

**DENTON COUNTY
SHERIFF'S OFFICE
CIVIL SERVICE COMMISSION**

**CHAPTER VI
RIGHTS OF AN EMPLOYEE UNDER AN
INTERNAL INVESTIGATION**

RIGHTS OF EMPLOYEES DURING AN INTERNAL INVESTIGATION

- 6.00 An employee who is being investigated is guaranteed all rights enumerated by applicable State and Federal policy, code, or law. The employee also retains all rights as defined by Denton County Sheriff's Office policy.
- 6.01 The employee has a right to be interviewed in a Sheriff's Office facility unless the employee is physically unable to appear, i.e. emergency military service, hospitalization.
- 6.02 The employee has a right to be interviewed during his or her regular duty hours, whenever possible. The employee has a right to be compensated (in comp time, if appropriate) for any off-duty time required, in the event that the investigation is of such a nature as to require immediate action or the employee's schedule will cause undue delay.
- 6.03 The employee who is the subject of an internal affairs investigation has the right to written notification of the investigation. Supervisors in the employee's chain of command shall also be notified of the investigation unless the investigation warrants extreme confidentiality.
- 6.04 When an administrative investigation is initiated internally or without a statement from a complainant, the investigating supervisor shall inform the employee who is the subject of the investigation of the specific allegations, in writing, prior to requesting a response. The employee shall be given sufficient information to adequately respond to the allegations.
- 6.05 The employee has a right to receive a copy of the Administrative Subject Warning prior to providing a statement to an Internal Affairs investigator.
- 6.06 An employee has the right to receive a copy of any audio or video record of their interview, upon request.
- 6.07 An employee has the right to a copy of any written statement they make during the course of an investigation.
- 6.08 An employee who is the subject of an investigation has a right to be contacted and given an opportunity to respond in full, in the event that an act of possible misconduct is discovered during the investigation, that was not a part of the original complaint.
- 6.09 The employee has a right to be given a copy of the complainant's signed complaint prior to any disciplinary action taken against the employee.
- 6.10 The employee has the right to counsel of (but not representation) by an attorney. Such counsel may be present at any formal or informal administrative meeting only at the discretion of the Sheriff.