ENTER DATE

ENTER NAME

ENTER CONTACT INFORMATION

Re: Notice of Administrative Investigation

Dear NAME,

This letter is to confirm that we have received your allegation(s) of potential unfair treatment, harassment, discrimination, and/or retaliation by another employee. The Department of Corrections is taking those allegations seriously, and we are beginning an investigation into the allegations. The Department of Corrections has a responsibility under the State’s Equal Employment Opportunity, Nondiscrimination, and Harassment Prevention Policy (ARM 2.21.40) to investigate all such allegations brought to the Department’s attention.

It is important that you remain open and honest with me as the investigator. Providing a false statement or failure to cooperate with me as the investigator can result in disciplinary action, up to and including termination (ARM 2.21.4029). Neither I nor the Department of Corrections can guarantee absolute confidentiality. However, we will maintain confidentiality to the greatest extent possible.

Employees participating in this investigation are protected from retaliation any retaliation against you arising from your participation in this investigation is prohibited. If, in the future, you believe you’ve experienced any retaliation due to this investigation, please contact me immediately.

You are advised that the details of this investigation are confidential. Your discussion of any part of this investigation with persons other than those with whom you have a legally-recognized privileged status (e.g., attorney, healthcare provider, etc.) and those in your chain of command authorized to communicate with you about the investigation, constitutes a breach of confidentiality, and interference with a Department investigation in violation of DOC Policy 1.3.2. Guidelines for Employee Performance. Violations of the conditions of this Administrative Investigations may be grounds for formal discipline, up to and including termination.

In the coming weeks, I will be in contact with you and potential witnesses for statements related to the allegations. If you have any questions during this time, you may contact me directly. The Employee Assistance Program is available to you through RBH. You can contact them at (866)750-0512 or visit www.myRBH.com.

Sincerely,

ENTER NAME

ENTER TITLE