

ADMINISTRATIVE INQUIRY NOTIFICATION

DATE: _____

NAME: _____

POSITION: _____

DEPT. _____

The purpose of this inquiry is to investigate job-related matters. Information you give in this administrative inquiry will not be disclosed to any law enforcement agency; it cannot be used in any criminal prosecution.

Since this is a job-related inquiry, you are directed to answer all questions fully and truthfully. Failure to cooperate will be considered an act of insubordination, and may result in disciplinary action up to and including termination.

Information discussed in this inquiry is confidential, but will be used by the management of your department and by the City as necessary for the proper management of the city. You are directed not to discuss these matters outside of this inquiry. Violation of this order could result in disciplinary action, up to and including termination of your employment with the City.

Director or Assistant Director of Human Resources

Acknowledged: _____
Name

Date