

**MIAMI COUNTY
PERSONNEL POLICY MANUAL**

NOTICE OF PREDISCIPLINARY CONFERENCE

**FORM 12
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To: _____ From: _____

Job Title: _____ Department: _____ Date: _____

This notice is provided to you to advise that a predisciplinary conference will be held at _____ (time) at _____ (location) on _____ (date) to provide you with an opportunity to respond to the following allegations of misconduct:

Alleged Offenses: _____

Type of Offense: Group _____ Number(s) _____

You have the right to:

- (1) Appear at the hearing to present an oral or written statement and any documents in your defense and answer questions regarding the alleged misconduct; or
- (2) Elect in writing to waive your opportunity to have a predisciplinary conference (waiver form enclosed)

If you elect to attend the conference and present any evidence in your defense, or if you are called to testify as to any allegations of misconduct by the Appointing Authority, you must answer all questions truthfully. If it is proved in a subsequent conference that your responses to questions were not truthful, such dishonesty may result in disciplinary action.

At the conference you may present any testimony, witnesses, or documents which would explain whether or not the alleged misconduct occurred. You are permitted to be accompanied, represented, and advised by any person you choose, including your attorney if you so desire. You shall provide a list of witnesses to _____ no later than four (4) hours prior to the predisciplinary conference. It is your responsibility to notify your witnesses that their attendance is desired. A written report will be prepared by the person conducting the conference concluding as to whether or not the alleged misconduct occurred.

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The predisciplinary conference will be conducted by: _____ (name);
_____ (telephone number).

If you have any questions in regard to this procedure, please contact this individual immediately.

Waiver of Pre-Disciplinary Conference

I acknowledge that I have been given written notice of a pre-disciplinary conference stating the allegations of misconduct that have been lodged against me and I hereby waive my right to have a pre-disciplinary conference.

Employee Signature and date

Waiver Received By:

Officeholder/Agent