

## 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

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