

YOUNGSVILLE

REQUEST FOR INVESTIGATION

POLICE CIVIL SERVICE

YOUNGSVILLE POLICE CIVIL SERVICE BOARD

Please print or type legibly

Name:	Title:
Address:	Email Address:
Home phone:	Cell phone:
Work phone:	Best time to call you:

We may investigate violations of the Civil Service Articles or Rules, including discrimination, in the Youngsville Police Department.

Please answer these questions with as much information as you know. You may use separate sheets of paper.

Are you reporting an Article or Rule violation, discrimination, or both? If known, please identify the Rule or Article of the Youngsville Civil service Board or State Civil Service Law.

For discrimination, what is the discrimination based on (race, sex, ...)?

For rule violations, what rules were alleged to have been violated?

Who took the action(s) you are reporting? Name:
Title:

**Please give the same information on a separate sheet of paper if more than one person did the acts you are reporting.

What specific action(s) are you reporting? We need as many details as you know. Please provide dates, times, places, and anything else you think may help us to complete a proper investigation. We especially need to know the names of any witnesses and descriptions of any official records or documents, which would provide evidence to support your claim. You may use separate sheets of paper if you need to.

If you are reporting discrimination, you must give specific facts that are detailed enough to verify and to allow the employee to respond. A conclusion of discrimination is not sufficient. The specific facts will vary for each case, but they may include:

- (1) the person or agency that took the action and the date, time, and place of the action
- (2) how the person discriminated against was similarly situated to others
- (3) the names, job titles, and job locations, of the other people who were similarly situated
- (4) how and when those people were treated differently
- (5) the events, including dates and circumstances, that led you to believe that the action was based on discrimination
- (6) any other information which may help prove that the action occurred and was based on discrimination in violation of Civil Service Law

Please send us copies of documents that may help to prove the actions you are requesting to be investigated.

Submit to : Youngsville Police Civil Service Board c/o
Laurie Segura, Secretary, 311 Lafayette St., Youngsville, LA 70592