



Investigative Interview

Investigative Interview or PDI (Pre-discipline interview) is an interview with the disciplining manager. The interview goal is to answer questions in reference to allegations or performance issues.

Roles

- The role of the Member Representative is to assist the Member to understand the procedure and guide them through the process
- Supporting the Member is a very integral part of a successful Investigative Interview. If possible meet with the Member 15 minutes prior to the interview.
- If the Member has previous discipline ask for a copy of their discipline and a copy of their E-OPF.

Roles

- The role of the Member is to be truthful in answering the questions.
- Stay calm and relaxed.
- Use the Investigative Interview to tell their side of the issue or to improve performance and correct deficiency's if need be.

Investigative Interview

- The Investigative Interview may be done in person or over the phone.
- Over the phone, have Member Rep, Member together during the interview or on another line.
- In person, have Member Rep , attend with the Member.
- Advise Member not to be interviewed alone or answer questions on the phone without a witness.

Investigative Interview

- Inform Member to not let disciplining manager talk him/her into attending the meeting alone. i.e. “ I just want to ask a few questions”.
- Member or Member Rep should ask disciplining manager what is the interview about.
- Ask for copies of the questions. Not always granted!
- Member should answer questions to the best of his/her knowledge.

Investigative Interview

- Do not provide more information than is requested.
- Members answers should be short and precise but not evasive.
- Request a break if you need to talk with the member in reference to how he/she is answering the questions.

Investigative Interview

- The Member should ask for a break if he/she does not understand the questions.
- Member Rep or the Member can ask questions at the Investigative Interview.
- If the Member knows they may have done something wrong and might be receiving some type of discipline other than a removal or downgrade, advise the Member it is best to be humble and remorseful when answering the questions.

Investigative Interview

- If the Manager is being hostile toward the Member stop the interview.
- Once the interview has been completed, if appropriate ask what type of discipline he/she is considering.
- You may be able to use this time to discuss a settlement for the Member.
- Use the questions to prepare for your negotiation for a settlement for the Member.

MEMBER REPRESENTATIVE CHECKLIST

Determine if the client is a UPMA member.

Have the Member sign the Representation Authorization Form.

Supply Member with the UPMA Purpose Statement and UPMA Adverse Action Legal Defense Plan (AALDP).

Fill out the Member Contact sheet.

Discuss the Investigative Interview process with Member.

Use this presentation as a guideline on how to prepare yourself and the Member for the Investigative Interview.

Take detailed notes during the Interview.

If you think this case may result in an Adverse Action as defined In ELM 651.71 or 652.2 please contact a National Adverse Action Membership Representative.

Investigative Interview

Questions?