

# **Nevada State Board of Podiatry**

## **Board Investigator Guidelines**

### **Investigator Job Duties:**

- Investigate complaints received by the Board
- Serve subpoenas for medical records if needed
- Testify at hearings
- Conduct compliance visits if necessary

The Board Investigator's primary task is to gather the facts of the complaint; they do not make determinations on a case. Board Investigators must decline any case in which they cannot be impartial. Additionally, it is not the role of the Investigator to counsel any party as to the law. All questions or concerns regarding the Practice Act should be referred to the Board office. The Investigator can investigate additional allegations if a concern other than that stated in the initial complaint is determined.

Investigators should defer all communication regarding the complaint to the Board office and are prohibited from giving out their personal contact information. All written communication regarding the investigation should be processed through the Board office. In the event that either the Licensee or Complainant requests to have their legal counsel present during questioning, the Board Investigator will need to arrange for Board Counsel to attend.

Any information gathered during an investigation is attorney-client privileged and may not be shared with anyone. The Board office will provide any documents to law enforcement if necessary. Investigators may only discuss the facts of the case with the parties involved, the Investigating Board Member, the Board Executive Director and Legal Counsel.

Time and expenses for the Board Investigator must comply with the Board Policy on Per Diem and Travel Expenses (attached).