

1. Case Information

CASE NUMBER:

INVESTIGATOR:

DATE OPENED:

DATE COMPLETED:

ORGANIZATION/AGENCY:

REPORT PREPARED FOR:

2. Scope And Allegations

BRIEFLY DESCRIBE THE COMPLAINT, INCIDENT, OR ISSUE INVESTIGATED:

QUESTIONS THE INVESTIGATION WAS INTENDED TO ANSWER:

PEOPLE OR DEPARTMENTS INVOLVED:

3. Investigation Methodology

INTERVIEWS CONDUCTED:

DOCUMENTS AND RECORDS REVIEWED:

AUDIO, VIDEO, OR DIGITAL EVIDENCE REVIEWED:

PHYSICAL EVIDENCE REVIEWED:

EVIDENCE THAT WAS UNAVAILABLE AND WHY:

4. Evidence Log

EVIDENCE ID / NAME:

DATE COLLECTED:

SOURCE/CUSTODIAN:

DESCRIPTION:

CHAIN-OF-CUSTODY NOTES:

5. Interview Summary

INTERVIEWEE AND ROLE:

INTERVIEW DATE AND LOCATION:

KEY STATEMENTS:

IMPORTANT QUOTES OR TRANSCRIPT TIMESTAMPS:

CREDIBILITY NOTES OR INCONSISTENCIES:

6. Findings

FINDING 1:

SUPPORTING EVIDENCE:

FINDING 2:

SUPPORTING EVIDENCE:

CONTRADICTORY OR UNRESOLVED EVIDENCE:

7. Conclusion And Recommendations

SUBSTANTIATED/UNSUBSTANTIATED/INCONCLUSIVE/OTHER:

REASONING:

RECOMMENDED NEXT STEPS:

8. Final Review

NAMES AND DATES VERIFIED:

EVERY FINDING IS SUPPORTED BY EVIDENCE:

FACTS ARE SEPARATED FROM OPINIONS:

REVIEWER NAME/DATE:

NAME

DATE

