

**Employee Conduct and Discipline**

**Investigator Checklist**

This checklist should be used by the investigator who is investigating allegations of employee misconduct as described in Nebo School District Policy GCPD, *Employee Discipline, Administrative Leave, and Orderly Termination*, and other applicable policies (e.g., Policies GCB, GBCC, GBEF, and GBHA) and employee handbooks. **Investigators should carefully follow the procedures outlined in Nebo School District Policy GCPD**. The investigation file should be kept separate from personnel or student education files.

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| --- | --- | --- | --- |
| Complainant: | Enter name | Respondent(s): | Enter name |
| Briefly describe the incident(s) and evidence giving rise to this investigation:Describe incident |

**Indicate the date on which each step of the investigation is completed**:

|  |  |
| --- | --- |
| Date | Received notice of conduct or allegations |
| Date | Provided initial supportive measures / safety plan (if applicable) |
| Date | Placed respondent(s) on administrative leave (if employee, as applicable) |
| Date | Investigator(s) assigned |
| Date | Created investigation file (electronic and hard copy) |
| Date | Written complaint received or completed by investigator |
| Date | If possible criminal conduct, notified law enforcement or DCFS (if applicable) |
| Date | If possible criminal conduct, notified complainant of option to contact law enforcement or DCFS (optional) |
| Date | Preserved evidence (video, documents, physical, and electronic) |
| Date | Interviewed complainant |
| Date | Interviewed respondent(s) and gather written response(s) |
| Date | Interviewed witnesses and gathered written witness statements |
| Date | Completed written *Investigation Report and Decision* |
| Date | Written notice of investigation outcome sent to parties |
| Date | Delivered *Investigation Report and Decision* to applicable administrators |
| Date | Documented complaint and disciplinary action in SIS (if student) |
| Date | Remedied effects on complainant (if applicable) |
| Date | Disciplinary action imposed on respondent(s) (if applicable) |
| Date | Remedied effects on workplace environment (if applicable) |
| Date | Other recommendations completed (if applicable) |
| Date | Investigation closed |