

NOTIFICATION OF ADMINISTRATIVE  
INVESTIGATION AND HEARING

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

OCCURRENCE:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RANK & NAME: \_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_

This letter is to inform you of an investigation of your possible violation (s) of the Division of Fire Services Operations Manual and / or the City personnel manual as shown below:

Section: \_\_\_\_\_ Page: \_\_\_\_\_ Paragraph: \_\_\_\_\_

Section: \_\_\_\_\_ Page: \_\_\_\_\_ Paragraph: \_\_\_\_\_

Section: \_\_\_\_\_ Page: \_\_\_\_\_ Paragraph: \_\_\_\_\_

Section: \_\_\_\_\_ Page: \_\_\_\_\_ Paragraph: \_\_\_\_\_

Brief statement of particulars:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use reverse side for Additional Remarks)

A hearing will be held at \_\_\_\_\_ concerning this investigation on (date) \_\_\_\_\_ at (time) \_\_\_\_\_.

At this hearing you are entitled to Union representation.

The results of this investigation and hearing could lead to disciplinary action being taken against you, up to and including termination.

Signature of individual being investigated: \_\_\_\_\_

Signature of Investigating Officer: \_\_\_\_\_

Signature of Officer delivering Notification: \_\_\_\_\_