
Hospital Name

INVESTIGATIVE REPORT SUMMARY

Case: _____

Case #: _____ Investigator: _____

Date of Report: _____

I. INTRODUCTION

- A. The date and time the incident allegedly occurred, if known.
- B. The date and time the incident was reported to facility personnel.
- C. The name of the person or persons reporting the incident.
- D. The date and time the investigator was assigned the case.
- E. The nature of the allegation and/or information provided to the investigator at the time of the assignment.

II. INVESTIGATIVE PROCEDURE

- A. GENERAL INFORMATION:
 - 1. The dates and times, in chronological order, that the investigator visited the site of the incident.
 - 2. A list, in chronological order, of the person[s] with whom the investigator spoke at that site. [Not witness interviews---written statements are not needed if the purpose of speaking with someone was simply to identify who was on duty; just state in this section]
- B. COLLECTING PHYSICAL AND DEMONSTRATIVE EVIDENCE (including video review and location of cameras, photographs, diagrams, etc.):
 - 1. The manner in which the scene of the incident, if any, was secured.

If not, why not?

2. A list of each piece of physical evidence collected (in chronological order using a numbering system).
3. The manner in which the physical evidence was collected and logged.
4. The manner in which the physical evidence was kept after collection in order to maintain the chain of custody.
5. A list of any pictures which were taken (using a numbering system).
6. A list of any other demonstrative evidence available to the investigation -- e.g. snap shots from the video surveillance, diagrams, maps, floor plans, x-rays.

C. TESTIMONIAL EVIDENCE:

1. The way in which the investigator determined whom to interview (including use of statements obtained by the charge nurse before the end of the shift, incident report, staffing sheet, assignment sheet, video surveillance, etc.).
2. A list of all persons interviewed in chronological order, including title, date and time of each interview.
3. The person or persons, if any, identified as the alleged perpetrator (s) of the case.
4. The way in which the investigator afforded the alleged perpetrator or other witnesses any right to representation, if such rights exist by labor contract, law or regulation.

D. DOCUMENTARY EVIDENCE:

1. A list of any statements taken from individuals interviewed in the case. (the investigator's interview) [This may be noted, for convenience, on the list identified in II.C.2, above.]
2. A list of any other documents collected in this case including all statements obtained by the charge nurse from individuals on duty at the time of the incident.
3. The manner in which any records which were collected were secured prior to and after their collection.

III. SUMMARY OF EVIDENCE

1. A list of the questions which the investigator must answer (if new questions arise after the investigation has begun, include these here).
2. A summary of all direct (eye witness) evidence available to answer each question.
3. A summary of all circumstantial evidence available to answer each question.

IV. ANALYSIS AND CONCLUSIONS

Include an answer to each question identified in "Summary of Evidence" and the reasons for your conclusion. Include if the allegation is substantiated, unsubstantiated or unfounded.

V. RECOMMENDATIONS

VI. PAST EMPLOYEE SUBSTANTIATED OR UNSUBSTANTIATED ALLEGATIONS

SIGNATURE of INVESTIGATOR

DATE of REPORT

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