

**North Las Vegas Police Officers Association**  
**REPRESENTATION REQUEST PROCEDURES**  
(Amended 02/28/2007)

1. Prior to any consultation or representation by a member of the NLVPOA for the purpose of representation at any departmental administrative hearings (e.g. CRB, mitigation hearing, disciplinary hearing) or any formal/informal departmental interrogations, the effected member shall submit a representation request - using this NLVPOA Representation Form.

The aforementioned form shall be submitted to the member's board representative, the NLVPOA's Board Chairman or delivered to the NLVPOA's business office. The representation request, which shall be completed by the member, must be filled out completely documenting: (a) the member's personal contact information, (b) the type of representation requested, (c) the basis and need for NLVPOA representation, and (d) must be signed by the member. NLVPOA representation requests which do not comply with the specified guidelines can, at the discretion of the NLVPOA Board, be denied.

2. As soon as practical, the Board Member receiving the request shall copy the request, file the original and any pertinent papers in the member's representation folder.
3. The member may verbally request a particular representative, however the assignment of the NLVPOA representative is at the sole discretion of the Chairman.
4. Representation by an attorney, at the Association's expense, is not the right of a member but shall be afforded solely at the discretion of the Board of Directors.
5. An attorney may be expended to the member, upon the member's written request and following subsequent majority approval by the Board, for administrative interrogations, interviews, or hearings which can lead to suspension, demotion, or dismissal of the member for their actions while performing their duties as a peace officer.  
The Association's Board of Directors reserves the absolute right to designate the attorney which will be used in the representation of the member.
6. If the member *declines* representation by the Association's counsel/representative and/or elects to be represented by their own retained counsel or non-NLVPOA representative, the NLVPOA's DUTY OF FAIR REPRESENTATION SHALL BE CONSIDERED FULFILLED AND THE NLVPOA SHALL NOT HAVE ANY FURTHER INVOLVEMENT (e.g. voting, consultation, representation) IN THE MEMBER'S REPRESENTATION IN THAT MATTER, OR ANY SUBSEQUENT APPEAL WHICH MAY ARISE.
7. It is the responsibility of the MEMBER to inform the NLVPOA, or their assigned representative, of all upcoming dates or pending hearings at their earliest opportunity; but in any case **not later than three (3) working days (Monday - Thursday) prior to any scheduled event.** If the member does not comply with this requirement, the member *effectively waives* his request for representation and a representative will attend at the discretion of the NLVPOA - based on availability.

All NLVPOA representation at interviews, interrogations or supervisor counseling must be documented and logged into the NLVPOA files in the event that later review of these activities are required



Pg. 2 REPRESENTATION REQUEST FORM

<b>PART C</b>  <b>To Be Completed By NLVPOA</b>	Allegation Disposition: (Exonerated/Unfounded/Not Sustained/Sustained/NBOOC/Policy/Procedure Failure)	
	Member Notified – Date:	By:
	Notification Letter Attached – Yes No	Further Action Pending – Yes No
	Materials needed from Association/Member:	

**INVESTIGATIVE ACTIVITIES**

Date/Time:	Meeting with:
NLVPOA Representative:	
Disposition:	
Date/Time:	Meeting With:
NLVPOA Representative:	
Disposition:	
Date/Time:	Meeting With:
NLVPOA Representative:	
Disposition:	

**MEETING WITH NLVPOA STAFF ATTORNEY**

DATE/TIME	ATTORNEY	AMOUNT OF TIME	ACTION TAKEN