

**Chapter 1 : Writing Investigative Reports: The Ultimate Guide | i-Sight**

*appropriate and in the public interest to issue this report of investigation ("Report") pursuant to 1 This Report does not analyze the question whether The DAO was an "investment company," as defined under.*

The articles also reported that major narcotics trafficker Norwin Meneses had a relationship with the Contras, that CIA or others had hampered the criminal investigation of Meneses and that a relative of Meneses alleged that Meneses had financed the Contras. Further, the articles claimed that Carlos Cabezas, who had been convicted in a San Francisco drug prosecution known as "The Frogman Case," was connected to Meneses and that Cabezas had obtained cocaine from drug trafficker Horacio Pereira, who had contact with the Contras. Finally, the articles reported that funds that had been seized from Julio Zavala, a leader of the prosecuted drug ring, had been returned to him by the U. The team reviewed , pages of documents and conducted over interviews, most under oath, including current and former CIA employees, other current and former U. Government officials, as well as private citizens and foreign nationals. The Office of Inspector General interviews involved travel to four continents and throughout the United States. Ross also denies that CIA or the Contras had anything to do with his drug trafficking. Ross says he began dealing cocaine in or and learned to make "crack" in from another acquaintance in Los Angeles, not CIA. He met Blandon in and claims to have become the largest Los Angeles cocaine dealer before ever meeting Blandon. Ross claims to have purchased kilograms of cocaine weekly from Blandon and 40 to kilograms a week from another dealer, Ivan Torres. Ross says he obtained cocaine from Blandon until or Ross says he believes that CIA was involved with Blandon. However, he says this belief is based solely on what he has learned from the media. Ross says he has no knowledge of any contacts between Blandon and CIA. Blandon says that he has never had any relationship with CIA, was never approached by the Contras to raise money by drug trafficking and did not provide millions of dollars to the Contras as has been alleged in the media. He recalls giving several thousand dollars to support the operating expenses of Contra sympathizers in California in the s, and he recalls providing several thousand dollars, the use of two automobiles and accommodations in Costa Rica to Contra leader Eden Pastora on a personal basis. Blandon says he met Norwin Meneses in , and Meneses supplied him with cocaine to sell from then until when they had a dispute. Blandon says he met Ross in , began selling him cocaine in and stopped in Meneses denies any contact or relationship with CIA. Meneses says he was associated with the Contras, but denies he ever raised any money for Contra organizations through drug trafficking. He also says that he is not aware of any Contra involvement in drug trafficking. There has never been any CIA relationship with Ronald Lister despite any claims he may have made to the contrary. Lister also says that he and Blandon engaged in their drug trafficking activities for personal profit and did not do so on behalf of CIA or the Contras. The Frogman Case In , more than 50 individuals, including many Nicaraguans, were arrested in the San Francisco area for cocaine trafficking in what was known as "The Frogman Case. None claimed a Contra or a CIA connection at the time. Cabezas also later alleged that he engaged in cocaine trafficking to support the Contras. In fact, the principal author of the letters was reportedly expelled from a Contra group when its leadership learned that he had done so and he could not explain the basis for his actions. Based upon the information available to them at the time, CIA personnel reached the erroneous conclusion that one of the two individuals who was to be deposed was a former CIA asset. CIA believed that the proposed depositions in Costa Rica might lead to a Contra support group in which it had an operational interest. The money, which may, in fact, have been profit from drug trafficking, was ultimately returned to Zavala. Zavala was subsequently convicted and sentenced to prison. Cabezas was arrested, convicted and sentenced in connection with The Frogman Case. According to Cabezas, Zavala had his own drug network, but also was part of a second network that sold cocaine for the Contras. Cabezas also claims he witnessed Pereira deliver money to a Contra member. They recall no evidence being developed during the extensive investigations of any connection between Cabezas and the Contras. No information has been found to connect Meneses with The Frogman Case. Meneses says he was never part of the Zavala organization. Zavala and Cabezas confirm this assertion. Additionally, no information has been found to indicate that CIA had any relationship or contact

with Ronald J. No information has been found to indicate that Ross provided any money to any Contra group at any time, or that he had any contact or connection to the Contras or CIA. No information has been found to indicate that the drug trafficking activities of Blandon and Meneses were motivated by any commitment to support the Contra cause or Contra activities undertaken by CIA. No information has been found to substantiate these claims. Moreover, no information has been found to indicate that Meneses or Blandon received any CIA or Contra support for their drug trafficking activities. Blandon did have a personal relationship with Eden Pastora and provided him with financial assistance in the form of rent-free housing and two vehicles. Much of this assistance was provided to Pastora after he left the Contra movement. Did CIA intervene or otherwise play a role in any investigative and judicial processes involving the drug trafficking activities of Ross, Blandon or Meneses? No information has been found to indicate that CIA hindered, or otherwise intervened in, the investigation, arrest, prosecution, or conviction of Ross, Blandon or Meneses. Were the drug trafficking activities of any of those individuals linked to the Contras? No information has been found to indicate that CIA or individuals acting on behalf of CIA had any relationship with Julio Zavala, Carlos Cabezas or others who were arrested or charged in connection with the Frogman Case, though a relative of one of them had a relationship with CIA until mid No information has been found to indicate that Julio Zavala, Carlos Cabezas or other Frogman Case defendants were connected to the Contras or that the Contras benefited from their drug trafficking activities. No information has been found to indicate that CIA or anyone acting on behalf of CIA was involved in the criminal investigation of Julio Zavala and his associates, though a relative of one of those arrested or charged did have a relationship with CIA until mid CIA did make contact with prosecutors in the Zavala prosecution in order to protect what CIA believed was an operational equity, i.

### Chapter 2 : Overview: Report of Investigation – Central Intelligence Agency

*Report of Investigation Pursuant to Section 21(a) of the Securities Exchange Act of and Commission Statement on the Relationship of Cooperation to Agency Enforcement Decisions Sep. 30,*

Nobody really likes writing anything; this applies to professional writers as much if not more than to the rest of us who have to write to communicate, on top of our other responsibilities. Fortunately, there are some ways of making it a relatively painless process - and a good thing too, because writing the report is absolutely crucial to any investigation. The bit that explains what went wrong. The bit in which you express your recommendations. And the bit which can change the future - for the better. That, after all, is the whole point of investigating in the first place. Just like an advertisement or a direct-mail shot, you want the reader to get to the end of your report and take action. In this case, the action is: Before your reader can do that, therefore, they have to be persuaded. And to be persuaded, they have to understand. Easier, and just as accurate, to say: The victim of the incident was going upstairs to get a coffee from the machine when he slipped on a puddle of water left by a cleaner and fell downstairs. He banged his knee in the fall, and bruised it. People often write in an over complex, jargon ridden way because they think it sounds impressive. So, in general, the rule is simple: We can break this down into a few simple components: They may not know the jargon. In a report, write for the non-specialist. The end result lacks conviction and is unpersuasive. This is an old newspaper anecdote. Reporters used to write their stories a sentence at a time. One sentence contained one statement. One paragraph contained one idea. It worked for them. It still works for them. It will work for you. Nancy Cartwright the voice behind the cartoon character, is to launch her debut one-woman show in Edinburgh this summer. Get A Second Opinion. If you can get someone outside your investigation, your department or, best of all, your industry, so much the better. If you can get a reasonably intelligent year-old to read it, better still. The average senior executive wants something straightforward and unambiguous. And why should it be? Nor do they have the time. We understand, of course, that in many cases there are other considerations. Fair enough; but, all the same, you will be able to find someone to cast an eye over your report, for sure. So please do so. So where do you start? You may have a company reporting form where you just fill in the blanks. In that case, fill them in. Summary The formal report and the news story are the only two human activities which start with the climax. In this case, start with your summary of the incident. Keep it short, tight and clear. Conclusions Next, set out the conclusions you reached in your investigation. Recommendations Finally, lay out your main recommendations which will prevent this sort of thing happening again and which are, therefore, the whole point of the exercise. All you have to do now is write the Main Report Which outlines everything in much more detail. Notice that we are following that structure here. So now here comes the Much More Detail.

### Chapter 3 : 21+ Investigation Report Templates - PDF, DOC | Free & Premium Templates

*The first thing to remember is that when you're writing an investigation report, you're trying to persuade someone to do something. Just like an advertisement or a direct-mail shot, you want the reader to get to the end of your report and take action.*

Top 10 Investigation Report Must Haves Standardized reporting provides investigators with a format to follow and reduces time spent preparing investigation reports. This information is all fine and dandy, however, a question we frequently receive is, what information do I actually need to put in an investigation report? Here is our answer to that question: Information to Identify the Case: Need help writing investigation reports? Harassment, discrimination, retaliation – what type of allegation is under investigation? In this section, be sure to include as much detail as possible about the initial complaint. Identify the type of case. Who the alleged victim is- may or may not be the same person as the complainant. How the complaint was received- hotline, face-to-face, web form, etc. Allegation details- what happened, where, when and any other information provided in the initial complaint. Information About the Subject: Include their name, e-mail, work phone number, office location, department and job title. Include a statement that describes the mission and objectives of the investigation. Be sure to include a brief description of the task, steps taken to complete it, who completed the task and when. Get started with your own report with this free Investigation Report Template. List the investigation interviews that took place throughout the investigation. Make sure the list is in chronological order, beginning with the first interview, ending with the last. Summary details are short and sweet, outlining: Name of the interviewer- also include the names of any other people who sat in on the interview. Name of the person interviewed and their role in the investigation- complainant, subject, witness. Interview reports are brief summaries of each of the investigation interviews. Investigator Notes – Summarize the introduction, incident overview and conclusion of each interview. Notes to be made about the interview conclusion should include thanking the interviewee, reiteration of confidentiality concepts, review of statements made and interviewee signing of investigator notes. As simple as it sounds- list the evidence collected during the investigation. For the sake of the investigation report, include information such as: Type of evidence collected- interview, video, photo, audio tape, e-mail, etc. Name of person who presented the evidence, as well as their role in the investigation. Date the evidence was collected. Location of the evidence. Conclude the report with recommendations. After reviewing all of the investigation materials, what type of action should be taken? Does evidence support the violation of workplace policies? Make sure recommendations are backed up by the consequences outlined in the company code of conduct or other policies governing employee behaviour in the workplace. Include a plan of action, identifying next steps in taking corrective action. Need some help with your own report? Reporting With a Case Management System Case management solutions simplify the investigation reporting process, creating reports with the click of a button. Initially, a report template needs to be developed, outlining the sections of the report. Information from the investigation is pulled from the case file, automatically filling in each of the sections in the report. The report is then ready for export, with the investigator choosing the desired format for the report PDF, MS Word document, etc. Joe Gerard CEO, i-Sight Spend my days showing off the i-Sight investigative case management software and finding ways to help clients improve their investigations.

### Chapter 4 : Top 10 Investigation Report Must Haves | i-Sight

â€¢ Begin your investigation with a exemplar report outline to serve as a checklist for your investigation â€¢ Frame the investigation and your report on the rule or.

Date of the interview Summary of the substance of the interview, based on your interview notes or recording. I asked Jane Jameson to describe the events of July 13th, I told him that I found that offensive and he said that I needed to stop being so sensitive. I just walked away. I repeated that I was happy where I was. Include a credibility assessment for each interview subject in the interview report. This involves assessing the credibility of the witness. The EEOC has published guidelines that recommend examining the following factors: Plausibility â€” Is the testimony believable and does it make sense? Demeanor â€” Did the person seem to be telling the truth? Motive to falsify â€” Does the person have a reason to lie? Corroboration â€” Is there testimony or evidence that corroborates the witness account? Past record â€” Does the subject have a history of similar behavior? I consider Jane to be a credible interviewee based on the corroboration of her story with Sally and also because she has nothing to gain by reporting these incidents. She has no prior relationship with Peter and seemed genuinely upset by his behavior. In this section, describe all the evidence obtained. This could include video footage, email records, employee security access records, computer login records, documents or papers, physical objects, etc. Number the evidence and refer to any physical evidence by the number recorded on the chain of evidence document. As long as you have a good explanation of why certain evidence is not being weighted as heavily as other evidence, your conclusion is defensible. Use this section to set out your findings and conclusion at the end of the investigation. This is where your analysis comes into play. Make Recommendations if requested Include this section only if you have been asked to provide recommendations. You may recommend that the company does nothing, provides counselling, disciplines the employee s , transfers employees, terminates or demotes an employee, etc. I also recommend that the respondent receive sexual harassment training and be advised that repeated harassing behavior may result in further discipline up to and including termination. Check Your Work Keep in mind that your investigative report may be seen by your supervisors, directors, even C-level executives in your company, as well as attorneys and judges if a case goes to court. And always remember to run a spell check before you pass on any document to others. She writes about topics related to workplace investigations, ethics and compliance, data security and e-discovery, and hosts i-Sight webinars.

### Chapter 5 : Department of Investigation

*The investigation report is also a record of the steps of the investigation. It can be used to prove that your investigation was timely, complete and fair. The information contained in the investigation report may be cited in any legal action, so it's important that the report is detailed and accurate, but does not include unnecessary detail.*

Free Internal Investigation Report Sample corporate compliance. Such investigation templates will help you to deal with the preliminary examination quite professionally. For example, if you are going to investigate a fire accident, you must download an investigation report template from here. It will have every type of questions and columns related with the accident. You will be able to pin point the exact reason, after reading the inferences recorded in the report. These are extremely useful. Target Audience of Investigation Report Templates Investigation is the part of all professional establishments. It is not only the police that conducts an investigation. Police only deals with crime investigation. If an issue of misconduct has been came forward, it is the responsibility of the company to investigate further. A bank will conduct investigation, if there is something wrong with its financial structure. As a whole, everyone will need to be a part of some form of investigation atleast once in their lives. You can download high quality, printable investigation reports from the links given here. The target audience is quite large for this particular section. Benefits of Investigation Report Templates There are many benefits for using investigation templates. First of all, you will be able to carefully note all the important things on the report. This will help future investigations much easier. If the records of a preliminary investigation is good, it will be extremely beneficial for the investigating officers. There will be columns that will help to pin point the reason, by eliminating all the impossibles. You can also create a legally standing report of all aspects related with the incident. You can download these forms from here, without bothering about the quality. Investigation report templates are available in many formats. All the given examples of investigation templates are beneficial for concerned parties. The initial findings of a crime scene or an accident are extremely important for the following investigation. Download a good template from here, according to your needs. If you have any DMCA issues on this post, please contact us! You may also like.

### Chapter 6 : Reports of Investigations

*EEO Report of Investigation. Establishing the Official Case Record. We previously covered the EEO Complaint process, which can be very confusing to the uninitiated. However, to recap in context, the Report of Investigation (ROI) follows the filing of a formal Complaint and is a significant component in the EEO complaint process.*