

# Witness Investigation Questions

Date:

Meeting with:

Investigator(s):

## Introduction to Witness

1. Express appreciation for the witness's time and cooperation.
2. Explain the nature of what is being investigated.
3. Note that the matter under investigation is serious and that the District has a commitment/obligation to investigate this claim.
4. Emphasize that no conclusion will be made until all of the facts have been gathered and analyzed.
5. Stress that any attempt to influence the outcome of the investigation by discussing it with others, retaliating against anyone who participates, providing false information or failure to be forthcoming can be the basis for corrective action, up to and including termination.

## Foundation Questions

1. Please describe any inappropriate or offensive behavior that you have experienced or witnessed. What did you see or hear? When did this occur? How often did it occur?
2. Are you aware of behavior by the accused toward the complainant or toward others in the workplace?
3. What did the complainant tell you? When did he or she tell you this?
4. Do you know if the complainant reported the concern to his or her supervisor?
5. Upon knowledge of the incident(s), did you report it to your supervisor?
6. Do you have any notes, physical evidence or other documentation regarding the incident(s)?
7. Do you know of any other relevant information?
8. Are there other persons who have relevant information?
9. Ask other relevant questions to ascertain an accurate situation summary.

# JORDAN SCHOOL DISTRICT INVESTIGATIVE REPORT

Investigation Date:

School/Department:

Subject Name:

Subject Job Title:

Supervisor Name:

Reporting Person(s):

TIME	INVESTIGATIVE DETAILS
Date Time	Description of the incident or reported misconduct
Date Time	Steps taken to investigate: such as, who was interviewed and when, overview of statements with necessary details.
Date Time	Report to Assistant Superintendent or Director of Human Resources
Date Time	Final outcome

