



Misconduct Investigation Process: Choosing an Investigator

Choosing an appropriate investigator is key to the [misconduct investigation process](#). Keep in mind that whoever is chosen may later have to testify on the details of the investigation.

Key Considerations in Choosing an Investigator

- ☐ The investigator should hold no bias or grudge against the individual(s) being investigated.
- ☐ There should be no conflict of interest or close personal relationship (family member, friend outside of work) between the investigator and participants in the investigation.
- ☐ The investigator should understand the purpose and issues involved in the investigation as well as departmental policies and work rules.
- ☐ The investigator should have the interpersonal communication skills to develop a rapport, ask tough questions, press for admissions, and seek to understand the perspectives of all interviewees.
- ☐ The investigator should have the ability to take thorough and accurate notes that may be used as evidence.
- ☐ The investigator should not have a history of discipline related to the incident they are investigating.
- ☐ The investigator should have the ability to testify clearly and be received as knowledgeable, impartial, thorough, and honest.

Investigator Teams

In some critical investigations, it is important to assign a team of individuals to investigate in order to ensure the investigative process is beyond reproach.

If the investigator(s) need to come from external agencies because of a conflict of interest, you should contact Human Resources to assist in investigator selection.