**GRAND JURY REPORT CONTENT CHECKLIST**

Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Draft Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Jurisdiction confirmed by legal advisor

\_\_\_\_ Title page: Title states entity and topic. Title page states date report provided to the entity

\_\_\_\_ Summary: Overview of important issues, findings, and recommendations

\_\_\_\_ Background

 \_\_\_\_ Explains why this topic was chosen, and why it is timely

 \_\_\_\_ What led to investigation: complaint/media coverage/follow up on earlier report?

 \_\_\_\_ General information about the topic, to place it in context

\_\_\_\_ Methodology

 \_\_\_\_ Lists the most important websites and public domain documents relied upon

 \_\_\_\_ Number or general description of persons interviewed (w/o violating PC §929)

 \_\_\_\_ Mentions any site visits made or public meetings observed

\_\_\_\_ Discussion

 \_\_\_\_ All facts verified unless based upon reliable state/federal info/data

 \_\_\_\_ Tells the “story” in a logical order by topics, with subheadings if needed

 \_\_\_\_ Previews the findings and recommendations

\_\_\_\_ Findings (subjective value judgments or conclusions); as to each:

 \_\_\_\_ Separately identified as F1, F2, etc. (same with recommendations)

 \_\_\_\_ Supported by verified facts set forth in the Discussion (not a fact itself)

 \_\_\_\_ Confirms or refutes issue(s) identified in the Background or Discussion

 \_\_\_\_ Every report must have findings (PC §916) – they can be a commendation

\_\_\_\_\_ Recommendations and required/invited responses; as to each:

 \_\_\_\_ Relates to at least one finding that identifies a problem

\_\_\_\_ Specific as to who should do what and by when

\_\_\_\_ Reasonable as to cost, effort required, and timeframe for implementation

 \_\_\_\_ Directed toward the board/official(s) who can direct/effect the recommendation

\_\_\_\_\_ Other:

 \_\_\_\_\_ Conducted exit interview(s) to confirm report’s findings (PC §933.05(d))