

**WASHINGTON STATE UNIVERSITY  
EXECUTIVE POLICY MANUAL**

Executive Policy #26  
Approved July 18, 2006

## **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 internal investigative procedures for review and approval by the University Office of Risk Management.

Each investigative unit is to ensure that at least one supervisory level employee is trained and certified through the Office of the State Human Resources Director Investigator Training Program or other comparable training program. Contact Human Resource Services or refer to the State Human Resources training website for information regarding investigative training:

[www.hr.wa.gov/](http://www.hr.wa.gov/)

Investigations are not to be conducted without approval from the University department having jurisdiction in the identified area of investigation. See Investigation Units below for a list of University units responsible for conducting 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 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.

### **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.

#### **Office of Civil Rights Compliance and Investigation**

Discrimination and Sexual Harassment

[policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep15-discrimination-sexual-harassment-sexual-misconduct/](http://policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep15-discrimination-sexual-harassment-sexual-misconduct/)

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### **Environmental Health and Safety**

Accident Investigation

[policies.wsu.edu/prf/index/manuals/2-00-contents/2-26-investigating-accidents/](http://policies.wsu.edu/prf/index/manuals/2-00-contents/2-26-investigating-accidents/)

### **Human Resource Services**

Faculty Misconduct

[facsen.wsu.edu/documents/2018/08/faculty-manual.pdf/](http://facsen.wsu.edu/documents/2018/08/faculty-manual.pdf/)

Staff Misconduct

Workplace Violence

[policies.wsu.edu/prf/index/manuals/50-00-contents/50-30-workplace-violence/](http://policies.wsu.edu/prf/index/manuals/50-00-contents/50-30-workplace-violence/)

### **Information Technology Services - Security Unit**

Computer Investigations

### **Internal Auditor**

Irregularity Investigations

[policies.wsu.edu/prf/index/manuals/30-00-contents/30-12-internal-audits/](http://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/](http://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/](http://policies.wsu.edu/prf/10-00-contents/10-22-possible-ethics-violations/)

### **Student Conduct**

Student Misconduct

[apps.leg.wa.gov/WAC/default.aspx?cite=504-26](http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26)

### **Vice President for Research**

Misconduct in Research

[facsen.wsu.edu/documents/2018/08/faculty-manual.pdf/](http://facsen.wsu.edu/documents/2018/08/faculty-manual.pdf/)

[research.wsu.edu/office-research/policies/ethics/](http://research.wsu.edu/office-research/policies/ethics/)