

CONDUCTING EFFECTIVE INTERNAL INVESTIGATIONS

June 22 – June 25, 2008

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Chief Campus Counsel
University of California, Santa Cruz

EFFECTIVE INTERVIEW TECHNIQUES; PROPER DOCUMENTATION; ISSUES OF CONFIDENTIALITY

I. EFFECTIVE INTERVIEW TECHNIQUES

A. Start with a well-developed “plan of action”

1. First Step: Gather all available information and review, including: all relevant university/college policies and procedures, any documentation regarding the incident(s) in question; any other background materials – e.g., organizational structure of the department, departmental announcements or plans, etc.
2. Prepare an outline which identifies the issues to be addressed and your plan going forward
3. Order of Interviews:
 - a. Start with the *complainant*. Develop a clear understanding of the allegations; get as much detail from the complainant as possible; listen impartially without committing yourself.
 - b. If possible, interview who you believe are your key witnesses prior to interviewing the accused. This will help you develop a solid set of questions in preparation for your meeting with the accused.
 - c. Interview the accused.
 - d. Interview other witnesses identified during the course of the investigation. Be sure to ask the complainant and the accused: Is there anyone that you recommend that I speak with?
 - e. At the end of every interview, try to ask: Is there anything else I should know?

Internal Investigation Desk Manual

Thomas Griffiths



Internal Investigation Desk Manual:

Decoding **Internal Investigation Desk Manual**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Internal Investigation Desk Manual**," a mesmerizing literary creation penned with a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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