**Investigation Checklist**

**Preliminary activities:**

* Panel or committee suggests a topic, based on a complaint, passed-forward evidence, or juror interest; if any question about jurisdiction or the law, consults 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 prepares an Investigation Proposal and submits it to the plenary

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

* Committee appoints project manager for investigating committee or team
* Committee develops Project Management Plan with member assignments and timelines
* Committee reviews existing information: complaint, passed-forward evidence, and prior GJ reports, and conducts online research

 **Investigation process:**

* Conduct further research and gather documentary evidence, including the entity’s public records, materials from reliable websites, grand jury reports from other counties, 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 Report Logic Matrix
* Keep on track by monitoring and updating the Project Management 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 improvements to the operations of the entity?

**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 full jury review selected drafts to give feedback and direction
* Finalize and have the jury obtain legal review of the final draft
* Conduct exit interviews; conduct further investigation and revise the report if needed
* Obtain jury’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