

SERVICE OF ADMINISTRATIVE/DEPARTMENT CHARGES

TO: INTERNAL AFFAIRS

FROM: _____
(Name of Officer)

DATE: _____
(Date of Interview)

Re: METHOD OF SERVICE

Please be advised that should any Departmental Charges arise from the within action that you are not authorized to come to my residence to effectuate personal service.

You may call me at the following number, _____, to make arrangements for my personal appearance at the Department to accept personal service or, if my physical presence is not required for any purpose other than to accept the charges, you may send the charges by certified mail to my attention at the following address:

At this time, please be advised that I am represented by:

UNION (Name and Contact Number) _____

ATTORNEY (Name and Contact Number) _____

Please be aware that this document serves as official notice that you are not authorized to be on my property as per 2C:18-3, Defiant Trespass and should you disregard this notice without first obtaining my approval that I will be within my legal rights to press criminal charges.

Dated:

Internal Affairs Officer

Officer

Union Rep or Attorney