



◆ KNOW YOUR RIGHTS ◆

IF YOU ARE BEING ASKED QUESTIONS WHICH COULD RESULT IN DISCIPLINARY ACTIONS, BE SURE TO DO THE FOLLOWING:

1. Make sure you are ordered to answer the questions.
2. Request the right to have your union representative with you before answering any questions; do not volunteer information before speaking with your union representative.
3. Keep you answers to the point and be very accurate. Be completely truthful in your answers and never speculate.
4. Do not volunteer to take a polygraph examination or drug test.
5. If you are told you are facing a criminal investigation, refuse to answer any questions until you have spoken with an attorney or a union representative and following the recommendations listed below.

IF YOU ARE QUESTIONED ABOUT ANYTHING THAT COULD RESULT IN CRIMINAL CHARGES, BE SURE TO DO THE FOLLOWING:

1. Do not answer questions or write a report unless you are ordered to do so. An order to answer questions means your statements and the fruits of your statements cannot be used to criminally prosecute you.
2. Immediately request the presence of your attorney or union representative. Have the union representative or your attorney present when all questioning takes place.
3. Remember the statements you make to your union representative may not be privileged; statements you make to your attorney are covered by the attorney-client privilege.
4. If you need to talk to a doctor, psychologist, or minister; do so.