



Confidential Investigative Report

I. Introduction and Scope of Investigation

II. The Investigative Background

a. Witnesses and Evidence

The following individuals were interviewed:

Name of Witness	Title	Date of Interview

Witnesses were advised that they should not interfere with the investigation or attempt to influence other witnesses. Witnesses were also advised that they were subject to governing policies prohibiting retaliation or reprisal. Witness statements were not audio recorded. The investigation proceeded under the expectation that witnesses would answer truthfully. Where necessary, credibility determinations were made.¹

b. Documents

Attachment	Document
1.	
2.	
3.	
4.	

¹ We considered and gave appropriate weight to information that might be considered to be hearsay in legal proceedings.

c. Policies, Standards and Laws

In this investigation, we were asked to make factual findings only. Therefore, we will not assess whether pertinent policies or laws have been violated.

d. Evidentiary Standard

To make a decision on the “balance of probabilities” means that the evidence on one side outweighs, or is more than, the evidence on the other side.

e. Timeline

The following chronicles the approximate dates and times of incidents relevant to the investigation, as reported by the Complainant.

Timeline		
Date	Time	Description of Event

III. Factual Background

a. The Complainant

b. The Respondent

IV. The Allegations

a. The Complaint

b. The Respondent’s Response

c. Witness Statements

V. Analysis and Findings

I have made my findings of fact using the balance of probabilities standard. I did this by asking myself, based on the evidence obtained during the course of my investigation, what do I think is more likely to have occurred than not. This is a qualitative and not a quantitative standard.

{discuss findings}

Therefore, based on the above, it is found on a balance of probabilities that ● .

This concludes the investigation.

[Name of Investigator]