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| State of Wisconsin  Department of Administration  Division of Personnel Management  DOA-15807-C (R9/2020)  § 230.34 & § 111.80, Wis. Stats. | | |  | | | CASE NUMBER (If applicable):  **[Case Number]** | | |
| **EMPLOYEE INVESTIGATION REPORTS**  **INVESTIGATORY INTERVIEW** | | | | | | | | |
| **INVESTIGATOR INSTRUCTIONS:** | | Document the content of an investigatory meeting with an individual interviewed as part of an employee investigation. | | | | | | |
| SUBJECT OF INVESTIGATION (Last Name, First Name, M.I.) | | | | | | | INCIDENT DATE | |
| NAME OF INTERVIEWEE (Last Name, First Name, M.I) | | | | JOB CLASSIFICATION | INTERVIEWEE STATUS  Subject  Witness | | INTERVIEW DATE | TIME |
| REPRESENTATIVE PRESENT (Last Name, First Name) | | | | INVESTIGATORS NAMES (Last Name, First Name) | | | | |
| REVIEW EACH OF THE FOLLOWING STEPS AS INDICATED WITH THE EMPLOYEE AND CHECK EACH BOX UPON COMPLETION | | | | | | | | |
|  | | FOR WITNESS INTERVIEWS: BEGIN THE MEETING BY REVIEWING THE FOLLOWING:   * Inform the employee the purpose of the meeting is to investigate allegations of misconduct in the workplace * State they are required by work rule 1 to answer fully and completely the questions put to them, to the best of their ability; and if they refuse to answer they may be disciplined for that refusal. * Ask if they have any questions before beginning. | | | | | | | |
|  | | FOR SUBJECT INTERVIEWS: BEGIN THE MEETING BY REVIEWING THE FOLLOWING WITH THE EMPLOYEE:   * Inform the employee the purpose of the meeting is to investigate. * State no decision will be made until all the facts of the investigation are considered. * State the employee is required by work rule 1 to answer fully and completely the questions put to them, to the best of their ability; and if they refuse to answer they may be disciplined for that refusal in addition to any other discipline, which may be imposed for other conduct. * As appropriate, state either:   + These proceeding will be recorded. You are entitled to receive a copy of the recording made during the meeting. OR   + These proceedings are not to be recorded. If it is found you have recorded this meeting, you will be in violation of work rule 11, which prohibits unauthorized recording. * (FOR SUBJECT WITHOUT A REP) Remind the subject the investigatory meeting notice included the right to have a representative; since one is not present, you assume they would like to proceed without one and note it in the REPRESENTATIVE PRESENT box above. * Ask if they have any questions about these guidelines before beginning. | | | | | | | |
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|  | | For potential criminal investigations – read and complete form DOA-15807-G – Investigations Involving Criminal Matters (Garrity / Oddsen Warning) | | | | | | | |
| **CONTENT OF INTERVIEW –** *Interviews and notes are conducted in Question and Answer format.* | | | | | | | | |
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| CLOSE THE MEETING BY REVIEWING THE FOLLOWING WITH THE EMPLOYEE:  FOR WITNESS INTERVIEW: END THE MEETING BY REVIEWING THE FOLLOWING:   * Thank them for answering questions * Request the employee keep the information discussed confidential. This is a request only and not a directive.   FOR SUBJECT INTERVIEW: END THE MEETING BY REVIEWING THE FOLLOWING:   * State we are concluding the meeting; retaliation against witnesses because they participated, or you believe they participated, in this investigation is prohibited and subject to discipline. * Inform the employee the State of Wisconsin provides an Employee Assistance Program. Provide the vendor web address, phone number, or provide a brochure. * state the employee will be notified of the next steps in the process after the information is reviewed * Request the employee keep the information discussed confidential. This is a request only and not a directive. | | | | | | | | |

