



HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Basic Policies and Appointment

Subject: Cooperation in Internal Investigation

Applies To: Campus Employees

Sources:

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Purpose

To ensure that the employees of the University System of Georgia are informed of their responsibility to participate in investigative activities.

Policy

An employee of the University System of Georgia shall cooperate to the fullest extent possible in any internal investigation conducted by the Board of Regents or any institution thereof when directed to do so by persons who have been given investigative authority by the President of the institution.

Procedure

- a) An employee of the University System of Georgia shall cooperate to the fullest extent possible in any internal investigation conducted by his or her employment unit when directed to do so by persons who have been given the investigative authority by the President of the institution. Failure to cooperate fully shall be grounds for adverse personnel action, including possible termination of employment.
- b) In conducting an Internal Investigation, the investigator will notify only the appropriate administrators or individuals with a need to know. In addition to acting in the best interest of the institution, the investigator must assure that the investigation provides for due process.
- c) Once a complaint or allegation is received, the investigator should notify the accused as soon as practical. The time frame of the notification will vary depending on the necessity to gather

and/or clarify facts prior to the accused being approached. Additionally, the notification could be delayed in order to protect everyone involved, evidence, etc.

- d) The accused should be given an opportunity to present his/her position relating to the allegation(s). At times, it may be necessary for this to occur in more than one sitting.
- e) The investigator should gather as many facts and other forms of evidence as will allow the investigator to make a reasonable conclusion regarding the allegation(s).
- f) Employees must cooperate fully with any internal investigation. This cooperation may include taking a polygraph test. Failure to comply will result in disciplinary action including termination.