**Section 150.590 Notification to Officer**

On receipt of the original and six copies of the complaint from the Director, the Board will send a written notice to the sworn officer, enclosing a copy of the complaint. This notice shall advise the officer of the filing of the complaint and notify the officer of the time and place of hearing of the charges contained in the complaint. The notice, with the enclosed copy of the complaint, shall be sent to the employee by either registered or certified mail, return receipt requested, to the residence of the employee shown on the face of the complaint. Such delivery to the officer's residence as shown by the return receipt shall be due service of the complaint on the sworn officer. A copy of the notice to the sworn officer shall be mailed to the Director, and shall constitute due notice to the Director of the time and place of the hearing on the complaint.