



INSPECTION AND REVIEW OF EVIDENCE
This outline complies with Section 106.45(b)(5)(vi)

CASE NAME: _____

INVESTIGATOR NAMES: _____

DATE NOTICE OF ALLEGATIONS MAILED TO RESPONDENT: _____

FOR REVIEW PRIOR TO LIVE HEARING

I. Procedural History

- a. Outline how the complaint progressed to the investigation stage.
- b. Identify the names of the investigators
- c. Identify the date notification of allegations was sent to both parties (Complainant and Respondent)
- d. Were site visits made? Y or N
- e. Was there evidence gathered outside of interview notes? Y or N. If there was information gathered, it should be listed below.
- f. Identify that the timeline followed for presenting the first review of the investigative report prior to the hearing has been followed.

II. Summary of Allegations

III. Applicable Policies/Procedures

IV. Information Considered

a. Inculpatory Information

b. Exculpatory Information

V. Interviews Conducted (list in chronological order by date, last name, first name)