

EMPLOYEE RIGHTS AND RESPONSIBILITIES

You are hereby advised:

1. You are being interviewed pursuant to an administrative investigation, not a criminal investigation.
2. You will be ordered to answer questions that are specifically directed and narrowly related to your duties or fitness for duty.
3. If you refuse to answer questions, you will be subject to discipline, including termination, for insubordination for refusing to answer questions.
4. Nothing you say as part of a compelled interview/statement can or will be used against you in a subsequent criminal prosecution.
5. You have the right to talk to a union representative and have him/her present with you while you are being questioned. If present, the role of the union representative at the interview is limited as follows:
 - A. The union representative may:
 - Ask questions,
 - Bring out additional facts, mitigating circumstances and investigatory leads and
 - Counsel the employee before, during and after the interview.
 - B. The union representative may not answer questions for the accused employee.
 - C. Witnesses who are not members of the bargaining unit do not have the right to representation.
6. The accused officer shall be given a reasonable time in which to file a written response to the allegations before a final disciplinary decision is made. Any written response shall be made a permanent part of the investigative file.