



# Planning and Conducting Systemic Investigations

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# Investigation plans

## Why plan?



# ■ A good investigation plan

- Stays focused on the issues
- Helps avoids issue creep
- Plan an investigative strategy
- Identifies all reasonably viable investigative avenues
- Pinpoints sources of evidence

# ■ A good investigation plan

- Use resources efficiently
- Anticipates problems before they arise
- Sets milestones and timelines
- Gets investigation completed on time

# Investigation planning template



# Investigation planning template

  
**Investigation Planning Template**

1. Allegations / issues to be investigated
2. Investigative strategy
3. Special considerations
  - **Fear of reprisal or retaliation**
  - **Reluctance of witness**
  - **Use of Powers**
  - **Public response**
  - **Submissions from groups/organizations**
  - **Need for a surprise visit**
  - **Anticipated cooperation issues**
4. Sources of evidence, including:
  - a. **Applicable laws, regulations policies and/or procedures**
  - b. **Documentary evidence**
  - c. **Witnesses**
  - d. **Physical evidence**

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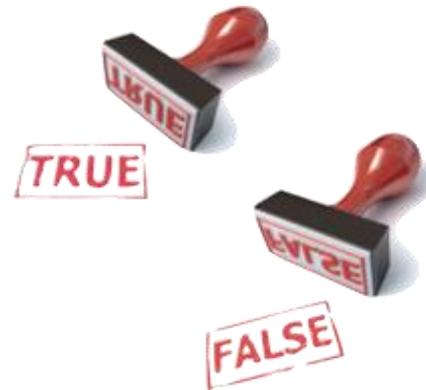


5. Required Personnel
6. Estimated Resource Requirements
7. Other information
8. Communications
9. Start date
10. Milestones and timelines
11. Completion date

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# Investigation planning template

Allegations/issues to be investigated



# Investigation planning template

## Investigative strategy

- Organize and execute the fact-gathering
- Overall game plan



# Investigation planning template

## Special Considerations

- What can you anticipate
- Be prepared



# Investigation planning template

## Sources of evidence

- Applicable laws, regulations, policies or procedures
- Digitally stored evidence
- Documents
- Physical evidence
- Individuals / Groups you want to speak to, including in what order
- Site visits

# The template

- Personnel
- Resources
- Other Information
- Communications



# ■ The template

- Start date
- Milestones and timelines
- Completion date



# Flexibility

- A good plan is structured but not cast in stone
- All investigations are unpredictable



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Questions?

