R E P O R T O F I N V E S T I G A T I O N

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| --- | --- |
|  Agency File Number:  | [NOT OIG file number] |
|  Agency: | XXXXXXXXXXX |
| Investigator: | XXXXXXXXXXX |
|  Basis for Investigation: | [Brief description of initial complaint] |
|  Date Opened: | XXXXXXXXXXX |
|  Date of Report: | XXXXXXXXXXX [If extension was granted, note here] |
|  |  |

**Report of Investigation Agency File No. [NOT OIG number]**

**T A B L E OF C O N T E N T S**

1. Basis for the Investigation 1
2. Actions Taken in Furtherance of the Investigation
	1. Consideration of Interim Protective Measures X
	2. Scope of the Investigation (Allegations to be Investigated) X
	3. Initial Contact with the Complainant and Respondent X
	4. Action Taken to Obtain and Secure Evidence X
	5. Interviews Conducted with Complainant, Witnesses and

Respondent X

1. Allegations, Findings and Conclusions X
2. Responses to Investigative Report X

1. Recommendations X
2. Appendix A: Complainant’s Response to Investigative Report
3. Appendix B: Respondent’s Response to Investigative Report
4. **BASIS FOR THE INVESTIGATION**

[Provide a description of the initial complaint and any additional information obtained from interviewing the complainant.]

1. **ACTION TAKEN IN FURTHERANCE OF THE INVESTIGATION**
	1. **Consideration of Interim Protective Measures**

[Describe the consideration given to interim protective measures, any taken or not, and why.]

* 1. **Scope of the Investigation (Allegations to be Investigated)**

[Identify the allegations to be investigated to avoid straying too far from the issue(s). Also identify the witnesses to be interviewed.]

* 1. **Initial Contact with the Complainant and Respondent**

[Describe contact made with both the complainant and the respondent, as well as the alleged victim if the complainant is a witness, upon review of the initial complaint. Note delivery of a copy of the Policy to the complainant and respondent and discussion with all parties about the Policy’s non-retaliation provision.]

* 1. **Action Taken to Obtain and Secure Evidence**

[Describe steps taken to secure and/or obtain any evidence potentially relevant to the complaint or report, including such items as emails, text messages, audio recordings, surveillance video or other correspondence, etc.]

* 1. **Interviews Conducted with Complainant, Witnesses, and Respondent**

[Describe the relevant content of interviews conducted with the complainant, witnesses, and the respondent.]

1. **ALLEGATIONS, FINDINGS AND CONCLUSIONS**

**Allegation One: *XXXXX***

[Describe your findings and identify the conclusion (without merit, exonerated, not sustained, sustained) for allegation one.]

**Allegation Two: *XXXX***

[Describe your findings and identify the conclusion (without merit, exonerated, not sustained, sustained) for allegation two.]

1. **RESPONSES TO INVESTIGATIVE REPORT**

**[**Describe the consideration of responses received from both the complainant and respondent (attached in Appendix A and B) and whether any additional information provided therein warrants continuing the investigation or making modifications to the investigative report. Note the date sent to the parties and the time for response.]

1. **RECOMMENDATIONS [OPTIONAL]**
2. **XXXX. [**Elaborate on reason for recommendation one about how to remediate the situation.]
3. **XXXX. [**Elaborate on reason for recommendation two about how to remediate the situation.]