

INVESTIGATION SERVICES

Investigate: to carry out a systematic or formal inquiry to discover and examine the facts of (an incident, allegation, etc.) so as to establish the truth.

– OXFORD DICTIONARY

“It is quite a three pipe problem.”

– SHERLOCK HOLMES
in the *Red Headed League*

“The facts are an ally to the truthful person.”

– MICHAEL FLOYD
author of *Get the Truth*

“Three things cannot be long hidden: the sun, the moon, and the truth.”

– BUDDHA



Nobody likes to deal with people problems. Perhaps the biggest risk management mistake is to ignore, bury or deny that one exists. Just as bad is when executives make critical risk management decisions without getting all available facts. That is why a competent investigator is an important part of your legal and risk management team.

A quality independent investigation is not about taking sides. It's about getting to the facts and the truth in a way that does not cause additional harm to the participants or the company.

I've been an employment lawyer for over 30 years. I am an active member of the Association of Workplace Investigators. I know how to talk with people and get to the truth. Without causing additional problems.

What follows is a quick outline of my investigation approach. You can read a report I wrote for EPLiC Journal on [*Investigations that Work*](#).



My Approach to an Independent Investigation

A quality investigation requires a quality client relationship. I will begin by learning the known facts of the problem, desired scope of the investigation and company objectives. I will then share my suggested approach and answer any questions. If we agree on fit, we will enter into a retainer agreement detailing the scope of the investigation.

Investigations begin with the gathering of all known facts, documents and witnesses. Documenting and preserving evidence is a legal requirement, as is the thoroughness of any investigation.

I take a checklist approach to identifying possible facts, documents and witnesses. I will provide an admonition to anyone interviewed. A decision will be made in advance whether to record any or all interviews. If needed, I'll work with or bring in third party experts to help with forensics, translation, transcription, etc.

After taking all evidentiary leads to their end – when all facts, documents and witnesses have been considered – I will provide either an oral report or written one, as requested. Part of that report will include credibility assessments of those persons interviewed. I will also make recommendations but only where that is within the scope of services.

My number one goal is to provide a quality independent investigation. One that helps the company make sound legal, risk management, and ethical decisions.

If you are interested in my services please contact me today at the information below.

All the best,
Don Phin, Esq.

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