ASSIGNMENT OF STAFF REPRESENTATIVE

Date: _____ Time: _____

To: _____/_____
Staff Member Work Location

You have been assigned as staff representative for offender:

_____/_____/_____
Offender's Name DOC Number Housing Unit

who has been charged with _____/_____
Offense Date of Offense

A disciplinary hearing/disposition has been scheduled for _____/_____
Date Location

You will meet with this offender prior to the above date. As the assigned staff representative, you should ensure the following actions occur:

1. You will consult with the offender prior to the hearing/disposition.

2. You will explain the charge against the offender and the potential sanctions.

3. You will explain the ramifications of a guilty plea.

4. You will assist the offender in understanding the disciplinary process including the process for appeal.

5. You will assist the offender in understanding the process of presenting their version of the charges.

6. You will attend the hearing/disposition with the offender.

7. When required, you will assist the offender in communicating with the disciplinary coordinator and/or disciplinary hearing officer.

I have met with my assigned staff representative on _____/_____
Date Time

_____
Staff Representative Signature

_____
Offender Signature