

# BEST PRACTICES FOR MANAGING HIGH RISK INVESTIGATIONS

- 1 Investigator Preparedness**
  - Ensure you are trained in trauma-informed and culturally competent practices.
  - Conduct a self-assessment for emotional readiness and potential bias.
  - Understand the legal, regulatory, and organizational frameworks that apply.


- 2 Planning and Scoping**
  - Define the scope and objectives of the investigation early.
  - Identify all relevant parties and potential witnesses.
  - Secure and preserve evidence promptly and securely.

- 3 Trauma-Informed Interviewing**
  - Create a psychologically safe environment for participants.
  - Use open-ended questions, neutral tone, and empathetic phrasing.
  - Allow participants to set boundaries and control the pace of the interview.

- 4 Emotional Intelligence**
  - Be aware of your own emotional responses and regulate them appropriately.
  - Demonstrate empathy, patience, and active listening.
  - Recognize how your presence and demeanor affect others.

- 5 Credibility Assessment**
  - Use a structured, evidence-based approach to assess credibility.
  - Avoid assumptions or subjective judgments.
  - Document your rationale clearly and transparently.

- 6 Documentation and Reporting**
  - Maintain detailed, objective, and contemporaneous notes.
  - Ensure reports are clear, fair, and legally defensible.
  - Include findings, rationale, and recommendations with neutrality and care.



By adhering to these critical steps, organizations can effectively manage high-risk or sensitive investigations, ensuring the protection of individuals involved and safeguarding the organization's integrity. A structured, fair, and transparent approach fosters trust, minimizes legal and reputational risks, and upholds the **highest standards of accountability and professionalism.**