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| **Part I: Case Information** |
| Case Number:  | Complaint filing date:  | Investigation due date: |
| **Part II: Complainant Information** |
| **Name** | **Job Title:** |
| **Agency** | **Department/Division:** |
| **Telephone Number:**  | **Email Address:** |
|  |
| Supervisor Name: | Job Title: |
| Telephone Number:  | Email Address:  |
| **Part III: Background** |
| **Allegation(s):** | **Issue:** |
| **Basis:** |
| **Applicable Laws, Statues, Policies etc.*****Example:*** *Americans with Disabilities Act, Americans with Disabilities Act Amendment Act, State of Maryland Reasonable Accommodation Policy, and Procedure* |

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| **Part IV: Respondent Information** |
| **Name** | **Job Title:** |
| **Agency** | **Department/Division:** |
| **Telephone Number:**  | **Email Address:** |
| **Part V: Witness Information** |
| Name | Job Title: |
| Agency | Department/Division: |
| Telephone Number:  | Email Address: |
|  |
| Name | Job Title: |
| Agency | Department/Division: |
| Telephone Number:  | Email Address: |
|  |
| Name | Job Title: |
| Agency | Department/Division: |
| Telephone Number:  | Email Address: |

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| **VI: Action Plan****Note:** The information included in the chart is simply examples of tasks that may need to be completed during the investigation process. |
| **Action Item** | **Proposed Completion Date** |
| Review the complaint. |   |
| Contact leadership and management to make them aware of the complaint and next steps of the process. |  |
| Contact the complainant and make a formal introduction and explain the investigation process. Schedule a follow up interview to discuss any outstanding details of the case. |  |
| Contact the respondent and inform them of the allegations and next steps of the complaint process. |  |
| Confirm the names of all witnesses to be interviewed |  |
| Review all evidence, and note any outstanding information needed to proceed with drafting the final report. |  |
| Obtain all outstanding information. |  |
| Draft final report and submit to legal for review. |  |