Mineral County School District

Hawthorne, Nevada 89415

"We All Learn/Teach"
"No'oko numu tunedooe"'

Investigation Report Template

Background

Complainant: *Name (division, department, school of complainant)*

Subject of Complaint: *Name (division, department, school of person(s) accused)*

Filing of Complaint: *This complaint was received by (name) on (date) through (e.g., correspondence from X to Y, submission of grievance directed to X, email from X to Y)*

Nature of Complaint: *Summarize the issue(s) raised and/or information received from complainant.*

Investigation Summary

Dates When Investigation Started/Completed: *This investigation was commenced on (date) and concluded on (date).*

Investigator: *Name of Individual(s) who conducted the investigation.*

Person(s) Interviewed: *List names of person(s) interviewed and the interview dates.*

Guidelines/Policies

Identify any policy, procedure, rule, or standard of conduct relevant to the investigation of alleged misconduct. State that the purpose of the investigation was to determine whether a violation of these policies, has occurred.

Findings of Fact

Summarize key facts (avoid any conclusions). Organize chronologically with identification of witnesses or documents that provided a key fact, or list key facts provided per witness.

Identify any inconsistent information. Describe credibility determinations and how credibility was assessed. Explain why the complainant and/or alleged wrongdoer (or other witnesses) were or were not believed in whole or in part.

Conclusions

State, "The (organization name) has conducted a prompt, thorough, and impartial investigation of the matters raised in this complaint."

Describe how the policy, procedure, rule, or standard of conduct applies to the situation (e.g., "Because this situation concerns…, the employee is required to comply with the agency's policy for professional conduct."). Repeat what the policy requires (e.g., "Policy #101 requires that employees…"). Then, based on the specific and relevant facts, conclude whether, under these circumstances, the alleged wrongdoer complied or did not comply with the policy, procedure, rule, or standard of conduct (e.g., "Because the evidence showed that the employee…, the employee has/has not violated Policy #101.").

Avoid legal definitions if possible and rely on POLICY language. Avoid inflammatory or inappropriate comments.

Identify any issues not resolved in the investigation and explain why they were not.

Attachments

List attachments, including copies of the relevant policy, procedure, rule, or standard of conduct.