



Sample Investigative Report

Background Information:

Provide information about the allegation, report, or complaint that led to the investigation: when it was received and how; the names, titles, and units of the complainants, respondents and other key individuals involved; and any other relevant background information. Because non-University individuals may read the report in the future (e.g., in the case of future litigation), be sure to spell out any acronyms and provide background that someone not familiar with the University or subject matter would need in order to understand the information in the report.

Scope of Investigation:

Example: The scope of this investigation is to determine whether there is sufficient evidence that Sally Smith violated the University's Misuse of Assets Policy.

Individuals Interviewed: Include their titles, units, and any other pertinent information.

Documents Reviewed:

Information Received:

In this section, summarize relevant information received from interviews or other sources. Think about the scope of the investigation when determining what is relevant.

Analysis:

In this section, provide the relevant policy language (or other rule), state the standard of review (e.g., preponderance of the evidence), and analyze whether there is sufficient evidence of a violation.

[In some circumstances it may be appropriate to combine the Information Received and Analysis sections.]

Determination:

State a clear determination, for example: Sally Smith violated the University's Misuse of Assets Policy, or Juan Lopez did not violate the University's Nondiscrimination and Anti-harassment Policy.

Recommendations or Corrective Actions: