OFFENDER RIGHTS STATEMENT

Facility:_____ Disciplinary Report #:_____
Offender Name: _____Offender ID#: _____

The following list of items must be read to each offender before a charge is heard by the Disciplinary Hearing Officer.

1. The Disciplinary Hearing Officer shall wait a period of 24-hours prior to conducting a Disciplinary Hearing.

2. You may request in writing (listing reasons) from the Warden or Superintendent that this hearing be continued for a period of three (3) days in order that you may prepare your case. This extension is at the discretion of the Warden or Superintendent.

3. You may request a Staff Advocate who shall be appointed by the Warden/Superintendent.

4. You may request witnesses to testify on your behalf.

5. The Disciplinary Hearing Officer shall advise you of his/her decision and your right to appeal.

6. You may appeal any action taken by the Disciplinary Hearing Officer to the Warden or Superintendent. This appeal shall be made in writing to the Warden or Superintendent within five (5) working days.

7. You may appeal the decision of the Warden or Superintendent to:

   Georgia Department of Corrections
   Inmate Affairs Unit
   P. O. Box 310
   Hardwick, Georgia. 31034

   This appeal must be done in writing within five (5) working days following the action of the Warden or Superintendent or his/her designee's first appellate decision in an uncensored letter (sealed) containing the basis of your appeal.

8. You have the right to elect not to make a statement to the Investigator and the Disciplinary Hearing Officer. However, your silence with other available evidence could result in adverse findings.

I, the undersigned offender, have had read to me the above rules and I understand them.

Advocate Requested: ___Yes ___No
Witness (s) Requested: ___Yes ___No

Names of Witnesses Requested: _____
(Reproduce locally)

_____

_____

Date Offender's Signature Witness

Retention Schedule: Upon completion, this form shall be placed in the offender's institutional file. except for those overturned or dismissed, and shall be kept according to the official records retention schedule for institutional files