

# Appendix A – Requesting a Technical Investigation of and Employee

<b>Requesting a Technical Investigation of an Employee</b> <b>**Sections 1 through 3 must be filled out by Supervisors or Managers Only**</b>	
<b>Section 1</b>	
1. Supervisor or Manager Requesting Investigation _____	
2. Title _____	3. Agency _____
4. Phone # _____	5. Email _____
<b>Section 2</b>	
1. Name of Individual to be Investigated _____	
2. Email _____	3. Userid _____
<b>Section 3</b>	
1. Purpose of Investigation or Suspected Violation (see 4.1.3 of WVOT-PR1001, attach additional pages if necessary to explain)	
_____	
_____	
_____	
2. Interval of Investigation From _____ To: _____	
3. Report Due Date _____	
<b>Section 4</b>	
This section must ONLY be filled out by a Cabinet Secretary, a Commissioner, an Office Director, the Office of Special Investigations, or an Equivalent Authority:	
1. Has the Technical Investigations procedure been read and understood? ___ Yes ___ No	
2. Has the requestor provided sufficient information to initiate this investigation? ___Yes ___ No	
3. Does your Agency require Legal and/or Personnel approval for investigation actions? ___Yes ___ No	
4. If so, has this request been approved by your Agency Legal and/or Personnel Dept.? ___Yes ___ No	
5. (Print) Name _____	6. Agency _____
7. Email _____	8. Phone _____
9. Signature _____	10. Date _____
<i>This form must be forwarded to the Chief Information Security Officer (CISO) along with ALL supporting documentation. Send by Fax: 304-957-0137OR Mail: West Virginia Office of Technology, One Davis Square, Charleston, WV 25301, Attn: CISO</i>	
<b>Section 5 – ***Internal Use Only ***</b>	
1. Has the investigator verified the authorizing signature? ___ Yes ___ No	
2. Signature of Investigator _____	3. Date _____