

INSTRUCTIONS

Request for Preliminary Administrative Hearing

Purpose:

Once the alleged offender has received notice of the investigative determination, he/she has thirty days to contest the agency's findings by requesting an administrative hearing.

If all attempts to serve the alleged offender with notice of the investigative determination fail, use this form to request a preliminary administrative hearing. Approved requests will be processed by the Office of Appeals and Hearings.

Completion:

Part I – Investigator Completes

CHRIS Case #: Insert the CHRIS case number.

CHRIS ID #: Insert the CHRIS ID number.

Name: Enter the name of the alleged offender.

Criminal Charges: Indicate whether charges are being filed against alleged offender. If yes, explain.

Risk: Indicate whether child(ren) under the care of alleged offender are at risk. If yes, explain.

Efforts: Describe all efforts to notify alleged offender of investigative determination.

Part II – Investigator Completes

Date Investigation Completed: Enter the date the investigation was completed.

Signature: Print and sign the name of the investigator. Enter the date form is signed.

Part III – Supervisor Completes

Risk: Check the appropriate box to indicate whether or not preliminary hearing request approved.

Signature: Print and sign the name of the Area Director or CACD Supervisor. Enter date form is signed.

Routing:

1. Send original to OCC, Office of Appeals and Hearings.
2. Retain copy in investigation file.