

Headquarters Investigative Summary

I. Assigned Investigator: _____ Date: _____

Inmate's Name: _____ DOC #: _____

ARP Case No.: _____

Pursuant to DCD 185-004, the above-noted administrative remedy case has been assigned to you for investigation. This investigative case summary should be completed in accordance with the instructions provided in DCD 185-004. All steps of the investigation must be completed. If a step is not applicable, it should be noted in the space provided. Failure to complete the case summary in accordance with the instructions will result in the case summary being returned to you for further investigation and/or proper completion. This case summary must be completed and returned to the headquarters administrative remedy coordinator no later than _____.

II. ***Investigation:***

The following information was obtained from _____, institutional coordinator at _____, on _____ during the investigation of the above noted administrative remedy appeal.

1. Inmate was interviewed on _____ by _____.
Details:

2. Witnesses listed below were interviewed:

3. Employees listed below were interviewed:

4. Specific relevant documents and/or evidence reviewed (list):

5. Specific findings of fact (list):

III. ***Warden's Response:***

1. The established basis of the warden's response was (summarize):

2. Concur or non-concur with the warden's response (state rationale):

IV. ***Commissioner's Draft Response*** (recommend disposition/prepare a draft response):

Signature of Investigator

Date Submitted