**INVESTIGATION REPORT FORMAT**

The purpose of this sample is to assist EEO investigators with drafting an investigation report. An investigation report is completed to review the allegations thoroughly, examine all relevant evidence, and conclude whether a violation of applicable laws, policies, and procedures was committed.

This sample is for guidance purposes only and may be changed to reflect the circumstances of the complaint and investigation being conducted.

**Case Information:**

Complainant Name Job Title Agency Name & Address

v.

Respondent Name Job Title Agency Name and Address

Complaint No.:

**Background Information:**

* This may include when and how the complaint was received (via email, fax, U.S. mail, anonymous etc.); the issue and basis of the complaint; provide information about complainant’s job title, date of hire, chain of command; provide information about the named respondent, such as, job title and work relationship to complainant (supervisor, manager, coworker, etc.)

**Complainant’s Allegation(s):**

* This may include a detailed account of each allegation contained in the complaint form and in any written statements that were submitted as part of the complaint.

**Respondent’s Response(s):**

* This may include a detailed account of the response(s) to the allegation(s) received from the Respondent.

**Summary of Witness Statement(s):**

* This may include a detailed account of all the witness interviews and their statements.

**Investigative Findings:**

* This may include a detailed account of all findings, observations for each specific allegation/issue of concern investigated, cross-referencing any documentation where needed.

**Conclusion:**

* This may include whether there was a finding of violation or no finding of violation, as it relates to the applicable law, statue, policy, or procedure.
* This may include whether the complainant should be referred to additional subject matter experts within other offices based on their respective area of expertise as it relates to the allegations.

**Notes:**

* Investigation reports are confidential and should only be shared with the agency head and assistant attorney general.
* Investigation reports should be on the agency’s letterhead.
* Reference Exhibits, where appropriate.
* Reference laws, policies, statutes, etc., where appropriate throughout the investigative report.
* The body of the investigation report should answer the who, what, when, where why and how of the allegations.
* Contact the Office of the Statewide EEO Coordinator for additional questions, guidance, or assistance at 410-767-3800.