Action Planning Worksheet

- 1. Review your organization's investigation policy/procedure/protocol, as compared to the principles, standards, and good practices discussed in this workshop. Consider:
 - Principles of investigations
 - Presumption of innocence; investigating allegations not subject of complaint
 - Each step in the investigation process
 - The investigator is not the decision-maker
 - How the investigation protocol is linked to Code of Conduct and SEA complaint protocols
- 2. Identify areas where the protocol(s) need revision, expansion, and/or strengthening.
- 3. Develop a step by step plan for working with your organization to discuss changes needed and make the necessary changes. Be as specific as possible. Be realistic about timelines.

Changes Needed	Next Steps	Timeline for Completion