



Mandatory Pre-Interview Notice: Witness

DATE: (Date)

TO: (Name of Employee Receiving Pre-Interview Notice)

FROM: (Name of Supervisor)

SUBJECT: Mandatory Pre-Interview Notice; Internal Affair Investigation (IAI Case Number)

A memo stating the fire department is conducting an investigation, the employee is not a subject of the investigation and is being interviewed solely in the capacity of a witness. As a witness, the employee is not entitled to representation. Employee will be reminded that this is a confidential matter and should be treated as such. Employee will sign and date the memo. Employee will receive a copy of the signed memo and the original will be placed in the IAI Case File.

__ (Supervisor's Initials)

____ (Employee's Signature)
(Print Employees Name Here)

____ (Date)