**Interview Template 15**

**Revise as needed for you engagement**

Note this is different than the Obsv/intv template 13 in that you are not conducting observations during the interview in this scenario.

WP: A.1.1 Interview

Police Assistant / Equipment Coordinator Kenny Rogers

**Purpose:** To determine fleet rotation procedures are completed as required by APD policy.

**Source:** In person meeting with Police Assistant Kenny Rogers

**1 Meeting Logistics:**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Meeting Type** |  |
| **Date** |  |
| **Time** |  |
| **Location** |  |

**2 Attendees:**

|  |  |
| --- | --- |
| **Role** | **Name** |
| **Property CustodianProperty and Evidence Unit** | Kenny Rogers |
| **Inspector / Auditor** |  |
| **Tell them the Why, What and How regarding the engagement and interview** |  |
| **They have any questions?**  |  |
| **Additional Information** |  |
| **Confirm contact ph.**  |  |
| **Email** |  |
| **Badge or ID #** |  |
| **Supv** |  |
| **LE Experience Prior to Anytown PD (APD) / Years** |  |
| **Years of service with APD** |  |
| **Time in rank** |  |
| **Time in current position** |  |
| **Previous APD assignments to property and evidence**  |  |
| **Role in fleet management****Opportunity for them to explain what they do in general terms / job description**  |  |

**Go to section 3, the items below in bold should be completed after the interview**

**Scope:** Fleet management procedures for the San Marcos Precinct

**Procedures:** Auditor / Inspector spoke with Property Assistant Kenny Rogers to gain an understanding of the San Marcos Precinct fleet management procedures and operations.

**Summary:** At above listed location, time, and date I spoke with APD Police Assistant Kenny Rogers regarding fleet rotation at the San Marcos Precinct.

*Summarize the interview and observations from the matrix below in a few paragraphs. Refer to the interview work paper for details of any follow up interviews.*

 **Results:** Rogers advised he uses the fleet manager’s guide and APD operations order 123 in rotating his fleet.

**Conclusion:** Procedures for fleet rotation were completed in compliance with policy.

|  |
| --- |
| **Section 3** |
| Issue:*(Template instructions)For this case study this template will be used for all 28 fleet managers. The columns, particularly the second column could be used to compare answers once imported into a spreadsheet. In this example a comparison could be made to determine if property techs are consistently completing procedures*  | Y/NL/M/H | = Yes or No =Low Medium or High level or risk associated with the procedure, based on the employee’s opinion, to include their comments as to why they feel that way. Document with appropriate letters in column to the left if applicable. This column is for employee’s response regarding interview questions and observations.  |
| A | Fleet rotation | Y/NL/M/H | Interviewee Comments |
| 1 | Do you conduct fleet rotation? |  |  |
| 2 | Do you conduct fleet inspections? |  |  |
| 3 | Are you aware of the equipment coordinator’s guide |  |  |
| 3A | Do you use the equipment coordinator’s guide |  |  |
| 4 | How would you rate the possibility or risk that fleet vehicles do not receive required periodic maintenance (P/M)? |  |  |
| 5 | What does the organization do well regarding fleet management / rotation |  |  |
| 6 | What could the organization do better regarding fleet management / rotation |  |  |
|   | Etc… |  |  |
|  | Close |  |  |
|  | Is there any other information you wish to furnish regarding:* Fleet rotation
* Fleet inspections
* Do you have any other issues or concerns regarding fleet operations you would like to add?
* Are there any question you have for me?
 |  |  |
| *This template is provided as an example and is not a complete representation of an interview from an engagement. Modify this template to fit your needs.*  |