

(Notification from employing agency concerning polygraph examination)

Date:

To: Employee

From: Executive Director

Re: Direction to Submit to Polygraph Examination

McIntosh Trail CSB is presently conducting an internal investigation into alleged _____CHARGE (i.e. Misconduct)_____. As part of that investigation, you are hereby required to submit to a polygraph examination. Your polygraph examination will be administered on _____DATE_____.

Please be advised that throughout these proceedings you have the right to exercise your constitutional privilege against self-incrimination. McIntosh Trail CSB has no right to require you to waive the privilege and cannot condition your continued employment on your waiver of your privilege against self-incrimination. The purpose of this document is merely to advise you that you are being required to submit to a polygraph examination and your rights in connection with the administration of that examination.

Please be further advised that the questions asked during the polygraph examination will relate specifically and narrowly to matters concerning your duties at _____NAME OF WORK LOCATION_____ and the investigation described above and that any answers you provide cannot be used against you in any criminal proceeding.

While McIntosh Trail CSB is neither asking nor requiring you, as a condition of continuing employment, to waive any right guaranteed to you by the Constitution of the State of Georgia or the Constitution of the United States or any other law, the refusal to submit to this polygraph examination may result in a proposal for disciplinary action against you up to and including dismissal.