

# APPENDIX 1 – 5-1

---

## GENERAL NOTICE

I am investigating the alleged \_\_\_\_\_ (theft, misuse, loss, etc.) You, \_\_\_\_\_ (employee's name) \_\_\_\_\_, are the subject of the investigation concerning this matter.

One of the following must be checked.

\_\_\_\_\_ The general nature of this matter was criminal.

\_\_\_\_\_ The general nature of this matter is administrative.

One of the following must be checked.

\_\_\_\_\_ This interview is related to possible criminal misconduct by you.

\_\_\_\_\_ This interview is not related to possible criminal misconduct by you.

\_\_\_\_\_  
Employee's initials

\_\_\_\_\_  
Date