

**WASHINGTON STATE  
OFFICE OF ADMINISTRATIVE HEARINGS**

In the matter of:

Tracy Bottemiller,

Respondent – Corrections Officer.

Docket No. 315597

**NOTICE OF VIDEO CONFERENCE  
HEARING**

Agency: Criminal Justice Training  
Commission

Program: Decertification

As set out in the enclosed Prehearing Conference Order issued August 11, 2023, the Office of Administrative Hearings (OAH) has scheduled a Hearing with an administrative law judge as follows:

**YOUR HEARING WILL BE HELD BY VIDEO CONFERENCE:**

**DATE:** Tuesday, October 31, 2023

**TIME:** 9:00 a.m. Pacific Time or as soon after that time as an Administrative Law Judge is available.

**JUDGE:** Travis Dupree

**LOCATION:** Video Conference (see hyperlink below)

**ACCESS CODE:** 276 859 841

**HYPERLINK:** [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MzA5MjRjZGUtMWY1Yi00MjcyLTljZTQtNDNmNGY3ZTU0OTM4%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%2239df6eeb-9b17-4208-a974-7c68eed20bc%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzA5MjRjZGUtMWY1Yi00MjcyLTljZTQtNDNmNGY3ZTU0OTM4%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%2239df6eeb-9b17-4208-a974-7c68eed20bc%22%7d)

[Continued]

**DATE: Friday, November 3, 2023**

**TIME: 9:00 a.m. Pacific Time** or as soon after that time as an Administrative Law Judge is available.

**JUDGE:** Travis Dupree

**LOCATION:** Video Conference (see hyperlink below)

**ACCESS CODE: 168 117 280**

**HYPERLINK:** [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_M2E5ZDJkNGQtZGQzYy00YzZjLWJhZmMtZTBjODIIZWU5ZDA2%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%2239df6eeb-9b17-4208-a974-7c68eeed20bc%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2E5ZDJkNGQtZGQzYy00YzZjLWJhZmMtZTBjODIIZWU5ZDA2%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%2239df6eeb-9b17-4208-a974-7c68eeed20bc%22%7d)

### **CONNECTING TO THE VIDEO CONFERENCE HEARING**

**The video conference hearing will be held through the Microsoft Teams platform. Follow these instructions if you have not previously installed the Teams platform:**

1. Ctrl + Click on the hyperlink above.
2. Once you click the link, you will be prompted to:
  - a. Download Teams
  - b. Continue on this browser
  - c. Open Teams – if you already have the program
3. If you do not have Teams on your computer, select “Continue on this browser”. **The Teams platform works best with the Chrome browser.**
4. Please enter your full name when prompted and select “Join”
5. You will need to wait until someone allows you to enter the hearing. Once you are in the hearing, please announce yourself as you join. Make sure that you are in a quiet place where you can hear and be heard clearly.

### **CONNECTING ONLY THROUGH THE TELEPHONE**

1. To participate in the Hearing, call **1-564-999-2000** at the time specified above.
2. When prompted, enter the **Access Code, followed by the # key.**
3. You will need to wait until someone allows you to enter the hearing. When allowed to join, you may hear other participants on the call. Please announce yourself as you join. Make sure your phone has reception and is charged to last the length of the hearing, and that you are in a quiet place where you can hear and be heard clearly.

If you have problems joining the hearing, or if the judge does not join within ten minutes after the hearing start time, immediately call OAH at (253) 476-6888. If you get disconnected, call back in using the same code. If you have trouble getting reconnected to the telephone conference, call (253) 476-6888.

### **Teams Participation Tips**

The video conference computer program Teams allows participants to share their screens. This means that a party, attorney, or representative, may show the testifying witness the document in the video conference, and ask for testimony about it. When a screen is shared, it is shared to all participants in the conference. To prepare for this way of presenting testimony, parties, attorneys, or representatives should:

- Make sure the exhibits can be quickly accessed and shared during the hearing;
- Separately distribute a paper or electronic copy of the exhibit to their witnesses *before* the hearing. This will allow a witness to testify about a document if they need to testify by telephone;
- During the hearing, close out all other windows when sharing your screen, including e-mail programs. This will allow you to quickly access your exhibits, and ensure that you do not accidentally share confidential information.

Before the hearing, the parties should confirm that they have the ability to participate in a video conference hearing. Parties will need both a telephone and a computer or tablet with internet access and a built in camera. If a party has a witness who will be appearing by video conference, that party should ensure the witness also has a telephone and a computer or tablet with internet access and a built in camera. If witnesses are unable to testify by video conference, they will be permitted to testify by phone.

**You must call or log in to the Hearing. If you fail to call or log in, the administrative law judge may hold you in default and dismiss your appeal. RCW 34.05.440(2)**

If you are unable to participate, you may request a continuance of the Hearing. A request must include a reason. The continuance will only be granted if you can show good cause. Please send your request to the assigned administrative law judge at:

Office of Administrative Hearings  
949 Market Street Suite 500  
Tacoma, WA 98402  
Fax: (253) 593-2200

You may also send your request to the assigned administrative law judge electronically via the OAH Portal or by secure email. You must send a copy of your request to everyone listed on the Certificate of Service. If the request is urgent, call 1-800-583-8271. You must call in unless the Office of Administrative Hearings notifies you that the hearing is continued.

You may be represented by an attorney or other representative at your own expense. RCW 34.05.428. If you need an interpreter, we will provide one at no cost. If you have a disability and need accommodation, we may be able to help. Please contact the Office of Administrative Hearings at 1-800-583-8271 to request an interpreter or accommodation.

You can find more information about the hearing process at [www.oah.wa.gov](http://www.oah.wa.gov).

Firearms and other dangerous weapons are prohibited at hearings and in all Office of Administrative Hearings facilities. WAC 10-20-010.

### **CERTIFICATE OF SERVICE ATTACHED**