

# INVESTIGATION REPORT RECOMMENDATIONS

- I. INTRODUCTION
  - A. Name, Social Security Number, and Case Number (assigned by RCS)
  - B. Date and time the incident allegedly occurred, if known.
  - C. The date and time the incident was reported to the agency personnel.
  - D. The name of the person or persons reporting the incident.
  - E. The date and time the investigations was assigned.
  - F. The nature of the allegation and/or information provider to the investigator.
  
- II. INVESTIGATIVE PROCEDURE
  - A. GENERAL INFORMATION
    - 1. The dates and times the investigator visited the site of the incident.
    - 2. The person(s) with whom the investigator spoke with at that site.
  - B. COLLECTING PHYSICAL AND DEMONSTRATIVE EVIDENCE
    - 1. The manner in which the scene of the incident, if any, was secured.
    - 2. A list of each piece of physical evidence that was collected.
    - 3. The manner in which the physical evidence was collected and logged.
    - 4. The manner in which the physical evidence was kept after collection in order to maintain the chain of custody.
    - 5. A list of any pictures, which were taken.
    - 6. A list of any other demonstrative evidence available to the investigation, e.g. diagrams, maps, floor plans, x-rays.
  - C. TESTIMONIAL EVIDENCE
    - 1. The way in which the investigator determined whom to interview.
    - 2. A list of all persons interviewed in chronological order, including title, date, and time of each interview.
    - 3. The person or persons, if any, as the target or targets of the case.
    - 4. The way in which the investigator afforded the target or other witnesses any right to representation, if such rights exist by labor contract, law, or regulation.
    - 5. Interviews without writer statement.
  
- III. SUMMARY OF EVIDENCE
  - 1. A list of the questions, which the investigator must answer.
  - 2. A list of all direct evidence to answer each question.
  - 3. A list of all circumstantial evidence available to answer each question.
  
- IV. CONCLUSIONS/FINDINGS [Include an answer to each question identify in the summary of evidence and the reasons for your conclusions.]
  
- V. RECOMMENDATIONS