



STATECIVILSERVICE

JOB AIDS AND RESOURCES

Questionnaire for Suspension Pending Criminal Proceedings

1. Employee's name: _____
2. Employee's address: _____

3. Employee's classification: _____
4. Employee's duties: _____

5. Crime charged: _____
6. Date of Arrest: _____
7. Date Indictment returned: _____ or Bill of Information filed: _____

NOTE: A copy of either the Indictment or the Bill of Information other documentation (such as a court minute entry) **must** accompany this form.

8. Did the criminal charges result from on- duty conduct? _____
9. Is the employee currently in jail? _____

Where? _____

10. Why would the conduct that is the subject of the criminal charges be cause for dismissal?
11. Why can't the agency allow the employee to work in his or her regular job until the criminal charges are resolved?
12. Why can't the agency detail/reassign the employee to another job until the criminal charges are resolved?
13. What can't the agency obtain sufficient information to initiate dismissal proceedings?
14. Employee's annual leave balance: _____
15. Employee's compensatory leave balance: _____

I hereby certify that the above information is true and complete, to the best of my knowledge.

Appointing Authority

Date