

EXHIBIT 3-2 REQUIREMENTS FOR THE CONDUCT OF FACT-FINDING BOARDS

Conduct of Fact-Finding Boards		
	Level I	Level II
TIMEFRAME	Decision within 3 training days	Decision within 5 training days
COMPOSITION (Does not include Center Director (CD), Center Standards Officer (CSO), Counselor, or Security)	One senior staff member	Two staff, one student
STUDENT PARTICIPATION	Student removed from center immediately	Student removed from center immediately if determined to be a threat to self or others, in accordance with the PRH
STUDENT RIGHTS	May provide written input for consideration	<ul style="list-style-type: none"> • If on center, appear before Board • May make written input to Board
CONSIDERATIONS	Fact finding only	<ul style="list-style-type: none"> • Fact finding • Seriousness of infraction • Mitigating circumstances
BOARD DETERMINATION	<p>Confirm documentation is present (incident report, witness and staff statements and/or other paperwork relevant to the specific charge(s))</p> <p>If documentation supports charges, confirm responsibility, sign summary and forward packet to CD</p> <p>If documentation is inadequate to support charges, request additional information or reduce charges and forward packet to CD</p>	<p>Consider documentation (incident report, summary, witness and staff statements and or other paperwork relevant to the exact charge</p> <p>Boards may not use, review, or consider Evaluations of Student Progress, or non-supporting statements at Board unless directly related to charge(s))</p> <p>Vote, without the charged student present, to determine responsibility and make a recommendation to CD for retention or separation</p> <p>Forward packet with recommendation to CD for decision</p>
DISPOSITION OF RESPONSIBILITY	Automatic discharge/separation Level I Zero Tolerance	Presumption of discharge
DOCUMENTATION	<p>Form: Summary of Fact-Finding Board Determination signed by Board member</p> <p>CIS: Enter the exact date the Fact-Finding Board was held and its final disposition.</p>	<p>Form: Summary of Fact-Finding Board Hearing signed by Board members</p> <p>CIS: Enter the exact date the Fact-Finding Board was held and its final disposition. Provide rationale if Board recommendation is not upheld.</p>
CENTER DIRECTOR'S ROLE	If paperwork supports charges, sign summary and initiate separation processing	<p>Review the Board's recommendation</p> <p>Determine if recommendation is to be upheld, overturned, or if charges are to be reduced; sign decision and provide rationale if Board recommendation is not upheld</p>
STUDENT NOTIFICATION	In writing	Verbally (if present on center), and in writing
APPEALS	May appeal to Regional Appeal Board (RAB) within 30 days	May appeal Board decision to CD, and CD's decision to Regional Appeal Board within 30 days