Office of Internal Investigations Full Investigative Process

Concern received by assigned Investigator

Conduct intake meeting with Complainant if identified

Courtesy notification to unit/departmen leadership

Investigative Plan Created

Conduct full review; Including but not limited to interviewing witnesses and reviewing relevant documentation

Report is drafted and reviewed

Closeout meetings to necessary parties and inform management/leadership

Collection of feedback and potential report revisions

Finalize investigative report and issue to relevant parties and leadership

Recommendation follow up within 30 days