

# Topic 4.

## Investigative Reporting: Sourcing the Story



# An investigation report can:

1. Spark some sort of action based on the findings it presents
2. Record of the steps of the investigation
3. Provide information for legal actions
4. Provide valuable data to inform control and preventive measures



# Writing an investigative report:

## *The “musts”*

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- It must be organized in a such way that anybody internally or externally can understand it without having to reference other materials.
- It must document the investigative findings objectively and accurately and provide decision makers with enough information to determine whether they should take further action.
- It must indicate whether the allegations were substantiated, unsubstantiated, or whether there’s something missing that is needed to reach a conclusion.



# WHAT TO INCLUDE IN YOUR REPORT

**EXECUTIVE  
SUMMARY**

**PRELIMINARY CASE  
INFORMATION**

**INCIDENT SUMMARY**

**ALLEGATION  
SUBJECT**

**INVESTIGATION  
DETAILS & NOTES**

**INVESTIGATION  
INTERVIEWS**

**CREDIBILITY  
ASSESSMENT**

**EVIDENCE**

**CONCLUSION &  
RECOMMENDATIONS**

**FINAL EDITS**

# WHAT TO INCLUDE IN YOUR REPORT

## **1. EXECUTIVE SUMMARY**

The executive summary should be a concise overview of the investigation from beginning to end. It should not contain any information that is not already in the investigation report.

# WHAT TO INCLUDE IN YOUR REPORT

## 2. PRELIMINARY CASE INFORMATION

- Your name and investigator identification number
- Case number
- Date the case was assigned to you
- The date the report was reviewed
- How the report was received (e.g. hotline, email to HR manager, verbal report to supervisor)
- Name of the reporter/complainant

# WHAT TO INCLUDE IN YOUR REPORT

## 3. INCIDENT SUMMARY

- What type of case is it?
- Specify the case type further.
- Who is the alleged victim?
- If the alleged victim is an employee, identify the person's supervisor.
- Were any other people involved besides the subject and the alleged victim?
- Where did the incident(s) take place?
- When did the incident(s) occur?
- Capture details of the allegation.

# WHAT TO INCLUDE IN YOUR REPORT

## 4. ALLEGATION SUBJECT

**For every subject, include their:**

- Name
- Email (work contact if they're an employee, personal if not)
- Telephone number



# WHAT TO INCLUDE IN YOUR REPORT

## 5. INVESTIGATION DETAILS & NOTES

### **For each action, outline:**

- Type of action (e.g. initial review, meeting, etc.)
- Person responsible for the action
- Date when the action was completed
- Brief description of the action (i.e. who you met with, where, and for how long)

# WHAT TO INCLUDE IN YOUR REPORT

## 6. INVESTIGATION INTERVIEWS

### **Include the following information:**

- Who conducted the interview
- Who was interviewed
- Where the interview took place
- Date of the interview

# WHAT TO INCLUDE IN YOUR REPORT

## 7. CREDIBILITY ASSESSMENT

### Examine the following factors:

- Plausibility (Is the testimony believable and does it make sense?)
- Demeanor (Did the person seem to be telling the truth?)
- Motive to falsify (Does the person have a reason to lie?)
- Corroboration (Is there testimony or evidence that corroborates the witness's account?)
- Past record (Does the subject have a history of similar behavior?)

# WHAT TO INCLUDE IN YOUR REPORT

## 8. EVIDENCE

- Video or audio footage
- Email or messaging records
- Employee security access records
- Computer or other device login records
- Documents or papers
- Physical objects (e.g. photos, posters, broken objects, etc.)

# WHAT TO INCLUDE IN YOUR REPORT

## **9. CONCLUSION & RECOMMENDATIONS**

In the final section of your report, detail your findings and conclusion. In other words, answer the questions that your investigation set out to answer.

# WHAT TO INCLUDE IN YOUR REPORT

## **10. FINAL EDITS**

Grammatical errors or missed words can take even the best investigation report from professional to sloppy. That's why checking your work before submitting the report is perhaps the most important step of them all.