

## **UNIT ORDER #35 - CIVIL SERVICE HEARINGS**

### **PURPOSE OF THIS DIRECTIVE:**

It is the policy of the Internal Affairs Bureau that the case investigator shall be available to assist the Advocacy Unit at Civil Service hearings for cases in which the discipline is being appealed before the Commission.

### **SCOPE:**

The IAB investigator is responsible for working closely with the Advocacy Unit, as well as those law firms hired by the Department to litigate administrative matters before the Civil Service Commission. The case investigator shall be responsible for assisting the Advocacy Unit in locating and coordinating the appearance of all witnesses, complainants, and for ensuring that all relevant evidence is available for review and submission to the Hearing Officer.

Investigators shall make themselves available to serve as the Investigating Officer (IO) during the administrative hearing. The case investigator may be required to attend the hearing and be available to assist as needed.

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