

CORRECTIONS HEARING OFFICER**Nature of Work**

Under general supervision, conducts and renders decisions in formal inmate disciplinary hearings in a state correctional facility. An employee in this class is responsible for conducting administrative fact finding hearings on reports issued on inmates for alleged commission of misconduct, including criminal acts. Work is performed with considerable independence but is subject to review upon completion by the institution Warden. Work may involve supervising the work of a bailiff and clerk in records preparation, hearing procedures and decision implementation activities. Exercises general independence and judgement in evaluating evidence and rendering decisions based on established and detailed guidelines and regulations. All rulings are appealable to the institution Warden who must approve any ruling involving loss of good time. In the most serious cases, rulings may be reviewed by the Commissioner of Corrections. Performs related work as required.

Examples of Work

- Conducts quasi-judicial disciplinary hearings to ensure inmates due process and the full presentation and consideration of all available evidence.
- Determines extent of rule violation by evaluating physical evidence, testimony, written statements and written incident reports, and by applying established Department of Corrections guidelines.
- Researches existing policies, procedures, rules, and regulations, administrative decisions, legal precedence, court decisions, and criminal procedures, pertaining to cases heard.
- Prepares and signs all hearing reports including final decision, supporting documentation and specified or recommended disciplinary guidelines.
- Schedules hearings by reviewing correctional officer violation reports; approves witness lists; coordinates schedule based on witness and inmate availability; assembles documents for hearing; prepares or directs the preparation of hearing files and notices; ensures that inmate is aware of legal representation rights.
- Reviews and studies Department of Corrections disciplinary actions such as privileges restrictions with correctional officers and/or bailiff to ensure that ruling is properly executed.

CORRECTIONS HEARING OFFICER (CONT'D)**Examples of Work (cont'd)**

- May testify in court proceedings.
- May provide information or discuss findings with Warden in cases of rule interpretation problem or decision appeal.
- May supervise the work of a clerk and/or bailiff in records preparation, hearing procedures and case reporting.
- May attend staff meetings to discuss disciplinary procedures, problems and rules.

Knowledge, Skills and Abilities

- Knowledge of modern correctional principles and practices.
- Knowledge of the policies and procedures and regulations of the Department of Corrections and the assigned institution.
- Knowledge of Department of Corrections hearing procedures.
- Knowledge of inmate conduct rules and prescribed or appropriate disciplinary actions taken in rule infraction cases.
- Ability to analyze and appraise testimony, evidence, administrative documents, and records to obtain a clear concept of the issues involved.
- Ability to research and interpret policies, rules, regulations, administrative decisions, precedence, and court decisions relating to inmate due process.
- Ability to learn the principles and techniques of conducting quasi-judicial hearings.
- Ability to exercise judgment and discretion in determining relevance of evidential material and information.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective work relationships with correctional officers, inmates, office staff and facility management.

Minimum Requirements

- Training:** Bachelor's degree from an accredited four-year college or university with a degree in criminal justice, corrections, social work, or related behavioral science field.
- Substitution:** Additional qualifying experience as described below may be substituted for the required training on a year-for-year basis.
- Experience:** Two years of full-time or equivalent part-time paid professional experience in a corrections, probation/parole, law enforcement, social work, recreation, or legal environment.

CORRECTIONS HEARING OFFICER (CONT'D)

Minimum Requirements (cont'd)

Substitution: Doctor of Jurisprudence degree from an accredited four-year college or university may substitute for the required training and experience. **OR** A Master's degree from an accredited college or university in criminal justice, corrections, social work, or related behavioral science field may substitute for the required experience on a year-for-year basis.

Established:	8/19/93
Title Change:	9/18/03
Revised:	9/18/03
Effective:	11/1/03