Finalizing the Investigation Report

- Investigator assigns all evidence into one of three buckets:
  - Bucket 1: Relevant and directly related evidence
  - Bucket 2: Directly related, deemed not relevant evidence
  - Bucket 3: Neither relevant nor directly related evidence

Evidence forms the basis of the Draft Investigation Report:
- Evidence becomes part of a separate electronic evidence file, organized by subject
- Evidence disregarded but maintained in investigator records

Secured/reduced draft report shared with parties/advisors

The 10-day review window commences, during which:
- Parties review and comment on report, making any arguments they wish to shift evidence to another bucket
- Parties identify additional questions for investigator to ask
- Parties identify additional witnesses to inform investigation
- On or before the end of the 10-day window, parties submit to investigators, and investigator exchanges with party's responses with the other party(ies), giving them 36.48 hours to respond to each other's responses and submit to investigator

Investigator completes the following:
- Incorporates party responses (and responses to responses) or appendices
- Shifts evidence between buckets at their discretion based on party feedback
- Conducts any additional research or questioning needed
- Adds their own response, if any
- Updates report accordingly, if needed

Optional:
- Investigator adds any conclusions or finding recommendations, if appropriate
- Investigator shares report with ODI I&IT Coordinator and/or legal counsel for review/comment; incorporates their feedback

Final report with all appendices sent to parties, for second ten-day window of review and comment:
- Buckets 2/3 finalized and other parties receive the final report and their opinions/advisors, electronically
- Investigator reviews report again based on responses from parties/advisors, or shares parties' review and comment with decision maker(s)

Final report shared with decision-maker(s) prior to the hearing

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