**APPENDIX** **– Garrity Notice**

**Certification of Notification of Constitutional Rights**

**in an Administrative Investigation**

I, , an employee of the City of XYZ, understand as follows:

**Employee’s Initials**

\_\_\_\_\_\_\_1. I am going to be interviewed, in connection with, an ongoing investigation into allegations involving the operations of the City of XYZ and allegations of conduct of employee(s) of the City.

\_\_\_\_\_\_ 2. I am entitled to the rights and privileges guaranteed by the laws of the State of Oklahoma, the Constitution of the State of Oklahoma and the laws and Constitution of the United States.

\_\_\_\_\_\_ 3. I further understand that I am not being asked or required, directly or indirectly, to waive any of these rights or privileges.

\_\_\_\_\_\_ 4. I will be asked questions, by way of interview, related to: (1) my duties, conduct, and observations as an employee of the City of XYZ: (2) the investigation of possible violations of state and/or federal law, city ordinances, policies and procedures of the City: and/or (3) my fitness for office or the fitness for office of other employee(s) of the City of XYZ.

\_\_\_\_\_\_ 5. Statements which I make during an interview, for which immunity has not been given, may not be used against me in any subsequent criminal proceeding. Any statements may be used against me should any administrative action be commenced and may be used in any disciplinary hearing.

\_\_\_\_\_\_ 6. I further understand that I have a right to Union representation in any investigation interview which might reasonably lead to disciplinary action. I understand that I have the right to request Union representation and/or Union counsel and that I cannot be disciplined for exercising this right.

\_\_\_\_\_\_ 7. I further understand that I am required to cooperate, participate, and speak truthfully during this interview, and that if I do not do so, I can be disciplined and even terminated for failing to cooperate in this interview.

\_\_\_\_\_\_ 8. I further understand that this investigation is confidential and that I should not, and will not, discuss this investigation with anyone, other than my Union representative and/or counsel, if I choose to do so.

\_\_\_\_\_\_ 9. I have read and understand these rights with respect to this administrative interview.