

# OFFICE OF THE INDEPENDENT INSPECTOR GENERAL

## Video Conferencing Interview Agreement

The Office of the Independent Inspector General is conducting this interview through video conferencing. In accordance with the Independent Inspector General Ordinance, the interviewee and interviewee's designated representative agree to the following terms and conditions for this interview:

- All attendees must be disclosed prior to the interview;
- The interviewee and interviewee's representative agree to keep their camera and microphone on throughout the entire interview;
- No party will record the interview on the video conferencing application or by using any other device (unless the interviewee consents in writing to an audio recording of the interview by the OIIG);
- No one will be in the room with the interviewee, either in-person, virtually or by any other means, and no one will otherwise be allowed to listen to the interview, other than the interviewee's designated representative;
- Interviewee and interviewee's representative will not engage in any communications during the interview with any individuals not present at the interview without prior authorization from OIIG personnel;
- Interviewee and interviewee's representative will not take any screenshots or photographs of any portion of the video conference or of any documents presented during the interview.

Failure to follow the requirements listed above may subject the interviewee to disciplinary action, up to and including discharge, and/or other sanction under the Independent Inspector General Ordinance.

\_\_\_\_\_  
**Investigator Signature**

\_\_\_\_\_  
**Interviewee Signature**

\_\_\_\_\_  
**Second Investigator Signature**

\_\_\_\_\_  
**Interviewee Printed Name**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Attorney/Union Representative Signature**

**Time:** \_\_\_\_\_ a.m./p.m.

**Case No.** \_\_\_\_\_

\_\_\_\_\_  
**Attorney/Union Representative Printed Name**