



“Pre-Investigation” Checklist

<u>Description</u>	<u>Date Requested/Collected</u>	<u>Responsible Party</u>
✓ Relevant Policies & Procedures		
✓ Applicable Collective Bargaining Agreements		
✓ Organizational Chart		
✓ Directory or Other Contact Information of Relevant Parties		
✓ Prior Written Statements/Complaints		
✓ Supervisor/HR Notes relating to the Complaint or Issues		
✓ Performance Evaluations		
✓ Disciplinary Records		
✓ Training Records		
✓ Calendars, Diaries, Journals		
✓ Work Schedules, Time Reports		
✓ Prior Investigation Records		
✓ Available Electronic Evidence (Email, Calendars, Documents)		
✓ Relevant Physical Evidence		
✓ Applicable Security/Surveillance Records		