

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.
- _____ Give offender copy of Notice of Finding of Probable Cause
- _____ Explain executive revocation hearing and waiver.
- _____ Terminate hearing.