comp tru

Booking #: 17		Name Reviewed By	: TITUS,HERM	MAN	Elderly Age:		AKA			
Parole Until: 04		Probation Un		Sexual Risk	V or		T.,	sion Recmnd.;	-/-	
	er Eligible: ၂(/			NO	
minate works				ADA:	TG/IX:	LB:	т. 🗸	PJB: P	rev. Lev Status:	
	Keep Se	perate Last Na	me A-M:			Kee		ast Name N-Z:		
DIL		NAME		DOB	'ND		NAN	IE .	DOB	
DATE	NEXT H	OUSING	UNIT	REASO	N	REQU	IESTOR	CUSTODY	LEV OVE	<u> </u>
5-23-17	P2-0	14	03- Z	Ntox Ass	It w/V	Eh (F)	,04	MED		
-7.1			B.Q.H.	(F) 2016	•	,	,			
Spain	8/67	3B	(m	20/	2428 9703	No. 100000				
612	1263	108B	al. 1	HURA 1959	7 WILSON	√.				
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4/6/2	RU	٨	all do	our med	mary	33/6	4.10	nau	w	
4/6/1	1767.	124	NIST	33/4-16	10)		,		7	
6-17-17	12E3	1030	60	33/ Com.	il n	ed 7 Ma	1×			
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					NAM	IE:			TITUS, F	
					1D #	:			P003568	
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						UMENT GE 3/2017 07:2		DBY:	Liliua VV	I A A
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						tot bloods Pton	out Ordon			
					Spec Orde	ial Needs/Urg		ason	Start Da	ite Sto
						bunk/low tier		CLEARED	05/23/2	
					No I	nmate Worker			05/23/2	017

PATIENT:

DATE OF BIRTH:

ID #:

DATE:

VISIT TYPE:

HERMAN TITUS

08/06/1995 P00356846

06/02/2017 7:58 PM

Restraint Check

Check Date Time Staff

06/02/2017 7:58 PM Amy Smith

Summary

Cause for restraint: RESISTING OR COMBATIVE.

Initiated by: SECURITY.

Restraint type: RESTRAINT CHAIR.

Check sequence: INITIAL. Restraints checked: 7. Circulation checks:

ABLE TO INSERT 2 FINGERS UNDER ALL RESTRAINTS WITH EASE.

SKIN PINK, WARM, AND DRY TO ALL EXTREMITIES.

CAPILLARY REFILL BRISK TO EXTREMITIES.
DISTAL PULSES STRONG AND REGULAR.

Behavior: ANGRY, AGGRESSIVE TOWARDS OFFICERS.

Fluids not offered. Food not offered.

Medications not administered. Range of motion not checked. Plan: CONTINUE TO MONITOR...

Document generated by: Amy Smith 06/02/2017 07:59 PM

TCSO (MEDLINE) SICK CALL REQUEST

INMATE NAME: HOLMAN	Titus	DATE:	6/8/11	
HOUSING UNIT: 124 /124	_	BOOKING NO	UMBER: 17 19321	
0088/6/95				
ANY ALLERGIES? IF YES, WHAT AR	E YOU ALLERGIC TO 7:			
WHAT IS YOUR "MEDIC	AL" PROBLEM? (Be Specific)	had f	KO.P
Buch when	I can.	10 M	TOC	Moons
They took To	hen in 2	B when	ThoyA	nove
re to 126	They Sta	no give	1 Then	+0
re I 5till	had l	5 pills	In my	rach Th
I UNDERSTAND I WILL BE CHARGE SERVICES AND MEDICATION I RECI AND/OR MEDICATIONS IF I CAN NOT I DO () DO NOT) REQUE I WANT A MEDICATION REFILL (LIST YOUR MEDICATION LABEL)	EIVE WHILE IN JAIL . I ALSO T PAY SEE CHARGE ST TO SEE THE NURSE.	UNDERSTAND I WILL NO LIST POSTED IN YO	OT BE DENIED NECESSARY OUR HOUSING AREA	MEDICAL CARE FO
#1	Refills remaining	_ #2	Re	file remaining_
#3	Refits remaining	#4	R	office remaining
#5	Refits remaining	#6	R	printer remaining
PRIMATE'S SIGNATURE HUMAN 7			DATE	TIME
	OT WRITE BELOW	THIS I INE	6/0/11	6.10
ASSESSMENT: (VITAL SIGNS ARE I			ARE PROVIDER)	
	That by e	ipined 6/01/17		
		you have I	ND Junint	
		presch	ntions	
STAFF SIGNATURE AND EMPLOYEE	NUMBER DIE		DATE GRAVA	Thir
	4116		W-1F)	

Not For Public Release

Date: 05/23/2017

Law Enforcement Use Only



Travis County Sheriff's Office

BKN: 1719321 **JID:** P00356846

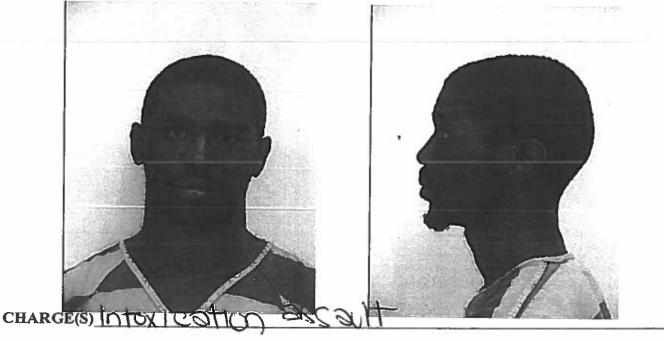
Person: TITUS, HERMAN

<u>DOB:</u> 08/06/1995 <u>Sex:</u> MALE <u>Race:</u> B

Alias:

HClr: BLK Hat: 511

Wgt: 120



ME	DI	CAI	r. m	NE	'n
1788					

SPECIAL HANDLING: ____

DATE	MOVED TO	DATE	MOVED TO	DATE	MOVED TO
5/23/17	12 216				
5/24	OIE23B				
060217	12 # F3 168B				
6/2/17	23123				
06/06/17	28126124			A	
	12E3-13D			1.5	
6/19/17	ATW/DIC				

EVENT RECORD

NAME;		Booking#			
DATE	EVENT	ACTION TAKEN	OFFICER		
529/4	BLIN @ 0737	FED NY	70231		
2010-20					
		•			

Inmate Housing Contract

in accordance with Travis County Sheriff's Office Policy and Inmate Handbook, and the Texas Penal Code, the following statements shall be adhered to by all inmates incarcerated in any Travis County Correctional Facility:

- Inmates shall be responsible, and held accountable for, defacing, altering, or destroying any Travis County property. This includes, but is not limited to, graffiti on any walls/doors/inanimate objects or surfaces in your assigned living areas (such as cells/bays/dayrooms, etc.).
- Additionally, covering /clogging vents with debris, or covering of any kind on windows and lights is also prohibited.
- □ Upon your arrival and departure of any assigned living area, a Post Officer will conduct an inspection of this area in your presence. Any discrepancies will be documented and referenced to existing documentation of earlier cell inspections and compared.
- □ If you are found to be responsible for any violation of the above stated policies, administrative disciplinary sanctions may be imposed as outlined in the inmate handbook and include the filing of criminal charges (Criminal Mischief punishment up to State Jail Felony).

Your signature below indicates you i	have read and unde	erstand the above contract and have
received an Inmate Handbook:	-11	0/1/1
Inmate Signature:	1,405	Date: 5/24/17

- 1 - APPLICATION OF PROTECTIVE RESTRAINTS

Name: Titus, Her	~mau	Booking# 17-193	321	Date: 6/2/2017
Authorizing Treatment/Securit			Housing From: To:	-2B12B
Type of Restraints: ERC	Chair Handcu	ffs Leg-Irons	Soft Other	20120
Time/Applied: 1939	Time/Partial remov	val:	Time/Complete Remov	al: 0015
Description of position when u	sing point restraints /	comments: Prone		0075
Reason Applied: (circle)	Assaultive	Physically Resistive	Involuntary Medication]
	Suicidal	Injury to Self	Other Aggressive to off	icers serving disciplinary
notice Comments:				
Was spit mask applied (Y) N		Time of Fire Watch	arrival:	
	me: Method	d of Decontamination:	Time	
Comments: In m. to	regan Kicko	d (**)	1.1.6	1 1, 10
Video camera available in cell?	YN Was in	ordent leading up to restraints	video taped? (Y)N	Ida Video
Medical Initial Inspection cond				July Offices
Medical First Hour Inspection of	conducted by:	th PN 4904	Time: 1955-	
Medical Second Hour Inspection			Time:	
Shift Supervisor Initial Visual:	Xel 11	Fr #425	Time: 9' (15
Shift Supervisor First Hour Vis	ual:	1 4 4 K	Time:	
Shift Supervisor Second Hour V	/isual:		Time:	
	Documentation	of Inmate Behavior During	Visual Observation	
Date/Time	Officer	Water	Toilet	Comments
1939 6/2	Vatc3357	Y 🔞 D	Y 🕅 D	Put in Chal-
1948 6/2	VIT.3757	Y WD	Y 🔊 D	Vienal
1984 6/2	KD 3357	Y (N) D	Y N D	Visual
2015 6/2	B\$3472	Y 👂 D	D (N A	WINT TO LECC
	U	YND	YND	
		YND	YND	
		YND	YND	View in the second
		YND	YND	
Housing assignment upon disco	ntinuation of protecti	ve restraints: 2B12	B	
Comments:				
Building Lieutenant Review	2.0000000000			2.000 (<u>20</u> 00 - 0.00) (2.00)
		Date:	Time:	

TRAVIS COUNTY SHERIFF'S OFFICE DISCIPLINARY BOARD WAIVER

INSTRUCTIONS: Fill in all spaces provided. If not applicable, show N/A Bkg No: 1719321 Housing: 02 B 12B Incident Dt.: 6/2/2017 19:20 INCIDENT NO: 170004140 **INMATE NAME: TITUS, HERMAN** You are charged with the following rule violation(s): Violation 1 **MJ-DISJLACT** Violation 2 **MJ-THREATSTF** Violation 3 **MJ-RTFWOD** Violation 4 **MJ-DISSTAFF** Violation 5 Major Violation (MJ) Minor Violation (MN) - Loss of Program status for up to duration of stay - Loss of any or all privileges for not more than 15 days - Loss of any or all privileges for not more than 30 days - Disciplinary separation for not more than 15 days - Loss of Inmate worker status for up to duration of stay - Disciplinary separation for not more than 30 days - Loss of correspondence privileges (general correspondence only) if the violation involved correspondence rules, for not more than 30 days You are hereby notified that you may waive your right to the Disciplinary Hearing. You are being afforded that opportunity to waive your right to the Disciplinary Hearing and accept the following sanctions listed below. **DISCIPLINARY SANCTIONS BY WAIVER** LockDown: Dates: From 1, 103 117 To 6 16 17 Remaining days for lockdown: Loss of privileges: Phone, Commissary, Television, Visitation Loss of inmate worker status for _____ days Loss of program status for: _____ days Entered into Tiburon Init/Emp# Vagree to waive my right to the Disciplinary Hearing, plead No Contest to the rule violation(s) and accept the sanctionslisted above. I understand that this action may not be appealed. I further understand that this action may be considered for Habitual Disrupter status in future administrative actions. Inmate's Signature: HUMAN TITUS Date: 1-3-17 Time: 22.21 Officer Initials: 1 Officer's EMP#: 5692 I choose to appear at the disciplinary hearing Witnessed: Inmate's Signature: Date: Officer's Signature: Date: Supervisor's Signature:

22:21 Officer Init/Emp #:

Copy served to inmate date/time:

VM #5647

TRAVIS COUNTY SHERIFF'S OFFICE NOTICE OF DISCIPLINARY BOARD

INSTRUCTIONS: Fill in all spaces provided. If not applicable, show N/A

Incident No 170004140

INMATE NAME: TITUS, HERMAN Bkg No 1719321	HOUSING <u>02</u> <u>B</u> <u>12B</u> Incident No <u>170004140</u>
Incident Date: 06/02/2017 Incident Time:	<u>19:20</u>
You are charged with the following rule violation(s):	
Violation 1 MJ-DISJLACT Violation 2 MJ-THRE	ATSTF Violation 3 MJ-RTFWOD
Violation 4 MJ-DISSTAFF Violation 5	
Was Officer's Immediate Supervisory Action offered?	YES NO
Summary of Incident: Summary of charges from Incident Report. charges. While waiting for the unit moves you decided to sit on the floor whoever I have to call to come get me up!" (MJ-Refusing to Foll	. I ordered you to get up to which you said, "No and to call ow a Written or Oral Directive) When the S&E Officers got into the
calling him "A Ho and Hoe Ass Law." (MJ-Disrespect to Staff) Du	holding cell you became more disruptive and started to kick the
I have received twenty-four (24) hour notice of my hearing.	
HMMN THUS Date Inmate's Signature	e. 6/1/17 Time: 10:13
DATE SERVED: TIME SERVED:	10.73 LOCATION SERVED: 2-B-12B
SERVED BY: CORDOVA #5411	Met 18 de ca
Officer's Signature & Emplo	yee #
You will be scheduled to appear at a Disciplinary Hearing within	7 days after this document is served.
If you are subsequently found guilty at the Disciplinary Hearing o sanctions may be imposed:	f one or more of the violations listed above the following
Major Violation (MJ)	Minor Violation (MN)
X Loss of Program status for up to duration of stay	X Loss of any or all privileges for not more than 15 days X Disciplinary separation for not more than 15 days
X Loss of any or all privileges for not more than 30 days Loss of correspondence privileges (general correspondence only) if the violation involved correspondence rules, for not	
more than 30 days X Disciplinary separation for not more than 30 days Loss of Inmate worker status for up to duration of stay	
X Loss of Good conduct credits, all or a portion thereof earned before the incident	
X The pecuniary cost incurred for damages to jail property.	

TRAVIS COUNTY SHERIFF'S OFFICE NOTICE OF DISCIPLINARY BOARD

INSTRUCTIONS: Fill in all spaces provided. If not applicable, show N/A

Copy served to inmate date/time:

170004140 Incident No During the Disciplinary Board Hearing you may present testimony, evidence and witnesses on your own behalf. Witnesses are strictly limited to persons having firsthand knowledge of the violation(s) charged and those needed by the Board to decide the case. Should you or your witnesses become distruptive during the hearing, you or they may be removed and the hearing will continue in your or their absence. For purposes of Building Security or witness safety, written statements from witnesses may be submitted in your defense. If you need help in preparing your case, you have the right to request a lay representative (inmate) to assist you; refer to the Inmate Handbook for procedures. I request the following Lay Representative(s) with the understanding that he/she may not be accepted by the board. Lay Representative/Unit: I request the following witnesses give statements to be presented at my hearing. Witness: **INMATE'S NAME** BOOKING# (Circle) (Written Testimony At **CURRENT HOUSING** Witness: **INMATE'S NAME** (Circle) (Written Testimony Attached воокіид **CURRENT HOUSING** Witness: INMATE'S NAME (Circle) (Written Testimony Attached) URRENT HOUSING

Officer Init/Emp #:

TRAVIS COUNTY SHERIFF'S OFFICE INMATE INCIDENT REPORT

INCIDENT NUMBER

17-4140

INCIDENT INFORMATION

Date/Time

06/02/2017 19:20

Incident Location 01 E 23B

Report Officer: ORTIZ

55460

INVOLVED PERSONS/OFFICERS

Person Type

INMATE

Involvement

Accused - Inmate

Housing Location 02 B 12B

MNI <u>974705</u>

Booking No

1719321

Name:

TITUS, HERMAN

Person Type OFFICR

Involvement

Officer

Name:

CORNELIUS

S5348

Person Type

OFFICR

Involvement

Officer

Name:

CORDOVA

S5411

SUPERVISOR NARRATIVE

S4252 GARCIA, JASON

06/02/2017 Supervisor Review and Rec

nmate Titus was being disruptive during a mass movement out of Building 1 while in Edward Unit. Officers responded as he stood up walking towards the entry door upset and agitated. Officer Cornelius placed handcuffs on Inmate Titus on the wall next to the door in my presence. Inmate Titus was resisitive, but enough to be restrained on the wall.

Inmate was placed in the Emergency Restraint Chair (ERC) to prevent possible harm to himself (Continuously kicking and running his shoulder into the Holding Cell Door). Once he was in the ERC and had restraints checked by the nurse he was sent to Building 2 B Unit. He was compliant during the extraction from Holding 1 to the ERC. The inmate never made any complaints of any kind other than cursing at officers. Sgt. James was given the Protective Restraint Form and his officers took control of the ERC with Inmate Titus. I signed off the first hour of the restraint form.

The videos will be in the Supervisor Drive-> Bldg 1 Supv-> VIDEOS -Inmates Incidents-> 2017 VIDEOS FOLDER-> 17-4140 TITUS E UNIT. Reports from this incident will be in the Supervisor Drive-> Bldg 1 Supv->USE OF FORCE FOLDER.

NARRATIV	_	
55348	CORNELIUS, KEVIN	06/02/2017 Supplemental Narrative

INCIDENT NUMBER

17-4140

On June 2nd, 2017, I, Officer K. Cornelius #5348 was assigned as a uniformed officer for the Travis County Correctional Complex (TCCC) Building 1 Search and Escort Officer, located at 3614 Bill Price Rd, Del Valle, TX 78617.

At approximately 1920 hours Officer Ortiz #5460 called for assistance in Edward unit with an inmate later identified as:

Fitus, Herman BK# 17-19321 B/M D.O.B 08/06/1995

Inmate Titus was sitting on the floor and when the door was opened for responding officers he stood up and walked aggressively towards officers. I took control of inmate Titus's hands and walked him out of the unit. Inmate Titus became verbally aggressive and attempted to remove his hands from my control. I placed inmate Titus against the wall to secure his hands with handcuffs and he was placed in holding for safety. While Titus was in holding he began kicking the door and charging it with his shoulder. The decision was made to place inmate Titus in the (ERC) Emergency Restraint Chair. Officer Cordova#5411 and I instructed inmate Titus to lay prone on the floor so he could be restrained to which he complied. Titus was then secured in the chair without issue. Medical was called and the restraints were checked. Inmate Titus was taken to Building 2 (12 Pending)

End of Report

\$5411 CORDOVA, KEITH MARTIN

06/02/2017 Supplemental Narrative

On Friday, June 2, 2017 I Officer Cordova #5411, was working as a uniformed Corrections Officer at the Travis County Correctional Complex (TCCC) in Building 1 as a West Pod Officer located at 3614 Bill Price Rd, Del Valle, TX 78617. At approximately 1920 hours Officer Ortiz from E-unit requested for "one to be removed" via his radio. The inmate was later identified as:

Titus, Herman BKNG# 17-19321 B/M D.O.B 08/06/1995

When Officer Cornelius #5348 and I opened the unit door, Titus stood up from where he sat and began to walk towards Officer Cornelius while yelling and waving his arms. As Officer Cornelius attempted to take control of Titus and escort him to Building 1 Holding cell #1, Titus continued to resist and talk loudly. Titus was placed against the near by wall outside of Edward unit as Cornelius gained full control and placed inside of Holding 1. While in Holding 1, Titus kicked and would run his shoulder into the door. It was determined that Titus would be placed in the Emergency Restraint Chair (ERC). Officer Cornelius and I gave Titus the direction to lay face down to which he complied. Titus was placed in the ERC without incident. Medical was notified and sent a nurse to check the restraints. Titus was escorted to Building 2 (12 pending)

End of report

S5460

ORTIZ, ONOFRE PJR.

06/02/2017 Disciplinary Hearing Narr

INCIDENT NUMBER	17-4140	
Involvement: Accused - In	mate_	
Name: <u>TITUS,HERMAN</u>		Bkg No: <u>1719321</u>
DISCIPLINARY INFORMATION		
Violation 1 MJ-DISJLACT Violation 4 MJ-DISSTAFF	Violation 2 <u>MJ-THREATS</u> Violation 5	TF Violation 3
DISCIPLINARY BOARD HEARING	JUDGEMENT	
Date and time alleged rule violation(s) occurred: Date: 06/0	02/2017 Time: 19:20
Violation 1 MJ-DISJLACT	Violation 2 MJ-THREATS	Violation 3 MJ-RTFWOD
Violation 4 MJ-DISSTAFF	Violation 5	
Inmate's plea(s) to accusations(s):		
Violation 1	Violation 2	Violation3
Violation 4	Violation 5	
FINDINGS OF THE DISCIPLINAR	Y BOARD	
Disposition 1	Disposition 2	Disposition 3
Disposition 4	Disposition 5	
D	SCIPLINARY SANCTIONS IM	POSED BY THE BOARD
LOCKDOWN: L F	rom Date: L Days: 0.00	L To Date:
Loss of the Following Privileg lockdown complete Filing Criminal Charges:	ges: Commissary, Visitation, Tele	vision, Phone and Inmate Work Status until 45 days after
Loss of good time:		
Summary Of Incident for Inmat	e Bkg# 1719321	
Disciplinary Hearing Narr		
While waiting for the unit moves you	decided to sit on the floor. Lorde	red you to get up to which you said. "No and to call whoever t

While waiting for the unit moves you decided to sit on the floor. I ordered you to get up to which you said, "No and to call whoever I have to call to come get me up!" (MJ-Refusing to Follow a Written or Oral Directive) When the S&E Officers got into the unit you immediately got up and became resistive towards the Officers (MJ-Threatening). You began to curse at Officer Cornelius calling him "A Ho and Hoe Ass Law." (MJ-Disrespect to Staff) Due to your actions the unit moves had to be delayed in order to secure you to in the holding cell. (MJ-DISJLACT) While inside the holding cell you became more disruptive and started to kick the door continuously (MJ-DISJLACT) and had to be secured in an Emergency Restraint Chair ERC.

INCIDENT NUMBER

17-4140

On 02 June, 2017 at approximately 1920 hours, I, Officer Ortiz while working as a uniformed corrections officer in Building 01 E unit ocated at the Travis County Correctional Complex (TCCC) at 3614 Bill Price Road, Del Valle, Texas 78617.

While in the process of unit move, an inmate identified through Tiburon as;

Titus, Herman BK# 17-19321 B/M D.O.B 08/06/1995

While moving 16 inmates out of E Unit to Building 12, Inmate Titus sat on the floor instead of the benches. I ordered inmate Titus to stand up and get ready to move. He told me, "No I'm not getting up!" I ordered Inmate Titus to get up one more time and inmate Titus continued to tell me, "No, I'm not getting up and go ahead and call the other officers." (MJ-Refusing to Follow a Written or Oral Directive) Inmate Titus was also inciting other inmates in the waiting line I called for the available search and escort duty officers to have Inmate Titus removed from the unit.

When Officers Cornelius #5348 and Cordova #5411 opened the E unit door inmate Titus immediately got up and became resistive towards the approaching officers (MJ-Threatening). The S&E Officers quickly secured the inmate by taking control of his arms and placing him against the wall. He began to curse at Officer Cornelius calling him "A Ho and Hoe Ass Law." (MJ-Disrespect to Staff) Inmate Titus was then taken in the holding cell to be secured.

While inside the holding cell the inmate became more disruptive and started to kick the door during inmate moves going to Building 12 (MJ-Disrupting Jail Activity). To prevent injury to himself, Inmate Titus was secured in an emergency restraint chair. Inmate Titus will be moving to building 02B 12B lockdown pending disciplinary. End of report.

TRAVIS COUNTY SHERIFF'S OFFICE FINDINGS OF THE DISCIPLINARY BOARD

Bldg. Lt. Review:	Date:		Comments: _		
Print					
Name:		Signature:		Date:	
Name: Print		Signature:		Date:	
Board Members:					
Print	2.6				
Name:		Signature:		Date:	
Disciplinary Board Chair:	Location		Location	Attached	
RECORDING IDENTIFIER:	udio	☐ Video	Location	Written Report Attached	
\$ to be deducted from damages to County property base				Entered into Discipline Log	
Loss of Good TimeD				Entered into Tiburon Ini/Emp#	
Loss of Program Status for:			Other:		_
Loss of Privileges: Phone, Commiss				er status for days	
PRE-DISC CreditTotal da	ays Remain	ing days for lockdov	wn Dat	es: From To	
LOCKDOWN:	arawii bii 9711(1 U		JULU DI DUAN	=	
	DISCIPI INARY S	ANCTIONS IMPO	OSED BY ROAD	D	
					_
Was the vote unanimous ? $\ \square$	YES 🗆 NO	Reason(s) for Judg	ement(s):		
1) NOT GUILTY GUILTY 2) NOT GUIL	TY GUILTY 3) NOT GI	JILTY GUILTY 4) NO	OT GUILTY GUILTY	5) NOT GUILTY GUILTY	
Disciplinary Board Findings:					
Violation 4 MJ-DISSTAFF GUILTY NOT GUILTY NO CONTES	-				
Violation 1 MJ-DISJLACT GUILTY NOT GUILTY NO CONTES	Violation 2 GUILTY NOT	MJ-THREATSTF GUILTY NO CONTE		lation 3 MJ-RTFWOD LTY NOT GUILTY NO CONTEST	
Did the inmate attend the hearin Inmate's plea(s) to accusations(s)	<u> </u>	TYES	□ N	0	
BOARD CONVENING TIME:	Date:	BOARD	ENDING TIME:	DATE :	_
INMATE NAME: <u>TITUS,HERMAN</u>	BKG# <u>17193</u>	<u>21</u> HOUSIN	G <u>02 B 12B</u> 1	ncident No <u>170004140</u>	

APPEAL PROCESS:

You have the right to appeal the decision of the Board if you entered a plea of NOT GUILTY and the Board finds you guilty. You have a right to appeal the sanctions of the Board no matter what plea you entered. During this period, your sanctions will not be suspended pending your appeal or judgment unless approved by the Board. Send your appeal in writing to the: Inmate Grievance Supervisor, no later than ten (10) days from the date of the Board Hearing. Specifically state why you believe the decision should be reversed or the reason for your appeal. The Grievance Supervisor will respond to your appeal in writing within ten (10) days of receiving it, and that decision is final.