

**RULES AND REGULATIONS
OF THE SEWARD
CIVIL SERVICE COMMISSION**

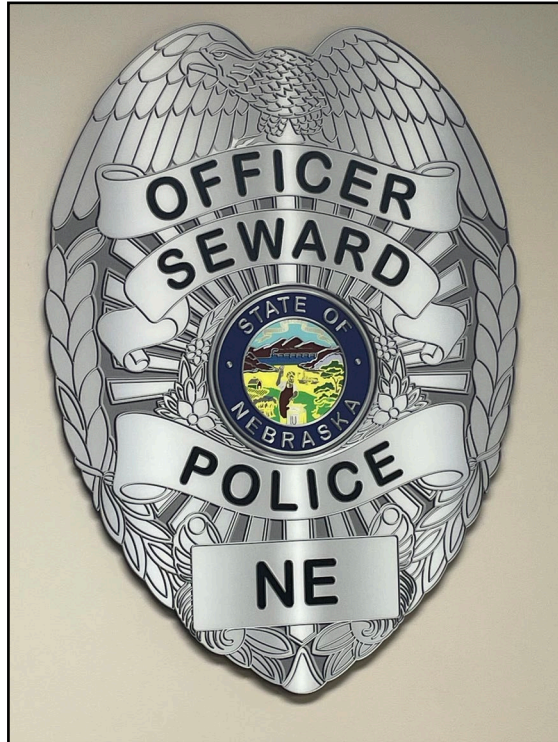


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Approved and adopted by the Civil Service Commission on September 14, 2023
Confirmed by the Mayor and Council on September 19, 2023

Section A: Administration

Rule A - I Meetings of the Commission: Regular meetings of the Civil Service Commission, shall be held the 4th Wednesday of every quarter (March, June, September, December) at 5:00 p.m. in the Municipal Building, 142 N. 7th Street, Seward Nebraska. Notice of postponement of meetings shall be posted in City Hall, Seward Police Department, County Courthouse and Municipal Building.

- a) Order of Business: A Chairperson shall be elected at the quarterly meeting held in June of each year. The order of business shall be pursuant to the agenda.
- b. Special Meetings: Special meetings may be held at any time, upon call of the chairman or the secretary or any three commissioners, by giving twenty-four (24) hour notice to each commissioner.
- c) Rules of Order: Robert Rules of Order shall generally be the rules of order of the Civil Service Commission.

Section B: Definitions

Rule B - 1 The following words and phrases shall have definitions, as set out below, when appearing in these rules and regulations.

"Appointing Authority" shall mean in a mayor and council form of government, the mayor, with the approval of the council, except to the extent that the appointing authority is otherwise designated by ordinance to be the mayor or city administrator. (Ref. NRS 19-1826 (2))

"Appointment" shall mean all means of selection, appointing, or employing any person to hold any office, position, or employment subject to Civil Service. (Ref NRS 19-1826 (3))

"City" shall mean City of Seward

"Commission" shall mean the Civil Service Commission of the City of Seward. (Ref. NRS 19-1826 (4))

"Commissioner" shall mean any one of the five (5) commissioners of the Civil Service Commission of the City of Seward. (Ref. NRS 19-1826 (5))

"Council" shall mean City Council members

"Entry Level Candidate" shall mean an applicant not currently certified as a law enforcement officer

"Full-Time Police Officers" shall mean police officers in positions which require certification by the Nebraska Law Enforcement Training Center, created pursuant to NRS 81-1402, who have the power of arrest, who are paid regularly by a municipality, and for whom law enforcement is a full-time career, but shall not include clerical, custodial, or maintenance personnel (Ref. NRS 19-1826 (8))

"Lateral Candidate" shall mean an applicant who holds a current Nebraska law enforcement certification and has at least one (1) year post-academy experience

"Position" shall mean an individual job which is designated by an official title

indicative of the nature of the work. (Ref NRS 19-1826 (12))

“Promotion” or “Demotion” shall mean changing from one position to another, accompanied by a corresponding change in current rate of pay.

“Reciprocal Candidate” shall mean an applicant who currently holds an active law enforcement certification from a state other than Nebraska and has at least one (1) year post-academy experience

“Secretary/Chief Examiner” shall be appointed by the Civil Service Commission. He/she shall keep the records of the Commission, preserve all reports, administer, and maintain a record of all examinations held under their direction and perform such other duties as may be prescribed. If the municipality has a personnel officer, the commission shall appoint such personnel officer as secretary and chief examiner, if requested to do so by the appointing authority. (Ref NRS 19-1830 (1))

Section C: **Employees Covered Under Civil Service**

Rule C - 1 The Civil Service Act shall apply only to full-time Police Officers of the City, including the Police Chief. (Ref. NRS 19-1829)

Section D: **Vacancies, Applications, Examinations & Probation**

Rule D - 1 Vacancies: Whenever a position subject to the Civil Service Act becomes vacant, or it is known that one will exist in the immediate future, the appointing authority shall submit a written request to the commission for the names and addresses of the persons eligible for appointment. The Appointing Authority may also decline to fill such vacancy for an indefinite period. (Ref. NRS 19-1835 (1))

Rule D - 2 Action When Eligible List is Available: Upon the written request of the appointing authority, the commission shall certify the names of the persons who are the three highest on the eligible list, following the most recent examination, and whose qualifications have been validated by the commission for the vacant position. If fewer than three names are on the eligible list, the commission shall certify those that do appear. If the commission certifies fewer than three names for each vacancy to the appointing authority, the appointing authority may appoint one of such persons to fill the vacancy, may decline to fill the vacancy, or may order that another examination be held by the civil service commission. If more than one vacancy is to be filled, an additional name shall be certified for each additional vacancy. (Ref. NRS 19-1835 (3))

Rule D - 3 Application Form: All persons desiring to take an examination for a classified job shall request an application form from the Secretary/Chief Examiner. The Police Chief, or his/her designee shall conduct a basic background investigation for proof that an applicant possesses those special requirements that are necessary for the position applied for. Such proof may be needed to show a satisfactory degree of education, training or experience, or a permit or license, as the law may provide. An applicant may be excluded from taking examinations if he/she fails to provide such proof as required above. The Civil Service Commission may limit the period during which applications may be filed by giving due notice of such limitations. Advertising shall be in accordance with State and Federal laws. Reasonable accommodations are available for persons needing assistance in completing applications. Requests for such accommodations should be made at time of application. The City of Seward is an equal opportunity employer.

Rule D - 4 Requests for Applicants: Requests for applications will be published as directed by the Civil Service Commission in coordination with the Civil Service Secretary. The notice shall contain the minimum requirements of the position as established by the appointing authority; the date for accepting applications, and the office from which the applications can be picked up.

Rule D - 5 Acceptance of Applications: After the Commission screens the applications to ensure that the minimum qualifications have been met, the Secretary/Chief Examiner will notify all candidates of the results of the screening. The Commission has directed the Police Chief to also screen the applications upon receipt, and to notify the Commission of the screening results at the next called meeting. Those applicants failing to meet one (1) or more of the minimum qualifications shall not be allowed to take the examination and will be so notified. Those persons who have met the minimum qualifications will be allowed to take an examination and will be advised of the time and location where such examination will be given by the Secretary/Chief Examiner. Should an examination be canceled or postponed, the applicants will be notified of such cancellation or postponement and the re-scheduling of such examination.

Rule D - 6 Testing: The Commission shall provide that all tests shall be practical and consist only of subjects which will fairly determine the capacity of persons who are to be examined to perform the duties of the position to which an appointment is to be made and may include, but not be limited to, tests of physical fitness and of manual skill and psychological testing. (Ref. NRS 19-1830 (3))

All written examinations will be standardized, and the vendor shall be approved by the Commission.

A credit of ten percent (10%) will be added to the final written examination score of any applicant who, in time of war or any expedition of the armed forces of the United States, is currently serving in the Guard/Reserve Forces or has served in and been discharged with a characterization of honorable or general (under honorable conditions) from the armed forces of the United States. **Credit applicable to entry-level positions only** (Ref. NRS 19-1830 (4)). A copy of form DD214 should be provided at time of application.

Entry-Level Candidates must achieve a score of 70% or higher on the written examination to proceed to the oral examination. Lateral and Reciprocal Candidates are exempt from taking the written examination. Police Captain and Police Sergeant Candidates must achieve a score of 60% or higher on the written examination to proceed to the oral examination. The Commission reserves the right to change this percentage prior to any examination.

If an applicant fails the written examination twice within a twelve (12) month period, they shall not be permitted to test again for a for a period of twelve (12) months from the date of the last failed examination.

The oral examination questions must have approval from the City Administrator prior to the testing. For all other positions except Police Chief, the Chief will be present and assist with the oral examination. For Police Chief candidates, the City Administrator will be present and assist with the examination.

After both the written examination and the oral examination have been administered, a 40% weight will be applied toward the written score and a 60% weight will be applied

toward the oral score. The scores will then be added together. For Lateral and Reciprocal Candidates, 100% of their weight will be based on the oral examination. Candidates must achieve a cumulative score of 70% or above to be placed on the eligible list.

Thereafter, the Commission shall rank the successful applicants based on their scores and place them on the eligible list for the position tested.

Rule D - 7 Examination Results: All applicants examined will be notified of their results by mail upon completion of the scoring by the Secretary/Chief Examiner and whether they have been placed on the eligible list.

Rule D - 8 Probation/Introductory Period: To enable the appointing authority to exercise the choice in the filling of positions, no appointment, employment, or promotion in any position shall be deemed complete for certified officers, until after a probationary period of six (6) months from date of employment; and for non-certified officers, not less than six (6) months, nor more than one (1) year after certification by the Nebraska Law Enforcement Training Center. Said probation/introductory period can be extended up to a maximum of one (1) year by the Police Chief with the approval of the appointing authority. Employees will be notified in writing of such extension and the reasons thereof. During the probation period, the appointing authority may terminate the employment of the person if, upon an observation or consideration of the performance of duty, it is deemed such person unfit or unsatisfactory for service in the Department in accordance with the regulations established by the appointing authority. (Ref. NRS 19-1835 (5))

Rule D - 9 Cause for Rejection: The Commission may refuse to examine an applicant, or after examination, to certify him/her eligible for appointment, for the following reasons:

1. If it is found that the applicant does not meet the established requirements of the job description for the position.
2. If it is known or found that drunkenness or the use of intoxicating liquors, narcotics, or any other habit-forming drug, liquid, or preparation is used to such an extent that the use interferes with the efficiency or mental or physical fitness of the candidate which could preclude them from properly performing the functions and duties of a position.
3. If it is found that there has been a conviction by any State or Federal Court of a felony.
4. If it is found that the applicant has been dismissed from a public service for cause.
5. If it is found that the applicant has intentionally made a false statement in any material fact, practiced, or attempted to practice any deception or fraud in making application or in the examination or in the securing of their eligibility appointment.
6. If it is found that the applicant is disloyal to the Government of the United States or is a member of any organization which advocates the overthrow of the Government by force or violence.
7. If it is found that, for any good and sufficient reason in the judgement of the commission, the applicant is undesirable as a public employee.

Section E: Resignations

Rule E-1 Report of Resignation: The written resignation of any officers or employees from a Civil Service position shall be reported in writing to the Commission by the Secretary/Chief Examiner.

Rule E-2 Resignation by Abandonment of Position: The absence of an officer from duty for a period of three (3) successive days or longer without leave or without notice to his superior officer of the reason of such absence and of his intention to return, shall be considered, in effect, resignation.

Section F: Demotion, Suspension, or Discharge

Rule F-1 No person in the civil service who shall have been permanently appointed or inducted into civil service under the Civil Service Act shall be removed, suspended, demoted, or discharged except for cause and then only upon the written accusation of the Police Chief, appointing authority, or any citizen or taxpayer (Ref. NRS 19-1833 (1)).

Rule F-2 Cause for Demotion, Suspension, or Discharge: The tenure of a person holding a position of employment under the Civil Service Act shall be only during good behavior. Any such person may be removed or discharged, suspended with or without pay, demoted, reduced in rank, or deprived of vacation, benefits, compensation, or other privileges, except pension benefits, for any of the following reasons:

1. Incompetency, inefficiency, or inattention to or dereliction of duty.
2. Dishonesty, prejudicial conduct, immoral conduct, insubordination, discourteous treatment of the public or a fellow employee, any act of omission or commission tending to injure the public service, any willful failure on the part of the employee to properly conduct himself or herself, or any willful violation of the Civil Service Act or the rules and regulations adopted pursuant to such act.
3. Mental or physical unfitness for the position which the employee holds.
4. Drunkenness or the use of intoxicating liquors, narcotics, or any other habit-forming drug, liquid, or preparation to such an extent that the use interferes with the efficiency or mental or physical fitness of the employee or precludes the employee from properly performing the functions and duties of his or her position.
5. Conviction of a felony or misdemeanor tending to injure the employee's ability to effectively perform the duties of his or her position; or
6. Any other act or failure to act which, in the judgment of the Civil Service Commission is sufficient to justify the offender to be an unsuitable and unfit person to be employed in the public service. (Ref. NRS 19-1832)

Rule F-3 Insufficiency of Charges: The commission reserves the right to pass on the sufficiency of the charges, and if the charges are held to be insufficient, indefinite, or of no precise meaning, the commission may dismiss the charges.

Rule F-4 Disciplinary Action Procedure:

1. No employee in the Civil Service who shall have been permanently appointed or inducted into Civil Service shall be removed, suspended, demoted, or

discharged, except for cause and then only upon the written accusation of the Police Chief, Mayor, or any citizen or taxpayer. (Ref. NRS 19-1833 (1) and City Code 95-1.3. C. (1))

2. The written accusation shall set forth the alleged misconduct, charges, or grounds for investigation against the employee. The written accusation shall be filed by the complainant with the Secretary of the Commission who shall cause a copy of such written accusation to be delivered within three (3) working days after the filing (a) to the Police Chief, (b) the Mayor, and (c) to the employee personally or by certified mail, addressed to the employee at the residence address of the employee shown in the personnel records. The Secretary of the Commission shall cause a return showing such delivery or mailing to be executed and filed in the Secretary's office. (Ref. City Code 95-1.3. C. (2))
3. The Police Chief shall have the authority to immediately suspend, with pay, an employee against whom such written accusation has been filed pending the confirmation of the suspension by the Mayor, or a decision of the Mayor to reinstate the employee, remove, demote, discharge, or suspend the employee with or without pay. (Ref. City Code 95-1.3. C. (3))
4. Prior to the decision of the Mayor to reinstate the employee or remove, demote, discharge, or suspend the employee, with or without pay, the Police Chief shall, within a reasonable period of time, investigate the alleged misconduct, charges, or grounds against the employee and explain the basis of the employer's evidence to the employee and provide the employee an opportunity to present his or her version of the circumstances which resulted in the filing of the written accusation. If the Police Chief's investigation reveals other misconduct, charges, or grounds the Chief shall amend the written accusation to include the other misconduct, charges, or grounds by filing an amendment to the written accusation with the Secretary of the Commission who shall cause a copy of such amended accusation to be delivered within three (3) working days after the filing (a) to the Police Chief, (b) to the Mayor, and (c) to the employee personally or by certified mail, addressed to the employee at the residence address of the employee shown in the personnel records. The Secretary of the Commission shall cause a return showing such delivery or mailing to be executed and filed in the Secretary's office. Upon completion of this procedure, within a reasonable period of time, the Police Chief shall recommend in writing to the Mayor that the alleged misconduct, charges, or grounds set forth in the written accusation be deemed; 1) to be without merit; 2) to not warrant disciplinary action, 3) to warrant disciplinary action less severe than removal, demotion, discharge or suspension, with or without pay, such as an oral or written reprimand, or 4) to warrant removal, demotion, discharge, or suspension with or without pay. If the Police Chief is being disciplined, the City Administrator shall follow the same procedures as are followed by the Chief in disciplining employees under the Act. (Ref. City Code 95-1.3. C. (4))
5. Within twenty (20) calendar days after receiving the written recommendation of the Police Chief, the Mayor shall decide to accept the recommendation of the Chief, or shall decide that the alleged misconduct, charges, or grounds for investigation against the employee set forth in the written accusation to be deemed: 1) to be without merit, 2) to not warrant disciplinary action, 3) to warrant disciplinary action less severe than removal, demotion, discharge, or suspension, with or without pay, such as an oral or written reprimand, or 4) to warrant removal, demotion, discharge, or suspension, with or without pay. If a

discharge is being recommended, Council approval shall be required. The Mayor shall file a copy of his or her decision within twenty-five calendar days after receiving the written recommendation of the Police Chief, with the Secretary of the Commission who shall cause a copy of such decision to be filed within three (3) working days after the filing (a) to the Chief, and (b) to the employee, personally or by certified mail, addressed to the employee at the residence address of the employee shown in the personnel records. The Secretary of the Commission shall cause a return showing such delivery or mailing to be executed and filed in the Secretary's office. (Ref. City Code 95-1.3. C. (5))

6. Any employee so removed, suspended, demoted or discharged may, within ten (10) calendar days after receiving written notice of the Mayor's decision, file a written demand for an investigation and public hearing by the Civil Service Commission. The employee shall file the request for the hearing with the Secretary of the Commission and simultaneously send a copy of the request to the Mayor. The failure to file such request with the Secretary of the Commission within ten (10) calendar days of receipt of notice of the action by the Mayor shall constitute a waiver of the employee's right to review by the Civil Service Commission and the Mayor's decision shall become final. (Ref. City Code 95-1.3. C. (6))
7. Within ten (10) calendar days of receipt of the employee's notice of appeal, the Mayor shall cause to be mailed or delivered the following notice to the employee and Secretary of the Civil Service Commission: (a) a statement of the charge(s); (b) the names of the witnesses who will be called on behalf of the Mayor and a general statement of the nature of their testimony; (c) copies of the documents to be introduced. (Ref. City Code 95-1.3. C. (7))
8. Within ten (10) calendar days of the filing of the written demand for an investigation and public hearing by the Commission, the employee shall mail or deliver the following upon the Mayor and Commission: (a) a response to the statement of the charge(s); (b) the name of the witnesses who will be called on behalf of the employee and a general statement of the nature of their testimony; and (c) copies of the documents to be introduced. (Ref. City Code 95-1.3. C. (8))
9. Upon receipt of a written demand, the Commission shall investigate. The Commission may be represented in such investigation and public hearing by the City Attorney if authorized by the Mayor. If the City Attorney does not represent the Commission, the Commission may be represented by special counsel appointed by the Commission for any such investigation and hearing. The investigation shall consist solely of a review of the written submissions of the Mayor and employee to determine whether any individuals or documents should be subpoenaed by the Commission for the subsequent public hearing before the Commission ultimately to determine whether the Mayor acted in good faith for cause. Good faith for cause shall mean that the action was not arbitrary or capricious and was not made for political or religious reasons. (Ref. City Code 95-1.3. C. (9))
10. The Commission shall schedule a public hearing no less than ten (10) nor more than twenty (20) calendar days from the date of filing of the employee's written demand for an investigation. The Commission shall notify the Mayor and employee in writing at least five (5) calendar days prior to the date of the hearing, of the date, time and place of hearing. (Ref. City Code 95-1.3. C. (10))
11. The Mayor shall be permitted to appear in person and by counsel and to

present his or her case. The Mayor may present evidence by testimony and documents and shall be permitted to cross-examine the employee's witnesses. At the hearing, the employee shall be permitted to appear in person and by counsel and to present his or her defense. The employee may present evidence by testimony and documents and shall be permitted to cross-examine the witnesses called by the Mayor. (Ref. City Code 95-1.3. C. (11))

12. The Commission may affirm the action taken by the Mayor if such action is supported by a preponderance of the evidence. If the Commission finds that the removal, suspension, demotion or discharge was made for political or religious reasons or was not made in good faith for cause, it shall order the immediate reinstatement or re-employment of such employee in the position or employment from which such employee was removed, suspended, demoted, or discharged, which reinstatement shall, if the Commission in its discretion so provides, be retroactive and entitle such person to compensation and restoration of benefits and privileges from the time of such removal, suspension, demotion or discharge. (Ref. City Code 95-1.3. C. (12))
13. After the hearing, and in lieu of affirming the removal, suspension, demotion, or discharge, the Commission may modify the order of removal, suspension, demotion, or discharge by directing a suspension, with or without pay, for a given period and the subsequent restoration to duty or demotion in position or pay. No later than ten (10) calendar days after the hearing, the Commission shall certify its finding in writing to the employee and the Mayor who shall enforce them. (Ref. City Code 95-1.3. C. (13))

Rule F - 5

Appeal: If such judgement or order be concurred in by the Commission or a majority thereof, the accused or governing body may appeal to the district court. Such appeal shall be taken within forty-five (45) days after the entry of such judgment or order by serving the Commission with a written notice of appeal stating the grounds and demanding that a certified transcript of the record and all papers, on file in the office of the Commission affecting or relating to such judgement or order, be filed by the Commission with such Court. The Commission shall, within ten (10) days after the filing of such notice, make, certify, and file such transcript with and deliver such papers to the district court. The district court shall proceed to hear and determine such appeal in a summary manner. The hearing shall be confined to the determination of whether the judgement or order of removal, discharge, demotion, or suspension made by the Commission was made in good faith for cause, which shall mean that the action of the Commission was based upon a preponderance of the evidence, was not arbitrary or capricious and was not made for political or religious reasons. No appeal to such court shall be taken except upon such ground or grounds. If such appeal is taken by the governing body and the district court affirms the decision of the commission, the municipality shall pay to the employee court costs and reasonable attorney's fees incurred because of such appeal and as approved by the district court. If such appeal is taken by the governing body and the district court does not affirm the decision of the Commission, the court may award court costs and reasonable attorney's fees to the employee as approved by the district court. (Ref. NRS 19-1833 (5))

Section G: Reduction in Force

Rule G-1 The Commission shall make recommendations concerning a reduction-in-force policy to the governing body. The governing body shall consider such recommendations but shall not be bound by them in establishing a reduction-in-force policy. Prior to the adoption of a reduction in force policy, the governing body, after giving reasonable notice to each police officer by first-class mail, conduct a public hearing. (Ref. NRS 19-1830 (9))

Section H: Promotions

Rule H-1 Vacancies: All appointments to and promotions in such department shall be made solely on merit, efficiency, and fitness, which shall be ascertained by open competitive examination and impartial investigation. If the appointing authority fills a vacancy in a position subject to the Civil Service Act, the appointing authority shall consider factors including, but not limited to:

- 1) The multiple job skills recently or currently being performed by the applicant which are necessary for the position.
- 2) The knowledge, skills, and abilities of the applicant which are necessary for the position.
- 3) The performance appraisal of any applicant who is already employed in the department, including any recent or pending disciplinary actions involving the employee.
- 4) The employment policies and staffing needs of the department together with contracts, ordinances, and statutes related thereto.
- 5) Required federal, state, or local certifications or licenses necessary for the position; and
- 6) The qualifications of the applicants who are already employed in the department and have successfully completed all parts of the examination for the position. No person shall be reinstated in or transferred, suspended, or discharged from any such position or employment contrary to the Civil Service Act. (Ref. NRS 19-1829)

Rule H-2 Competitive Examination: In any promotional examination, the candidate shall be examined, either through written examinations and/or oral examinations, on such matters as will fairly test his or her knowledge of the actual duties, responsibilities, and requirements of the position to be filled, or any such testing as may be required by the appointing authority.

Rule H-3 Physical Examination: Where a physical test is not included in the schedule for promotional examination, such test may be added by the Appointing Authority prior to the hiring.

Rule H-4 Probation/Introductory Period: Whenever an employee is promoted to a new position, his/her promotion shall be deemed as probationary for a period of not less than six (6) months nor more than one (1) year, during which period, if he/she fails to perform the duties in a proper manner, the appointing authority shall return him/her to the position he/she formerly held, and any other officers promoted to fill vacancies resulting from such probationary appointment, shall be returned to their former position.

Section I: **Leave of Absence**

Rule I-1 A leave of absence, with or without pay, may be granted by the appointing authority to any person under Civil Service. The appointing authority shall give notice of such leave to the Commission. All appointments for temporary employment resulting from such leaves of absence shall be made from the eligible list, if any, of the Civil Service. (Ref. NRS 19-1838 and City Code 95.1.1. D. (3))

Section J: **Temporary Appointments**

Rule J-1 If a vacancy occurs and there is no eligible list for the position or if the Commission has not certified persons from the eligible list, a temporary appointment may be made by the appointing authority. Such temporary appointment shall not continue for a period longer than four months. No person shall receive more than one temporary appointment or serve more than four months as a temporary appointee in any one fiscal year. (Ref. NRS 19-1835 (4) and City Code 95-1.1. D. (3))

Section K: **Political Contributions**

Rule K-1 No person holding any position subject to Civil Service shall be under any obligation to contribute to any political fund or to render any political service to any person or party whatsoever. No person shall be removed, reduced in position or salary, or otherwise prejudiced for refusing so to do. No public officer, whether elected or appointed, shall discharge, promote, demote, or in any manner change the official rank, employment, or compensation of any person under Civil Service, or promise or threaten to do so, for giving, withholding, or neglecting to make any contribution of money, services, or any valuable thing for any political purpose. (Ref. NRS 19-1841 and City Code 12-10.1. E)

Section L: **Obstructing Examinations**

Rule L-1 Obstructing by Defeat or Deceit: No Commissioner or any other person shall by himself or herself or in cooperation with one or more person’s defeat, deceive, or obstruct any person in respect to the right of examination according to the rules and regulations made pursuant to the Civil Service Act. (Ref. NRS 19-1840 and City Code 12-10.1. F. (1))

Rule L-2 Obstructing by False Marking, Grading, etc.: No Commissioner or any other person shall by himself or herself or in cooperation with one or more persons falsely mark, grade, estimate, or report upon the examination and standing of any person examined or certified in accordance with such Act or aid in doing so. (Ref. NRS 19-1840 and City Code 12-10.1. F. (2))

Rule L-3 Obstructing by False Representation: No Commissioner or any other person shall by himself or herself or in cooperation with one or more persons make any false representation concerning the same or concerning the persons examined. (Ref. NRS 19-1840 and City Code 12-10.1. F. (3))

Rule L-4 Obstructing by Supplying Information: No Commissioner or any other person shall by himself or herself or in cooperation with one or more persons furnish any person any special or secret information for the purpose of improving or injuring the prospects or

chances of any person so examined or certified or to be examined or certified. (Ref. NRS 19-1840 and City Code 12-10.1 F. (4))

Rule L-5 Obstructing by Impersonation: No Commissioner or any other person shall by himself or herself or in cooperation with one or more persons persuade any other person or permit or aid in any manner any other person to impersonate him or her in connection with any examination, application, or request to be so examined. (Ref. NRS 19-1840 and City Code 12-10.1 F. (5))

Section M: **Limitations on Action**

Rule M-1 Any written accusation against a civil service employee must be filed with the Secretary of the Commission within six (6) months after the date of the incident upon which the accusation is based.