Receive complaint via State Auditor’s Office or TWDB Fraud Waste & Abuse hotline. 

Acknowledge Receipt (where applicable). 

Review criteria to determine whether and how to proceed with investigation. If criteria are not met, may decline to proceed. If criteria are met, will perform preliminary review into allegations. 

If investigation warranted, notify Board, Executive Administrator, General Counsel, and Human Resources (as needed). May need to notify appropriate Deputy Executive Administrator. Create TeamMate project. 

Perform investigation, keeping the Board, Executive Administrator, General Counsel, and Human Resources (as needed) informed of status. May need to update appropriate Deputy Executive Administrator. 

Discuss results and draft memo with Board, Executive Administrator, General Counsel, Human Resources (as needed), and appropriate Deputy Executive Administrator before sending the final copy to each. 

If a referral and upon request, send written response to State Auditor’s Office. Close out TeamMate project.