

**AUDIO RECORDED STATEMENT INSTRUCTIONS/GUIDELINES (Department Member)**

BUREAU OF INTERNAL AFFAIRS  
CHICAGO POLICE DEPARTMENT

DATE

01 February 2024

NAME OF INTERVIEWEE		EMPLOYEE NUMBER	LOG NUMBER
Police Officer Matthew Bracken		[REDACTED]	2023-0004935
LOCATION OF STATEMENT		DATE	TIME
3510 S. Michigan ave, Chicago IL, BIA		01 February 2024	1011

You are being advised of the guidelines for an Audio Recorded Statement:

**INITIALS**

[REDACTED]

- You are being advised that this statement will be audio recorded using an audio recorder.
- This audio recorder is the only recording device allowed in this interview. You must turn off any electronic equipment in your possession prior to the commencement of the interview.
- During this interview, your answers must be spoken clearly and you may not answer a question with a gesture.
- In order to maintain a clear record of the interview, only one person should speak at a time so that overlapping conversations are not captured by the audio recorder.
- Please wait to respond to the question until the investigator has finished asking the question. The Investigator will wait to speak until you have answered the question.
- If you do not understand a question, please say so. If you answer a question that has been asked, the Investigator will presume you understood the question.
- The Investigator cannot replay any portion of your statement during the interview process. However, the Investigator will repeat a question to the best of his/her ability.
- During the course of this statement, you are allowed to take notes to track your responses to the question you will be asked.
- If at any point during this statement you wish to speak to your attorney, take a break (e.g. bathroom, water etc.), you must clearly state that you wish to do so. I will accommodate your request by stating the time and then pausing the recording.
- If the interview is paused or stopped for any reason, the Investigator will state the time the interview was paused or stopped. Upon resuming the interview, the Investigator will state the time the interview was resumed.
- A copy of the Audio Recorded Statement will be provided to you within 72 hours of the time the statement concludes.
- A receipt of Formal Statement form will record the date and time the copy was provided to you. You will acknowledge receipt by affixing your signature to the form. You will then have 72 hours from the time you receive your copy of the Audio Recorded Statement to provide notice to the investigation that you wish to clarify or add to your statement. If you wish to do either, you may contact the Investigator via the e-mail address which will be provided to you on the Receipt of Formal Statement form.

If necessary, you may be asked to return at a later date and time to give another statement as a follow-up or for clarification purposes if it is determined that further investigation is warranted.

**TO BE COMPLETED BY INTERVIEWEE**

I have read and understand the terms of this document.

MATTHEWS BRACKEN

(PRINT NAME OF INTERVIEWEE)

[REDACTED]

01 FEB 24

(DATE)

Sgt Santiago #1402

(PRINT NAME OF WITNESS)

[REDACTED]

(SIGNATURE OF WITNESS)

01 Feb 24

(DATE)