

HINTS AND TIPS FOR INVESTIGATING OFFICERS

BEFORE YOU START AN INVESTIGATION

Review the relevant policy, procedures and guidance documents

Are you clear on the Brief and that you can discharge it effectively, use proforma provided

Have you reviewed any fact-finding undertaken.

Are familiar with the location of all template documents

Check the availability of all those you might need to interview

Secure the assistance of a scribe

Create an Investigation Plan

Identify the types of physical evidence that will assist the investigation e.g. emails, documents, data

Check with the Nominated officer if there are any other procedures or external investigations about the matter

Be open minded as to the Investigation process and remain objective

How do I prepare?



What should I do first?