



10 Things to Do If You Are Under Investigation

Provided by Diana J. Veilleux of Shaw, Bransford, Veilleux and Roth, PC.

Number 1: Tell the Truth.

Number 2: Take your time answering questions.

Number 3: Remember you are making a record.

Number 4: Don't tease the bear: be polite.

Number 5: Never answer a question you don't understand.

Number 6: If you don't remember, say so.

Number 7: Never Guess.

Number 8: Do not volunteer information.

Number 9: Ask to see copies of any documents and/or prior statements pertinent to your involvement in the investigation.

Number 10: Don't be afraid to use your counsel.

Responsibilities in Administrative Investigations

Answer questions.

Tell the truth.

Rights in Administrative Investigations

None.

But, you can ask to have representation and can ask for information about what is being investigated beforehand.

Members of the NCSSMA are entitled to two free half hours of consultation with SBVR on federal employment issues. Visit <http://www.shawbransford.com/consultations.php> for more information.

