

Title IX Investigation Report Form
CONFIDENTIAL

To: Investigation File
From: [Name of Investigator]
Date: _____
Re: [Incident or Complaint Investigated]

The [Complaint or Allegations]

[List date of complaint or other information that led to investigation, and the incidents that were investigated. If there are multiple incidents, number each consecutively, starting with oldest incident and moving towards the present.]

Pre-Investigation Actions

[List anything you did before the investigation, such as placing an employee on leave, notifying management of the investigation, changing reporting relationships or work locations, etc.]

The Investigation

I began the investigation [date and time]

I interviewed the following witnesses:

[List each witness, along with date and time of interview] _____

I also had [number] follow-up interviews, with:

[List each witness, along with date and time of interview] _____

My notes from these interviews are in the investigation file.

I reviewed the following items:

[List each document or other piece of evidence, including where and when you got it.]

Copies of these items are in the investigation file.

I also:

[List any other actions you took, such as visiting the scene of the incidents, taking photographs, etc.]

I completed my investigation on [date].

Conclusions

After reviewing the evidence, I have concluded: *[Describe your conclusions and the evidence you considered in reaching them; if you investigated multiple incidents, state your conclusion for each incident.]*

Recommendations

Based on the conclusions listed above, I find that [List your recommendations as to each person accused of wrongdoing. If you are responsible for taking action, describe what you intend to do or have done—for example, issued a written warning or set up a safety committee.]

Signed: _____

Date: _____