



**CALIFORNIA ASSOCIATION OF
WORKPLACE INVESTIGATORS**

California Association of Workplace Investigators, Inc.
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CAOWInews

May 12, 2010

Register for CAOWI Investigations Workshops

REGISTER FOR MASTERING THE ART OF EMPLOYMENT INVESTIGATIONS

Registration is now open for *Mastering the Art of Employment Investigations*, co-sponsored by CAOWI and the State Bar of California Labor and Employment Section on June 1 in Los Angeles, and CAOWI and the Bar Association of San Francisco Labor and Employment Section on June 3 in San Francisco.

This full day workshop will take participants through an employment investigation, from start to finish. Four experts will explain the critical components of a workplace investigation, including determining when and what to investigate, the planning and preparation phase, interviewing techniques, credibility determinations, proper analysis of evidence, clear and concise report writing and taking action after the investigation is complete. An interactive mock investigation exercise will provide the participants with the real life experience of conducting an investigation.

The trainers in Los Angeles will be CAOWI members Nancy Bornn, Amy Oppenheimer, Michael Robbins, and Vida Thomas. In San Francisco the trainers will be CAOWI members Susan Carlsen, Amy Oppenheimer, Patti Perez, and Vida Thomas.

The cost of the June 1 Los Angeles workshop is \$150 for members of CAOWI or the State Bar Labor and Employment Section, and \$180 for non-members. The cost of the June 3 San Francisco workshop is \$150 for members of CAOWI or the Bar Association of San Francisco, and \$180 for non-members. The workshop includes lunch. Attorneys will receive 6 hours of MCLE continuing education credit for the Los Angeles workshop or 5 hours of MCLE credit for the San Francisco workshop.

Click here to view the [brochure for the June 1 workshop in Los Angeles](#). Click here to view the [brochure for the June 3 workshop in San Francisco](#). Click here to [register online for the June 1 workshop](#). Click here to [register online for the June 3 workshop](#).

PRESIDENT'S MESSAGE

By Amy Oppenheimer



Now that CAOWI's 165 members have had a chance to get to know each other at our members-only Best Practices Roundtables in Oakland, Sacramento, and Los Angeles in March, and at the initial meetings of our 14 Local Circles of Colleagues around the state, CAOWI is sponsoring a series of events to reach out to the wider community.

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On April 26, 27, and 28 in San Francisco, 17 CAOWI members sponsored a [brochure](#) and table at the [HR West Conference](#) to introduce CAOWI and the sponsors to the HR community of Northern California. On June 1 and June 3 in Los Angeles and San Francisco, CAOWI is partnering with the [State Bar Labor and Employment Section](#) and the [Bar Association of San Francisco Labor and Employment Section](#) to present workshops on employment investigations for the legal community. On June 27, 28, and 29 in San Diego, 15 CAOWI members are sponsoring an exhibit at the [SHRM national conference](#) to introduce CAOWI and the sponsors to the national and international HR community.

I had the opportunity to attend the HR West Conference as one of CAOWI's sponsoring members. It was delightful to meet HR professionals from Northern California's leading employers, and to introduce them to CAOWI, its sponsoring members, and its programs. Now that CAOWI has created a community for workplace investigators, it is rewarding for CAOWI to begin to take its place within the larger community of which we are a part.

It is exciting and a more than a little frightening to realize that this new organization, which began accepting members just seven months ago, is about to take its place on the national and international stage at a conference of 10,000 people from across the country and around the world in San Diego at the end of June.

When I asked a few of my colleagues to help start CAOWI about a year ago, I never dreamed that we would have come this far this fast. I am deeply appreciative of those CAOWI members who have given so much of themselves to enable this to happen. As the local, state, national, and international communities learn about CAOWI, and become aware of the depth and variety of [our membership](#), we are proud to take our place, as workplace investigators, within the wider community.

CAOWI QUARTERLY APRIL 2010 ISSUE

The April issue of the *CAOWI Quarterly* has been published. The highlights include articles on *Privacy Issues Related to Investigations* by Arthur F. Silbergeld and Christine de Bretteville; *Tips for Conducting Peace Officer Investigations* by Sue Ann Van Dermeyden and Deba L. Reilly; *When Investigation Becomes Intervention: Two Cases of Preventing Violence During an Investigation* by Bobbi Lambert and Norman C. Plummer; and *Who Should Conduct a Workplace Investigation: An Internal or External Investigator?* by Carey Corbaley. The *CAOWI Quarterly* is available to CAOWI members only. Click here to [join CAOWI](#). Click here to [read the January sample issue of the CAOWI Quarterly online](#).

FREE PASSES TO SHRM EXHIBIT HALL JUNE 27, 28 AND 29 IN SAN DIEGO

Fifteen CAOWI members will be sponsoring the CAOWI booth at the [SHRM Conference](#) in San Diego. If you are registered for the conference please stop by Booth 219 and visit with the CAOWI members who will be staffing the booth.

If you are not registered for the SHRM conference but would like to go to the Exhibit Hall, CAOWI will be giving away 50 complimentary passes to the Exhibit Hall. If you are one of the first 50 to e-mail info@caowi.org and request a complimentary pass, you can enter the Exhibit Hall as CAOWI's guest.

SPONSORSHIP OPPORTUNITY AT CALPELRA CONFERENCE NOVEMBER 16-19

CAOWI members have the opportunity to sponsor an exhibit at the CALPELRA conference in Monterey November 16-19, 2010. CALPELRA is the California Public Employers Labor Relations Association. This will be its 35th anniversary conference. Between 600 and 1000 people representing over 500 public agencies in California are expected to attend. Click here for [more information about the CALPELRA conference](#).

CAOWI will be producing a high quality high resolution color brochure featuring CAOWI and the photographs and biographies of our sponsoring members for distribution at the conference. Click here to [view a low resolution sample brochure](#) produced for the HR West Conference. CAOWI will also be distributing a free sample issue of the CAOWI Quarterly at the conference.

CAOWI needs a minimum of 10 sponsoring members to be able to sponsor the exhibit at the CALPELRA conference. The cost of sponsorship is \$400. If you are interested in becoming a sponsor of this exhibit, please e-mail info@caowi.org.

MARK YOUR CALENDAR

- June 1, 2010, deadline to submit articles for the July *CAOWI Quarterly* to publications@caowi.org.
- June 1, 2010, education seminar on *Mastering the Art of Employment Investigations* at the State Bar office in Los Angeles, co-sponsored by the State Bar Labor and Employment Section.
- June 3, 2010, education seminar on *Mastering the Art of Employment Investigations* at the Bar Association of San Francisco office in San Francisco, co-sponsored by the Bar Association of San Francisco.
- June 27, 28, and 29, visit the CAOWI booth at the SHRM Conference in San Diego. E-mail info@caowi.org for a free exhibit hall pass.
- September 23-26, program on *Hot Topics in Workplace Investigations* at the State Bar Annual Meeting in Monterey.
- November 4, 5, and 6, 2010, CAOWI's First Annual Conference at the Oakland Marriott City Center.
- November 6, 2010, CAOWI Annual Membership Meeting in Oakland.
- November 14-19, 2010, Possible CAOWI Exhibit at CALPELRA Conference in Monterey.

EASIER THAN EVER TO JOIN CAOWI

Membership in CAOWI is open to anyone who is dedicated to promoting and enhancing workplace investigations in California. CAOWI now has 165 members including attorneys, private investigators, human resource, security, and loss prevention professionals, auditors, and claims adjusters. We are now able to accept credit card and electronic check payments by fax. To become a member, go to http://www.caowi.org/join_us.html.

An annual membership is valid for one year from the date of application. Annual membership dues are \$150. Annual dues for sustaining membership, which includes prominent placement on CAOWI's website and in CAOWI's advertising, and a 50% discount on all CAOWI activities, are \$1000.

FOLLOW CAOWI ON TWITTER

Now you can follow CAOWI on Twitter at www.twitter.com/caowi. We've been tweeting frequently, so now you can become one of our followers so you can keep up with CAOWI's breaking news.