

INVESTIGATIONS OVERVIEW

Investigations

1. Case Intake and Initial Evaluation
 - Method of Intake
2. Determining Who Will Conduct the Investigation and the Type of Investigation Required
 - Delegate/Referrals
 - Preliminary assessment
 - Assigning the matter to a case manager for further investigation and notification
 - Investigative plan
 - Interim measures
 - Collection of data and evidence
 - Conducting interviews
 - Electronic resources
3. Reporting and Follow Up
 - Investigative report
 - Closeout process (Drafts/Final Distribution/Critical Discussions/Documentation)
4. Monitoring of Recommendation

Benefits of Structured Partnerships

Investigations

Items to consider during policy discussions

- Does the conduct in question equal a policy violation?
- Are the policies created with EE's in mind? If so, which EE's?
- Are the policies flexible?
- What trends have investigators seen and how can it impact policy?
- Are investigators included in making policy?

Partnerships

Input and guidelines from policy owner vs subject area expert vs investigator