

**INTERNAL INVESTIGATION SUBJECT EMPLOYEE INTERVIEW TEMPLATE**  
**NON BILL OF RIGHTS**

1. I am INTERVIEWER of the Monroe County Sheriff's Office. State rank and /or position.
2. I am the investigator in charge of (Internal Affairs, Administrative Inquiry, Lawsuit Review) investigation NUMBER.
3. This interview is being conducted at PLACE OF INTERVIEW. The time is TIME, on DATE.
4. For identification purposes, please state your full name and spell it.
5. What is your present rank and duty assignment?
6. This interview is being recorded. Is it being recorded with your full knowledge?
7. Also present at this time is NAME OF PERSON(S) PRESENT. (Use only if there is someone other than the interviewee present in the room).
8. If interviewee has been provided with any documents, recordings, or evidence prior to the interview, state for record what has been provided.
9. Advise of Garrity/Right to Representative using Administrative Rights Form.
10. **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?)
11. Ask questions relevant to the facts and circumstances surrounding the alleged complaint:  
**WHO / WHAT / WHEN / WHERE / WHY / HOW**
12. At the conclusion of the interview, ask employee is there anything that you have failed to ask or that the employee would like to add to this statement?
13. Advise the employee that the investigation is still confidential and they are not to discuss it with anyone except their representative until it is concluded.
14. State TIME interview is concluded.