

# Investigations Decision Chart

Information/Complaint Received Requiring an Investigation

Identify Appropriate Entity to Initiate Investigation

**Human Resources**

- Labor Relations
- Workplace Sexual Harassment per policy 20.6.1
- Collective Bargaining Agreement Grievances
- Employment Issues
- Discrimination
- Hostile Work Environment

**Function Unit Manager**

- Employee Conflict
- Employee Performance Issues
- Employee Misconduct (Non- Criminal)
- All Operational Issues
- Initial PREA Complaints

**State Police**

- Felony Assaults
- Deadly Use of Force
- Inmate Deaths
- Bomb Threats/ Suspicious Packages
- Sexual Assaults
- Official Misconduct
- Custodial Sexual Misconduct

**Office of Inspector General**

- Employee Misconduct (Criminal)
- Intro of Contraband, cases of Weapons, Controlled Substances, or Cell Phones
- Fugitive Apprehension
- Assist outside law enforcement agencies with investigations

**Internal Audit**

- Purchase Schemes
- Sales Schemes
- Invoice Kickbacks
- Payroll Schemes
- Assets/Revenue (Irregularity)
- Misuse of Inventory/Assets
- Internal Control

Investigation

Refer to Functional Manager and/or Take Appropriate Action

Investigation

Consult

Take Appropriate Action in Consultation with Human Resources

Investigation

Refer to Functional Unit Manager

Audit

Consult other investigative entities and/or Executive Staff as necessary

Report Findings