

**BEFORE ANSWERING QUESTIONS FROM INTERNAL AFFAIRS MAKE SURE THE FOLLOWING CIRCUMSTANCES APPLY TO YOUR CASE.**

If you are involved in an internal investigation, you have a duty to cooperate, **but only if:**

1. You are ORDERED to answer questions or write a memo or report under threat of termination, or severe employment repercussions; AND
2. You are TOLD that your statements WILL NOT be used against you in any criminal proceedings.

**GARRITY STATEMENT**

**(THE FOLLOWING IS TO BE RECITED/WRITTEN VERBATIM INTO ANY STATEMENT)**

“On [DAY] [DATE] [TIME] at [PLACE], I was ordered to submit [this statement] [to answer questions] [a written report] by [RANK/NAME]. I submit this [statement/report] at his/her order as a condition of employment.

In view of possible job forfeiture, I have no alternative but to abide by the order. It is my belief and understanding that the Department requires this [statement/report] solely and exclusively for internal purposes and will not release it to any other entity. It is my further belief that this [statement/report] will not and cannot be used against me in any subsequent proceeding other than disciplinary proceedings within the confines of the Department itself. This statement is made to the best of my recollection and I retain the right to amend this statement upon reflection to correct any unintentional mistakes without subjecting myself to a charge of untruthfulness.

For any and all other purposes, I hereby reserve my constitutional right to remain silent under the FIFTH and FOURTEENTH AMENDMENTS to the UNITED STATES CONSTITUTION and other rights prescribed by law. Further, I rely specifically upon the protection afforded me under the doctrines set forth in Garrity v. New Jersey, 385 U.S. 493 (1967), and Spevack v. Klein, 385 U.S. 511 (1967), should this [statement/report] be used for any other purpose of whatever kind or description.