

## GEORGIA DEPARTMENT OF CORRECTIONS DESIGNATION OF REVIEWING OFFICIAL

In accordance with Department Standard Operating Procedure 104.44, Written Reprimand Review Process (Classified Employees), you have indicated that you wish to request a review of a Written Reprimand or a Written Confirmation of an Oral Reprimand by a Written Reprimand Reviewing Official. Your request must be submitted to the Written Reprimand Reviewing Official within five (5) **work** days of your receipt of the reprimand or by a different date **IF** provided by your Reviewing Official.

Submit **SOP 104.44 Attachment 3, Request for Review of Written Reprimand** form (and any supporting documentation) to:

(Print name, address, and fax number of Reviewing Official):

---

---

---

---

---

---