

*[County letterhead]*

DATE: [Date]  
TO: [District Attorney Name]  
FROM: [CAC Name]  
SUBJECT: Notification of Opportunity for DA Participation in Priority Incident Investigation:  
[Name of Case, Priority Case Number]

Dear [District Attorney]:

On [date] a pesticide episode meeting the criteria to be considered a “Priority Incident” occurred near [Name of City]. The facts surrounding the incident, as we know them at this time, are described in the enclosed Priority Episode Notification Record. Our office has already initiated an investigation. If your office would like to participate in the investigation, or would like more information about the incident to make a decision, please contact [person’s name] of my staff at [phone number] as soon as possible to discuss.

If we do not hear back from you within [appropriate time, such as “10 days”], we will assume you have no interest in being involved in the investigation.

Should you not wish to be involved, we will also notify your office upon the completion of the investigation and provide your office an opportunity to accept the case for possible civil or criminal prosecution.

*[Insert CAC signature block]*

Enclosure:  
Pesticide Episode Notification Record for [Name of Case]