

Here is the Garrity Preamble or Statement to include when ordered to write a report or memorandum:

**On (date) at (time) at (place). I was ordered to make this statement or write this memorandum by (name/rank of individual).**

**I submit this statement at (his/her) order as a condition of employment. In view of possible discipline for insubordination. I have no alternative but to abide by this order.**

**It is my belief and understanding that the agency requires this statement solely and exclusively for internal purposes and will not release it to any other agency. It is also my understanding that this statement since compelled, will not and cannot be used against me in any criminal proceeding. I authorize the release of this statement to my attorneys or designated union representative.**

**I may amend or correct any portion of this statement upon reflection to correct any unintended mistake without subjecting myself to a charge of untruthfulness.**

**For any and all purposes, I hereby reserve my constitutional right to remain silent under the fifth and fourteenth amendments of the United States Constitution and any other rights prescribed by law.**

**I specifically rely on the protection afforded to me under the doctrines set forth in Garrity v. New Jersey, 385 U.S 493 (1967) and in Spevack v. Klein, 385 U.S. 511 (1967) in submitting this statement/memorandum.**

**(Start text of statement here)**