

Investigator Information

Name:

Position:

Email:

Phone:

Date Investigation Started:

Date Investigation Completed:

Complainant Information

Name:

Phone:

Email:

Complaint

Name of chaplain or staff member who is the subject of the complaint:

Date of Incident:

Time of Incident:

Details of Complaint

Complainant's Desired Resolution

Interviewee Name:

Date and Time of Interview:

Results of Interview with Complainant

Interviewee Name:

Date and Time of Interview:

Results of Interview with Chaplain/Staff Member

Name of Interviewee:

Date of Interview:

Details of Interview

Name of Interviewee:

Date of Interview:

Details of Interview

Additional Information Pertinent to the Complaint

A large, empty gray rectangular area intended for providing additional information pertinent to the complaint.

If more room is needed for additional information, the information can be included on a Word document. Attach additional documents here.

Investigator's Recommendations for Action

A large, empty gray rectangular area intended for the investigator to write their recommendations for action.

Investigator Signature

A horizontal gray rectangular area intended for the investigator to provide their signature.