## PROCEDURE FOR INVESTIGATIONS

M.O decides formal investigation should take place I.O is appointed by M.O I.O will submit investigation plan to M.O for approval and then contact C and M to arrange an interview with them as soon as reasonably practicable. Should C not wish to Interview records will be sent to C and M for approval within attend for interview. 7 days of interview. C and M will have 14 days to respond, guidance will be sought otherwise record will be taken as agreed. from M.O. Any witnesses will also be interviewed Once all interviews have been conducted and notes of all interviews approved, I.O will produce a draft report for C and M within 1 month of receipt of last approved interview record. C and M will be afforded 14 days to comment on the draft report. I.O will then produce final report for M.O

KEY

I.O – Investigating Officer

M.O - Monitoring Officer

C - Complainant

M - Member

Days = working days