



# County of Fairfax, Virginia

## MEMORANDUM

**DATE:** "[Month Day, Year]"

**TO:** "[Recipient's Name]"  
"[Agency/Department Name(s)]"

**FROM:** Internal Affairs Bureau

**FILE:** Administrative Investigation

**SUBJECT:** Order of Confidentiality

The Police Department is conducting an administrative investigation to determine all information, facts and circumstances relevant to:

In order to maintain the confidentiality and integrity of this investigation, you are hereby ordered not to discuss or exchange information related to this investigation with anyone. At the conclusion of the investigation, you will be notified in writing that this restriction is rescinded. As always, you are permitted to consult with an attorney at your own expense. Your failure to comply with this order may result in disciplinary action.

\_\_\_\_\_  
Employee Signature of Acknowledgment

\_\_\_\_\_  
Date

**Fairfax County Police Department**  
4100 Chain Bridge Road  
Fairfax, Virginia 22030

