

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:

_____	_____
_____	_____
_____	_____

Offender's Signature

Date

Disciplinary Hearing Officer (signature)

Date

(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.