

**Jim Doyle**  
Governor

**Matthew J. Frank**  
Secretary



**State of Wisconsin  
Department of Corrections**

Mailing Address

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**INVESTIGATORY INTERVIEW REPORT**

DATE:

TO: \_\_\_\_\_, Regional Chief

FROM: \_\_\_\_\_, Field Supervisor

SUBJ: \_\_\_\_\_ Investigatory Interview

On \_\_\_\_\_ an investigatory interview was held on the above employee at STREET ADDRESS in CITY.

**Present:**

\_\_\_\_\_, Investigator  
\_\_\_\_\_, Note Taker  
\_\_\_\_\_, Employee  
\_\_\_\_\_, AFSCME Union Representative

The Oddsens warning was not necessary.

**Summary of Misconduct:**

1) Alleged that the employee did.....

**Work Rules Violated:**

It is alleged that \_\_\_\_\_ has violated the following Department of Corrections Work Rules:

List Rules Violated

**Investigatory Interview:**

Put in questions and responses

**Interview With Other Employees/Witnesses:**

If employee/witnesses are interviewed put responses here

**Conclusion:**

It is my opinion that \_\_\_\_\_ has violated the Department of Corrections Work Rules #  
.....

It is my opinion according to the information obtained in this investigation this should proceed to  
pre-disc.



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**PRE-DISCIPLINARY REPORT**

DATE:

TO: REGIONAL CHIEF

FROM: INVESTIGATOR

SUBJ: EMPLOYEE NAME

On DATE a Pre-Disciplinary Hearing was held with the above employee at STREET ADDRESS in CITY, scheduled for TIME.

**Present:**

- \_\_\_\_\_, Investigator
- \_\_\_\_\_, Program Support Supervisor (Note-taker)
- \_\_\_\_\_, Employee
- \_\_\_\_\_, Union Representative

The Oddsden Warning was not necessary.

**Summary of Misconduct:**

REVIEW THE FINDINGS FROM THE INVESTIGATORY MEETING WITH THE EMPLOYEE.

IF YOU HAVE FOLLOW-UP QUESTIONS, INCLUDE THE QUESTIONS AS WELL AS THE ANSWERS IN THIS SECTION.

ASK IF THERE IS ANY MITIGATION TO OFFER.

**Work Rules Violated:**

REFER TO INVESTIGATORY INTERVIEW (IF YOU HAVE ADDED OR DELETED ANY WORK RULES PLEASE LIST THOSE ALONG WITH ANY OTHERS CITED IN THE INVESTIGATION.)

**Mitigation Offered:**

INCLUDE ANY MITIGATION OFFERED BY THE EMPLOYEE OR UNION REP.

**Conclusion:**

It is my opinion that \_\_\_\_\_ has violated the Department of Corrections Work Rules # .....

**Just and Proper Cause:**

**Notice:** \_\_\_\_\_ signed an acknowledgement of the DOC Work Rules on DATE. In that acknowledgement HE/SHE attests that HE/SHE has received and read a copy of the DOC Work Rules and understands that a violation is sufficient grounds for disciplinary action.

**Reasonable Rule or Order:** It is reasonable to expect Employee to perform duties as outlined by the verbal and written directives given by her supervisor. It is also reasonable to expect Employee to perform duties as outlined in her PPD and written job duties. Finally, it is reasonable to expect Employee to perform duties as assigned by her supervisor. At no time did Employee advise her supervisor of any problems or difficulties in completing the assigned duties. This employee is an experienced Program Assistant who has performed these duties correctly in the past.

**Investigation:** An investigation was conducted that relied on information provided by the employee and her supervisors. A Union Representative was with her at both meetings.

**Fair Investigation:** The investigation was conducted in a fair and objective manner. I completed both the investigation and pre-disciplinary reports. I interviewed all parties and received all documents relating to this investigation.

**Proof:** There is substantial proof that \_\_\_\_\_ violated her work rules. This is supported by statements from all parties and a review of the documentary evidence.

**Equal Treatment:** \_\_\_\_\_ are expected to follow the directives of their supervisors, and follow the policies and procedures of the Division of Community Corrections. \_\_\_\_\_ have been disciplined when they fail to do so. The employer has applied its rules, orders and penalties evenly and fairly without discrimination to all employees.

Cc: