



County of Fairfax, Virginia

MEMORANDUM

DATE:

TO:

FROM:

SUBJECT: Initial Inquiry / Administrative Investigation

Synopsis:

The synopsis normally consists of one or two paragraphs which informs the reader of the general nature of the incident, how it was reported, what employee(s) are involved and the purpose of the investigation.

Findings:

This portion of the report is used to set forth the facts and other information ascertained through the investigative process. The facts must be presented in a clear and concise manner. The contents should include witness accounts, physical evidence and investigative analysis. Opinions should be clearly identified as such and the source of the opinion should be clearly stated. Unless a good reason exists to the contrary, information should be presented in a chronological order. The initial inquiry/administrative investigation should also describe the method(s) used to ascertain the facts presented in the report.

Example:

The findings and conclusions to this investigation are based on interviews, statements and evidence provided by the following individuals:

PFC Smith, John
Fairfax County Sheriff's Office

Interview/Written Statement

Hall, Erica
1290 Oak St. Reston VA 20190

Phone Interview



Interview with PFC Smith, John

Date/Time/Location of Interview

Content of Interview

Interview with Hall, Erica

Date/Time of Interview

Content of Interview

Conclusion:

In the conclusion portion of the report, the investigating supervisor should identify the appropriate legal and agency standards as well as apply them to the facts of the case. The investigating supervisor must reach a specific conclusion concerning the employee's conduct. The conclusion must state the reasonable suspicion found to move to an administrative investigation or be classified by one of the following:

- 1) **Unfounded** – The allegation concerned an act by an agency employee which did not occur.
- 2) **Exonerated** – The allegation in fact did occur but the actions of the agency employee were legal, justified, proper and in conformance with the law and the agency policy and procedure.
- 3) **Not Sustained** – The investigation failed to produce a preponderance of evidence to either prove or disprove the allegation.
- 4) **Sustained** – The investigation produced a preponderance of evidence to prove the allegation of an act which was determined to be misconduct.

