

Investigator's Summary Record

Allegation and date occurred:

Summation of Investigator's interview with parties involved.

Witness 1:

Witness 2:

Witness 3:

Victim 1:

Victim 2:

Perpetrator:

Investigator's Name (Print): _____ Date: _____

Signature: _____

Initial assessment of unacceptable behavior: Identify victim(s), perpetrator(s), instigator(s), group vs. individual activity:

Explain extenuating circumstances that impede quick resolution of the condition, situation, or problem (relationships, outside influences, management style, etc.).

Identify perpetrator behavior(s). Check all that apply.

Disruptive	Threat verbal	Suicidal threats
Shows belligerence	Threat non-verbal	Physical fight
Instigates malicious gossip/rumors	Sends unwanted communications	Assaults workers, customers or supervisors
Argues frequently	Stalking	Criminal act(s)
Verbally abuses	Vandalizes property	Displays weapons
Throws, kicks, punches walls	Intentionally wastes property/merchandise	Disobeys departmental policies
Hostage	Harassment	Destruction of property
Other, specify:		

Pertinent questions that should be clarified in the interviews include (on separate sheet):

1. Did the incident involve a weapon (what type, owner, intended use, etc.)?
2. Did the incident result in any lost work time and/or a workers' compensation claim?
3. Was the violence or threat directed at a specific individual?
4. Did the victim or anyone have prior knowledge of, or warning of, a potential incident?
5. Was the perpetrator involved in any previous incidence of violence?
6. Has this type of or similar incident happened before?
7. If yes, what preventive actions were implemented previously, and why did it not prevent a repeat?
8. Should the incident be reported to the police?
9. What preventive actions will be implemented to minimize reoccurrence?

Other points of interest:

Collaboration in the resolution of the report or complaint was accomplished with (organization, individual, date, synopsis; e.g., UPW and DPO/LR Tom Jones, 10-10-2003).

Disposition of incident (check all that apply, provide synopsis and name of individual):

No action taken

Verbal warning; date:

Written warning; date:

Suspension; number of days:

Termination; date:

Criminal indictment; charges:

Corrective Action describe:

Other; describe:

Remarks (training program, such as Anger Management, Team Building, Workplace Violence, etc. and who attended – perpetrator only, selected employees, or all, etc.):

Recommendations and reoccurrence prevention actions:

Investigation conducted by:

Phone No.:

Position title:

Date:

Office:

Dept./Agency: