

To: Management

Cc: Other parties as necessary

From: Investigator

Date:

Subject:

I. Reported Concerns

Brief outline of allegations and details of the report (i.e., date and time, involved parties, summary of incident/conduct).

II. Investigation

Start with what information was collected and reviewed during the investigation, which may include: individuals interviewed, consultation with content-experts, and documents and records collected.

This section is used to summarize the method and information collected during the investigation process and should be the bulk of the written report.

Document the investigation

III. Analysis and Determination

Analysis of facts and determination of implicated policies.

IV. Conclusion and Recommendations

An outline of whether the allegations are substantiated, partially substantiated, or unsubstantiated. Recommendations may include individual actions such as appropriate disciplinary action in consultation with Labor Relations and employee training. Recommendations may also include suggested action to systems or departments such as the development or revision of policies, procedures, and/or practices.