**Superintendent’s Appeal Checklist:**

* The Disciplinary packet is complete; Hearing Notice, Report of Disciplinary Decision and Summary Findings are complete and attached; **forms 809.04B, 809.04D, 809.04F**
* **Section 15** on form 809.04D states each item of evidence considered and the factual basis for the guilty finding (not report as written)
* Witnesses that were requested 24 hours prior to the hearing were called; if not reasons for not being called are documented on section **17** of form 809.04D is completed.
* All evidence requested 24 hours, or more prior to the hearing was allowed to be presented at the hearing; if not, it was reviewed by the hearing advisor, or **section 17** of form 809.04D was completed.
* If video or audio evidence is not allowed **section 17** of form 809.04D must be completed and the reasons for not allowing it should be stated on the record.
* The writer of the report was called if requested and questioned by the DHO, and / or the prisoner as to the specific facts supporting the case.
* The procedures regarding confidential informants were followed.
* Was this infraction forwarded on to the DA regarding felony charges – which gives rise to right to counsel.