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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