

Sample Garrity Warning

[use department letterhead]

Garrity Notice for _____ [insert name of employee]

Presented By: _____ Date/Time Presented: _____

Individual(s) Present: _____

At this time, I am going to question you [you will be questioned by _____] concerning administrative matters and potential policy violations relating to the official business and policies of the _____ [name of organization/department]. The questions you will be asked will be based on the _____ [insert date] notice you received about this investigation and will be specifically directed and related to the performance of your official duties as an employee of the _____ [name of organization/department]. I am not questioning you [You are not being questioned] for the purpose of conducting or instituting a criminal investigation or prosecution against you.

You have the following rights and responsibilities during this interview today:

- Statements you make during this interview may be used as evidence of misconduct or as the basis for disciplinary action against you.
- Statements made by you during this interview cannot be used against you in any subsequent criminal proceeding. You have the right under the U.S. Constitution to not be compelled to incriminate yourself.
- If you refuse to answer questions relating to the performance of your official duties, you will be subject to termination.

Because this is an administrative matter and any self-incriminating information you may disclose will not be used against you in any criminal prosecution, you are required to answer my questions fully and truthfully.

You are directed to cooperate fully with this investigation, and to answer the questions personally, thoroughly, accurately and truthfully.

| Question | Yes/No, as Written by Employee | Employee's Initials |
|--|--------------------------------|---------------------|
| Do you understand what I have just explained to you? | | |

| | | |
|--|--|--|
| Do you have any questions concerning what I have just explained to you? | | |
| Will you now answer the questions I am about to ask you as directed fully, cooperatively and truthfully? | | |

ACKNOWLEDGEMENT: I have read and understand the above notification.

Employee Signature