

Investigation Report

[This is a template investigation report that an investigator may adapt to suit the particular circumstances of their investigation]

Introduction	Investigator:
	Date investigation began:
	Background to the investigation:

Process of investigation	The investigation process:
	Evidence collected:
	Evidence not collected:
	Persons interviewed:

	Persons not interviewed:
	Anonymised statements:

The investigation findings	Summary of written and physical evidence:
	Summary of witness evidence:
	Facts established:
	Facts that could not be established:
	Mitigating factors:
	Other relevant information:

Conclusion [if required]	Recommendation:
	Further details on recommendation:
	Investigator's signature: Date:

Supporting documents	
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