

# THE COUNTY OF MILWAUKEE

## WRITTEN CHARGES AGAINST CIVIL SERVICE EMPLOYEES

(To be sent to the Milwaukee County Civil Service Commission in Duplicate)

\_\_\_\_\_  
(ORIGINATING DEPARTMENT, COMMISSION, BOARD OR INSTITUTION)

\_\_\_\_\_  
(Org. Unit Number)

\_\_\_\_\_  
(Date of Issuance)

**TO: MILWAUKEE COUNTY CIVIL SERVICE COMMISSION:**

I hereby make the following written charges against \_\_\_\_\_  
(NAME OF EMPLOYEE) (CERIDIAN NUMBER)

as cause for \_\_\_\_\_ discharge from the position of \_\_\_\_\_  
(his/her) (OFFICIAL CIVIL SERVICE TITLE)

in the \_\_\_\_\_ and request that the

(DIVISION, DEPARTMENT, COMMISSION, BOARD OR INSTITUTION)

(ORG. UNIT NUMBER)

same be set for hearing before the Milwaukee County Civil Service Commission, and the proper action be taken thereon in accordance with the provisions of Sec. 63.10, Stats. and the rules of the Civil Service Commission.

### CHARGES

General: I charge that \_\_\_\_\_ has violated Paragraphs \_\_\_\_\_  
(NAME OF EMPLOYEE)

and \_\_\_\_\_ of Section 4, Rule VII, of the Milwaukee County Civil Service Commission in that Specific: On or about the

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, (Describe the incident(s) on which the charge(s) is/are based):

In conjunction with the above charges, the employee \_\_\_\_\_ **suspended** \_\_\_\_\_ **pay** until the Civil Service  
(Is / Is Not) (With / Without)

Commission conducts its hearing on the charges and makes its decision thereon.

Recommended by \_\_\_\_\_  
(Name and Title of Superior Officer)

\_\_\_\_\_  
(SIGNATURE OF APPOINTING AUTHORITY)

\_\_\_\_\_  
(OFFICIAL TITLE)