



## 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