

CIVIL SERVICE COMMISSION APPEAL HEARING PROCEDURES AND SCHEDULING POLICIES

The Civil Service Commission has adopted the following procedures and scheduling policies for the Civil Service level appeal hearings:

- A minimum notice of fifteen (15) days will be given for each hearing.
- The Commission will consider each request for continuance; decide whether the reason for the request is valid and either grant the continuance, hold the hearing or remove the case from the docket.
- Witness lists that require Civil Service issued subpoenas shall be submitted to the Commission office no less than ten (10) days prior to the date of the hearing.
- Both parties shall exchange exhibits/evidence/witness lists no less than ten (10) days prior to the date of the hearing and agree to stipulations prior to the date of the hearing.
- All character testimony will be submitted in the form of letters; four (4) letters per appellant maximum.
- Exhibits and stipulations shall be submitted to the Commission office no less than two (2) days prior to the date of the hearing.
- At the hearing the Sheriff's Department will go forward with its proof to uphold the disciplinary action. Opening statements and closing arguments will be allowed and limited to five (5) minutes for opening and five (5) minutes for closing.
- The Commission in arriving at its decision will consider only evidence produced at the hearing.