

## CHECKLIST for PROBABLE CAUSE HEARING

- \_\_\_\_\_ Review Notice of Probable Cause Hearing, parole violation report(s), and any attachments.
- \_\_\_\_\_ Assemble hearing participants and turn on tape recorder.
- \_\_\_\_\_ Identify hearing by offender's name and ODOC number, case number(s), county, date, time, and place of hearing.
- \_\_\_\_\_ Identify hearing officer, offender (and attorney), state's representative, and witnesses or other parties.
- \_\_\_\_\_ Explain purpose of hearing and how it will proceed.
- \_\_\_\_\_ Exclude potential witnesses if necessary.
- \_\_\_\_\_ Hear any procedural objections.
- \_\_\_\_\_ State allegations as listed on Notice of Probable Cause Hearing.
- \_\_\_\_\_ Note offender's admission or denial of each allegation.
- \_\_\_\_\_ Allow the state's representative to present evidence and witnesses, with cross examination.
- \_\_\_\_\_ Inform offender of existence of any confidential information.
- \_\_\_\_\_ Allow the offender to present evidence and witnesses, with cross-examination.
- \_\_\_\_\_ Determine if evidence supports Notice of Finding of Probable Cause.
- \_\_\_\_\_ Announce decision to offender.
- \_\_\_\_\_ Explain executive revocation hearing and waiver.
- \_\_\_\_\_ Terminate hearing.