

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

Distribution

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