

INTERVIEW ADVISORY: NON-SUBJECT OF INVESTIGATION

You are hereby advised that you are being questioned as part of an employment investigation by [COUNTY NAME]. The purpose of this interview is to collect information regarding allegations of employee misconduct that have been made against another employee. You are not the subject of this investigation, but you are being interviewed because you may have information relevant to the investigation. Persons or entities who are authorized by law to receive this information include:

- Employees, agents and officials of [County Name] who have a need to know about the information in the course of their duties and responsibilities
- The person who is the subject of the private data about him or herself
- People who have permission from the subject of the data
- The Minnesota Department of Economic Security in any claim for or appeal of re-employment benefits, participants in any litigation, mediation, veterans' preference hearing, grievance arbitration, or other administrative proceedings which results from actions taken
- Persons or entities authorized by court order to have access to the information,
- Where a contract between the County requires that such party have access and as authorized by the Open Meeting Law, Minn. Stat. § 13D.01 et seq.
- To the extent that some or all of the information is part of the basis for a final decision on disciplinary action, that information is available to any member of the public.
- The information you provide may be made available to other persons or entities if state or federal law subsequently authorizes such access or if a new or different use for the information is authorized pursuant to the Minnesota Government Data Practices Act

____ **Voluntary Statement.** You are not legally required to provide any information during this interview, and no adverse employment action will be taken against you based on your decision not to cooperate. However, your failure to provide the information requested will necessitate that a decision be made without the benefit of hearing the information that you could provide. If you do provide information, it is our expectation that any information you provide will be truthful.

____ **Compelled Statement.** You are not legally required to provide any information during this interview. However, [County Name], as your employer, is requiring your cooperation in this interview. If you refuse to answer questions, give a false or inaccurate answer or an intentionally incomplete answer to the questions that are asked during this interview you will be subject to discipline, up to and including termination of employment. You are entitled to all the rights and privileges guaranteed by the laws and the Constitution of the United States, including the right not to be compelled to incriminate yourself. Because the statements you make in response to my questions are being compelled under the threat of disciplinary action, including termination of employment, the information you provide, and any evidence resulting from these statements, cannot be used against you in any criminal proceedings. However, the information provided may be used against you in relation to subsequent employment actions.

I acknowledge receiving this advisory and that I have read or had the advisory read to me.

Interviewee Signature

Date

Witness to Interviewee Signature

Date