SUMMARY OF INTERVIEW SUBJECT MATTER (Pursuant to Article 23.02.C.3)

1.	Names of complainants or reporters, if appropriate, at the discretion of the Vice President of Human Resources or designee:
2.	What allegedly occurred, including a description of the subject matter and alleged conduct or actions at issue in the investigation (This may be continued on another page as space requires):
3.	When the alleged misconduct occurred. (The notice shall be as specific as possible,
	based on the information available at the time the notice is given.)
4.	Where the alleged misconduct occurred. (The notice shall be as specific as possible, based on the information available at the time the notice is given.)
the tir	formation in the Summary of Interview Subject Matter shall be current and accurate at me of interview. If, after interviewing the member, the District learns of other allegations the investigation and seeks to re-interview the member, the member shall be provided
	new summary a reasonable amount of time prior to the interview. rly, if prior to interviewing the member, the District learns of other allegations it wishes to
	during the interview, the member shall receive an updated summary a reasonable nt of time prior to the interview. Reasonableness shall necessarily depend on the
	exity of the matter and the parties are expected to cooperate in expediting the process to

the fullest extent possible.