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## ***INVESTIGATION PLAN SAMPLE***

### **DAY ONE** (already reserved a secluded conference room for the entire day.)

The investigator should allow time between interviews to type up notes and adjust to new information, evidence or witnesses. Keeping the investigation flowing as efficiently as possible, the interviewer may conduct interviews earlier or later as needed to allow enough time to gather all the required information. Additional time may be necessary depending on the number of witnesses and amount of information provided.

- 8 a.m. Interview accuser (to clarify details and gather evidence and witnesses).
- 9 a.m. Read over interview notes, and fill in details while still fresh.
  - Determine who should be interviewed next: the accused or some of the witnesses.
- 10 a.m. Next interview will potentially be the accused to hear his or her side of the story and to gather evidence and witnesses.
- 11 a.m. Complete notes and prepare for next interview.
- 1 p.m. Interview potential first witness, and take time to complete interview notes.
- 2 p.m. Interview second witness, and take time to complete interview notes.
- 3 p.m. Interview third witness, and take time to complete interview notes.
- 4 p.m. Review notes for entire day, and make plan for second day.

### **DAY TWO** (already reserved a secluded conference room for the entire day.)

- 8 a.m. to 3 p.m. Finish any additional witness interviews.
- Handle any follow-up interviews with accused, accuser or witnesses as needed to clarify information previously discussed or to ask new questions about evidence or information disclosed after the initial interview.
- 3 p.m. to 5 p.m. Review interview notes, evidence and credibility assessment.
  - Establish proposed recommendation for action to present to upper management.

### **DAY THREE**

- Morning: Discuss proposed resolution with upper management.
  - Decide on final resolution.
- Afternoon: Create any relevant disciplinary actions, warnings or memos.

### **DAY FOUR**

- Morning: Hold closure meeting with accused and accuser separately.
- Afternoon: Write investigation report/summary.