



Internal Investigation Notification Memorandum

TO: _____

FROM: _____

SUBJECT: **INTERNAL INVESTIGATION NOTIFICATION MEMORANDUM**

DATE: ____/____/____ OIA # _____

In compliance with the Law Enforcement Officers' Bill of Rights, Article 27, Sections 727 through 734D, and the Department Directive on disciplinary process, Function Code 301, you are hereby notified that you are the subject of an internal investigation being conducted by this Department.

The nature of the investigation is:

Investigating Officer _____

Assignment _____

NOTICE OF RIGHTS

You have the right to the presence and assistance of a responsible representative or attorney of your choice during the questioning. If you are an active member of F.O.P. Lodge 35, the Lodge will represent you in this matter. The interrogation shall be suspended for a period of time not to exceed ten (10) days until representation is obtained. Before making a statement, contact your Steward or the Lodge office at 948-HELP (4357). Your F.O.P. may be able to provide you with valuable assistance in this matter.

NOTICE OF INTERROGATION

YOU ARE DIRECTED TO REPORT TO THE OFFICE OF INTERNAL AFFAIRS ON _____
AT _____ HOURS FOR YOUR SCHEDULED INTERROGATION. TO REQUEST ANY CHANGE OF
YOUR SCHEDULED INTERROGATION, YOU MUST CONTACT THE OFFICE OF INTERNAL AFFAIRS

I hereby acknowledge receipt of a copy of this form and have noted the assigned interrogation date and time.

Officer's Signature (Optional) _____

Date _____ Time _____

Serving Officer's Signature (Required) _____

Date _____ Time _____

Function Code: 301; 350
CALEA: 52.1.6
Proponent Unit: OIA

Original Copy - Officer
Yellow Copy - OIA Case File
Pink Copy - Investigator

STATEMENT OF CHARGES FOR BARGAINING UNIT EMPLOYEE

Date

TO: (Employee)*
 FROM: (Department)*
 SUBJECT: Statement of Charges

You are hereby notified that the following reasons may serve as the basis for (specific type and level of disciplinary action)*. This constitutes a statement of charges as required by Article 43 of the Collective Bargaining Agreement.

You may respond to the charges as stated below either in person and/or in writing to this office by the close of business (minimum five work days from receipt of notice)* prior to final action being taken on this matter.

1. State specific charges; cite Personnel regulations, department procedures as appropriate. Include specific reasons with times, dates, places, and/or persons involved in the infraction.
- 2.
- 3.

Include in a separate paragraph a recitation of any related disciplinary actions occurring within two years of the current charges.

* To be filled in by the department as appropriate.

NOTE: Notice to bargaining employee should be attached to SOC.