

# Davis Police Department

IA/CC – \_\_\_\_\_

## Witness Interview

The name/rank of the person in charge of the investigation is \_\_\_\_\_

The date and time of this interview is \_\_\_\_\_

The location is: \_\_\_\_\_

Present in the room is: \_\_\_\_\_

The persons conducting the interview are: \_\_\_\_\_

This investigation is regarding:  
\_\_\_\_\_  
\_\_\_\_\_

This interview **IS** being recorded.

You are being interviewed as a witness or a person who may or may not have knowledge regarding an incident that is under investigation by the Davis Police Department and/or other law enforcement agencies, including but limited to the Yolo County District Attorney's Office. The incident may or may not be criminal in nature.

I want to ask you some questions, but before I do, I want you to know:

- You are not under arrest.
- You are not under investigation nor is it anticipated that anything you say during this interview will lead to you being under investigation for any act or omission that could lead to punitive action.
- If during the interview new information is disclosed that could lead you to be under investigation for any matter that could lead to punitive action, the interview will be stopped and you will be advised of any applicable rights, including the right to representation.
- You are being ordered to answer any and all questions asked of you, failure to do so may be deemed insubordination and result in administrative discipline up to and including termination of your employment with the City of Davis.
- You are admonished you are to answer all questions asked of you completely. While being interviewed, you shall not provide misleading, untruthful, inaccurate, or partially misleading, untruthful, or inaccurate information to me or any investigator in regards to this investigation, nor shall you fail to disclose any pertinent facts or information within your knowledge to me or any investigator.
- This investigation is related to a confidential personnel matter. You are hereby ordered to not discuss this investigation with any other Department member or with any other person who may have information regarding this investigation or who may be called as a witness in this investigation without the express permission of the Office of the Police Chief. You may speak with an attorney or an employee representative regarding this investigation.

**Do You Understand this admonishment? YES NO Employee Initial** \_\_\_\_\_

**Employee** \_\_\_\_\_ **Investigator** \_\_\_\_\_