**When to Bring in An Outside Investigator**

*The chart below can help your organization determine if an outside investigator is needed. Read each box in the “Look at the matter” column (Column 1), and match it with the description that you feel most closely describes the scenario in your organization (in Columns 2-4), keeping track of the total points as you go. The scale below the chart provides recommendations based on your points total.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Look at the matter** | **(1 point)** | **(2 points)** | **(3 points)** |
| The matter to be  investigated is | Simple, involving  two parties and  one or two  incidents | Moderate in  complexity,  involving more  than two parties or  multiple incidents | High in complexity,  involving multiple parties  and multiple incidents, or allegations of hostile  environment |
| The person(s)  accused of  misconduct  is/are | Non  managerial and at  the same rank as  the complainant |  Middle  management and higher in rank than the complainant | Senior managers or  executives |
| The complaints  involve | Inappropriate  language, jokes, or simple misconduct | A combination of  inappropriate  language and  multiple acts of  misconduct | Extreme racial, sexual, or  threatening/harassing  behavior |
| The person(s) to do  the investigating Is/are |   Experienced and  confident | Somewhat experienced, but  uncertain about the best way to  proceed | Inexperienced OR is in a reporting relationship to a party in the  investigation |
| TOTAL SCORE:Tally your points in all three columns.  |  |  |  |

1-4 points: Almost certainly manageable internally

5-9 points: Consider using outside investigator

10 points: Recommend outside investigator[[1]](#footnote-1)

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