



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Employee Interview Request Process:

1. Request for interviews must be emailed to Fire.ProfessionalStandards@fairfaxcounty.gov or mailed to:

Fairfax County Fire and Rescue Department
Professional Standards Office
12099 Government Center Parkway, 5th Floor
Fairfax, Virginia 22035

2. Requests for interviews generally take five business days to grant approval. If you have any questions, contact the Professional Standards Office at Fire.ProfessionalStandards@fairfaxcounty.gov.
3. Interviews are granted and approved by the Fire and Rescue Department as a means of preventing the employee(s) from being subpoenaed to court when their presence may not ultimately be required.
4. For interviews request, you must provide the following in a memorandum:
 - a. The intent or purpose for the interview(s).
 - b. Include the record(s) that were provided by our FOIA Office with your interview request.
 - i. Copies of reports are sometimes a valuable source of information for an incident.
 - ii. Requests for copies of incident reports and/or medical records should be obtained from our Freedom of Information Act (FOIA) Office for fire and Emergency Medical Services (EMS) incidents.
 - iii. HIPAA authorization is required for medical record requests.
 - iv. FOIA and HIPAA authorization forms are available on our website at <https://www.fairfaxcounty.gov/fire-ems/> and click on the Records/FOIA Request.



- c. Employee Name(s) and ID number(s) of the employees to be interviewed.
 - i. This information is contained in the incident report and medical record.
 - d. Incident information
 - i. Fire and Rescue Department's incident number, date, and location of the incident
 - ii. Incident Number is also known as the Event Number and Call Number.
 - e. Indicate that "this information is not being obtained for the purpose of taking action against Fairfax County or any of its employees."
 - i. If that is not the situation, you must contact the Fairfax County Attorney's Office by phone at 703-324-2421 to request approval.
5. Once your request has been approved, you are provided with the phone numbers of the appropriate battalion chief(s) or other supervisor.
6. Interviews shall be conducted:
- a. In person
 - b. At the employee's work location.
 - c. During the employee's scheduled work hours (at a time convenient to all parties).
 - d. Employee's battalion chief or supervisor must be present.
 - e. The interview shall encompass only what the employee observed and *not* actions that were taken by our employees.
 - f. If at any time the supervisor or an employee feels the interview question(s) are inappropriate, the question(s) are not answered and the interview is terminated.
 - g. Written statements will not be provided or signed during or after the interview.