INTERNAL INVESTIGATION SUBJECT EMPLOYEE INTERVIEW TEMPLATE BILL OF RIGHTS

<u>THIS INTERVIEW MUST BE RECORDED ON A RECORDING DEVICE</u> <u>There will be NO unrecorded questions or statements</u>

- 1. I am <u>INTERVIEWER</u> of the Monroe County Sheriff's Office. State rank and command.
- 2. I am the investigator in charge of (Internal Affairs, Administrative Inquiry, Lawsuit Review) investigation <u>NUMBER</u>. (If another investigator is in charge of the investigation state that investigator's name, rank, and command
- 3. This interview is being conducted at <u>PLACE OF INTERVIEW (This must be at Headquarters or the employee's normal duty station)</u>. The time is <u>TIME</u>, on <u>DATE</u>.
- 4. State the nature of the complaint and the name(s) of the complainant(s).
- 5. For identification purposes, please state your full name and spell it.
- 6. What is your present rank and duty assignment?
- 7. This interview is being recorded. Is it being recorded with your full knowledge?
- 8. Also present at this time is <u>NAME OF PERSON(S) PRESENT</u>. (Use only if there is someone other than the interviewee present in the room). NOTE: ONLY ONE INVESTIGATOR MAY ASK QUESTIONS.
- 9. State for the record all documents, recordings, and evidence that have been provided to the subject employee and/or his representative prior to the interview.
- 10. Advise of Garrity/Right to Representative using Administrative Rights Form.
- 11. PLACE UNDER OATH. (Would you raise your right hand please? Do you swear that the statement you are about to give is the truth, the whole truth and nothing but the truth, so help you God?)
- 12. Ask questions relevant to the facts and circumstances surrounding the alleged complaint: WHO / WHAT / WHEN / WHERE / WHY / HOW
- 13. At the conclusion of the interview, ask employee if there is anything that you have failed to ask or that the employee would like to add to this statement?
- 14. Advise the employee that the investigation is still confidential and they are not to discuss it with anyone except their representative until the investigation is concluded.
- **15.** State TIME the interview is concluded.