



Volusia County Schools

Investigative Report of Alleged Employee Misconduct (IRAEM)

Report Taken By: _____ Date Reported: _____

Note: * Items are required.

<u>Respondent's Information</u>	
* Accused Employee:	* Work Site:
SSN (Last 4 digits):	* Position:
* Date of Birth:	Hire Date (if possible):
Length of Service:	Tenure Status: Yes No

<u>Complainant(s) Information</u>	<u>Witness(es) Information</u>
* Name/Grade Level or Position <i>(Sample: Doe, John /5th Grade)</i>	* Name/Grade Level or Position <i>Sample: Doe, Jane/Campus Advisor</i>

<u>Check List</u>		
Statements Received? (Witnesses, Accused, Victim)	Yes No	
Area Superintendent/ Department Head Contacted?	Yes No	Name:
Law Enforcement Contacted?	Yes No	Agency:
DCF Contacted?	Yes No	Name and Incident #:
Parent/Guardian Contacted?	Yes No	Name:

Supplemental Incident Information: (who, what, where, when, how, and why)
Use additional paper if needed.



Tips for Writing An Investigative Report of Alleged Employee Misconduct (IRAEM)

The information must be written in a factual context.

It is important not to insert what you think might have happened or your opinions. All information recorded must be able to stand on its own and be verifiable where ever possible. When writing an IRAEM it is important that the writer's personal opinions and biases do not enter into the report's content.

The completion of an IRAEM must be timely: A best practice would be to complete and submit the document to the Office of Professional Standards within at least 24 hours of receipt of the initial report.

Report writing reminders.

1. *Date the incident occurred*
2. *The DCF or police report number and investigator or officer assigned to the case.*
3. *Write clearly structured sentences.*
4. *Be concise and clear in each description.*
5. *If you are being told something, then clearly state who told you and what was said.*
6. *If you experienced or observed the incident, then state exactly what and how much you witnessed.*
7. *If you were called to a location by someone then state in the report, who, where, time, and for what reason.*
8. *If you initiated a sequence of events then state what was done, why and how.*
9. *If you were told to initiate the event sequence then state that in the report: who told you, the events you did and follow up by others.*

The intent of the report is to have on file and for review an accurate written sequence of events. If the reader has a question, then the report may not be complete. When you write the report, you are writing it for an individual that was neither present nor aware that the event took place at the time the incident occurred or when the report was written.

The reviewer must look at the content of the written report to assure that there are no obvious unanswered questions. If there is a question the reviewer must speak with the writer to clarify and either add to the report via an addendum or determine the question has no relevancy to the report.

Check list for reviewing the report. *This check list can be used internally by the administrator who is unfamiliar with writing an IRAEM.*

- Does the report state clearly what the incident was?***
- Does the report state from whom the information came from and the relationship this person has to the writer and organization?***
- Does the report state what action took place at the time of the incident or after the fact? And who performed the action?***
- Does the report have personal opinions or biases in the description of the incident events?***
- Does the report make sense, or does it create more questions that need to be answered?***
- Does the report have all the required names of complainants and witnesses?***
- If applicable, does the report have DCF incident number and investigator's name?***
- Was the Area Superintendent's office notified.***