

**NOTICE OF A PUBLIC HEARING
(PROPOSED REVISIONS TO THE CIVIL SERVICE BOARD RULES)**

The Youngsville Police Civil Service Board will hold a public hearing to consider adoption of amendments to (RULE VI, SECTIONS 3) of the civil service rules. Unless cause is shown at this time why these amendments should not be adopted, the board will proceed to approve the adoption of the amendments in their proposed or revised form.

This public hearing will be held on _____, 2025, at ____ a.m/p.m. at the Youngsville City Hall Council Chambers, 305 Iberia Street, Youngsville, LA 70592.

Proposed Amendment:

“Requests for any type of action, discussion or investigation by the board (herein called “petitions”) shall be in writing and filed with the secretary of the board. Requests by employees may be filed with the secretary of the board, or if he/she is unavailable, with the employee’s representative to the board. In either case, the party receiving the request shall date the receipt of the request, sign it, and have the employee or party making the request sign it acknowledging the date of the filing. The secretary of the board shall list the request on the board agenda. Employee appeals shall be shown on the agenda as Public Hearings.”

Request may be made to add discussion or action items to the board’s agenda. Such requests must be made in writing and delivered to the board secretary, must include all relevant facts in connection with the requests, and must articulate what, if any, action is being requested of the board.

No supporting documents or exhibits will be filed with the written request, but five copies of any document sought to be considered by the board or to be placed in the official record may be brought to the hearing for a determination by the board of its relevance and admissibility.

Requests which seek relief beyond the legal jurisdiction of the board will not be considered.

Requests for investigations will be subject to a preliminary determination by the board as to whether just cause exists to proceed. Request for investigations must be in writing and the approved request form maybe obtained from the Board Secretary and shall be submitted completed in full at time of request of investigation.”

By direction of the chairman: Tracy Girard

Laurie Segura, Secretary

Post at City Hall _____, 2025 through _____, 2025

**DO NOT REMOVE BY ORDER OF
YOUNGSVILLE POLICE CIVIL SERVICE BOARD**