

Investigation Warning

You are being questioned as part of an official investigation being conducted by the Department of _____. You will be asked specific, direct and narrowly-focused questions related to the performance of your official duties and related information. You are required to answer all questions fully and truthfully and you are required to cooperate fully in this administrative investigation. You are also required to keep this interview and its contents confidential. If you fail to answer all questions fully and truthfully or if you fail to cooperate fully with any aspect of this investigation, you will be subject to disciplinary action, up to and including termination.

The time is _____, on _____,

The Interview is taking place at _____,

Present are _____,

Being interviewed is _____,

Conducting the interview/investigation is/are _____,

Reason for interview _____

Witness

Signature of Interviewee