

INVESTIGATION REPORT TEMPLATE

COVER PAGE

This will show details of what type of investigation you are undertaking i.e. allegation management, who the employee is that it relates to, their job title and the setting in which they are employed, or volunteering/unpaid work.

It will also detail the name and job title of the Investigating Officer.

It will show the date of the allegation and the date that the report was concluded.

CONTENTS

This will detail the key contents of the report

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1. SUMMARY/BRIEF/TERMS OF REFERENCE

Set out what has been alleged and by who, what is being investigated and the outcome.

You will need to ensure that this clearly identifies the focus of the investigation and whether there are one or more allegations or codes of conduct that need to be addressed.

Example:

An allegation of inappropriate conduct has alleged to have taken place on 00/00/20000 by staff member X. Staff member X is alleged to have held child Y against the classroom wall (inappropriate physical intervention) whilst continuing to shout in their face in front of the class (inappropriate behaviour/emotional abuse) This was reported by to staff member on 00/00/2000.

This report covers the investigation into this safeguarding concern. The investigation was to establish whether the child Y suffered harm and whether staff member X presented and or continues to present a risk to this child and or others. The investigation assessed whether staff member X breached their professional code of conduct, practice and policy (list which ones...)

The outcome of the investigation is...

Sample Of An Investigative Report

**United States. Navy. Office of the
Judge Advocate General**



Sample Of An Investigative Report:

Professional Investigative Report Writing, Contracts and Forms Douglas Crewse, 2002 Medical Malpractice Claims Investigation Nancy Acerbo-Kozuchowski, Nancy Acerbo-Avalone, Katherine Kremer, 1997 The book is designed as a primer for claims investigators health care managers QA QI personnel in house counsel paralegals personal injury attorneys and others whose duties include the investigation of actual and potential medical malpractice lawsuits It can be used as a desktop reference self study guide or as part of a formal orientation program for risk managers and quality assurance personnel The book contains a step by step description of the claims investigation It also provides instruction on reviewing medical records identifying adverse patient occurrences selecting locating and interviewing personnel involved in occurrences analyzing investigative findings and writing the investigation report *Criminal Investigation* Michael J. Palmiotto, Michael Palmiotto, 2004 Michael Palmiottos Criminal Investigation is often described as one of the most realistic and accessible texts in the study of Criminal Justice In this Third Edition which has been substantially updated from previous editions Palmiotto provides greater coverage of case screening more sources of information and in depth analyses of special investigations

Just the Facts Michael Biggs, 2015-07-17 Just the Facts Investigative Report Writing can be used for all courses in law enforcement report writing in any criminal justice program It is also a suitable reference for investigators Just the Facts brings together all the simple rules and techniques students need to write effective investigative reports in law enforcement Its user friendly methodology works in any context with any crime regardless of the case s complexity Each chapter focuses on one major component of the report writing process carefully building on what has already been learned Coverage includes investigation basics note taking narrative writing describing persons and property crime and arrest reports writing interviews and search warrants and more Updated with new Learning Objectives writing exercises and expanded content the Fifth Edition retains its focus on consistency simplicity and thoroughness in documenting the results of an investigation

Report Writing for Criminal Justice Professionals Larry S. Miller, John T. Whitehead, 2014-10-13 The criminal justice process is dependent on accurate documentation Criminal justice professionals can spend 50 75% of their time writing administrative and research reports Report Writing for Criminal Justice Professionals Fifth Edition provides practical guidance with specific writing samples and guidelines for providing strong reports Much of the legal process depends on careful documentation and the crucial information that lies within but most law enforcement security corrections and probation and parole officers have not had adequate training in how to provide well written accurate brief and complete reports Report Writing for Criminal Justice Professionals covers everything officers need to learn from basic English grammar to the difficult but often ignored problem of creating documentation that will hold up in court This new edition is updated to include timely information including extensive coverage of digital reporting updates on legal issues and privacy rights and expanded coverage of forensics and scientific reporting *Report Writing for Criminal Justice Professionals* Larry

Miller, John Whitehead, 2017-09-14 The criminal justice process is dependent on accurate documentation Criminal justice professionals can spend 50 75 percent of their time writing administrative and research reports The information provided in these reports is crucial to the functioning of our system of justice Report Writing for Criminal Justice Professionals Sixth Edition provides practical guidance with specific writing samples and guidelines for providing strong reports Most law enforcement security corrections and probation and parole officers have not had adequate training in how to provide well written accurate brief and complete reports Report Writing for Criminal Justice Professionals covers everything officers need to learn from basic English grammar to the difficult but often ignored problem of creating documentation that will hold up in court This new edition includes updates to reference materials and citations as well as further supporting examples and new procedures in digital and electronic report writing *Investigations in the Workplace* Eugene F. Ferraro, T.J. MacGinley, Ban Seng Choo, 2012-02-15 The process of investigation is dynamic and fluid The approach must be reasonable and the investigator flexible However in order to be successful every investigation must have a meaningful purpose and be executed ethically and lawfully Inevitably employers must invest time money and patience to ensure they obtain demonstrable and actionable **Investigative Journalism in China** Jingrong Tong, 2011-01-20 A mixture of fieldwork and analysis of internal and public documents and media cases accurately survey the field and put it in context *A Report on the Investigation of the Civil Rights Enforcement Activities of the Office for Civil Rights, U.S. Department of Education*, 1989 **District of Columbia Appropriations for 1963, Hearings Before ... 87-2, on H.R. 12276** United States. Congress. Senate. Appropriations Committee, 1962 Practical Methods for Legal Investigations CLI, Dean A. Beers, 2011-02-09 Legal investigators are responsible for providing factual evidence as the fact finders they are the foundation for the attorneys they work with daily The attorney is responsible for forming and implementing the legal strategy and presenting it to the judge or jury The legal investigator provides checks and balances to ensure that no evidence is 1962. pp. 901-2490 United States. Congress. Senate. Committee on Appropriations, 1962 *FBI Law Enforcement Bulletin*, 1978 **District of Columbia Appropriations, 1963** United States. Congress. Senate. Committee on Appropriations, 1962 *The Criminal Investigation Process Volume III* Mr. Rohit Manglik, 2023-07-23 This subject thoroughly investigates the criminal investigation process volume iii covering its foundational theories analytical methodologies and real world implementations It provides a deep dive into the domain with illustrative case studies **Hearings, Reports and Prints of the Senate Committee on Appropriations** United States. Congress. Senate. Committee on Appropriations, 1966 Practical Handbook for Professional Investigators Rory J. McMahon CLI, 2007-02-15 Since the publication of the first edition of this volume many new certification programs have begun in private and community colleges including a course designed by the author for Boston University and a specialty certification by the U S Association for Professional Investigators Reflecting the surge in interest into the investigative field Manual of the Judge Advocate General United States. Navy. Office of the Judge Advocate

General,1970 **Handbook for Preparing Office of Research and Development Reports** ,1976 The Process of Investigation Charles A. Sennewald,John Tsukayama,2014-12-30 The Process of Investigation Fourth Edition addresses the needs of today s private sector investigative professional by providing a full spectrum treatment of the investigative process from case inception and investigative strategy selection to executing complex investigative techniques to creating reports useful for corporate legal and prosecutorial purposes Continuing in the tradition of its previous editions The Process of Investigation Fourth Edition covers essential topics overlooked in books on the public aspects of investigation Investigative skills such as surveillance techniques interviewing and interrogation collecting and documenting evidence and taking confessions and written statements are all discussed and supplemented with updated case studies and examples from the authors own professional experiences Teaches the fundamentals of the investigative process and serves as a valuable reference tool for both the student and the professional Experienced professionals can brush up on seldom used specialty skills and reconsider existing methods and approaches Includes a new chapter on discrimination investigations

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