



Archdiocese of Agaña

196 Cuesta San Ramon, Ste. B, ■ Hagåtña, GU 96910

Tel: (671)472-6116

Fax: (671)477-3519

INVESTIGATION REVIEW QUESTIONS

A key component of conducting a thorough and accurate investigation derives from the questions you ask. It is important to ensure the questions used in the investigation are unbiased and focused on uncovering vital details of the events in questions.

Nature of alleged incident:	
Date, time and place of alleged incident:	
People involved in alleged incident:	
Persons who reported alleged incident:	

I. SAMPLE QUESTIONS FOR COMPLAINANT

1) <i>Tell me what happened.</i>
2) <i>What is your relationship to _____?</i>
3) <i>Recall in detail the incidence(s), please inform us who, what where, when and how.</i>
4) <i>What were your responses?</i>
5) <i>Do you think he/she knew that you perceived his/her behavior to be offensive?</i>
6) <i>Were there witnesses to the incident? If so, who?</i>
7) <i>What impact did this have on your work?</i>
8) <i>Did you approach anyone (coworker, manager, HR) regarding the incidences you have described? If so, what was said and when did this meeting take place?</i>

9) *Do you feel safe to return to your workstation?*

10) *Other*

11) *Other*

II. SAMPLE QUESTIONS FOR ACCUSED:

1) *What is your memory of the events in question? How do you feel about these allegations?*

2) *What is your relationship to _____?*

3) *Did the complaints make his/her feelings known to you that the action was unwelcomed? In what way? How did you react? What was your response?*

4) *Is there any other information you'd like to share?*

5) *Other*

6) *Other*

III. SAMPLE QUESTIONS FOR WITNESSES:

Witness # 1

1) *Please recall in detail the interactions in questions you may have seen or heard between the complaint and the accused?*

2) *Please explain who, when, where, etc.*

3) *What is your relationship to the complaint and accused?*

4) <i>Is there any other information you can provide me that would help in conducting a thorough investigation?</i>
5) <i>Other</i>
6) <i>Other</i>

Witness # 2

7) <i>Please recall in detail the interactions in questions you may have seen or heard between the complaint and the accused?</i>
8) <i>Please explain who, when, where, etc.</i>
9) <i>What is your relationship to the complaint and accused?</i>
10) <i>Is there any other information you can provide me that would help in conducting a thorough investigation?</i>
11) <i>Other</i>
12) <i>Other</i>

Write up prepared by:

Date: _____