

**FORT BEND COUNTY SHERIFF'S OFFICE CIVIL SERVICE COMMISSION
APPEAL FORM**

EMPLOYEE NAME: _____

EMPLOYEE ID: _____ **RANK:** _____

DEPARTMENT ASSIGNED: _____

HOME ADDRESS: _____

CITY: _____ **ZIP CODE:** _____

CELL PHONE: _____

EMAIL ADDRESS: _____

ATTORNEY NAME: _____ **PHONE:** _____

ATTORNEY ADDRESS: _____

ATTORNEY EMAIL ADDRESS: _____

SCOPE OF APPEAL PROCEDURES

A full time employee of a year or more may file an appeal with the Commission for Termination, Demotion and/ or Suspension per Chapter 5, section 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 all cases the appellant must follow their chain of command. If AN employee is terminated he/ she must appeal directly to the Sheriff and/ or the Chief Deputy before filing with the Civil Service Commission.

REASON(S) FOR APPEAL

State your reason for appeal in detail, include dates(s)/ time(s) of acts or omissions causing the appeal. Indicate the specific rule(s)/ regulation(s) and/ or Sheriff's Policy and/or Procedure not properly applied and why you believe the disciplinary action taken was unjust and/ or unfair, please attached all documents received from the Sheriff's office such as disciplinary documents and all correspondence to and from the Sheriff's Office.

REMEDY REQUESTED

Describe the remedy or solution requested by filing this appeal

FILING INSTRUCTIONS

In case of a Termination, Suspension or Demotion a full time employee of a year or more who wishes to file an appeal must first file the appeal directly to the Sheriff via chain of command, in writing within ten (10) WORKING days of the action. The Sheriff will have twenty (20) WORKING DAYS to respond in writing to any grievances below that of a termination. In the case of a termination, the Sheriff will have thirty (30) WORKING DAYS to provide a written answer to the employee. If a written response is not received within the allotted time, then the decision is assumed to have been affirmed by the Sheriff. A classified employee who, under final decision of the Sheriff, is demoted, suspended, or terminated, may appeal the decision to the Civil Service Commission within ten (10) WORKING DAYS of the Sheriff's action or inaction. There will be no exceptions to this policy.

If you're unable to file your appeal via email, you may hand deliver your appeal to the CSC office located at Gus George Law Enforcement Academy @223B second floor. Appeals are time sensitive, there is no exceptions to this policy. The CSC office phone 281-341-8590.

Please attached all documents via email:

Nicole.Maraman@fortbendcountytexas.gov

Or

Civilservicecommission@fortbendcountytexas.gov

EMPLOYEE SIGNATURE: _____

DATE: _____

CIVIL SERVICE USE ONLY

Date filed with the CSC: _____

Date appealed to the SO/ Chain of Command: _____

Date SO responded to appeal: _____

Type of appeal: _____