

**Watertown Police Department Interview Check List**  
**—Inquiry—**  
**Subject Employee**

**Notification of the Compelled Interview**

- In advance, notify the subject employee he/she is the subject of a complaint.
- Do not discuss any aspects of the complaint when making notice.
- Tell the subject employee you will be conducting the interview.
- Tell the subject employee of the location, date, and time of the interview (Should be conducted while the employee is on-duty and at the police department).
- Tell the subject employee to notify his/her representative of the scheduled interview, if he/she wants a representative. If a conflict arises, the employee should contact you to reschedule the interview.

**Immediately prior to the Compelled Interview**

- Give the employee the Notice of the Alleged Agency Policy Violations
- Give the employee the Notice of the Internal Investigative Warning Form

**The Compelled Interview**

- Turn on the recording device.
- Identify your self, the date, the time, the place, the subject employee, the representative if applicable, and the purpose of the recording.
- Ask the employee, **“Have I asked you any questions prior to turning on the recorder?”**
- Tell the employee if he/she wishes to take a break, he/she must make the request.
- Tell the employee the recorder will remain on at all times, even during break sessions.
- Identify the complainant and the nature of the complaint.
- Keep the interview focused on the allegations/policy violations.

- Remember to ask open-ended questions first.
- If any breaks are taken or if anyone leaves the room or you are required to turn the tape over:
  - Cite the time of the break. Identify anyone who leaves and/or enters the room.
  - Ask the employee if you asked him/her any questions relevant to the investigation while on break or when turning the tape over.
- Remind the employee the investigation and details of the interview are confidential.
- Give the employee a direct order not to discuss/communicate any aspects of the investigation and/or interview.
- Conclude the interview by citing the time.
- If applicable, break the tabs on the tape.
- Label the tape as an Inquiry, Date, Interviewee's Name, and your initials.

**Other considerations**

Review the elements of alleged policy violations prior to the interview.

Avoid using terms such as...Sexual, Racial, Biased Profiling, Sexual Harassment, etc. Avoid addressing probable cause issues. Stick to policy violations.