**Disciplinary Hearing Script:**

“On record at (institution name) the disciplinary Hearing for case # \_\_\_\_ is now in session. Today’s date is \_\_\_, time\_\_\_. Also present is prisoner \_\_\_\_\_\_\_\_ {state committee members names for major infractions}

Prisoner \_\_\_, a Disciplinary Report has been written charging that you committed an infraction of 22AAC 05.4040 (\_\_) (\_\_) the report reads as follows:” (read the disciplinary infraction into the record)

“Were you given at least 48 hours advance notice of this hearing?”

“Were you informed of your right to have a hearing advisor present? Have you met with your selected hearing advisor at least 36 hours prior to this hearing? If not, did you refuse the assistance of an advisor?”

“How do you wish to plead?” (guilty / not guilty)

If prisoner pleads guilty, begin dispositive phase.

If not guilty, begin adjudicative phase of the hearing:

1. writer of report testimony
2. witness testimony
3. evidence
4. accused testimony

\**questions must be directed through the DHO*

 Determine guilty or not guilty. If found guilty, ask for mitigating factors.

 Begin dispositive phase / impose Sanctions.

 Ask inmate if they wish to appeal the decision and explain time frames for the appeal process.