

Administrative Remedy Procedure Case Summary

I. *Case Information:*

Assigned Investigator: _____ Date: _____

Inmate's Name: _____ CL#: _____

ARP Case No.: _____

Pursuant to COMAR 12.02.28, 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 COMAR 12.02.28. 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 departmental liaison by no later than _____.

II. *Investigation:*

1. Inmate interviewed on _____ by _____.
Basis of complaint: _____

2. Witnesses interviewed (include dates, summary of testimony): _____

3. Employees interviewed (include dates, summary of testimony): _____

4. Specific relevant documents and/or evidence reviewed:

5. Specific findings of fact (list):

III. ***Recommended Disposition/Draft Response:***

IV. ***Action to be Monitored for Compliance (if applicable):***

Signature of Investigator

Date Submitted