

Investigation Checklist – Louisiana Public HR

- Receive complaint and ensure immediate safety needs.
- Open case file; assign neutral investigator; conflict check.
- Acknowledge complaint; issue non-retaliation reminder.
- Define scope; draft investigation plan and timeline.
- Initiate preservation/litigation holds; coordinate with IT.
- Collect and secure evidence; maintain chain of custody.
- Schedule and conduct interviews (complainant → witnesses → respondent).
- Document findings and analysis against policy elements.
- Draft report; obtain HR/Legal review as needed.
- Issue outcome letters; implement corrective actions.
- Close case; complete after-action review and update metrics.
- Respond to public records requests consistent with La. R.S. 44:1 et seq.