Anatomy of a Case/Report

0000aa16: Discrimination Based on Protected Class - Audit and Compliance Services

Overview

Provided by Reporting Party 10/4/2016 5:07 PM

Issue Summary
This is where we would type the short summary for reporting purposes.

Organization Name
Virginia Commonwealth University

Issue Types
- Current Issue Types
  - Discrimination Based on Protected Class
  - Bullying

Reported as
- Abuse of Power, Authority, or Control

Location
Audit and Compliance Services

General Timeline
The last 26 weeks

Department
Audit and Compliance Services

Description
Mr. Burns is blackmailing Mayor Quimby for political favors. Also, he hires and fires people on a whim depending on whether they agree with him or the subject at hand.

Reporting Party Survey Responses
Q: Did the incident or violation occur more than once?
  A: Yes
Q: Were you the target of this behavior?
  A: No
Q: Did anyone else witness this incident?
  A: Yes
Q: Is anyone else aware of this violation?
  A: Yes
Q: Was anyone outside the organization involved in the violation?
  A: Yes
Q: Has the incident been reported to anyone in supervision or management?
  A: No
Q: Has the incident been reported to anyone outside the Organization?
  A: No
Q: Are you a current employee of the organization on which your report is based?
  A: Yes

Involved Parties
- Current Involved Parties
  - Mr. Burns
  - Mayor Quimby
  - Waylon Smithers

Initially Reported Involved Parties
- Mr. Burns
- Mayor Quimby

Intake Method
Swf

Submitted
10/4/2016 5:07 PM

Recent Activity
- Issue Viewed by Jane Doe (V00021985) today 10:37 AM
- Post Created by Jane Doe (V00021988) today 10:39 AM
- Thread Viewed by Jane Doe (V00021988) today 10:39 AM
- Involved Party Added by Jane Doe (V00021988) today 10:39 AM
- Issue Information Changed: Summary (Previous: This is a section for our internal purposes to leave notes for one another, yes? A: This is where we would type the short summary that we include on the Snapshot report; Current: This is where we would type the short summary for

Use my default notification settings
1. Title and report identification #
2. Issue Summary – Internal for convenience and reporting purposes
3. Issue Type – As reported; Change or add below
4. Involved parties – As reported; Change, add and link to issue type below
5. Location, Time and Department – Update Location to MBU
6. Intake and Date – Self (proxy), web, call center
7. Description and Survey Response – Report details
8. General Report Information
   - Custom report #
   - Updating status
   - Who it is assigned to
   - Severity
9. Audit Trail – Who has done what with this report
10. Issue Types – Change or add; link to involved party; sanctions
11. Messages – Internal and to the reporter; initial notice within 24-48 hours
    - Asking questions or communicating status to reporter
    - Notes to other assigned team members
12. Tasks – Assigning specific tasks to an investigator or other individual
    - If not assigned report, task owner cannot see details
    - Must be marked complete
    - Email reminder every day after due date
13. Attachments
    - Documents provided by the reporter
    - Workpapers and other related case documents
14. Related Issues – Link reported concern to other related reports
15. Tags – Key words, policy titles, and anything that you would like to track
16. Report Access – Who can see the report; parties who are conflicted due to being involved, relationship with involved parties or other conflict
17. Investigations – For complex reports; as needed
18. Contributing Factors
    - Open text
    - Selecting from list for each issue type