

TIME LIMITS IN DISCIPLINARY PROCESS

TABLE 2

1. <u>Staff becomes aware of inmate's involvement in incident.</u>	
ordinarily maximum of 24 hours	
2. <u>Staff gives inmate notice of charges by delivering Incident Report.</u>	
	maximum ordinarily of 3 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)
	3. <u>Initial hearing (UDC)</u>
minimum of 24 hours (unless waived)	
4. <u>Discipline Hearing Officer (DHO) Hearing</u>	

NOTE: These time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstitute disciplinary proceedings at the same stage at which suspended. The time requirements then begin running again, at the same point at which they were suspended.