

HINTS AND TIPS FOR INVESTIGATING OFFICERS

Writing an Investigation Report

Use the report template provided

The Investigating Officer should not give their own opinion in the report, purely present the facts

The report should be balanced and present evidence and counter evidence as given

Collate all documentary evidence including statements into appendices

The Investigation Brief should be clearly detailed in section 1 of the template

Provide a contents page for your report to ensure readers can find content easily

Structure the key findings and conclusions in the report in line with the agreed brief

Use only factual language avoid words that emphasise or accentuate events

When trying to corroborate interview testimonies ensure the same questions are asked

Provide a time line of events if it will enhance the understanding of the events investigated

What is the purpose?



Where do I start?