

**WAC 137-28-250 General infraction appeals.** (1) If the supervisor finds the incarcerated individual guilty of a general violation, only the incarcerated individual may appeal the decision and/or sanction(s) to a hearing officer.

(a) The appeal must be in writing and must include the reason(s) why the incarcerated individual believes the action taken was incorrect and specify the desired relief.

(b) The appeal must be delivered to the hearing officer within five business days of receiving the notice.

(c) Failure to follow appeal procedures shall be deemed a waiver of the appeal, however the hearing officer may consider appeals filed beyond the five business day period.

(2) The hearing officer will review and act on the appeal request within 10 business days of receipt unless an extension is approved in writing by the superintendent. The hearing officer may affirm the decision and sanction(s), affirm the decision and reduce the sanction(s), or dismiss/modify downward the decision and sanction(s).

(3) Once a decision is made on the appeal, the incarcerated individual shall be notified in writing within three business days, unless an extension is approved in writing by the superintendent.

(4) Sanctions will not be stayed upon appeal.

[Statutory Authority: RCW 79.01.090. WSR 23-22-112, § 137-28-250, filed 10/31/23, effective 12/1/23. Statutory Authority: RCW 72.01.090, 72.65.100, and 72.09.130. WSR 15-20-011, § 137-28-250, filed 9/24/15, effective 1/8/16; WSR 06-21-054, § 137-28-250, filed 10/13/06, effective 11/13/06. WSR 95-15-044, § 137-28-250, filed 7/13/95, effective 8/15/95.]