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| State of WisconsinDepartment of Administration Division of Personnel ManagementDOA-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.
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| [ ]  | 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.
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