

## Investigation Report– HOW TO GUIDE.....

This document provides support when completing an investigation report.

### Document History

In this section detail the version number and date of the document.

### Document Distribution

Details of who the document is to be circulated to when it is completed. This should include the person who has been identified as independent to review the investigation and hold any disciplinary hearings if necessary.

### Overview

Brief overview of the whole investigation

### Summary of Events

In this section detail each individual event that has been investigated. It is important to try and separate the incidents/events so that each can be dealt with separately. There needs to be as many or few as is needed. You may have separate investigation meeting for each incident or ask individuals about each incident at one meeting. The details and findings from the investigation meetings need to be captured.

### Incident 1

Details of what the incident is, what was done and why

### Incident 2

Details of what the incident is, what was done and why

### Investigative interview

Summary of the investigation

### Report References

All supporting documentation needs to be included and referenced in the sections above. The link needs to be clear about what has been done and the documentation to either confirm or deny.

Exhibit 1	Documentation for incident 1
Exhibit 2	Documentation for incident 2
Exhibit ...	Minutes of investigation meeting