Internal Investigations Training and Policy

POLICY

The University requires training of investigators and the documentation of investigation procedures. Each University investigative unit is to develop and maintain internal investigative procedures. These procedures should, at a minimum, include:

- Investigating unit's scope of authority;
- Processes for complaint analysis;
- Protocols for referrals due to issues outside the scope of authority or shared authority, or due to conflicts of interest (including executive-level (dean or above) approval of the referrals);
- Standards of documentation and reporting; and
- Practices to maintain security of data and information obtained through the investigation.

Each investigative unit is to ensure that at least one supervisory level employee is trained through the Washington State Department of Enterprise Services Investigator Training Program or other comparable training program. Units are required to retain certification of successful completion of the training. See Training-->Instructor-Led Training on the Department of Enterprise Services website for further information and to schedule investigator training:

des.wa.gov

The scope of investigation activities for some units may require additional, specific training and certification. Each investigative unit is responsible to ensure appropriate and required trainings are acquired.

Investigations are not to be conducted without involvement and approval from the University department having jurisdiction in the identified area of investigation. See Investigation Units for a list of University units with jurisdiction for specific types of investigations.

APPLICABILITY

This policy applies to investigations conducted by University departments whose duties include interviewing witnesses, obtaining documents, or otherwise gathering information that may be used in enforcement or disciplinary actions or proceedings where there is potential for substantial civil or criminal remedies or penalties to be imposed.

This policy applies to University offices responsible for investigating accidents, in accordance with SPPM 2.26.

This policy does not apply to commissioned law enforcement officers, employees who conduct checklist inspections or review application materials for eligibility purposes, and employees whose investigative duties involve simply obtaining documents.
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INVESTIGATION UNITS

The following areas have investigative functions and are responsible for complying with this policy. Other unlisted units meeting the requirements indicated under Applicability are also responsible for policy compliance. Links to related procedures are provided when available.

**Center for Community Standards**
Student Misconduct
apps.leg.wa.gov/WAC/default.aspx?cite=504-26

**Office for Civil Rights Compliance and Investigation**
Discrimination and Sexual Harassment

Other related civil rights compliance requirements, including:

- **Title IX Compliance**

- **Americans with Disabilities Act (ADA)/Section 504 (Rehabilitation Act of 1973) Compliance**
crci.wsu.edu/ada-compliance/

- **Clery Act (34 CFR 669.46) Compliance**
crci.wsu.edu/csa/

- **Affirmative Action/EEO Compliance**

- **Washington Law Against Discrimination (WLAD) (RCW 49.60) Compliance**
  app.leg.wa.gov/RCW/default.aspx?cite=49.60

**Environmental Health and Safety**

- **Accident Investigation**
  policies.wsu.edu/prf/index/manuals/2-00-contents/2-26-investigating-accidents/

**Human Resource Services**

- **Faculty Misconduct**

- **Staff Misconduct**
  policies.wsu.edu/prf/index/manuals/60-00-personnel/60-50-corrective-disciplinary-action/
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Human Resource Services (cont.)
Workplace Violence
   policies.wsu.edu/prf/index/manuals/50-00-contents/50-30-workplace-violence/
Workplace Bullying
   policies.wsu.edu/prf/50-00-contents/50-31-workplace-bullying-prevention-reporting/

Information Technology Services - Security Unit
Information System/Technology Investigations

Internal Auditor
Irregularity Investigations
   policies.wsu.edu/prf/index/manuals/30-00-contents/30-12-internal-audits/
Whistleblower Investigations
   policies.wsu.edu/prf/10-00-contents/10-20-improper-governmental-actions-whistleblower-act/
Ethics Investigations
   policies.wsu.edu/prf/10-00-contents/10-22-possible-ethics-violations/

Office of the Provost
Faculty Misconduct in Research

Risk Management Services
Accident Investigations
   policies.wsu.edu/prf/index/manuals/2-00-contents/2-26-investigating-accidents/

Office of the Vice President for Research
Research Misconduct
   policies.wsu.edu/prf/executive-policy-manual-contents/ep33-responding-allegations-research-misconduct/
Research Noncompliance
   ora.wsu.edu/