Telephone Script for Scheduling Interviews

Good morning, this is \_\_\_\_\_\_\_\_\_\_\_. I’m calling on behalf of the \_\_\_\_\_\_\_\_\_ County Grand Jury.

As you may know, the Civil Grand Jury is tasked with conducting investigations and making recommendations about various governmental institutions in our county. In order to do this we often ask people to be interviewed to help us in our fact-finding role. These interviews are one method the grand jury uses to gather information on a variety of subject areas in our county.

A few members of our grand jury would like to interview you at our office on \_\_\_\_\_at \_\_\_\_\_\_\_\_.

The interview should last no longer than \_\_\_\_\_\_\_\_\_\_\_\_\_.

Would you be able to be interviewed at this time? (Provide alternate dates and times if needed.)

Could you give me your email address so that we can confirm this appointment with you?

*Possible questions that might come up:*

Question: Why am I being interviewed? What is this about? (Or did you receive a complaint about my department?)

Reply: The topic of the interview is confidential at this time, but the grand jury believes you could help provide some information on a matter that we're looking into. You are not the subject of a criminal investigation; the interview is part of our fact-finding role and to help us gather information as part of a civil investigation.

Question: What information do you want? What information do I bring? (Assuming no list provided by the investigating committee)

Reply: There is nothing you need to prepare for the interview. Our committee will ask questions of you and if they determine they need more information, they will ask you to provide that at a later time.

Question: What do I tell my supervisor?

Reply: Simply tell your supervisor that you've been asked to be interviewed by the grand jury and that's all you know at this time. After the interview you will be given a copy of an Admonishment form that will explain to you and others (including your supervisor) that proceedings of the grand jury are confidential and you are not at liberty to discuss the subject area of the interview nor any of the questions asked. You may show this form to anyone you wish. If your supervisor doesn't understand this or will not allow you to attend the interview, please have him or her call County Counsel.

Question: Can I bring someone with me? A coworker, union rep, attorney?

Reply: Grand jury interviews are confidential, so you are the only person allowed to be present in the interview room. The interview is not an evaluation of you or your office, it is simply a way for the committee to gather information.