



MERIT



CSC RESOLUTION NO. 88-009

**RELATIVE TO PROCEDURES FOR
POLITICAL ACTIVITY INVESTIGATIONS**

BE IT RESOLVED BY THE CIVIL SERVICE COMMISSION:

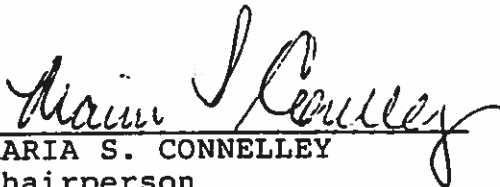
WHEREAS, 4 GCA §5103 prohibits certain political activities of government employees; and

WHEREAS, 4 GCA §5105 authorizes the Civil Service Commission to conduct investigations for alleged violations of 4 GCA §5103; and

WHEREAS, there is a need to establish procedures for the conduct of investigations; NOW, THEREFORE, BE IT

RESOLVED, that the Civil Service Commission adopts the attached procedure entitled, "CIVIL SERVICE COMMISSION PROCEDURES ON INVESTIGATION OF PROHIBITED POLITICAL ACTIVITIES OF GOVGUAM EMPLOYEES."

DULY AND REGULARLY ADOPTED this 9th day of June, 1988.



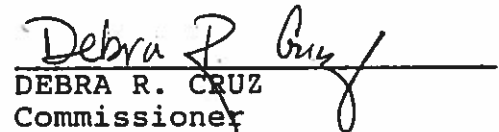
MARIA S. CONNELLEY
Chairperson




WILLIS S. CANNON
Vice-Chairperson



FELIX P. CAMACHO
Commissioner



DEBRA R. CRUZ
Commissioner



VICENTE P. PEREZ
Commissioner



JOHN D. ISHMAEL
Commissioner

EDWARD P. MENDIOLA
Commissioner

**CIVIL SERVICE COMMISSION
PROCEDURES ON INVESTIGATION OF
PROHIBITED POLITICAL ACTIVITIES
OF GOVGUAM EMPLOYEES**

I. PURPOSE:

The following procedure is established to carry out the provision of 4 GCA §5105 governing the conduct of investigation whenever a report is filed with the CSC by any person who has reason to believe that a GovGuam employee has violated 4 GCA §5103, or on receipt of other information which warrants an investigation.

II. REPORT OF ALLEGED VIOLATION:

Any person filing a report may do so within twenty (20) work days after the alleged violation(s) occurred and such report shall be in writing stating any or all of the following information, specifically and in detail:

1. Name(s) and complete address of alleged violator(s) and GovGuam agency/department where employed;
2. Alleged violation(s) committed;
3. Date, time and place the alleged violation(s) occurred;
4. Name(s) and address(es) of person(s), if any, present when the alleged violation(s) occurred;
5. Document(s) or other informational material(s), if any, supporting the alleged act(s) committed.

In addition, any report filed shall be notarized by a Notary Public.

III. CONDUCT OF INVESTIGATION:

- A. The Executive Director, upon receipt of a filed report, shall review such report to insure that all required

information is included and shall initiate a preliminary investigation based on the information stated in the report to determine the validity of the alleged violation(s) committed.

Upon the conclusion of the investigation, a written preliminary investigation report shall be prepared and submitted to the Commission, and shall include the nature of the preliminary investigation conducted, findings and conclusion; and it shall also recommend to the CSC Board whether or not an investigative hearing should be conducted by the Board.

- B. Upon receipt of other information warranting an investigation into political activities, the staff shall conduct the investigation in the same manner as prescribed for investigating reported violations in Section A.

IV. HEARING:

If an investigative hearing is to be held, it shall be conducted pursuant to the provisions of the Administrative Adjudication Law. (Chapter XXV of the Government Code, as amended.)

All hearings shall be conducted before the entire Commission. The decision of the Commission shall include a determination of whether a violation of §5103 has occurred and whether a violation warrants the removal of the employee from his employment.