

CHECKLIST FOR CDC CERTIFICATION

Name of Inmate	Register No.
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Facility _____

ADVANCE NOTICE OF CHARGE

YES NO N/A (1) The inmate was given advance written notice of the charge(s) against him no less than 24 hours before the appearance before the CDC.

YES NO N/A (2) If the answer to (1) is "No":
 (a) The inmate waived the 24-hour notice, or
 (b) There exists a valid reason why the 24-hour notice was not given. The reason is:

STAFF REPRESENTATION

YES NO N/A (3) The inmate requested a staff representative and that staff representative appeared.

YES NO N/A (4) The inmate did not request a staff representative and, thereby, waived the right to a staff representative.

YES NO N/A (5) The inmate requested a representative who refused or was unable to appear, and the inmate chose to continue the hearing in the absence of requested representative after being advised of the option of postpone the hearing in order to obtain another representative.

WITNESSES AND DOCUMENTARY EVIDENCE

YES NO N/A (6) The inmate waived the right to call witnesses.

YES NO N/A (7) The inmate requested witnesses.
 (a) The requested witnesses appeared and statements are summarized in the record.
 (b) Reasons for not calling requested witnesses are documented in the record.
 (c) Written statements of unavailable witnesses were submitted, considered, and included in the record.

YES NO N/A (8) The inmate submitted written documentation which was considered and is included in the record.

YES NO N/A (9) The inmate's statement to the CDC is summarized in the record.

FINDINGS AND SPECIFIC EVIDENCE

YES NO N/A (10) The findings of the CDC are supported by a substantial factual basis.

YES NO N/A (11) The specific evidence relied on is adequately documented in the record.

SANCTION

YES NO N/A (12) The sanction recommended by the CDC is proportionate to the offense committed.

YES NO N/A (13) The reasons for the sanction are adequately documented in the record.

YES NO N/A (14) The DHO has added sanctions.

DHO Signature	Date
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