

Personnel Form (DP-2)
PERSONNEL BOARD OF HOUSTON COUNTY
Due Process Procedure

HEARING CHECKLIST

On the time and date specified in the Notification of Disciplinary Action against the above named employee, the following questions are to be asked to said employee at the commencement of said hearing:

1. Do you acknowledge your notification of this disciplinary hearing?
 Yes No
2. Do you have specific questions regarding this procedure?
 Yes No
3. Do you understand that you do not have to reply to the charges?
 Yes No
4. Do you understand you have the right to reply orally and/or in writing if you wish to reply to these charges?
 Yes No
5. Do you understand that you may request a reasonable opportunity to reply in writing if you wish to make such a reply, or that you may submit sworn affidavits in reply to these charges, if you so elect?
 Yes No
6. Do you have any reason at this time why this procedure should not begin?
 Yes No

CERTIFICATE OF SERVICE

I certify that I asked the preceding questions to the above name employee and received the answers as noted above.

_____ WITNESS: _____