CAL POLY

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Responding

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Procedure for Internal Review of Red-Flag or Inappropriate Behaviors and Policy Violations

If there is a report of red-flag or inappropriate behaviors or policy violation, specific employees will be responsible for reviewing circumstances surrounding red-flag or inappropriate behavior and should be trained to conduct internal reviews or investigations so that larger or campus-wide implications may be identified.

Additionally, it is recommended, when possible, that these internal reviews occur collaboratively outside of the program involved so that an objective and thorough review can be conducted. The designated employees are instructed to do the following:

Evaluate the root-cause of the red-flag or inappropriate behaviors or policy violations.

1.) Define the problem.
   • Identify the Who, What, When, and Where

2.) Gather all information and data surrounding the problem.
   • Review the Incident
   • Review Documentation
   • Interview Key Individuals
   • Review Policies
   • Review Training Curriculum

3.) Perform the Analysis and determine root cause(s).
   • Ask Why?
   • What are the campus-wide causes that allowed the incident to occur?

4.) Identify Corrective Action—recommendations to stop the recurrence of the problem in the future.
   • What campus-wide operations were found to be deficient?
   • What best practice standards can be put in place to prevent a reoccurrence?
   • What are the resources needed to implement the best practice standard?
   • How are we going to implement and ensure compliance?

5.) Implement the necessary solutions.