Date(s) of Incident: _______/_______/_______

Respondent’s Name: ___________________________________

Respondent’s UNI: _______________

Charge(s): Rules §443 Violation #:________________________

Comments: ____________________________________________

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Introduction
Describe the allegation/incident that has been investigated and the details of the respondent about whom the allegation was made.

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Methodology
Describe the process of the investigation including, but not limited to: a list of the individuals interviewed, whether witness statements/notes from meetings were taken; evidence collected; and any other activities undertaken as part of the investigation.

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Findings / Analysis:

Describe the facts and evidence presented, any inconsistencies found with explanations where applicable, any mitigating circumstances, and any issues identified. Indicate where relevant information (e.g., witness statements) may be found in the appendices.

Conclusion / Recommendations

Describe the alleged violations (and specify if different from the alleged violations in the original complaint); the determination of whether to dismiss the complaint or charge the respondent; if a resolution and proceed to a hearing, and recommended sanctions based on prior similar conduct.

Appendices

Describe the content of the appendices.

A copy of this form must be provided to the Respondent.

Signature of the Rules Administrator:  Date:

Print Name: _______________________________