

Hiring an Investigator

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The following are some guidelines for hiring an investigator to assist in investigating allegations of misconduct:

1. Ensure that the person is **licensed in those jurisdictions** where the investigation is being conducted. At least 40 states have licensing requirements.
2. Require that the investigator provide a **certificate of insurance** for errors, omissions and general liability for at least 1 million in coverage.
3. Preferably use an investigator who has been **recommended** by an attorney or trusted source.
4. Interview the investigator in person before utilizing his/her services to assess:
 - a. **Analytical** skills
 - b. **Professional** demeanor
 - c. Ability to handle the assignment with **discretion**
 - d. Understanding of the **confidential** nature of these types of investigations
5. The investigator should have critical skills and experience in:
 - a. **Interviewing** (including sensitive issue interviewing)
 - b. Background **research**
 - c. Report **writing**
 - d. Case **analysis**
 - e. Complex **litigation** investigations
6. Prior to retaining the investigator make sure that there is a clear (written) understanding as to:
 - a. Hourly **rate**
 - b. **Expenses**
 - c. **Budget** limit—investigation not to exceed a specific amount without express authorization
 - d. Turnaround **time**
 - e. **Who** will actually be working the case
 - f. Willingness to **testify** in court if necessary
 - g. **Non-disclosure** to anyone

We are licensed in Illinois, Wisconsin, and Indiana and would be happy to represent the Episcopal Dioceses in those states. Also, I would be happy to act as a referral source, as we have associates throughout the country. If you need further information, feel free to contact me at the address below.

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