



Supervisor's Incident Investigation Form

Nature of incident being reported (ex: drug use, harassment, theft, etc.): _____

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Your name: _____

Job title: _____

Name(s) of person(s) involved with incident: _____

Date of incident: _____

Time of incident: _____

Names of witnesses (if any): _____

Where, exactly, did the incident happen? _____

Describe the incident in detail (continue on the back if necessary). Identify who, what, when, where, and how: Who committed the alleged incident? What exactly occurred or what was said? When did it occur, and is it still ongoing? Where did it occur? How often did it occur? How did it affect others?

Recommended future action(s) to prevent recurrence:

Your signature: _____

Date: _____

Sample Interview Questions for Employees That Report Incidents

1. Can you identify the specific event(s) and date(s) which comprise the incident? For each event, can you identify: Who committed the alleged incident? What exactly occurred or what was said? When did it occur, and is it still ongoing? Where did it occur? How often did it occur? How did it affect you?
2. How did you react? What response did you make when the incident(s) occurred or afterwards?
3. How did the incident(s) affect you? Has your job been affected in any way?
4. Did others witness the(se) event(s)? If so, who? What events were witnessed, and on what dates were these events witnessed?
5. Did you tell anyone about the incident(s)? If so, who? When and what did you tell the person?
6. Do you know whether anyone else reported the same or a similar incident?
7. Are there any notes, physical evidence, or other documentation regarding the incident(s)?
8. Did you complain or make your feelings known about the incident(s)? If so, who did you tell? When and what did you tell the person?
9. If you complained or made your feelings known, what happened as a result? Did the incident(s) stop? If so, when did it stop?
10. Did you take any other action as a result of the incident(s)?
11. Do you have any other relevant information?

Sample Interview Questions for Employees That Are the Subject of Incident Investigations

1. What is your title/role in the organization? What is your work relationship with the employee reporting the incident?
2. Recite the event(s) and date(s) claimed by the employee reporting the incident, and ask for a response. Record details of the event(s) and date(s) as recited by the subject employee.
3. Did the employee reporting the incident say anything to you about the incident(s)? What did he or she say to you? What was your reaction? What did you do?
4. Did the employee notify you about the incident(s) in any other way? What was your reaction? What did you do?
5. If the subject employee asserts that the claims are false, ask why the employee reporting the incident might lie. Ask the subject employee for his or her explanation of events.
6. Are there any persons who have relevant information?
7. Do you know of any other relevant information?
8. Are there any notes, physical evidence, or other documentation regarding the incident(s)?

Sample Interview Questions for Witnesses

1. Recite the event(s) and date(s) claimed by the employee reporting the incident, and ask the witnesses to recite details of the event(s) and date(s). What did you see or hear? When did this occur? Describe the subject employee's behavior.

2. Does the witness know if the employee reporting the incident said or did anything regarding the incident(s)? How does the witness know? Recite dates, details of observable events, and conversations.

3. Did the witness and the employee reporting the incident discuss the incident(s)? If so, when? What was the substance of the conversation(s)?

4. Do you know of any other relevant information?

5. Are there other persons who have relevant information?