



## **INVESTIGATIONS**

### **WHAT TO EXPECT WHEN YOU ARE CONTACTED BY A MEMBER OF THE OFFICE OF INSPECTOR GENERAL PALM BEACH COUNTY INVESTIGATIVE STAFF.**

OIG Investigations, to include interviews, are conducted in accordance with the *Association of Inspectors General Green Book Standards* and the *Florida Commission of Law Enforcement Accreditation Standards*.

#### **Before the Interview –**

- If you are contacted for an interview, you will be notified that we are conducting an Investigation and that you have been identified as a witness or a subject.
- In order to protect the integrity of an Investigation, you *may* not be advised of the nature of the Investigation until your actual interview, unless authorized by the Director of Investigations or otherwise required by a Collective Bargaining Agreement.
- We will make reasonable accommodations in scheduling your interview so as to provide the least amount of disruption to your work schedule.
- We may or may not contact your manager and/or higher supervisory authority in order to assist us in scheduling your interview.

#### **During the Interview –**

- You will be expected to provide a form of legal identification (Driver's license, State IDcard or US Passport).
- You will also be asked to confirm your demographic information (Date of birth, home address, etc.).
- All interviews will be conducted under oath and recorded.
- All interviewees will be re-advised as to whether they have been identified as a witness or subject of the Investigation.
- All interviewees will be advised of the pertinent allegation(s) for which they are a witness or subject to.
- All interviewees will be advised of their right to provide a voluntary, handwritten, sworn statement.
- If you are subject to a Collective Bargaining Agreement, we will be knowledgeable of, and abide by, such agreement.
- You, as the interviewee, have the sole right to determine whether or not you wish to have your Union Representative or personal Legal Representative present during the interview. No other persons will be permitted.

- If you choose to have your Union Representative or personal Legal Representative present during your interview, you and/or your representative should understand that their role is to **observe**, rather than participate during the interview, but that your representative is authorized to advise or assist you.
- If you are the subject of a criminal allegation, your *Garrity Rights* will be explained to you prior to questioning, and you will be afforded the opportunity to waive such rights or immediately end the interview (*Garrity v. New Jersey, 1967*).
- Any action or attempted action to impede, interfere or obstruct an investigation may be a violation of Article XII, Section 2-432(1) and (2) of the Palm Beach County Code, as well as §125.69, Florida Statutes.

### **After the Interview –**

- In order to preserve the integrity of the Investigation, you may be asked not to discuss the interview, or the nature of the Investigation, with any other persons and advised that our investigations are confidential.
- All interviewees will be afforded the opportunity to provide a voluntary, handwritten, sworn statement.
- You have the right to request a copy of your recorded interview, or any other documents, in accordance with Florida Statutes.
- If you request a copy of an interview, it will be provided in a digital format.
- If you are the subject of an Investigation, prior to case closure, you will be afforded the opportunity to review the finding(s), and provide any comments to the OIG within ten (10) calendar days, in accordance with Article XII, Section 2-427.
- If you choose to provide comments, please be aware that they must be in writing and that they will be attached to the final report.
- If you choose to provide comments, they will be reviewed and a determination will be made as to whether or not any further investigative activity and/or changes to the final report are warranted.
- The OIG may include a rebuttal to your comments in the final report, if warranted.

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