**Checklist for Review and Editing of Grand Jury Reports**

Requirements for Report Content

\_\_\_\_\_ Does the report identify and address at least one significant issue?

\_\_\_\_\_ Has every statement in the report been verified?

\_\_\_\_\_ Does the report include findings (conclusions or subjective value judgments), and is each finding actually a finding rather than a fact?

\_\_\_\_\_ Is each finding limited to one or two sentences and related to only one subject?

* \_\_\_\_\_ Is each finding based on, and does it follow logically from, the verified facts gathered during the investigation and included in the Discussion section of the report?
* \_\_\_\_\_ Are all problems identified in the Findings section accompanied by suggested means for resolution (recommendations)?
* \_\_\_\_\_ Does each recommendation say **who** should do **what** and by **when**?

\_\_\_\_\_ Is each recommendation reasonable as to its cost and the timeframe for implementation, and is it likely to solve or alleviate the problem identified in the Findings section?

* \_\_\_\_\_ Is each recommendation based on and traceable to one or more specific findings?
* \_\_\_\_\_ Is the report free of derogatory comments, sarcasm, innuendo, and exaggeration?

Editorial Requirements for Reports

\_\_\_\_\_ Is the report in the standard style and format approved by the jury?

\_\_\_\_\_ Is the use of acronyms and technical terms limited, and are they defined the first time they are used?

\_\_\_\_\_ Are the statements presented in a coherent sequence?

\_\_\_\_\_ Is the report clear and understandable, such that each statement will make sense to everyone reading the report, even if they have little background in the subject?

\_\_\_\_\_ Are all statements direct, specific, and accurate – and quantified where possible?

\_\_\_\_\_ Are spelling, punctuation, and grammar correct?