Investigation Flowchart

First Considerations

Is there an immediate safety/ health concern or emergency?

Contact Public Safety

Are allegations clearly stated?

Consult appropriate office (HR, Public Safety, etc.)

If not, conduct intake interview with Reporting Person and/or confirm reported concerns in writing

Is there relevant background information available?

Reported Concerns Received

Step 1 Intake/Assessment

What is the nature of the allegations?

Step 2 Make a threshold determination regarding case path

Would the allegations, if true, violate university policy?

No

Dismiss

Yes, but not within OCE’s scope

Refer to the appropriate investigative office

E.g., Public Safety, ISO, Human Resources, Provost/ Research, IACA

Yes AND within OCE’s scope

Step 3 Investigation

Step 4 Investigator notifies parties, conducts investigative interviews, collects and reviews evidence

Step 5 Investigator creates an Investigation Report and provides to Human Resources for next steps

Step 6 Investigator notifies parties that investigation is complete

OCE CLOSES INVESTIGATION

HR DETERMINES POLICY VIOLATIONS AND RECOMMENDS SANCTIONS

January 6, 2022