USE OF WITNESS(S)
HEARING DOCUMENTATION FORM

Facility: ______________________________ Disciplinary Report #: ______________________________

Offender’s Name: ______________________________ Offender’s ID#: ______________________________

The above-named offender requested the following witness(s) to appear at his/her hearing.

A. Name(s) of Witness(s) Called to Hearing:

____________________________
____________________________
____________________________
____________________________

B. Name(s) of Witness(s) NOT called to Hearing:

____________________________
____________________________
____________________________
____________________________

Reason Witness(s) Not Called:

____________________________
____________________________
____________________________
____________________________

C. Name(s) of Witness(s) Released by Offender at Time of Hearing:

____________________________
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____________________________
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____________________________
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____________________________

Offender’s Signature

____________________________

Disciplinary Hearing Officer (signature)

____________________________

(Reproduce locally)

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.