Davis Police Department

Employee 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: _______________________________________________

The general allegations are:

_________________________________________________________________________________

_________________________________________________________________________________

The general allegations and scope of interview WAS WAS NOT provided in writing prior to this

interview.

This interview IS IS NOT being recorded.

At this time, I will advise you of your rights under the Peace Officer Bill of Rights.

1. You have the right to a representative of your choice to be present during this interview. The
   representative can be an attorney, an association member, or anyone else not connected with this
   investigation.

   Do you understand? YES NO

   Do you want a representative? YES NO If so, who ________________________________

2. You have the right to make your own tape recording of the interview.

3. You will have access to the department’s tape recording of your interview if further proceedings are
   contemplated or prior to any further interrogation at a subsequent time.

4. After the interview, you are entitled to any transcribed copy of any notes, or to any reports or complaints,
   except those that are deemed confidential by the investigating agency.

5. You will be questioned by no more than two interrogators at one time during the interview.

6. If this interrogation is occurring during your off-duty time, you will be compensated in accordance with
   the regular department procedures and you will not be released from employment for any time missed.

7. This interview session will be for a reasonable period of time based on all the circumstances and you will
   be allowed to attend to your own personal necessities. If you need to take care of a personal necessity,
   please advise me orally during the interview.

8. If prior to or during the interrogation it is determined you may be charged with a criminal offense, you will
   be read your constitutional rights.

Do you Understand these rights? YES NO

Employee Initial _______________
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 to 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 _____________________