

CONDUCTING EFFECTIVE INTERNAL INVESTIGATIONS

June 22 – June 25, 2008

Carole R. Rossi, Esq.
Chief Campus Counsel
University of California, Santa Cruz

EFFECTIVE INTERVIEW TECHNIQUES; PROPER DOCUMENTATION; ISSUES OF CONFIDENTIALITY

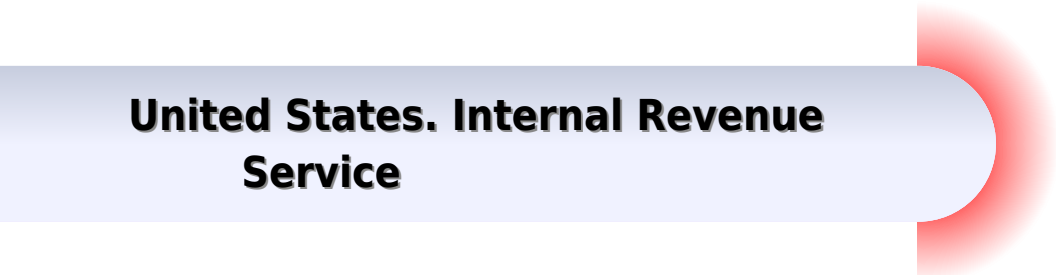
I. EFFECTIVE INTERVIEW TECHNIQUES

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

**United States. Internal Revenue
Service**



Internal Investigation Desk Manual:

Internal Investigations K. H. Spencer Pickett, 2009-01-22 The book provides a simple but effective method for carrying out reliable and defensible internal investigations This easy to use guide offers anyone asked to conduct such an investigation a working set of standards set out in a BASIC approach that follows five main steps Beginning the Investigation Assessing the Issues Substantiating the Claims Investigating the Implications and Communicating the results Using the BASIC approach all senior employees and associates will be able to develop an important new skills set that will help them conduct a credible internal investigation as and when required Corporate Internal Investigations Dan K. Webb, Robert W. Tarun, Steven F.

Molo, 2024-12-28 A legal treatise that will help you act quickly to address allegations of corporate misconduct and avoid indictment and civil exposure **Corporate Internal Investigations** Stephan Spehl, Thomas Gruetzner, 2013-07-30

Corporate Internal Investigations have become more and more important for businesses as a means to minimise business liability risks These liability risks often result from a managerial failure to observe a particular regulatory code For international businesses the obligation upon management to supervise compliance does not stop at national borders and the introduction of whistle blowing systems within businesses is only a small step in terms of minimising the risks The greater challenge for businesses is to examine and analyse the findings of internal investigations and this often calls for an internal investigation to be conducted internationally Recent cases of law enforcement by national or international authorities against companies and individuals have highlighted the legal pitfalls and boundaries of Corporate Internal Investigations The authors of this work offer an overview of the recurring legal questions regarding internal investigations in 13 different jurisdictions Austria Brazil China France Germany Great Britain Indonesia Italy Mexico Russia Spain Switzerland and USA The book is especially concerned with the requirements for the initiation of internal investigations and the legal boundaries of different investigative measures In addition questions concerning data protection employment laws the conduct of interviews with employees and penalties for inappropriate employee conduct are described Computer Security Handbook Seymour

Bosworth, M. E. Kabay, 2002-10-02 Computer Security Handbook Jetzt erscheint der Klassiker in der 4 aktualisierten Auflage Es ist das umfassendste Buch zum Thema Computersicherheit das derzeit auf dem Markt ist In 23 Kapiteln und 29 Anhangen werden alle Aspekte der Computersicherheit ausführlich behandelt Die einzelnen Kapitel wurden jeweils von renommierten Experten der Branche verfasst bersichtlich aufgebaut verst ndlich und anschaulich geschrieben Das Computer Security Handbook wird in Fachkreisen bereits als DAS Nachschlagewerk zu Sicherheitsfragen gehandelt **Fraud and Corruption**

in Public Services Peter Tickner, 2016-03-09 Fraud corruption and bribery in and around public services have become an increasing concern in recent years The reported level of fraud and corruption affecting the public sector has remained unacceptably high despite numerous national and international initiatives intended to tackle these crimes and their consequences Fraud and Corruption in Public Services is a definitive practical guide to the diverse risks that arise in central

and local government There is guidance on civil and criminal law around fraud bribery and corruption as well as the national and international governmental measures and initiatives for countering this form of criminality Most importantly of all the book offers advice practical examples and strategies for preventing and combating fraud bribery and corruption The text is readable well informed and intensely practical illustrated throughout with real life examples from the author s 40 year career

The Internal Auditing Handbook K. H. Spencer Pickett,2010-05-17 The first edition of The Internal Auditing Handbook received wide acclaim from readers and became established as one of the definitive publications on internal auditing The second edition was released soon after to reflect the rapid progress of the internal audit profession There have been a number of significant changes in the practice of internal auditing since publication of the second edition and this revised third edition reflects those changes The third edition of The Internal Auditing Handbook retains all the detailed material that formed the basis of the second edition and has been updated to reflect the Institute of Internal Auditor s IIA International Standards for the Professional Practice of Internal Auditing Each chapter has a section on new developments to reflect changes that have occurred over the last few years The key role of auditors in reviewing corporate governance and risk management is discussed in conjunction with the elevation of the status of the chief audit executive and heightened expectations from boards and audit committees Another new feature is a series of multi choice questions that have been developed and included at the end of each chapter This edition of The Internal Auditing Handbook will prove to be an indispensable reference for both new and experienced auditors as well as business managers members of audit committees control and compliance teams and all those who may have an interest in promoting corporate governance

Internal Revenue Manual Index United States. Internal Revenue Service,2008-12 **Cybersecurity Operations Handbook** John Rittinghouse PhD CISM,William M. Hancock PhD CISSP CISM,2003-10-02 Cybersecurity Operations Handbook is the first book for daily operations teams who install operate and maintain a range of security technologies to protect corporate infrastructure Written by experts in security operations this book provides extensive guidance on almost all aspects of daily operational security asset protection integrity management availability methodology incident response and other issues that operational teams need to know to properly run security products and services in a live environment Provides a master document on Mandatory FCC Best Practices and complete coverage of all critical operational procedures for meeting Homeland Security requirements First book written for daily operations teams Guidance on almost all aspects of daily operational security asset protection integrity management Critical information for compliance with Homeland Security

Federal Trade Commission Operating Manual United States. Federal Trade Commission,1976 *Operating Manual* United States. Federal Trade Commission,1976

Internal Investigation Desk Manual Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has be more evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Internal Investigation Desk Manual**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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