

PRELIMINARY INVESTIGATION REPORT OUTLINE

File Number:
Organization:
Designated Officer:
Date:

Summary of the disclosure:

Write a brief description of the disclosure, the allegation(s) which were made and the position of any respondent(s).

Allegations investigated

Describe the scope of the investigation and the specific allegations which were considered. If some allegations were not investigated, list them and state why the DO opted not to investigate them.

Law/Policies/Standards

Set out the applicable laws, policies, and/or standards relating to each of the issues identified above and which were investigated.

Sources of Evidence

Summarize the sources of evidence considered during the investigation, including but not limited to records, responses to questions, witness interviews, physical evidence, observations during a site visit, etc.

Evidence and Factual Findings

Summarize the evidence obtained and findings of fact relating to each allegation investigated.

Analysis and Findings

Apply the facts to the applicable laws/policies/standards, including a determination of whether wrongdoing occurred.

Recommendations

Outline any suggested recommendations to address any finding of wrongdoing or other matter, such as deficiencies identified through the investigation.

Conclusion

Summarize the findings, recommendations and any other next steps for the Chief Executive's consideration.

Proposed adversely affected recipients

List the people or organizations that should be provided an opportunity to make representations on the preliminary investigation report, before finalizing.