

# Investigation and Hearing Log

Hearing Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Phone: \_\_\_\_\_

Hearing Location:

Ass't Hearing Officer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

No. of Tapes: \_\_\_\_\_ Exhibits: \_\_\_\_\_ through \_\_\_\_\_

## Union Representatives

Name & Title/Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Decision Due:

\_\_\_\_\_ 7 Day Decision  
\_\_\_\_\_ 10 Day Decision  
\_\_\_\_\_ 15 Day Decision  
\_\_\_\_\_ 30 Day Decision  
Other: \_\_\_\_\_

## Present at Investigation/Hearing

Print Complete Name	Position	Purpose	Copy?	Address

**Instructions:**

Hearing Officer: Please overnight tapes or upload digital files, exhibits and this log sheet to us for transcription! Please call us or send us an email to let us know IMMEDIATELY when you have sent this investigation to us. Thank you!