

Investigation Tip Sheet 6

Questions to Ask your Member to Prepare Your Case

Questions You Need to Ask		Yes	No
1	Have you spoken to the police?		
2	Is there a possibility of criminal charges being laid?		
3	If yes to question 2 - Are the criminal charges work related?		
4	Are there any mental health issues?		
5	Are there any mitigating circumstances?		
6	Are there any addiction issues, gambling, drugs, or alcohol?		
7	Do we need to contact legal counsel?		
8	Are there other members involved?		
9	Is management involved? If yes, describe how and who in management.		
10	What do you think that the employer knows? Is there video evidence?		
11	Do you have any documentation?		
12	Have you spoken to the employer? If yes, to who.		
13	Did you have union representation in any of those discussions?		
14	Have you ever been investigated before? If yes, What for?		
15	Have you ever been previously disciplined? What for? Is it still on file?		
16	What is your attendance and job performance record like?		

17	How much seniority, classified/fixed-term do you have?		
18	Are there any witnesses (for or against)?		
19	What do you think the witnesses would say if they were asked?		
20	Are there any potential conflicts of interest for witnesses or union representatives?		
21	Have you been suspended with or without pay pending the investigation?		
22	Do you have a copy of the suspension/investigation letter?		
23	What is your current employment status?		
24	Have occurrence reports been written, do you have copies?		
25	Is there any other information you would like to provide that you think is relevant?		

Keep all information gathered private, confidential and in a secure location.



MEMBER EDUCATION