Investigation Report

Investigating Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee(s) Investigated:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BACKGROUND:**

In the space below, please provide a brief description of the issue being investigated and allegations that have been made. Include the names of the victim and the employee(s) being investigated:

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**ALLEGATIONS:**In the space provided, please describe the allegations investigated

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**Who was allegedly involved?**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**When did the incident occur?**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where did the incident allegedly take place?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Who are the witnesses?**

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**WORKPLACE RULES & POLICIES:**

List the company policies or workplace rules that were violated:

*(e.g., confidentiality, sexual harassment, standards of conduct, etc.)*

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***Please attach relevant company policies as an addendum***

**INVESTIGATION:**

**List all members of the investigation team:**

Name: Title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Why were these individuals chosen to investigate?**

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**Who was interviewed?**Name: Title: Department:

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**Were all witnesses interviewed? \_\_\_\_ Yes \_\_\_\_ No**

**If no, why not?**

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***Please attach statements provided by interviewees as an addendum***

**EVIDENCE:**

**Describe any evidence found to support the allegation:**

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***Please attach any supporting evidence as an addendum.***

**SUMMARY & CONCLUSIONS:**

**Summarize your findings:**

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**What is your conclusion based on the findings?**

(i.e., do you believe that the allegations have been substantiated?)

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**RECOMMENDATIONS:**

**What do you recommend to be the appropriate action based on your findings?** (check one)

**\_\_\_\_\_** Verbal Warning

**\_\_\_\_\_** Written Warning

**\_\_\_\_\_** Transfer

**\_\_\_\_\_** Suspension

**\_\_\_\_\_** Termination

**\_\_\_\_\_** EAP/Counseling

**\_\_\_\_\_** No action needed

**\_\_\_\_\_** OTHER: please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE:**

I attest that the above statements are true and complete. I understand that any falsification, misrepresentation or the intentional omission of relevant information will be taken seriously and may result in disciplinary action, up to and including termination of employment.

Investigator Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investigator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONFIDENTIAL**