



## Human Resources Investigations Unit (HRIU) Process Overview



### Make a report

A report can be made online or by phone to HRIU. HRIU can learn of a situation via employee, Union Representative, Supervisor, Manager, or HR Representative.



### Intake meeting

HRIU assigns an investigator who schedules a private intake meeting to learn more about the employee's allegation.

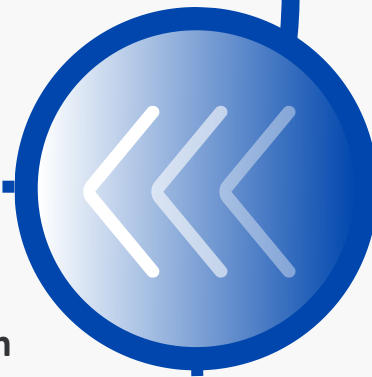


### Gather and review case information

HRIU collects relevant case information (emails, records, documents, etc.) and schedules follow-up to clarify information as needed.



**YES**  
investigation



### Next steps determination

HRIU communicates if allegations are within scope and if they will proceed with an investigation, notifies employee of next steps.

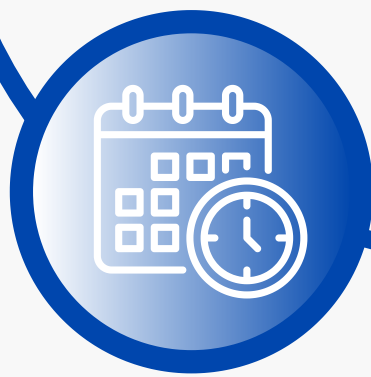


**NO**  
investigation



### Explore alternative options

HRIU may recommend engaging with Office of Employee Ombud (OEO), for the department HR to follow up, or some other alternative dispute resolution.



### Interview witnesses

HRIU interviews witnesses.



### Interview subject of investigation

HRIU interviews subject of the investigation. Information in this meeting may lead to follow-up with others.



### Relay findings

HRIU notifies reporter and subject of their findings and offers individual meetings to debrief the results.



### Investigation complete

The investigation outcome will vary depending on findings.



### Final review and report

HRIU will conduct a final review of all case information and write an investigation report.

Anytime during some investigations, either side may request to resolve the matter through the [Office of Employee Ombud \(OEO\)](#). The investigator may check in with either party to recommend this option as well, if applicable.

To learn more about HRIU, click this [link](#).