



CIC INFO SHEET

CORRECTIONS INFORMATION COUNCIL

Aviso Importante: Este documento contiene información importante. Si necesita ayuda en Español o si tiene alguna pregunta sobre este aviso, por favor llame al (202) 478-9211. Infórmele al representante de atención al cliente el idioma que habla para que le proporcione un intérprete sin costo para usted. Gracias.

FBOP – Administrative Remedy Program

The Administrative Remedy Program in the Federal Bureau of Prisons (FBOP) system, commonly referred to as the grievance procedure, allows inmates to seek formal review of complaints related to their confinement. The FBOP defines the grievance procedure in their policy on *Administrative Remedy Program*.¹ Typically, the process provides for four levels of review to resolve inmate complaint. It is important to note, however, there are exceptions and certain issues have specific procedures. This sheet is not intended to replace the advice of an attorney and is not legal advice. Inmates should refer to the law library in his or her facility for more specific information.

STEP 1: Informal Resolution

- The grievance process usually begins by filling out a BP-8 form (also known as an informal complaint or cop-out) and giving it to Staff. Each facility has its own process for informal complaints, so check with your Counselor to learn about the process at your facility.

STEP 2: Initial Filing

- The formal complaint process begins by filing a Request for Administrative Remedy (BP-9) and giving it to the Warden. The BP-9 complaint must be filed within **20 calendar days** from the date of the incident, unless it was not feasible to do so, which should be documented in the complaint. The Warden has **20 calendar days** to respond, which may be extended for an **additional 20 calendar days**.
- If the individual does not receive a response, the issue should be considered unresolved and proceed to the next step.

STEP 3: Appeal to Regional Office

- If an inmate's request is not rejected at the institution but the inmate is not satisfied with the Warden's response, the inmate may file a Regional Administrative Remedy Appeal (BP-10) within **20 calendar days** of the Warden's response. The appeal must include copies of the BP-9, the Warden's response, and any exhibits (providing 3 copies is typically recommended). The Regional Director has **30 calendar days** to respond as of the date it is received, which may be extended for an **additional 30 calendar days**.
- If the individual does not receive a response, the issue should be considered unresolved and proceed to the next step.

STEP 4: Appeal to Central Office

- An inmate who is unsatisfied with the response from the Regional Director may appeal to the General Counsel in Central Office (BP-11) within **30 calendar days** of the Regional Director's response. The appeal must include copies of the BP-9, BP-10, both responses, and any exhibits (providing 3 copies is typically recommended). The Central Office has **40 calendar days** to respond as of the date it is received, which may be extended for an **additional 20 calendar days**.

Please note: An inmate may submit a formal complaint for sexual abuse at any time after the sexual abuse. However, the inmate must still meet all deadlines once initiating the administrative remedy procedure.

¹FED. BUREAU OF PRISONS, U.S. DEP'T OF JUSTICE, PROGRAM STATEMENT NO. 1330.18, ADMINISTRATIVE REMEDY PROGRAM (Jan. 6, 2014), *available at* https://www.bop.gov/policy/progstat/1330_018.pdf. This is a summary of internal complaint review only. Inmates should refer to law library for external legal review of any complaints not resolved through this internal process.