

Johnson v. O'Brien



JC-MO-010-005

Attachment 6

INMATE RIGHTS AT INSTITUTION DISCIPLINE COMMITTEE HEARING

ST. LOUIS COUNTY JAIL

INMATE RIGHTS AT INSTITUTION DISCIPLINE COMMITTEE HEARING

As an inmate charged with a violation of institution rules or regulations referred to the Institution Discipline Committee for disposition, you have the following rights:

1. The right to have a written copy of the charge(s) against you at least 24 hours prior to appearing before the Institution Discipline Committee;
2. The right to call witnesses and present documentary evidence in your behalf, provided institutional safety would not be jeopardized;
3. The right to be present throughout the Institution Discipline Committee hearing except during Committee deliberations and except where institutional safety would be jeopardized;
4. The right to be advised of the Institution Discipline Committee's decision, the facts supporting the Committee's decision, except where institutional safety would be jeopardized, and the committee's disposition in writing; and,
5. The right to appeal the decision of the Administrative Remedy Procedure to the Chief Executive Officer (Warden) within 30 days of notice of the Committee's decision and disposition.

I hereby acknowledge that I have been advised of the above rights afforded me at an Institution Discipline Committee hearing.

Signed: _____

(Typed or Printed Name)

(Register No.)

(Date)

(Where an inmate has been advised of his rights afforded at an Institution Discipline Committee hearing, but refuses to sign the acknowledgement, the following should be completed.)

I have personally advised _____
(Inmate's name and register no.)
of the above rights afforded him at an Institution Discipline Committee hearing; however, he has refused to sign the acknowledgment.

Signed: _____

(Employee's typed name)

(Date)

ST. LOUIS COUNTY JAIL

NOTICE OF INSTITUTION DISCIPLINE COMMITTEE HEARING

DATE: _____

TO: _____ REG. NO.: _____

ALLEGED VIOLATION: _____

DATE OF OFFENSE: _____

You are being referred to the Institution Discipline Committee for the above charge.

The hearing will be held on: _____ at _____ P.M.,
at the following location: _____

You will have the right to call witnesses at the hearing and to present documentary evidence in your behalf; provided, calling your witnesses will not jeopardize institutional safety. Names of witnesses you wish to call should be listed below. Briefly state what each proposed witness would be able to testify to:

NAME: _____, can testify to: _____

NAME: _____, can testify to: _____

The Chairman of the Institution Discipline Committee will call those witnesses (Staff or Inmate) who are reasonably available and who are determined by him to be necessary for an appreciation of the circumstances surrounding the charge. Repetitive witnesses need not be called. Unavailable witnesses may be asked to submit written statements.

If additional space is needed, use the reverse side of this form. Date, sign, and return this form to the Chairman of the Institution Discipline Committee.

DATE: _____ SIGNATURE: _____

ST. LOUIS COUNTY JAIL

INSTITUTION DISCIPLINE COMMITTEE REPORT

Date: _____
Time: _____

NAME OF INMATE: _____

REG. NO.: _____

The inmate has been advised of his rights before this Committee. A copy of the advisement of rights form is attached.

This hearing is held to consider the Incident Report(s) dated: _____

The following persons appeared before the Committee:

Summary of statements made and information presented to the Committee:
Inmate admits the charge(s): Yes No

The Committee finds that:

The act was committed as charged.

No prohibited act was committed.
(If this is the finding, this report and all related reports will be destroyed.)

The following act was committed:

Action Taken:

Reason for Action Taken:

The inmate has been advised of the findings and orders of this Committee.

The inmate has been advised of his right to appeal this action within 30 days to the Chief Executive Officer. A copy of this report has been given to the inmate.

(CHAIRMAN)

(MEMBER)

(MEMBER)

(If there is insufficient room for any item, it should be continued on an attached sheet.)

