

INTERNAL INVESTIGATION PRE-INTERVIEW

EMPLOYEE: _____

AGENCY: _____

EMPLOYEE CLASSIFICATION: _____

DATE OF INTERVIEW: _____

LOCATION OF INTERVIEW: _____

TIME STARTED: _____

TIME ENDED: _____

INTERVIEWER: _____

UNION REPRESENTATIVE APPLICABLE? YES _____ NO _____

UNION REPRESENTATIVE REQUESTED? YES _____ NO _____ (See below if "No")

NAME OF UNION REPRESENTATIVE: _____

UNION REPRESENTATION WAIVER:

I _____, do hereby waive my right to Union Representation during the investigative interview being conducted. I am fully aware that disciplinary action may result from this investigation.

SIGNATURE: _____

DATE: _____

You are the subject of an internal investigation. The known allegations are:

You are being interviewed as part of an official internal investigation. You will be asked questions relating to the performance of your official duties. If you refuse to answer questions completely and/or accurately, you may be subject to disciplinary action. Statements provided under threat of disciplinary action may not be used against you in any subsequent criminal proceedings.

X _____

Signature of Employee

X _____

Signature of Witness