

INVESTIGATIONS

DEPARTMENT

1. Coordinate the upcoming investigation in your office/facility
2. Notify involved field staff if coordination is necessary in their office/facility
 - a. Secure a private room, away from applicant and/or impacted individuals
 - b. Identify and inform witnesses
 - c. Communicate the importance of cooperation and confidentiality
 - d. Obtain proper security clearances per established departmental guidelines (if necessary)
 - e. Provide escort to guide investigator through office/facility

STATE FUND

1. Adjuster notify the RTWC when investigation is assigned to vendor
 - a. Adjuster add RTWC as point contact for vendor
 - b. Don't wait for vendor to contact the department
2. Vendor will also notify RTWC
3. These practices do not apply to sub-rosa
4. Ensure investigator is briefed in advance of any facility restrictions or access issues