



Metropolitan Water Reclamation District of Greater Chicago
Office of the Interim Inspector General

Video Conference Interview Agreement

The Office of the Interim Inspector General (OIG) is conducting this interview through video conferencing. In accordance with the Office of the Interim Inspector General Ordinance, O25-010 (April 3, 2025), the Interviewee and designated representative agree to the following terms and conditions for the conduct of the interview.

- All attendees must be disclosed prior to the interview;
- The Interviewee and designated representative agree to keep their camera and microphone on throughout the interview;
- No person will record the interview on the video conferencing application or by the use of any other recording device (unless the Interviewee consents in writing to an audio recording of the interview by the OIG);
- No person will be in the room with the Interviewee during the interview, either in-person, virtually or by other means, and no other person shall be permitted to listen to the interview without the prior authorization of the OIG;
- The Interviewee and designated representative will not engage in any communication during the interview with any other person not present during the interview without the prior written authorization of the OIG;
- The Interviewee and designated representative will not take any screenshots or photographs of any portion of the video conference interview, or any documents presented during the interview.

Failure to adhere to the requirements listed in this agreement may subject the Interviewee to disciplinary action, up to and including discharge and/or other sanction under the Office of the Interim Inspector General Ordinance.

Investigator Signature

Interviewee Signature

Second Investigator Signature

Interviewee Printed Name

Date/Time

Attorney/Union Representative

OIG Case Number