



Investigative Training and Services for School Personnel

INTERNAL INVESTIGATION READINESS CHECKLIST

For School Leaders and Administrative Teams

Assess your team's readiness to handle internal investigations with clarity, consistency, and confidence.



1. BEFORE AN ISSUE ARISES

Preparation

- Clear, district-wide investigation process is established
- Roles and responsibilities are defined
- Administrators have received investigation training
- Protocols exist for Title IX, HR, and misconduct concerns
- Documentation expectations are consistent across buildings
- Templates and tools are readily available



2. WHEN A COMPLAINT IS RECEIVED

- Complaint is documented promptly and accurately
- Urgency and response needs are assessed
- Appropriate personnel are notified
- Investigation plan is established
- Confidentiality is maintained appropriately



3. DURING THE INVESTIGATION

- Interviews follow a consistent, structured approach
- Questions are neutral and fact-focused
- Notes are clear, objective, and complete
- Evidence is collected and organized
- Timelines are tracked and followed



4. AFTER THE INVESTIGATION

- Findings are analyzed based on facts
- Conclusions are clearly supported
- Final report is structured and complete
- Next steps are identified and communicated
- Documentation is securely stored



5. DISTRICT-LEVEL CONSISTENCY

- Practices are consistent across buildings
- Leaders feel confident handling investigations
- Documentation would stand up to scrutiny
- A clear, defensible process is in place



QUICK SELF-ASSESSMENT



MOSTLY CHECKED
Strong foundation



SOME CHECKED
Gaps may create risk



FEW CHECKED
Likely reactive,
not system-based



Most school leaders are expected to conduct investigations without formal training.

We help teams build a clear, practical, and defensible approach so you can lead with confidence.



SCHEDULE A CONVERSATION
Let's strengthen your team's readiness.



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