

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Civil Service Commission Appeal Hearing Transcript/Recordings	
Subject: Civil Service Commission	Revised: August 2004
CSC Rule: 3.01(d), 15.03	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\CIVIL SERVICE COMMISSION\CSC Appeal Hearing Transcript Recordings.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

The only "official" transcript is one prepared by the designated Commission stenographer from the official CSC recording or one prepared by a court reporter. Although appellants do have the right to listen to recordings of the hearings, any request to duplicate recordings should be denied. In addition to erasures or editing that could occur, any transcript which might be prepared from a duplicated recording would not be "official" and could not be used in a legal proceeding.

Any requests for an official transcript can be met if the Personnel Department wants to arrange for payment by the appellant for stenographic time. If a transcript has already been prepared and the appellant is requesting a copy, a "reasonable" charge can be made. If it appears at the outset of a hearing that the appellant might be interested in having a transcript of the hearing, we should suggest he/she obtain the services of a court reporter.

Any transcript or recording of a hearing held in closed session should be treated as confidential per Civil Service Rule 15.03.