DISCIPLINARY PROCESS EXTENSION

I. TO: _____ ODOC# _____
INMATE

II. FROM: _____ DATE: _____ TIME: _____
SIGNATURE AND TITLE

III. The timeframe for the (identify one) preparation/referral/service/investigation/ disposition/hearing of your misconduct is being extended for the following reason:

1. _____Delay due to unavailability of staff.
2. _____Delay due to unavailability of inmate.
3. _____Delay due to need for further investigation.
4. _____Delay due to facility emergency.
5. _____Delay due to assignment of staff representative.
6. _____Other (Be Specific)
_____

IV. I have been informed of the delay and received a copy.

_____
INMATE SIGNATURE AND ODOC NUMBER DATE TIME

V. New hearing/disposition set for:

_____
DATE TIME

VI. I waive my additional 24 hours preparation time.

_____
INMATE SIGNATURE AND ODOC NUMBER DATE

VII. _____
FACILITY HEAD/ADMINISTRATOR DATE

Distribution

Original: Commitment Document Folder
First Copy: Field File
Second Copy: Inmate

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