proceeding.

(b) Notwithstanding the provisions of paragraph (a) of this subsection (5), a county department shall not be precluded from presenting any relevant evidence in a pending civil or criminal investigation or proceeding that the county department has obtained in the course of fulfilling its duties in the conflict resolution process pursuant to the provisions of this section.

Child Welfare Grievance Resolution Process

A. Definitions

- a. "Grievances" means a complaint regarding the conduct of an employee of a County Department of Human Services in performing his or her duties under the Children's Code. "Grievance" does not include complaints regarding conduct by the Courts, attorneys, law enforcement officials, employees of the State, foster parents or other providers of services to children or other family members. "Grievance" does not include complaints regarding the nature of the Child Welfare Rules and Regulations or the investigation process.

- b. "Citizen Review Panel" means an advisory body appointed by the governing body of a county or city and county pursuant to C.R.S. Section 19-3-211. The members of such citizen review panel shall be appointed by the governing body without influence from the state department or the county department, be representative of the community, have demonstrable personal or professional knowledge and experience with children, and not be employees or agents of the state department or any county department. At least one member of the citizen review panel in each county and city and county shall be the parent of a minor child at the time of his or her appointment to serve on such panel.
- c. "Complainant" means any person who was the subject of an investigation of a report of child abuse or neglect or any parent, guardian or legal custodian of a child who is the subject of a report of child abuse or neglect and brings a grievance against a County Department in accordance with the provisions of C.R.S. Section 19-3-211.
- d. "Recommendation" means a proposed course of action that may be implemented by a County Director to resolve a grievance. These proposed actions may include reassigning a case to a different employee, requiring an employee to receive training, or administering disciplinary action to an employee, subject to applicable safeguards afforded to the employee through the personnel system under which the employee is employed.

B. Time Frames for Resolving Grievances

- a. County Department shall attempt to resolve all grievances informally before using the formal grievance process. Any grievance not resolved to the satisfaction of the complainant shall be forwarded to the County Director within ten (10) business days after it has been received by the County Department.
- b. The County Director shall act on the grievance within twenty (20) business days after he or she receives it. The request will be reviewed by the County Director and the County Attorney to determine if the request meets the Citizen Review Panel (CRP) criteria. The County Director shall refer the grievance to the CRP together with the County Director's proposed resolution to the grievance.
- c. Within thirty (30) calendar days after the receipt of the grievance from the County Director, the CRP will convene a hearing on the grievance and send a written recommendation regarding the grievance together with the basis for its recommendation to the County Director and the complainant.
 - i. If the County Director agrees with the Citizen Review Panel's recommendation, he or she will issue a written decision implementing the recommendation. If the County Director or the complainant disagrees with the recommendation, the grievance shall be referred to the governing body.
- d. Within thirty (30) calendar days of receiving the grievance, the governing body shall send its written recommendation regarding the grievance together with the basis for the recommendation to the complainant, the county Director and to any County employee who was subject of the grievance. The County Director shall issue a final decision including his or her plan to implement the governing body's recommendation and shall send a copy of this report to the complainant and to the County employee who is the subject of the grievance.
- e. Within thirty (30) calendar days after issuing this final decision, the County Director shall submit a written report to the Citizen Review Panel including a disposition of the

grievance and shall send copies of the report to the complainant and to the County employee who is the subject of the grievance.

C. Citizen Review Panel Resolution Process

- a. Access to Information and Confidentiality - A Citizen Review Panel shall have access to child abuse and/or neglect reports and any information from the complete case file that the governing body believes is pertinent to the grievance which shall be reviewed solely for the purpose of resolving grievances pursuant to the provisions of this section except that access to identifying information concerning any person who reported child abuse and/or neglect shall not be provided and no participant in the conflict resolution process shall divulge or make public any confidential information contained in a report of child abuse or neglect or in other case file records to which he or she has been provided access.
- b. Informal Testimony – Upon the request of the complainant, the County Department or the subject of a grievance a CRP may receive testimony from experts or other witnesses. Such testimony must be provided voluntarily and without a fee. Further, such testimony will be provided without an oath, will not be subject to objections from parties to the grievance process and the witness will not be subject to cross examination. Members of the CRP, however, may ask questions of the witness as the panel’s procedures permit.
- c. Scope of Inquiry and Recommendations – The CRP shall only inquire into and make recommendations concerning grievances as presented by a complainant and as defined above. The CRP may not access records or receive testimony unless the record or testimony is directly related to a grievance properly referred to the panel. Once the panel has made a recommendation concerning a grievance or the time for making such as recommendation has expired, the panel may not inquire further into the grievance. The panel may not inquire into the conduct of Courts, attorneys. Law enforcement officials, employees of the State, foster parents or other providers of services to children or other family members nor may the panel inquire into the conduct of a County Department employee if no grievance concerning that employee or that conduct has been properly referred to the panel. The authority of the CRP is limited to making recommendations as defined above. Specifically, the panel may only recommend actions that:
 - i. Will resolve a particular grievance concerning the conduct of a County Department employee performing his or her duties under the Children’s Code; and
 - ii. Can be implemented by the County Director.

D. Annual Reports

- a. On or before June 30th of each year, every Human Services Department shall submit to the State Department an annual report regarding the resolution of grievances pursuant to this section. At a minimum, this report shall include:
 - i. The number of grievances received by the County Director, the number of grievances referred to the Citizen Review Panel, the number of grievances referred to the governing body and the actual time frames for resolving grievances at each level.
 - ii. A brief description of the disposition of the grievances including the number that were concluded without any action taken, the number which were substantiated, the number resolved by case reassignment, the number resolved

by requiring additional training, the number resolved by imposing disciplinary action against a County employee and the number resolved in other ways.

- E. Counties Shall Publicize
 - a. The availability of the process for all dependency and neglect cases through the “Notice of Rights and Remedies” and by informing child welfare clients, guardians and legal custodians of the process during the initial contacts with parties and periodically throughout the provision of services related to dependency and neglect cases.
 - b. The rights and remedies for families as specified in Section 7.200
 - c. Any other information about the process as deemed relevant by the governing body.
- F. Required Notice of Rights and Remedies
 - a. All County Departments shall utilize the State prescribed Notice of Rights and Remedies for Families in cases subjected to “Dependency and Neglect” under the Children’s Code.
 - b. County Departments shall add county specific information to the State prescribed form and supply copies of the notice to all law enforcement agencies within the County or District.
 - c. The notice shall be delivered at the time of a child’s removal to the parent(s) and family from whom the child is removed by Court Order or by law enforcement personnel. The notice shall specify the cause of the removal of the child or children.
 - i. If the removal is an emergency a copy of the Court Order directing the removal of the child or children from the home shall be delivered to the family upon its availability.
 - ii. If the removal of the child or children is not an emergency, a copy of the Court Order directing the removal shall also be provided to the parents and family at the time of removal.
- G. Procedures For Citizen Review Panel Hearings
 - a. Pursuant to the Citizen Review Panel Intergovernmental Agreement, Colorado Revised Statutes 19-3-211 and Colorado Department of Human Services Rules and Regulations Volume VII 7.200.3, this document is the agreed upon procedures to be used for Citizen Review Panel hearings.
 - b. **Purpose:** The purpose of the Citizen Review Panel (CRP) is to provide a forum for complaints in Child Welfare Dependency and Neglect cases as defined in Section II of this document.
 - c. **Definitions:** For purposes of CRP, the following definitions found in 7.200.3 will be used.
 - d. **Citizen Review Panel Process:**
 - i. Prior to bringing a grievance to the CRP, an individual must have attempted to resolve the problem at the local county level. This involves a formal or informal meeting with the program manager to try to attempt to solve the grievance.
 - ii. If any grievance is not resolved to the satisfaction of the complainant, the complainant may request a CRP hearing. This must be in writing on the "Request for Citizen Review Panel Form" and shall be forwarded to the County Director **within ten (10) business days** from the informal or formal meeting as defined in section A.
 - iii. The County Director shall act on the CRP request **within thirty (30) calendar days** after she or he receives it. The request will be reviewed by

- the County Director and the County Attorney to determine if the request meets the CRP criterion as defined in CRS 19-3-211.
- iv. If the request does not meet the CRP criterion, a written response will be given to the complainant along with the reasons that the request did not meet the criterion.
 - v. If the request does meet the CRP criterion, the County Director shall immediately refer the grievance to the Citizen Review Panel, together with the County Director's proposed resolution of the grievance.
 - vi. Within thirty calendar days after receipt of the grievance from the County Director, the Citizen Review Panel will convene a hearing on the grievance.
 - vii. The CRP Hearing will allow no more than 45 minutes for each side to present their cases (total of 90 minutes). After this, each side will have five additional minutes for rebuttal or summation. This includes time that the Panel is asking questions. A citizen review panel may receive testimony from experts or other witnesses. Such testimony must be provided voluntarily and without a fee. Further, such testimony will be provided without an oath, will not be subject to objections from parties to the grievance process, and the witness will not be subject to cross examination.
 - viii. The Citizen Review Panel shall only inquire into and make recommendations concerning grievances as presented by a complainant and as defined above. The Citizen Review Panel may not access records or receive testimony unless the record or testimony is directly related to a grievance properly referred to the panel. Once the panel has made a recommendation concerning a grievance, or the time for making such a recommendation has expired, the panel may not inquire further into the grievance. The panel may not inquire into the conduct of courts, attorneys, law enforcement officials, employees of the State, foster parents or other providers of services to children, or other family members, nor may the panel inquire into the conduct of a county department employee if no grievance concerning that employee or that conduct has been properly referred to the panel.
 - ix. The authority of the Citizen Review Panel is limited to making recommendations as defined above. Specifically, the panel may only recommend actions that:
 1. will resolve a particular grievance concerning the conduct of a county department employee performing his or her duties under Article 3 of the Children's Code, and
 2. can be implemented by the County Director
 - x. The Citizen Review Panel will send a written recommendation regarding the grievance, together with the basis for its recommendation, to the County Director and the complainant.
 - xi. All further procedures will follow as defined in C.R.S. 19-3-211 and Volume VII 7.200.3

- H. Internal Procedures For Processing Requests For Citizen Review Panels
- a. In addition to the required previously identified procedures, once a request for a Citizen Review Panel has been determined to be appropriate and approved, the Citizen Review Panel Coordinator should:
 - i. Provide the complainant, caseworker, witnesses, and other parties with the required notices (confidentiality— release of information, etc.). Begin process once the required forms have been signed and returned.
 - ii. Contact the panel members by letter to establish a date, time, and location for a panel to convene. (In addition, make arrangements for hearing room.)
 - iii. Prepare and distribute review materials to panel members.
 - iv. Provide written notice to the complainant, worker, witnesses, supervisors, and appropriate other interested parties of the date, time, and location of Citizen Review Panel Hearing.
 - v. Distribute to the panel members a checklist and agenda for the hearing.
 - vi. Keep a record of the proceedings of the panel, panel decisions, and recommendations resulting from hearings. Obtain a signed recommendation form the panel and forward to the Director.
 - vii. Notify the complainant and caseworker of the final decision by the Director.

Montrose County Department of Health & Human Services Policy/Procedure

Child Protective Services

Citizen Review Panel		Effective Date: 7/1/2016
Program Manager (Signature)		Last Revised Date: 3/2019
		Page 1 of 3

County Policy for Grievances Concerning County Employee Conduct

Montrose County of Human Services

Legal Authority: Colorado Revised Statutes, Title 19 – Children’s Code, Rule 19-3-211.

- I. A Citizen Review Panel is hereby created in this county. Pursuant to Section 19-3-211, C.R.S.:
 - A. The members of the Citizen Review Panel shall be appointed by the governing body without influence from the state department or the county department.
 - B. The Citizen Review Panel will consist of three (3) community members.
 - C. The members shall represent the community, have demonstrable personal or professional knowledge and experience with children, and not be employees or agents of the state department or any county department.
 - D. At least one member of the Citizen Review Panel in each county and city and county shall be the parent of a minor child at the time of his or her appointment to serve on such panel.

The county department will maintain a list of the Citizen Review Panel members. The list of members will be provided to the State with the annual submission.

- II. The grievance process concerning employee conduct shall provide for the resolution of grievances as follows:
 - A. 1. All grievances shall be submitted to the county director for internal resolution within ten working days after receipt of the grievance.
 - 2. The county director shall issue a written final decision resolving the grievance within twenty days. If the decision resolves the grievance to the complainant’s satisfaction, the grievance will be closed.
 - 3. If the complainant’s grievance is not resolved by the county director, upon the request of the complainant, the grievance will be referred to the Citizen Review Panel.
 - 4. The Citizen Review Panel will review the grievance and the county department's proposed resolution of the grievance within thirty days after receipt of the referral.
 - a. At the request of the complainant, the county department, or the subject of the grievance, the Citizen Review Panel, as part of its review, may take informal testimony submitted voluntarily and without fee by experts or other individuals, including county department personnel.
 - b. A Citizen Review Panel may request and receive information from any other county or city and county that may be pertinent to the grievance.
 - 5. The Citizen Review Panel shall provide the complainant and the county director written

notification of its recommendation concerning the grievance and the basis for its recommendation.

6. If the county department and complainant agree with the recommendation of the Citizen Review Panel, the county director shall issue a written final decision and the grievance shall be closed.
7. If the county department and complainant disagree with the recommendation of the Citizen Review Panel, the grievance shall be referred to the governing body for review.
8. The governing body shall submit a written decision containing its recommendation and the basis for its recommendation to the county director and any county department employee who is the subject of a grievance within thirty days of receiving the grievance. The county director shall issue a written final decision that shall include the county director's plan for implementation of the final decision.

B. Any recommendations of the Citizen Review Panel and of the governing body shall be limited to actions within the authority of the county director including, but not limited to, recommendations for case reassignment, personnel training, and disciplinary action concerning a county department employee. If disciplinary action is initiated against a county department employee as a result of recommendations, the employee shall be entitled to the rights, including procedural rights to appeal, that the employee has through the merit system or other applicable personnel system under which the employee is employed.

C. A Citizen Review Panel and any governing body shall have access to child abuse or neglect reports and any information from the complete case file that the governing body believes is pertinent to the grievance, which shall be reviewed solely for the purpose of resolving grievances pursuant to the provisions of this section except that access to identifying information concerning any person who reported child abuse or neglect shall not be provided and no participant in the conflict resolution process shall divulge or make public any confidential information contained in a report of child abuse or neglect or in other case file records to which he or she has been provided access.

D. The county department shall prepare a final report to the Citizen Review Panel within thirty days after the issuance of any final decision in the conflict resolution process that shall include the disposition of each grievance referred to the Citizen Review Panel in a manner not inconsistent with applicable state and county personnel rules.

E. The complainant and county department employee who is the subject of the grievance shall receive copies of the following:

1. The written decision of the governing body;
2. The final written decision of the county director;
3. The final report of the county department.

III. The county department shall prepare and submit an annual report along with a copy of this county's Grievance and Complaint policy to the State Department. The annual report and the policy also shall be made available to the county's Citizen Review Panel, other Citizen Review Panels and the public. The annual report and policy may be shared with other entities as authorized by law. The annual report will identify the members of the Citizen Review Panel, the number of complaints and grievances filed and the disposition of each complaint or grievance. Submissions will be reviewed by the Department.

IV. Nothing in this section shall be construed to direct or authorize any participant in the conflict resolution process to use the process to interfere with any civil or criminal investigation or judicial proceeding, to seek relief from any court action, or to seek a remedy that is within the authority of a court having jurisdiction

over a pending proceeding. A county department shall not be precluded from presenting any relevant evidence in a pending civil or criminal investigation or proceeding that the county department has obtained in the course of fulfilling its duties in the conflict resolution process pursuant to the provisions of this section.



Citizen Review Panel – Request for Panel Hearing

Contact Information

Complainant's

Name: _____

Date: Enter date Time: Enter time

Complainant's
Mailing Address: _____

Complainant's phone
number: _____

Date of Informal
Resolution: _____

Outcome: _____

Date of Director
Resolution: _____

Outcome: _____

I understand that in making a request for a Citizen Review Panel Hearing a "Grievance" means a complaint regarding the conduct of an employee of Montrose County Department of Health & Human Services Child Welfare Unit in performing his or her duties under the Colorado Revised Statutes Title 19 Children's Code.

"Grievance" does not include complaints regarding conduct by the Courts, attorneys, law enforcement officials, employees of the State, foster parents or other providers of services to children youth or other family members. "Grievance" does not include complaints regarding the nature of the Child Welfare Rules and Regulations or the investigation process.

Formal Request

After reading the procedures and definitions attached to this form, I hereby request a Citizen Review Panel Hearing for the following reasons:

Complainant's
Signature: _____

Date: _____



Citizen Review Panel – Initial Report

Contact Information

Caseworker's

Name: _____ Date: Enter date Time: Enter time

Child's Name(s): _____

Complainant's name: _____ Complainant's phone number: _____

Details of Grievance

Nature of the Conduct, Complaint or Grievance:

Desired Resolution:

Complainant's Signature: _____ Date: _____

Address: _____ Phone number: _____

Received By Name: _____ Date: _____

Proposed Informal Resolution

Proposed Informal Resolution:

Agree Disagree

Complainant's
Signature: _____

Date: _____

DHSS Supervisor's
Signature: _____

Date: _____



Citizen Review Panel – Director Resolution Report

Contact Information

Caseworker's

Name: _____ Date: Enter date Time: Enter time

Child's Name(s): _____

Complainant's name: _____ Complainant's phone number: _____

Proposed Resolution

Proposed Resolution:

Director's Signature: _____ Date: _____

I agree to the Proposed Resolution

I disagree with the Proposed Resolution and would like this matter reviewed by the Citizen's Review Panel.

I wish to speak at the Citizen's Review Panel during the review.

I do not wish to speak at the Citizen's Review Panel during the review.

Complainant's Signature: _____ Date: _____



Citizen Review Panel – Request for Panel Hearing

(To be completed by DHHS Director)

Contact Information

Complainant's

Name: _____

Date: Enter date _____ Time: Enter time _____

Complainant's _____

Complainant's phone _____

Mailing Address: _____

number: _____

Date of Informal

Resolution: _____

Outcome: _____

Date of Director

Resolution: _____

Outcome: _____

Formal Request

We have reviewed the request for a Citizen Review Panel Hearing and believe it meets the criteria. The following is the recommended outcome that the County requests:

Director's

Signature: _____

Date: _____

County

Attorney's

Signature: _____

Date: _____



Citizen Review Panel – CPR Hearing Resolution Report

Contact Information

Caseworker's

Name: _____

Date: Enter date Time: Enter time

Complainant's
name: _____

Complainant's phone
number: _____

Proposed Resolution

Proposed Resolution:

Chairperson's

Signature: _____

Date: _____

I agree to the Proposed Resolution

I disagree with the Proposed Resolution and would like this matter reviewed by the Citizen's Review Panel.

I request this matter be reviewed by the Board of County Commissioners.

Complainant's

Signature: _____

Date: _____



Board of County Commissioners - Resolution Report

Contact Information

Caseworker's

Name: _____

Date: Enter date Time: Enter time

Complainant's
name: _____

Complainant's phone
number: _____

Proposed Resolution

The Montrose County Board of County Commissioners have reviewed this matter and recommends as follows:

Chairperson's
Signature: _____

Date: _____

Director's Final Decision:

Director's
Signature: _____

Date: _____



Montrose County Citizen Review Panel
Limited Waiver of Confidentiality and Authorization to Supply
Information
Statement of Confidentiality

I, _____, hereby authorize the Montrose County Department of Health & Human Services in the course of administering the Child Welfare Program to supply information obtained directly from me, or from any person, agency or institution which has provided information to the County Child Welfare Department with my written consent to the following:

- J Members of the Montrose County Citizen Review Panel
- J Coordinator of the Montrose County Citizen Review Panel
- J Montrose County Commissioners
- J Montrose County Managers

This is a signed limited waiver of confidentiality to ensure that the Citizen Review Panel and any individual or body to whom the Citizen Review Panel makes recommendations has access to all relevant records. Such waiver of confidentiality shall not extend to any third parties outside of the Citizen Review Panel process.

I understand by signing this document that information from my case file will be provided to the persons indicated above and release the County from any and all liability for the release of that information to those parties.

I also understand that the grievance procedure cannot proceed without my signature upon this document as the Citizen Review Panel would not be in a position to make any recommendations without that information.

I further understand that no participant including myself in the Citizen Review Panel process shall divulge or make public any confidential information contained in a report of child abuse or neglect or in other case file records to which he or she has been provided access.

This authorization shall continue in effect for three (3) months unless rescinded earlier in writing.

A separate form must be completed by each person filing the grievance.

Name

Date

Mailing Address