



## ADMINISTRATIVE HEARING PRE-HEARING INSPECTION REPORT

(To be completed by officers assigned to any Administrative Hearing)

(Initials)

1. Sweep of the hearing room for any suspicious or unaccounted for items \_\_\_\_\_
2. Check and inspection of the functionality of telephones \_\_\_\_\_
3. Check that emergency escape plans are posted \_\_\_\_\_
4. Portable radio with emergency identifier operational \_\_\_\_\_
5. Check and inspection of emergency fire extinguisher equipment \_\_\_\_\_  
Expiration date: \_\_\_\_\_
6. Check in with Hearing Clerk \_\_\_\_\_  
Hearing Clerk name: \_\_\_\_\_
7. Check in with Village Attorney \_\_\_\_\_  
Village Attorney name: \_\_\_\_\_
8. Check in with Hearing Officer \_\_\_\_\_  
Hearing Officer name: \_\_\_\_\_

Any notations:

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Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_