

## Notice of Inter-Institutional Transfer

**TO:**

Inmate Name:	
Lock:	Institution:

**FROM: Institutional Classification Committee**

**RE: Institutional Transfer**

Pursuant to Administrative Rule 5120-9-21, this is an official notification that you have been approved for an administrative transfer to another institution, in this case, \_\_\_\_\_

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The purpose of the transfer is to enhance the effectiveness and efficiency of institutional operations, or for other institutional management reasons. Your transfer will usually occur within the next seven days, and not less than 24 hours after the serving of this notice. Transfers from reception may take longer than seven days. All property to be transferred must comply with the 2.4 cubic foot limitation.

If you object to this transfer, you may send a written statement of your objection to the institution classification committee for their review. Following their review, they will forward their recommendation with a written record of their proceedings to the Chief of the Bureau of Classification for a decision. You will receive a copy of their recommendation. Your transfer will not be stayed pending any appeal.

If you believe this transfer raises a life safety issue, you may file an “emergency” grievance with the institutional inspector. You may also challenge the propriety of any classification action by submitting an appeal to the Chief of the Bureau of Classification pursuant to Rule 5120-9-53 of the Administrative Code.

It is your responsibility to notify your next of kin and those on your approved visiting list of this change in status.

**A copy of this Notice was served upon the above-named inmate on:**

Date:	Time:	Staff:
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**Signing indicates acknowledgment of receipt of notice.**

**Inmate:**

Signature:	Number:	Date:
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Original: Unit File

cc: Inmate

cc: Warden

cc:UMA