

Assignment Form

Case No. _____ Case Name: _____

Assigned to: _____ Date: _____

Assigned by: _____ Time: _____

Description of Incident: (The Point Person should either write the description below **exactly** as written by the person who reported the incident, or attach a copy of the report to this form.)

Based on this description, is there any reason to believe that you are unable to **objectively** conduct this investigation? Yes ____ No ____ (Check one)

As examples:

1. Do you have a close personal relationship – positive or negative -- with any person mentioned in this report?
2. Do you have a conflict of interest with respect to any person mentioned in this report? (e.g., Are you competing for a job posting with someone who might be a witness?)
3. Does the incident represent an issue about which you have very strong (i.e., beyond what might be ordinary) emotional feelings?
4. Do you directly supervise any person who might be the subject of the investigation?

Signed: _____ Date: _____ Time: _____

1. If you responded “No,” **immediately** begin the investigation.
2. If you responded “Yes,” **immediately** contact the **Point Person**,