

FORT BEND COUNTY SHERIFF'S OFFICE CIVIL SERVICE APPEAL FORM

EMPLOYEE NAME: _____

EMPLOYEE ID: _____ RANK: _____

DEPARTMENT: JAIL DIVISION/ ENFORCEMENT

HOME ADDRESS: _____

CITY _____ STATE _____ ZIP _____

HOME PHONE: _____ CELL PHONE: _____

WORK PHONE: _____ EMAIL ADDRESS: _____

SCOPE OF APPEAL PROCEDURES

An appeal may be filed with the Commission for Terminations, Demotions or Suspensions per Chapter 5, sections 5.01 and 5.02 of the Civil Service Rules and Regulations. There may be other reasons to file an appeal with the Commission, however in such cases the employee must first follow the chain of command as noted in The Civil Service Rules and Regulations, Chapter 5 Section 5.05.

REASON(S) FOR APPEAL

State your appeal in detail, include time(s) and date(s) of acts or omissions causing the appeal. Indicate the specific rule/ regulation and/ or Sheriff's Policy or Procedure not properly applied and why you believe the disciplinary action taken is unjust or unfair. (You may attach additional information):

REMEDY REQUESTED:

Describe the remedy or solution requested by filing this appeal.

ATTORNEY OR THIRD PARTY INFORMATION:

NAME: _____

ADDRESS: _____

CITY _____ **STATE** _____ **ZIP** _____

WORK PHONE: _____

CELL PHONE: _____

FILING INSTRUCTIONS:

In the case of a Terminations, Suspensions or Demotions - the employee who wishes to appeal must file the appeal directly with the Sheriff, in writing within ten (10) working days of the action. The Sheriff will have 30 working days to respond to the appeal. If the employee is not pleased with the outcome, the employee may file an appeal to the Civil Service Commission. The appeal must be filed within ten (10) working days of the Sheriff's action or inaction. There will be no exceptions to this policy.

All other appeals, the employee must first follow the grievance procedures as noted in chapter 5 of the Civil Service Rules and Regulations. Any grievance must be filed initially with your immediate supervisor within 10 working days of the action or inaction. Any appeal to the commission must be filed within 10 working days of the action or inaction from the Sheriff.

In the event of an office closure, please email your document(s) to: civilservicecommission@fortbendcountytexas.gov.

If you wish to file an Appeal in person when the office is closed, you may take the form to Dottie Allen or Cindy Villemaire at the Gus George Law Enforcement Academy (Eugene Heimann Circle, Suite 222, Richmond, TX 77469) where it will be picked up the next business day.

You may also file your appeal by sending it through the Sheriff's Office mailroom (Box #37); you will receive a confirmation of receipt the next business day.

EMPLOYEE'S SIGNATURE: _____ DATE: _____

CIVIL SERVICE USE ONLY

DATE FILED WITH CSC: _____

DATE GRIEVED TO SHERIFF: _____

DATE GRIEVED TO SUPERVISOR: _____

COMMENTS:

(Followed Chain of Command)