

SUPERVISOR COMPLAINT INTAKE FORM

Please review items below and determine applicability to the situation. If you have questions or are unsure, seek professional and/or legal advice.

- Read and completely understand the entire report before proceeding. Try not to form an opinion until the allegation has been investigated.
- Consult with administrators who “need to know” otherwise keep information confidential.
- If you are closely associated with the facts of the report or individuals involved (including witnesses) remove yourself from the investigation and assign it to another.
- If the report requires legal counsel, consider reporting to the Claims Department at WSRMP for assistance.
- Categorize the allegations before you begin to assure you are directing the investigation to the correct channel. Criminal = police Legal = attorney/WSRMP

On a separate sheet, summarize any conversation with the complainant. Attach any applicable written documentation. For verbal reports, ask enough questions to completely understand the complaint: who, what, when, where, why, for how long, who else has knowledge of actions, how did this make you feel, what would you like to have happen as a result of this investigation.

Date Received:	Time Received:
Recipient of Complaint:	Position:
Complainant:	Position:

1. DETERMINE APPLICABLE POLICY THAT WAS VIOLATED

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
Has complainant alleged violation of : Discrimination policy # _____ Harassment policy # _____ Sexual harassment # _____	
<input type="checkbox"/>	<input type="checkbox"/>
Did the complainant identify violation of a policy based on a protected status. _____	
<input type="checkbox"/>	<input type="checkbox"/>
Was appropriate policy given to complainant: (# _____)	
<input type="checkbox"/>	<input type="checkbox"/>
Does the complainant currently feel safe in the workplace?	
<input type="checkbox"/>	<input type="checkbox"/>
Has the complainant previously reported the harassing conduct? Date: _____	
<input type="checkbox"/>	<input type="checkbox"/>
Does the complainant have additional supporting documentation? (Attach)	
<input type="checkbox"/>	<input type="checkbox"/>
Did you notify complainant to keep the information confidential?	

2. DETERMINE PLAN OF ACTION

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
Determine appropriate district procedure/protocol to follow for policy alleged violated.# _____	
<input type="checkbox"/>	<input type="checkbox"/>
Conduct interviews with complainant, accused and witnesses. Remind just “facts” in all writings, Keep confidential, and only share with those that need to know.	
<input type="checkbox"/>	<input type="checkbox"/>
Does the complainant specify when the first and last harassing acts occurred? 1 st _____ Most recent _____	
<input type="checkbox"/>	<input type="checkbox"/>
Has the complainant specified why the conduct is occurring or is unwelcome?	
<input type="checkbox"/>	<input type="checkbox"/>
Is it necessary to report the complaint to law enforcement?	
<input type="checkbox"/>	<input type="checkbox"/>
Have you notified the district administration, counsel, and/or WSRMP regarding the complaint?	



3. DECISION TO INVESTIGATE

<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/> Will investigation be handed externally? <input type="checkbox"/> District Attorney <input type="checkbox"/> WSRMP</p> <p>If investigation is to be handled internally insure that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The investigator does not have any appearance of bias. <input type="checkbox"/> There is no supervisory relationship with the accused. <input type="checkbox"/> No family or close personal relationship exists with the complainant. <input type="checkbox"/> There is no vested interest in a particular outcome.

4. PRE-INVESTIGATION FIRST STEPS

<p>Yes No</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Has the accused been "locked out" of the computer network? <input type="checkbox"/> <input type="checkbox"/> Has video surveillance been secured? <input type="checkbox"/> <input type="checkbox"/> Has the IT Department secured all electronic data, regardless if it may contain any evidence? <input type="checkbox"/> <input type="checkbox"/> Does the accused need to be on paid administrative leave? <p>If yes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Direct the accused to be available on home phone during contract hours. <input type="checkbox"/> Direct the accused not to discuss the issue with staff, students, their families, and other witnesses while the investigation is pending. <input type="checkbox"/> Direct the accused, in writing, not to come onto District property or attend District events. <input type="checkbox"/> Administrator collects school identification and District issued keys of the accused. <input type="checkbox"/> Notify custodial staff and building security the individual is restricted from building access until further notice. <input type="checkbox"/> Administrator communicated the anti-retaliation directive to the accused.

5. INVESTIGATION INTERVIEWS

<p>Yes No</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Has each witness been notified of the District's anti-harassment and retaliation policy? <input type="checkbox"/> <input type="checkbox"/> Has each witness had a reasonable opportunity to be heard? <input type="checkbox"/> <input type="checkbox"/> Does the investigation comply with all timelines in the District's anti-harassment policy? <input type="checkbox"/> <input type="checkbox"/> Does the complainant indicate why the conduct is occurring or is unwelcome? <input type="checkbox"/> <input type="checkbox"/> Has the witness previously reviewed the District's anti-harassment policy and attended training? <input type="checkbox"/> <input type="checkbox"/> Have interview notes and investigation materials been secured?
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6. FINDINGS OF FACT

<p>Yes No</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> Does the investigation make formal findings of fact and resolve credibility determinations? <input type="checkbox"/> <input type="checkbox"/> Has the investigator provided a written and reasonable account of the relevant events? <input type="checkbox"/> <input type="checkbox"/> Was the discipline imposed in accordance with the applicable CBA? <input type="checkbox"/> <input type="checkbox"/> Does the discipline deter future conduct and ensures the actual conduct stops? <input type="checkbox"/> <input type="checkbox"/> Were the complainant and material witnesses provided notification at end of investigation? <input type="checkbox"/> <input type="checkbox"/> Was the complainant advised to report any additional incidents that occur in the future?
<p>Identify decision makers for any discipline:</p>
<p>Document subsequent training:</p>
<p>Document any other action taken:</p>



Task Form Completed by:

Date:

