

## Inmate Request

**Issues relating to any of the following areas will be submitted to the Law Library on a “Request to Staff”:** Discrimination, Classification, Complaint Against Staff, Condition of Confinement, Disciplinary Process, Legal, Medical, Property, Records/Sentence Administration, and Religion.

**This form is not utilized for exhaustion of administrative remedies; you will use the “Inmate/Offender Grievance Process Request to Staff” for those issues.**

TO: \_\_\_\_\_ Facility/Unit: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name/Title of Staff Member)

**SUBJECT:** State completely, but briefly, the request on which you desire assistance. This statement will be specific as to the request, dates, place, personnel involved. Only one request or incident per “Inmate Request” is allowed. The requests addressed on this form are for routine administrative matters such as request for wake-up call, replacement clothing, phone calls, scheduling special/legal visit, hygiene items, etc. Your failure to specifically state your request may result in this “Inmate Request” being returned denied.

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Name: \_\_\_\_\_ ODOC #: \_\_\_\_\_ Unit & Cell #: \_\_\_\_\_  
(Print)

Signature: \_\_\_\_\_ Work Assignment: \_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE**

DISPOSITION:

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\_\_\_\_\_  
Staff Member

\_\_\_\_\_  
Date

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(R 09/24)