

Watertown Police Department
Watertown, South Dakota

MEMORANDUM

TO:

FROM: Chief Joanna W. Vitek

DATE:

SUBJECT: Pre-Deprivation Conference

As a result of your actions, which are specified in the statement of charges dated (date), I am proposing to (insert discipline) you. You may meet with me on (date), (time), at (location) to respond to these charges prior to imposition of any disciplinary action. You may select someone to represent you at the conference.

Please confirm your attendance by calling Captain David Hegg at 882-5237.

c: Assistant Chief Resick
File