



## Office of Professional Responsibility

You have been placed on notice that you are the subject on an Office of Professional Responsibility Investigation. During the investigation, please take note of the following:

1. Do not attempt to identify the names of the complainant or witnesses. The OPR system is designed to be confidential and to protect the identity and privacy of all individuals involved in the investigation. Any action to talk to witnesses or the complainant may give the appearance of improperly influencing the witnesses or retaliation against the complainant. The subject must maintain confidentiality and permit our office to do its job in this matter.
2. Any attempt to interfere with the investigation, testimony, or evidence could have more serious consequences than the alleged wrongdoings.
3. To preclude compromise of the initial fact finding, subjects, complainants, and witnesses will not discuss the circumstances of the allegations or testimony with anyone except the OPR staff or their legal counsel if they seek legal advice.
4. As the subject, you can expect that:
  - a. The investigator will gather facts and interview witnesses.
  - b. In most cases, you will be interviewed last.
  - c. You will be notified whether the allegations were substantiated or unsubstantiated by your department head or supervisor.

Michelle Gruz

Director

Office of Professional Responsibility