

INVESTIGATION REPORT FORMAT
Complainant vs. Respondent
Date

- I. **Alleged Violation(s)** – Respondent, (Name, title and work unit), allegedly discriminated against Complainant (Name, title and work unit) by _____. **Give a general summary of the Investigative Report Form and attached documents.**

- II. **Background** - Give all relevant information which would include but not be limited to the date the complaint was filed, any documents reviewed, relevant circumstances surrounding the filing of the complainant and the investigation, interview dates, and the names and appointment dates of the investigators.

- III. **Alleged violation I-** Complainant (name) alleges that the respondent (Name) (harassed or discriminated) against him/her on the basis of (type of discrimination) by _____ (Note: This format is to be used to separately address each allegation.)
 - A. **Supporting evidence**
 1. Statement of (Complainant) given on (Date) and signed before a notary on (Date). Give specific quotes related to the allegation or summarize if clarification is needed.
 2. Statement of (witness) given on (Date) and signed before a notary on (Date). Give specific quotes related to the allegation or summarize if clarification is needed.
 3. Any other evidence supporting allegations.

 - B. **Response of accused to allegation**
 1. Statement of (Respondent) given on (Date) and signed before a notary on (Date). - Give specific quotes related to the allegation or summarize if clarification is needed.

 - C. **Statements not supporting allegation**
 1. Statement of (Witness) given on (Date), and signed before a notary on (Date). Give specific quotes related to the allegation or summarize if clarification is needed.
 2. Any other evidence supporting Respondent.

- IV. **Alleged violation II-** Complainant (name) alleges that the respondent (Name) (harassed or discriminated) against him/her on the basis of (type of discrimination) by _____ (Note: This format is to be used to separately address each allegation.)
 - A. **Supporting evidence**
 1. Statement of (Complainant) given on (Date) and signed before a notary on (Date). Give specific quotes related to the allegation or summarize if clarification is needed.

2. Statement of (witness) given on (Date) and signed before a notary on (Date). Give specific quotes related to the allegation or summarize if clarification is needed.
3. Any other evidence supporting allegations

B. Response of accused to allegation

1. Statement of (Respondent) given on (Date) and signed before a notary on (Date). - Give specific quotes related to the allegation or summarize if clarification is needed.

C. Statements not supporting allegation

1. Statement of (Witness) given on (Date), and signed before a notary on (Date). Give specific quotes related to the allegation or summarize if clarification is needed.
2. Any other evidence supporting Respondent

V. Conclusions

The Summary is to be objectively written. Bring out any specific information that is important or unusual. Make comments regarding credibility as needed. Base every statement entirely on the documentary evidence and direct testimony you have obtained and identified within the investigative report. State which, if any, inappropriate behaviors were committed by the respondent or others and list your justifications for each determination.

VI. Recommendations

The (Agency) needs to take immediate action to correct and prevent further inappropriate behavior. (Do not indicate what disciplinary action should be taken). Indicate what, if any, training is needed.

1. The **(AGENCY)** needs to take immediate action to correct the inappropriate behavior.
2. Training
3. No recommendations
4. Other

Report completed on _____