



PRE-HEARING PREP

- Accessibility needs
- Reliable internet access
- Access to appropriate equipment (*don't make assumptions*)
- Technology settings
 - All parties must be able to see and hear each other (cameras must be on)
 - Req* - Hearing panelists must be comfortable with tech
- Recording ability (*double check storage & voice pick-up*)
- Double check provided links
- Back up plan & back up tech person
- Access to documents



TECHNOLOGY

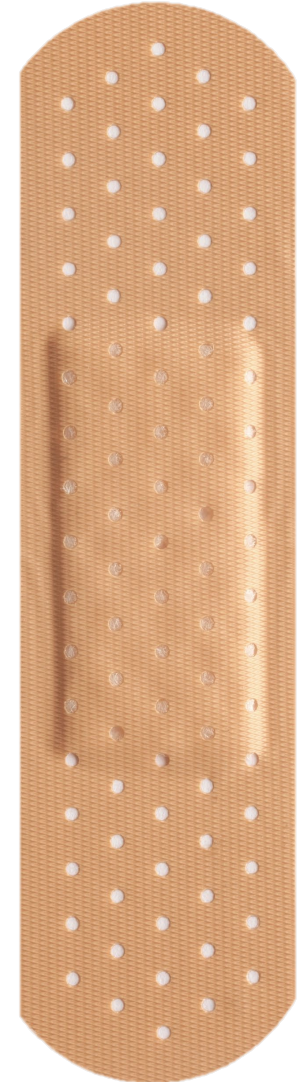
PHYSICAL SPACE AND FACILITIES

- Physical space for party & advisor
- Hearing board member location
- Your location
- Witness & Investigator invites
- All party & advisor confirmations
 - *back up advisors?*
- Confidentiality & privacy of communication
 - *tip pan the room*



TRAUMA-INFORMED PRACTICES

- Avoid repeated disclosures
 - Consider impact of trauma:
 - Fragmented memory & non-linear order of events
 - Specific details about sensory events
 - Approach doesn't substitute for missing info, justify not doing a full investigation, or cause a biased belief in party's accuracy
 - No right nor wrong way to respond
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- Training & procedure review
 - Check body language & demeanor
 - Questioning & word usage
 - “Help me understand” ... “and what are you able to tell me about what you experienced?”
 - Describing another individual's experience
 - Framing your questions, avoiding why questions



HOW DO YOU PREP?

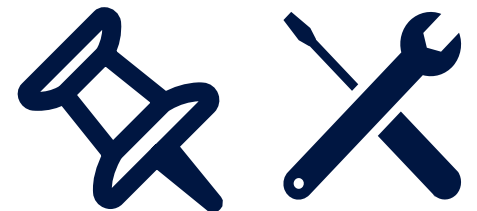
1. Read through & digest your hearing materials
 - Familiarize yourself with alleged violation(s)
 - Review Investigative Report & evidence, appendices
2. Examine the unexamined
 - Develop questions that probe these areas
 - Ensure questions are relevant (we'll cover relevance later)
3. Check your materials
 - Tech, physical space, printed material, visual aids



REVIEW

INVESTIGATIVE REPORT

- Gives best general overview of the incident
- As unvarnished as possible, free of conflicts of interest or bias
- Investigators are identified with credentials & training
- Reviews prohibited conduct alleged, witnesses, overview of evidence
 - In-depth summaries of witness testimony
 - Evidence list, appendices
- Parties **required** to be given 10 days to respond to evidence in report, & report must be created at least 10 days prior to hearing
 - All parties will have seen relevant evidence prior to report's completion
- Panel will heavily rely on this material



POSSIBLE EVIDENCE

Testimony

Text Messages

Social Media Posts

Medical Records

Public Safety / Police Records

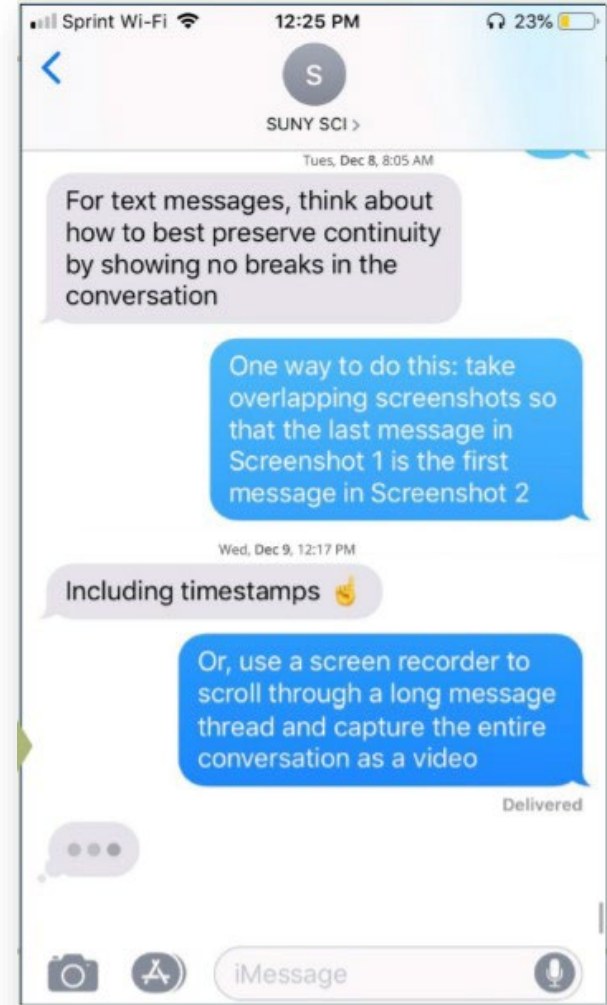
Videos / Surveillance Footage

Pictures

ID Card Data / Network Usage Location Data

Email

Voice notes



KEEP IN MIND: Institutions should collect **BOTH** exculpatory & inculpatory evidence.