Gang-Related Incident Investigation Form

School Personnel Completing Form: __________________________  Position: __________________________

Today's date: _________ / _________ / ___________  School: __________________________

School System: __________________________

Person Reporting Incident  (From reporting form) Name: __________________________

Telephone: __________________________  E-mail: __________________________

Place an X in the appropriate box:  

☐ Student  ☐ Student (Witness/Bystander)  ☐ School Staff

☐ Other

1. Name of student victim: __________________________ Age: ___  Days absent due to incident: ___

(Please print)

2. Name(s) of alleged offender(s) (If known):  

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>School</th>
<th>Is he/she a student?</th>
<th>Days Absent?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Yes  ☐ No</td>
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<td>☐ Yes  ☐ No</td>
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<td>☐ Yes  ☐ No</td>
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</tbody>
</table>

(Please print)

Total number of alleged offenders: ______________

Investigation

3. What actions were taken to investigate this incident? (choose all that apply)

☐ Interviewed student victim
☐ Interviewed alleged offender(s)
☐ Interviewed witnesses
☐ Witness statements collected in writing
☐ Interviewed school nurse
☐ Reviewed any medical information available
☐ Interviewed teachers and/or school staff
☐ Interviewed student victim's parent/guardian
☐ Interviewed alleged offender's parent/guardian
☐ Examined physical evidence
☐ Conducted student record review
☐ Obtained copy of police report
☐ Other (specify) __________________________
4. Why did the incident occur?

5. What corrective actions were taken in this case (choose all that apply)?
   - None were required, this was a false allegation
   - None, the incident did not warrant any corrective action
   - Student conference
   - Student warning
   - Letter of apology
   - Mediation
   - Counseling
   - Parent letter
   - Parent phone call
   - Parent conference
   - Detention
   - In-school suspension
   - Out-of-school suspension/expulsion
   - Other (specify) ____________________________

6. Additional pertinent information gained during the interview:

7. Investigator notes:

Signature: ____________________________
Date: ____________________________