

SAMPLE - FINAL NOTIFICATION OF FINDINGS 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 XXXXXXXXXXXXXXXXXXXXX
0000 Xxxxxxx
Xxxxxx XXXXXXXXXXXXX
Peace Officer/Employee Complaint
Findings

As per CDF Policy, this memorandum is intended to provide you with information about allegations of misconduct on your part and our related findings. The alleged acts were believed to have occurred between (DATE) and (DATE). Upon filing a complaint by (NAME) of (CITY/LOCATION), an investigation was conducted in accordance with Departmental policy.

The allegations have been fully investigated and findings are summarized below:

Allegation 1. (BRIEFLY SUMMARIZE)

Finding: Not Sustained

Allegation 2. (BRIEFLY SUMMARIZE)

Finding: Sustained

In accordance with Government Code Section 3305, please sign a copy of this memorandum and return it to me. If you have any questions regarding this matter, please contact me.

Signature
NAME
ADMINISTRATIVE UNIT CHIEF TITLE

Signature
EMPLOYEE NAME
EMPLOYEE
ACKNOWLEDGEMENT

DATE

cc: Region Chief/Deputy Director/Director (AS APPROPRIATE)

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