

Watertown Police Department Internal Investigation Interview Protocol Check List

Note: All interviews must be Recorded. Remember to ask open-ended questions first. Avoid any “off the record” conversations.

Statement of Complainant/Witness(es)

- Date—Time—Place of Interview
- Identify all present during the interview

Witness Employee:

- Notice of Internal Investigative Warning Form
- Name, Rank, Position/Assignment
- Date of Hire
- Job capacity/assignment at time of incident
- Interview specific to allegations of misconduct
- Give direct order not to discuss/communicate any aspects of the investigation and/or interview.

Witness (Not Employee):

- Name
- Address
- Phone/Contact Numbers
- Date of Birth
- Interview specific to allegations of misconduct

Subject Employee:

As a matter of practice, the IA investigator should contact the subject employee(s) to inform the employee(s) that an internal investigation is pending in which he/she is the subject of the investigation. The investigator should inform the subject employee of the date and time of the scheduled interview.

This allows the subject employee to contact his/her representative and curtails having to reschedule the interview.

The interview should take place at the Watertown Police Department. The interview should occur when the subject employee is on-duty. Exceptions will not be the norm. If the nature of the investigation dictates otherwise, ensure the employee is compensated via an overtime slip.

Keep the interview focused on the allegations/policy violations. Remember to ask open-ended questions first. Review the elements of alleged policy violations. Identify the complainant and the nature of the complaint. Avoid using terms such as...Sexual, Racial, Biased Profiling, sexual harassment, etc. Avoid addressing

probable cause issues in the case of false arrest allegations. The nature of the interview should be specific and address policy violations only.

- Notice of Internal Investigation/Alleged Agency Policy Violations
- Notice of Internal Investigative Warning Form
- Name, Rank, Position/Assignment
- Date of Hire
- Job capacity/assignment at time of incident
- Ask the employee if you asked them any questions prior to going on tape.
- Inform the employee that if he/she wishes to take a break, he/she must make the request.
- Inform the employee, that the tape recorder will remain on at all times, even during break sessions.
- Conduct the interview specific to allegations of misconduct.
- If any breaks are taken or if anyone leaves the room:
 - o Cite the time of the break and identify who leaves the room
 - o Upon returning, cite the time and identify who returns to the room
 - o Ask the employee if you asked him/her any questions relevant to the investigation while on break or if there was any relevant conversations while on the break...then resume the interview.
- Give direct order not to discuss/communicate any aspects of the investigation and/or interview.
- Conclude the interview by citing the time.
- Break the tabs on the tape.
- Label the tape with IA #, Date, Interviewee's Name, and your initials.