

Writing a good investigation report

Investigation reports should be comprehensive and based on fact. Before finalizing, make sure that it:

- [ ] Is written in the first person singular
- [ ] Is chronological and easy to follow
- [ ] Is objective, with no speculation, opinions, or assumptions
- [ ] Avoids legal conclusions and legalistic words
- [ ] Explains facts so that others can draw conclusions

Pro Tip: The report should be written for a jury to review. Ultimately that is where it may wind up!

- [ ] Is comprehensive and answers these six basic questions:
  - **What** is the investigation trying to prove or explain?
  - **How** was the misconduct accomplished and how did (or can) the offender get caught?
  - **Who** did it, may have done it, or didn't do it, as evidenced by documents and interviews?
  - **Where** did the incident occur? Where else could it have happened?
  - **When** did the incident happen, as evidenced by documents or interviews?
  - **Why** did it happen, including any possible motives for the misconduct?

Pro tip: Understanding motive may also tell you who did it.

- [ ] Identifies any operations failures so that improvements can be made, including any reasons for the failure (such as a gap in processes, poor management oversight, a lack of training, etc.)

WINTER INVESTIGATIONS
GLOBAL ADVISORY

Meric Craig Bloch

winterinvestigations.org

BROADCAT

Visualized by **Broadcat**

thebroadcat.com