**Investigation Checklist**

 (Keep a copy of this form in each investigation file. Refer to it frequently as the investigation progresses.)

**Preliminary activities:**

* Panel or committee suggests a topic, based on a complaint, a required investigation, or juror interest; if there is any question about jurisdiction or the law, consult legal advisor
* Committee conducts online research (without contacting anyone outside the jury)
* Committee decides if an investigation is warranted – looks to the nature and seriousness of the topic and likelihood of effecting positive change in government operations
* Committee appoints project manager for investigating committee or team and prepares an Investigation Proposal and submits it to the plenary

**After the topic is approved by a supermajority vote of the plenary:**

* Committee reviews existing information: complaint, passed-forward file, online research
* Committee develops investigation plan with member assignments and timelines

**Investigation process:**

* Conduct further research and gather documentary evidence: the entity’s public records, other grand jury reports on topic, etc.
* Review relevant law and the entity’s ordinances, policies, and procedures
* Have legal advisor confirm jurisdiction and committee’s understanding of the law
* Interviews: determine who will be interviewed, develop questions, assign roles of jurors, and schedule and conduct the interview
* Conduct site visits and attend public meetings (remember the Rule of Two)
* Verify all facts using the Report Logic Matrix; monitor the investigation plan
* Evaluate the evidence: determine the quality of the evidence, credibility of the sources, and the need for additional information or verification
* Formulate draft findings and recommendations
* Review the big picture to determine if writing a report is warranted: if adopted, could the recommendations result in important, concrete improvements to the operations of the entity – and thereby be of real benefit to local residents?
* Confirm the committee’s adopted timeline – try to release report before end of term

**Next steps:**

* Assign the topic to the primary writers
* Committee and writers edit and redraft the report several times; send an early draft to the legal advisor to check any legal citations or comments about the law
* Refer clean drafts to the editorial committee; send back and forth several times
* Have plenary review selected drafts to give feedback and direction
* Finalize and have the plenary obtain legal review of the final draft
* Conduct exit interviews; conduct further investigation and revise the report if needed
* Obtain plenary’s supermajority approval and final review by legal advisor
* Obtain court approval of the report, deliver it to the entity, and then publicly release it two working days later