Report Writing Workshop
Meet Your Facilitators
Agenda
The Regulatory Requirements
Relevant Evidence
Who Decides?
Intended Recipients
Essential Elements of the Report
Questions about the Report Template?
Writing the Report: Developing the Context
Learning Outcomes
Essential Steps of an Investigation
Other Recipients?
Structure of the Investigative File and Report
Structure of the Report
Report Structure
Get the Easy Stuff Out of the Way
The Regulatory Requirements
The Products of Each Step of the Investigation
Why is it Important to Write a Solid Report?
The Evidence File
Analysis Grid: List the Elements
Report and Evidence File
The Investigative File
Examples of Appendices
Format and Structure of the Record
Identify the relevant facts for inclusion in the Report.
Directly Related Evidence
Label the Appendices or Sections
Redactions
A well-organized evidence file will assist with this step.
Choose an organizational outline for the summary of facts.
Accuracy is Essential
Commit to Using Neutral Language
Consistency with Other Evidence or Testimony
Inherent Plausibility
Single Incident Allegations: Person Centered Approach
Corroboration
Material Omission
Single Incident Allegations: Event Centered Approach
Start Writing a Report That Will STAND on Its Own
Option B
Motive to Falsify
Ability to Recollect Events
Multiple Incidents
Simplicity
Option A
Option C
Past Record
Credibility/Reliability Analysis
Choosing Simple Language
Clarifying Language
The Investigator should not be present in the report.
Sufficiency of Detail and Specificity
Make a Determination about the Credibility and Reliability of the Relevant Evidence
Make a Determination about the Weight of the Evidence
Transparent and Clear
Where Deeper Clarity is Often Needed, But Not Included
Internal Consistency/ Consistency Over Time
Report Writing Workshop Day 2
Breakout 1
Appendix D
Break Out a To Redact or not to Redact?
Developing an Evidence File and Report for "The Formal" Hypothetical
Report Out: Break Out 2
Appendix E
Consider
Questions?
Analysis Grid: List the Elements
Break Out #3
Do we redact?
Break Out #3
Rewriting an Inadequate Record
Report Out Group 1
Should the following statement be redacted?
Report Out Group 3
Appendix B
Appendix A: Relevant Transcripts
Appendix C
Break Out #3