

PRELIMINARY INVESTIGATION SHEET

DEPARTMENT		DATE	
PERSON(S) INVOLVED			
SUPERVISOR			
ALLEGED OFFENSE			
WHERE DID IT TAKE PLACE?			
WHEN DID IT TAKE PLACE?			
LIST EXACTLY WHAT HAPPENED WITH FACTS IN DETAIL.			
WHO ELSE WAS THERE?			
WHAT EVIDENCE IS AVAILABLE AND WHERE IS IT?			
WHAT PREVIOUS DISCIPLINARY ACTION HAS BEEN TAKEN AGAINST THIS EMPLOYEE:			

(If additional space is necessary, please attach a separate page).