|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part I: Case Information** | | | | |
| Case Number: | Complaint filing date: | | Investigation due date: | |
| **Part II: Complainant Information** | | | | |
| **Name** | | **Job Title:** | | |
| **Agency** | | **Department/Division:** | | |
| **Telephone Number:** | | **Email Address:** | | |
|  | | | | |
| Supervisor Name: | | Job Title: | | |
| Telephone Number: | | Email Address: | | |
| **Part III: Background** | | | | |
| **Allegation(s):** | | | | **Issue:** |
| **Basis:** |
| **Applicable Laws, Statues, Policies etc.**  ***Example:*** *Americans with Disabilities Act, Americans with Disabilities Act Amendment Act, State of Maryland Reasonable Accommodation Policy, and Procedure* | | | | |

|  |  |
| --- | --- |
| **Part IV: Respondent Information** | |
| **Name** | **Job Title:** |
| **Agency** | **Department/Division:** |
| **Telephone Number:** | **Email Address:** |
| **Part V: Witness Information** | |
| Name | Job Title: |
| Agency | Department/Division: |
| Telephone Number: | Email Address: |
|  | |
| Name | Job Title: |
| Agency | Department/Division: |
| Telephone Number: | Email Address: |
|  | |
| Name | Job Title: |
| Agency | Department/Division: |
| Telephone Number: | Email Address: |

|  |  |
| --- | --- |
| **VI: Action Plan**  **Note:** The information included in the chart is simply examples of tasks that may need to be completed during the investigation process. | |
| **Action Item** | **Proposed Completion Date** |
| Review the complaint. |  |
| Contact leadership and management to make them aware of the complaint and next steps of the process. |  |
| Contact the complainant and make a formal introduction and explain the investigation process. Schedule a follow up interview to discuss any outstanding details of the case. |  |
| Contact the respondent and inform them of the allegations and next steps of the complaint process. |  |
| Confirm the names of all witnesses to be interviewed |  |
| Review all evidence, and note any outstanding information needed to proceed with drafting the final report. |  |
| Obtain all outstanding information. |  |
| Draft final report and submit to legal for review. |  |