

**Administrative Investigations or Inquiries by Supervisors, Managers and Local
Employee Relations Staff**

Description: This class principally concerns investigations of misconduct – to often include claims of sexual harassment – by supervisors, managers and local Employee Relations staff. The emphasis is on group discussions, and role play, based on actual federal sector scenarios and practical guidance. The subject matter includes federal sector and agency circumstances under which the agency will conduct a fact-finding, authority to conduct a fact-finding inquiry, constraints on authority to conduct a fact-finding (e.g., representation issues, matters that could result in potential criminal charges, Privacy Act), preparation for the fact-finding, the fact-finding inquiry itself, to include taking statements, collecting documents and interviewing witnesses, analyzing the information, writing any report, making recommendations, and taking prompt and appropriate action, if warranted.

Length: 2 or 3 days.

Administrative Investigations

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