

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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EXECUTIVE POLICY MANUAL
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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

Compliance and Civil Rights

Discrimination and Harassment

policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep15-discrimination-sexual-harassment-and-sexual-misconduct/

Other related civil rights compliance requirements, including:

Title IX Compliance

govinfo.gov/content/pkg/CFR-2011-title34-vol1/xml/CFR-2011-title34-vol1-part106.xml

Americans with Disabilities Act (ADA)/Section 504 (*Rehabilitation Act of 1973*) Compliance

uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title29-section794&num=0&edition=prelim
ccr.wsu.edu/ada-compliance/

Clery Act (34 *CFR* 669.46) Compliance

govinfo.gov/content/pkg/CFR-2011-title34-vol3/xml/CFR-2011-title34-vol3-sec668-46.xml
ccr.wsu.edu/csa/

Affirmative Action/EEO Compliance

policies.wsu.edu/prf/executive-policy-manual-contents/ep12-equal-employment-opportunity-affirmative-action-policy/

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

facsen.wsu.edu/?s=faculty+manual

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

facsen.wsu.edu/?s=faculty+manual

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

Misconduct in Research

facsen.wsu.edu/?s=faculty+manual

policies.wsu.edu/prf/executive-policy-manual-contents/ep33-responding-allegations-research-misconduct/

Research Noncompliance

ora.wsu.edu/