

SAMPLE - INITIAL NOTIFICATION TO EMPLOYEE (1000)

(No. 37 August 1995)

EMPLOYEE NAME AND TITLE
California Department of Forestry
and Fire Protection

DATE

CONFIDENTIAL
ATSS
XXX PHONE
Green: PHONE

0000 XXXXXXXXXXXXXXXXXXXX
0000 Xxxxxxx
Xxxxxx XXXXXXXXXXXX
Peace Officer/Employee Complaint

This is to inform you that this Department has received a complaint against you which alleges misconduct. In accordance with Department policy, an investigation of the complaint is being conducted. The complaint alleges (IDENTIFY ALLEGATIONS USE APPROPRIATE LANGUAGE) - (DATE OPTIONAL).

You will be afforded the opportunity to prepare written reports, secure witnesses and gather any other information pertinent to the complaint.

I have assigned (INVESTIGATOR), (RANK), as investigator in this matter. Please review Personnel Handbook 1085.

NAME
ADMINISTRATIVE UNIT CHIEF TITLE

[\(see Table of Contents\)](#)