

San Diego Fire-Rescue Department Supervisor's Investigatory Meeting – Workflow

1. Fire-Rescue is made aware of alleged violation(s) and intends to gather facts and obtain information relevant to the alleged violation(s).
2. PSU is contacted/ consulted to determine course of action and best practice.
3. Battalion Chief/ Supervisor issues Notice of Supervisor's Investigatory Meeting (NoSIM) to Subject(s) and/or Witness(es).
 - a. Reasonable amount of time provided to find a representative.
 - i. Best Practice: **minimum 36 consecutive hours**
 - b. Witnesses are not entitled to a representative.
4. Supervisor to conduct interview of Subject(s) on date and time indicated on the NoSIM. If unable to conduct the interview on the date indicated, re-issue the NoSIM for another date.
 - a. Waiver of Representation should be signed if Subject chooses not to have representation.
 - b. Read Admonishment aloud and have employee sign.
 - c. Conduct the interview.
 - i. Utilize discretion when selecting a location to conduct the interview. Select a professional location, providing for privacy and confidentiality. Interview should not be conducted in an inappropriate location, like a bedroom, that does not provide adequate privacy.
 - ii. Discontinue the interview if information is revealed that aligns with occurrences of when a Supervisor's Investigation may not be appropriate (*see SIM Process Summary*).
5. Generate Report of Investigatory Findings & Recommendation to respective Division Head.
 - a. Consider consulting PSU for relevant discipline history and consistency.
6. Issue investigation conclusion memo(s) to Subject(s).