

**AGENDA ITEM REQUEST
to the
POLICE AND FIRE CIVIL SERVICE BOARD**

DATE OF REQUEST: _____

TO: **Members of the Hammond Civil Service Board**

From: _____
(Name of person making request)

DEPARTMENT: _____ **Police** _____ **Fire**

Dear Board Members,

I would like to file a formal complaint dealing with the enforcement or interpretation of a rule, finding, or action that has adversely affected me as a member of the Classified Civil Service of the City of Hammond. I would request that this matter be place on you next meeting's agenda. To the best of my knowledge, all of the information contained herein is true and correct.

Signature of Civil Service Employee

Brief summary of the event, finding or action that I feel is in violation of my rights under State Civil Service Law and/or local Civil Service Law:

1. The specific Civil Service Law or rule that was violated is: (Please state the section, paragraph, and rule number)

2. If the request is to protest Disciplinary Action that resulted in written reprimand or suspension, please indicate the date of that action.

3. Please describe any action you have taken prior to filling this request and provide a copy of any correspondence you have either sent or received from you superiors or Appointing Authority.
