

Date

Dear _____ :

This is to inform you that the Washington State Department of Corrections (DOC) has initiated an administrative investigation regarding Name of the accused and alleged victim for alleged sexual misconduct under the Prison Rape Elimination Act (PREA).

Based on the information obtained, the allegation appears to be criminal in nature and is therefore being referred to you for criminal investigation. Enclosed you will find the information currently available regarding the allegation.

DOC is only authorized to conduct administrative investigations and therefore does not Mirandize involved parties. However, DOC can compel employees, contract staff, and volunteers to cooperate and participate in an investigation under the Garrity Rule. We will suspend any further action on our investigation for a period of 7 days to provide you time to determine whether you will pursue a criminal investigation. Please indicated the direction you wish us to pursue regarding this investigation.

- Case will be investigated - DO NOT PROCEED. We will provide your liaison investigative updates every 30 days.
- Criminal and administrative investigations will occur concurrently. Law enforcement will contact DOC for next steps.
- Allegations will be re-reviewed upon completion of the administrative investigation. Submit the final investigation report to: Name, address, phone number.
- The allegation is being declined for criminal investigation at this time based on _____.

We will require a copy of reports once any criminal investigation has been completed. If we have not heard from you by Date, we will reconvene our investigation. Please coordinate your communications and report with Facility Liaison, telephone number _____.

Sincerely,

Appointing Authority/designee