



STATECIVILSERVICE

JOB AIDS AND RESOURCES

Template – Letter Suspending Employee Pending Criminal Proceedings *(assumes delivery by mail)*

[DATE]

Dear Employee:

On _____, the District Attorney for the Parish of _____ filed a bill of information accusing you of indecent behavior with juveniles. Upon motion of the District Attorney, the judge has issued a protective order and sealed the record. Therefore, the name of the victim is unknown as are any details concerning the conduct that gave rise to the charge. A copy of the court's minute entries reflecting these actions is attached.

This agency sought and obtained approval from the State Civil Service Commission to suspend you, without pay, pending the outcome of the criminal charges against you. Copies of the agency's request and the Commission's approval are attached. Your suspension will begin on **[DATE]**, at 8:00 a.m. If you are acquitted of the charges, contact the Human Resource office immediately and you will be reinstated, with back pay.

You have the right to appeal this action to the State Civil Service Commission within 30 calendar days following the date you receive this notice. The appeal procedure is contained in Chapter 13 of the Civil Service Rules, which is available from the Department of State Civil Service or your Human Resource office.

Sincerely,

Appointing Authority

Attachments:

- Court minute entries
- Request for approval of suspension pending criminal proceedings
- Questionnaire
- Notice of Commission action