

All members should have the following placed at the beginning of any memorandum that may subject themselves to any criminal investigation on or off duty.

MEMORANDUM

Metropolitan Transportation Authority
State of New York

Date: August 30, 2016

To: Internal Affairs

From: Officer Joe Smith #1234

RE: The Arrest of Mr. Blank

This statement is being submitted for administrative purposes only and because I have been ordered to do so. Refusal of such order would result in disciplinary action against me. I expressly decline to waive any constitutional rights against self-incrimination. This document may not be admissible against me in any criminal proceedings.