

## Appendix B – Confidential Investigation Report Template

Reference	2526/____
Date received	
Date closed	
Named party	
Summary	
Category	
Service area & Officer	
Investigating Officer	

Allegation (exact copy and paste of referral)	
Remit of the investigation	
Investigation process	
Witnesses	
Findings	
Conclusions	
Actions	
Appendices	
Signed by Investigating Officer	
Date	