

# PRELIMINARY INVESTIGATION REPORT OUTLINE

Designated Officer:  
Date:

## ***Summary of the disclosure:***

Write a brief description of the disclosure.

## ***Allegations investigated***

Describe the scope of the investigation and the specific allegations which were considered.

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

## ***Conclusion***

Summarize the findings and recommendations.