



Pre-Investigation Checklist

Depending on the nature of an investigation, our early access to the documents listed below can help to expedite the process and ensure a complete and thorough investigation of the matter at hand. We strongly encourage our clients to provide all documentation relevant to their investigation at the start of the engagement.

Item	Date Requested/Collected	Responsible Party
Policies and Procedures		
Collective Bargaining Agreements		
Organizational Chart		
Staff Directory/Contact Information of Relevant Parties		
Prior Written Statements/Complaints		
Supervisor/HR Notes related to the Complaint		
Performance Evaluations		
Disciplinary Records		
Training Records		
Calendars, Diaries, Journals		
Work Schedules, Time Reports		
Prior Investigation Records		
Available Electronic Evidence (email, texts, social media content, etc.)		
Relevant Physical Evidence		
Applicable Security/Surveillance Records		
Other Relevant Evidence (please list on a separate page)		