

Good morning, as you know, my name is Ms. Investigator, and I'm going to be asking you some questions today regarding an investigation that I'm conducting for the Town of X. Today is July 31st, 2023. It's 9:16 AM. Before I ask any questions, I would like you to confirm that you understand this interview is being recorded. Also, I want to confirm that you are represented by counsel here today? Mr. Attorney you also understand this interview is being recorded, correct?

Ms. Witness, I also want to remind you that the Town's policy prohibits retaliation in the workplace. if anyone ever retaliates against you for participating in this investigatory process, you would need to report that. Do you understand that? **for the respondent – you are reminded that you cannot retaliate against anyone involved in the investigation.

Also, I can't put you under oath, but my expectation is that you will answer each question truthfully, honestly, and to the best of your ability. Do you agree to do that?

Further, what you tell me here today, I can't guarantee will be kept confidential because I will be doing a report to the Town and something you say may end up in the report. Do you understand that?

Also, I ask for you to keep what we talk about here today confidential, but I can't order you or instruct you to do that. I believe it preserves the integrity of the investigation. Does that make sense?

Please know that I haven't reached any conclusions yet as I am still gathering information. I need you to do your best to provide all relevant information that you may have about this matter. Do you understand?

Start out asking basic questions – position, date of hire, supervisor etc. and then get into the facts/allegations.

At the end for the complainant:

What do you hope to get out of this investigation

For the complainant and respondent ask:

Who do you think I should speak with regarding your complaint

What documents do you want me to review