## ASSIGNMENT OF STAFF REPRESENTATIVE

Date:	Time:			
To:Staff Member	//Work	// Work Location		
You have been assigned as staff represent	tative for inmate:			
		,		
Inmate's Name Unit	ODOC Number	Housing		
who has been charged with		/		
Offen	se	Date of Offense		
A disciplinary hearing/disposition has been	scheduled for Date	/ Location		

You will meet with this inmate prior to the above date. As the assigned staff representative, you will ensure the following actions occur:

- 1. You will consult with the inmate prior to the hearing/disposition.
- 2. You will explain the charge against the inmate and the potential sanctions.
- 3. You will explain the ramifications of a guilty plea.
- 4. You will assist the inmate in understanding the disciplinary process including the process for appeal.
- 5. You will assist the inmate in understanding the process of presenting their version of the charges.
- 6. You will attend the hearing/disposition with the inmate.
- 7. When required, you will assist the inmate in communicating with the disciplinary coordinator and/or disciplinary hearing officer.

I have met with my assigned staff representative on		/
	Date	Time

Staff Representative Signature

Inmate Signature