

INVESTIGATION CHECKLIST

1. BEFORE THE INVESTIGATION – PREPARE

- ☐ Review the Complaint and Response from the Accused
- ☐ Make a list of possible witnesses, for the Complainant and for the Accused
- ☐ Get contact information for each witness. The Complainant and Accused should assist.
- ☐ Make a list of common interview questions. (See attached samples)
- ☐ Prepare some questions that are specific to each witness.
- ☐ Make a schedule and call and make appointments to meet with each of the witnesses. You may want to schedule the witnesses on the hour to provide enough time to meet with each of them.

2. BEFORE THE INTERVIEW – CREATE A CONDUCIVE SPACE

- ☐ Choose a quiet, well-lit spot without noise and distractions to meet with the witnesses.
- ☐ Test your equipment.
- ☐ Have a notepad, pen, and paper

3. INTERVIEW WITNESSES

- ☐ If a virtual meeting or conference call, log in or call the conference number a few minutes early.
- ☐ If meeting in person be on time. You can meet with them at their home or a designated area.
- ☐ Silence your phone.
- ☐ Ask if you have their permission to tape record the interview. Have your equipment ready.
- ☐ State the date and time and that you have permission to tape record the interview. If they refuse to have it tape recorded, then take good notes, or have them write a statement of what they know.
- ☐ Sit up straight and speak clearly with a positive tone.
- ☐ At the end of the interview, state the date and time and thank them for meeting with you.

4. AFTER THE INTERVIEW

- ☐ Review your notes and type them up. If it is their written statement keep it in a safe location.
- ☐ Prepare for the next interview.

QUESTIONING THE COMPLAINANT

The Complainant has already filed a Complaint against the Accused. You may have heard something about the incident. If you have but are not an eyewitness and you feel you can be unbiased you can remain on the investigation panel.

If you are a witness to the incident, then you must recuse yourself as an investigator and not be on the interview panel, as this is a conflict of interest.

Most likely the Complainant will be cooperative. Stay neutral in your position and do not take sides. You may want to have two investigators in the room if possible. Recording the interview can help prevent negative consequences.

1. Start tape recorder. Ask if you have their permission to take record the interview. If they say yes, start the tape recorder.
2. Introduce yourself, state the date and time, and that you have permission to take record the interview.
3. Ask them to state their name, address and telephone number.
4. Ask them, what happened? Ask them to provide as many details as possible.
5. What was the date, time, and duration of the incident or behavior?
6. How many times did this happened?
7. Where did it happen?
8. How did it happen?
9. Did anyone else see it happen? If so, Who
10. What did witnesses do or say?
11. Who are the witnesses, get names, addresses and phone number?
12. Was there physical contact?
13. Did you tell anyone else about the incident? Who? What was said. Get contact information.
14. Is there any physical evidence such as emails, notes, photos?
15. How would they like you to resolve the situation?
16. Is there anything else they want to add?
17. If there are other questions that you need to ask do it now as you may not have another opportunity.
18. Thank them for the interview.

QUESTIONING THE ACCUSED

Depending on the situation, the Accused is probably aware that a Complaint has been filed against them. They may cooperate or they may not want to cooperate. Stay safe and avoid any disagreements. Stay neutral. You may want to have two investigators in the room if possible. Recording the interview can help prevent negative consequences.

1. Start tape recorder. Ask if you have their permission to take record the interview. If they say yes, start the tape recorder.
2. Introduce yourself, state the date and time, and that you have permission to take record the interview.
3. Ask them to state their name, address and telephone number.
4. Ask them, what happened? Ask them to provide as many details as possible.
5. If they deny the incident, as if there is any reason the Complainant would lie about the incident?
6. Ask where they were on the date and time the alleged incident occurred.
7. Ask if they have witnesses to corroborate their whereabouts at the time of the incident.
8. If they do not deny the incident, ask the date and time and where the incident happened.
9. What were the circumstances leading up to the incident?
10. Tell them to say in their own words what happened on that specific date and time.
11. Was anyone else involved?
12. How do they know the Complainant?
13. Are they aware of any other complaints by the Complainant?
14. What did the Complaint do or say at the time of the incident?
15. How did they respond to the Complainant?
16. Is there anyone else who would know what happened at the time of the incident? Get any contact information.
17. Did they talk to anyone about the incident? Who? What did they tell them?
18. Have they spoken to the Complainant since the incident? If so when and what was said.
19. Ask if they have anything else to add.
20. If there are other questions that you need to ask do it now as you may not have another opportunity.
21. Thank them for the interview.

QUESTIONING THE WITNESS

1. Start tape recorder. Ask if you have their permission to take record the interview. If they say yes, start the tape recorder.
2. Introduce yourself, state the date and time, and that you have permission to take record the interview.
3. Ask them to state their name, address and telephone number.
4. If you are interviewing them for the Complainant ask them if they know the Complainant, and how they know him or her.
5. If you are interviewing them for the Accused ask them if they know the Accused, and how they know him or her.
6. What did you witness? Provide as many details as they can.
7. What was the date, time and duration on the incident or behavior you witnessed?
8. Where did it happen?
9. Who was involved?
10. What was said and by who?
11. Where were they when the incident happened.
12. Ask them to explain the situation in their own words.
13. Ask who else was present. Get names and addresses or other contact information for any other witnesses.
14. What did they do after witnessing the incident?
15. Did they tell anyone what happened? If so, who?
16. Is there anything they want to add?
17. If there are other questions that you need to ask do it now as you may not have another opportunity.
18. Thank them for the interview.