

## GANG-RELATED INCIDENT INVESTIGATION FORM

School Personnel Completing Form: \_\_\_\_\_ Position: \_\_\_\_\_  
 Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ School: \_\_\_\_\_  
Month Day Year  
 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):	Age	School	Is he/she a student?	Days Absent?
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

(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?

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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 :

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7. Investigator notes:

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

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