

INTERVIEW READ-IN

APPENDIX D

PRE-RECORDING DISCUSSION

We are investigators with the [insert office name] (display credentials and provide business card).

We are conducting an investigation into (summarize the general nature of the allegation(s)).

This is an administrative investigation (not a criminal investigation); we are impartial fact finders and the information you provide may be included in our report of investigation.

Please take a moment to look over this Privacy Act notice (or if you sent the Privacy Notice ahead of time) – do you have any questions?

This interview will be sworn and recorded.

We ask that you not discuss any classified information during the interview -- if there is a need to discuss classified information we can make suitable arrangements to do so at another time.

We caution you that everything you tell us is for the record (we are never off the record – even when the recorder is turned off).

Do you have any questions before we start?

RECORDER IS TURNED ON

Today is DATE. The time is

I am (name of investigator) with the [insert office name]. With me is (name of second investigator).

We are located at (physical location of the interview).

We are conducting this interview as part of our investigation into allegations (summarize the general nature of the allegation(s)).

At this time, I ask you to acknowledge that this interview is being recorded?

Also, acknowledge that I have provided you a copy of the [insert office name] Privacy Act notice.

I will now administer you the oath – please raise your right hand

Do you solemnly swear (affirm) that the testimony you are about to give shall be the truth, the whole truth, and nothing but the truth (so help you God)?

Please state your name, rank/grade and position/duty assignment.

[CONDUCT INTERROGATORY]

INTERVIEW READ-OUT

READ OUT

Is there any additional information that you would like to provide?

Are there other individuals whom we should talk to?

Do you have any questions?

If you remember anything else that you believe may be relevant to the investigation, please contact me.

Finally, in order to protect the integrity of the investigation, we ask that you not discuss the matters under investigation or the questions we have asked you during this interview with anyone other than your attorney. This does not apply to or restrict your right to contact an IG or member of Congress.

If anyone asks you about your testimony or the investigation, please inform them that the [insert office name] has asked you not to discuss the matter.

If anyone persists in asking you about your testimony or the investigation, or if you feel threatened in any manner because you provided testimony, please contact me.