

**OFFICE OF INVESTIGATIVE SERVICES  
POLICY AND PROCEDURE #840**

**INVESTIGATIVE REPORT WRITING**

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**REPORT WRITING:**

The investigative report represents in writing a statement of the allegations, the findings of the Investigator, and a statement of conclusions drawn from the investigation. Organization, conciseness, clarity, and accuracy are the hallmarks of a good report. The written report will represent all relevant aspects of the investigation and be objective, accurate, understandable, logically organized, and timely.

The following are key considerations in writing a good report:

- X **Conciseness**: The investigator should remember that the best report tells the complete story in as few words as possible. After preparing the first draft of the report, the investigator may find the need to revise it for the purpose of eliminating redundant or unnecessary phrases or words.
- X **Accuracy**: The written report should clearly record or reference all pertinent interviews and observations. Information obtained during an investigation should be verified by as many sources as are necessary and reasonable to establish the validity of the information. Investigative reports should not contain personal opinions or views.
- X **Style**: The report should be written objectively in the first person. The bulleted style of writing is preferred.
- X **Format**: All internal investigation summaries will be typed with justified margins and the pages numbered.

The following standard cover pages and outline illustrates the contents of a complete summary of investigation. Variances from this sample outline are permissible.

| STANDARD COVER PAGES:



Georgia Department of Human Resources  
Office of Investigative Services

Internal Investigation Log #0000-000

Name of Referring Office/Section/Agency

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_  
First Name, Last Name  
Senior Investigator

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_  
First Name, Last Name  
Investigator in Charge

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
First Name, Last Name  
Chief Investigator



Georgia Department of Human Resources  
Office of Investigative Services

Internal Investigation Log #0000-000

Name of Referring Office/Section/Agency

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
First Name, Last Name  
Assistant Director

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
First Name, Last Name  
Director

## INVESTIGATIVE REPORT WRITING (continued)

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### SAMPLE INVESTIGATIVE OUTLINE:

#### SUMMARY OF INVESTIGATION

##### I. DESCRIPTION OF ALLEGATION:

This is a narrative statement of the allegation(s) and a statement of the source of the information.

##### II. IDENTIFICATION OF SUBJECT, IF KNOWN:

A. Name

B. Sex/Race

C. SSN

D. Date of Birth

E. Address (Home)

F. Address of place of employment or where subject can be reached

G. Any other information that will assist in the positive identification of the subject

##### III. THE INVESTIGATIVE FINDINGS:

This portion of the report is a narrative description of the investigator's findings.

##### IV. CONCLUSION:

This is a brief statement of the findings and conclusions drawn from the investigation. This should contain a statement of the possible violations of law, regulations, or administrative policy supported by the investigative findings. It should not include repetitions of statements made by individuals previously addressed in the body of the report. The investigator should not make legal recommendations or conclude with personal suggestions of personnel actions or remedies. The investigator needs to be aware that reports may be used by the referring agency to take personnel or legal actions drawn from the findings of the investigator. A good conclusion is one that an individual could read and understand exactly what substantiated the report without reading the entire report.

V. WITNESS LIST:

This is a list of all witnesses interviewed including as much of the following information as is known:

- A. Full Name
- B. Date of Birth
- C. Social Security Number
- D. Home Address and Telephone Number
- E. Employment Title
- F. Employer's Address and Telephone Number

VI. EXHIBITS AND EVIDENCE LIST:

The exhibits represent tapes of recorded interviews, transcripts of recorded interviews, signed statements of individuals interviewed, and other documentary evidence. All exhibits/evidence will be numbered with an exhibit label at the bottom right-hand corner of the document.

In listing the documentary evidence, the investigator will identify each exhibit by number and provide a brief description of the document. The initial request for investigation should be included as Exhibit 1.