

Investigation Questions and Report Writing Check List

Topic	Content	Notes
A. Thorough investigations include:	<ol style="list-style-type: none"> 1. Physical & documentary evidence 2. Interviews of victims & witnesses 3. Other corroborating or disproving evidence 4. Involvement of other regulatory authorities, as needed 5. Documentation of each step taken during fact-finding 	
B. Questions asked usually include:	<ol style="list-style-type: none"> 1. Who was present? 2. Who saw or heard the alleged incident? 3. What did the person see, say, or hear? 4. Exactly what happened? 5. How did it happen? 6. When did it occur? 7. Is there reason to believe it might not have occurred? 8. Could it have been an accident? 9. Was it immediately reported? 	
C. The report is:	<ol style="list-style-type: none"> 1. A permanent record of the investigator's actions, observations, & discoveries 2. A basic reference for the incident 3. A repository for information about the actions that have been taken concerning the incident 4. A basis for deciding whether further action is necessary 5. A method for communicating findings to the department or other interested agencies 6. The only information that a reader may have about the incident 7. Used to evaluate/analyze information to identify patterns of rule violation 	
D. The report identifies:	<ol style="list-style-type: none"> 1. The violation 2. The perpetrator(s) – if applicable 3. The victim(s) – if applicable 4. The available evidence 5. Any witnesses to the incident 	

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E. The report's information is based mostly on these 5 questions:

1. Who is involved?

- a. Include all persons who are discovered to be connected in any way to the incident:
 - i. Consumer
 - ii. Complainant
 - iii. Suspect/accused
 - iv. Witness
 - v. Anyone else with first-hand knowledge
- b. As needed, clearly identify each person:
 - i. Legal name & nicknames
 - ii. Title, position, place of employment
 - iii. Gender, race, date of birth
 - iv. Full address and telephone number

2. What happened?

- a. Precisely and accurately describe the incident.
- b. Record observable facts
- c. Record statements of witnesses

3. When did it happen?

- a. Try to establish the date and time of the incident.

4. Where did it happen?

- a. Include the specific location of all persons & things that may be related to the incident.
- b. Include specific environmental conditions – e.g., lighting, noise, location, types of furnishings, weather conditions, clothing, odors, etc.

5. How did it happen?

- a. What means or actions were used in the incident?
- b. What conversations took place?