

**Las Vegas Peace Officers Association
REPRESENTATION INFORMATION FORM**

PART C – TO BE COMPLETED BY REPRESENTATIVE

60 TH Day Date (Projected date for completion):	
Date Request for Extension Received:	Reason:
Date Notified of Completion:	Notification Letter Attached: YES / NO
Allegation disposition: (Exonerated / Unfounded / Not Sustained / Sustained /NBOOC /Procedure Failure)	
Disciplinary Given:	
Appealed: YES / NO	Discipline Reduction:
Attorney Used: YES / NO	Discipline Reduction:
Arbitrator Used: YES / NO	Discipline Reduction:

MEETING WITH LVPOA STAFF/ATTORNEY			
DATE/TIME	REP/ATTORNEY	AMOUNT OF TIME	ACTION TAKEN

Check off Received/Reviewed

- Representation Information Form Completed
- LVPOA Acknowledgement Form Completed

INVESTIGATION

- Copy of Employee Notification Form Received within ***30 days*** of when the incident was discovered.
- Employee given ***forty-eight (48) hours*** to obtain representation before making a statement. Officers may waive the 48-hour notice.
- Employee Received NRS 289 rights of Peace Officers from Investigator
- Employee received Employee Assistance Plan (EAP) Info
- You have reviewed copy of Policy and Procedure allegedly violated with employee
- Explained Process to Member
 - Truthfulness
 - Confidentiality
 - Garrity (should be read to employee)
 - Time Lines & Importance of keeping representative informed of each step in the process

COMPLETION OF INVESTIGATION

- Ensure the findings of the investigation are served to the employee within **60 days** or an extension has been received.

- Follow up every **30 days** if a case extension is granted

- Review findings:
 - **Unfounded**: Investigation indicates the act did not occur or did not involve the employee.
 - **Not Sustained**: Investigation failed to discover sufficient evidence to clearly prove or disprove the allegation made on the complaint.
 - **Exonerated**: Investigation indicates the act or acts did occur but were justified, lawful, and proper.
 - **Misconduct Not Based on Original Complaint**: used when the investigation discloses misconduct which was not part of the original complaint. It may be used whether or not the original complaint is sustained.