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Day, we highlight the FBIs Child Abduction Rapid Deployment (CARD) Team, which includes special agents, analysts, and victim specialists who deploy at a moments notice to support local and state law enforcement during urgent searches. Their mission: Bring children home safely, using every tool, resource, and source of expertise available. In one tragic case involving a young boy with autism, the FBI developed a specialized questionnaire to help investigators ask the right questions, fastlike whether the child is drawn to water, travels at night, or uses a tracking device. That checklist is now a national resource, distributed by CARD Teams to law enforcement across the country. Tools like the FBI Child ID app let parents securely store photos and vital information, ensuring critical details are ready when they matter most. See yourself in the FBI. Apply today. #FBI #FBIJobs #SpecialAgent #Hiring #Missing #LawEnforcement #MissionDriven Huntsville is consistently ranked one of the best places to live in the country because of its vibrant downtown, top-rated schools, and growing tech scene. It's a place where a meaningful career and high-quality living come together. At Redstone Arsenal, FBI personnel support some of the Bureaus most advanced and mission-critical operations. From cyber and forensics to intelligence and engineering, working in Huntsville means access to state-of-the-art facilities, a collaborative environment, and a strong sense of community. Discover how your future can grow here while creating a safer, more secure future. Learn more today. #FBI #FBIJobs #Huntsville #Alabama #STEM #Technology #Cyber The FBIs Detroit Field Office has been a cornerstone of justice in Michigan for more than a century. As one of the Bureaus earliest field offices, Detroit special agents have led investigations into notorious organized crime groups like the Purple Gang and played a crucial role in protecting key industries like automotive manufacturing, which were essential to national security during wartime. Today, Detroit continues to stand out as a hub for tackling modern threats, from cybercrime to terrorism, while building on its historic achievements. Joining the FBI Detroit Field Office means becoming part of a team that not only protects Michigan but also shapes the future of law enforcement in one of the nations most dynamic regions. Be a part of creating a safer, more secure future. Learn more today. #FBIJobs #FBI #SpecialAgents #Detroit #Michigan #History #LawEnforcement Beneath the surface, critical evidence can be hiding in plain sight. The FBIs Underwater Search and Evidence Response Team (USERT) brings together elite special agents trained to operate in the most challenging aquatic environments. From murky riverbeds to deepwater ports, these agents use sonar, dive gear, and underwater robotics to recover evidence and protect our maritime borders. On National Maritime Day, we recognize the critical role maritime professionals play in safeguarding our nation's waterways and the skills it takes to operate in this environment. USERT agents complete specialized training in underwater forensics, navigation, and technical recovery operations. Its a role that requires precision, endurance, and a sharp tactical mindset. Go where few can as a special agent with USERT. Forge your path. Apply today. #FBI #FBIJobs #SpecialAgent #Hiring #Maritime #Scuba #Diving It's the kind of work that's not for everyone. Every FBI mission is a collective effort, backed by analysts, technicians, specialists, and agents who bring their unique strengths to the work. Special agents lead to prepare, prevent, and protect. They draw on lived experience, rigorous training, and the support of their teams to uncover the truth and drive critical outcomes. Whether they're responding to a crisis or building a case across jurisdictions, these agents prove that protecting the country isn't a solo act; its a shared commitment. That is the power of collaboration: rising to the challenge and working together toward something greater. Unlock your next achievement. Apply today. #FBI #FBIJobs #SpecialAgent #Training #Collaboration #LawEnforcement #MissionDriven Online scams promising high cryptocurrency returns have cost victims billions. The FBI is working to stop the damage before it happens. Through Operation Level Up, special agents have intervened in thousands of ongoing scams, notifying potential victims in real time and saving them more than \$285 million in just one year. Their proactive efforts have helped protect people from devastating financial loss, including life savings, retirement accounts, and even their homes. With just a few clicks, these schemes could cause irreparable damage and wipe out everything. Special agents combine investigative skills with quick thinking and a deep commitment to public service so that they can prevent harm and stand up for those who may not know they're in danger. Be a part of creating a safer, more secure future. Learn more today. #FBI #FBIJobs #SpecialAgents #Hiring #Counselor #Scams #Crypto View C2PA information Request a Demo Do you need the help of an investigation because you hate writing investigative reports? You're not alone. However, because it's an important showcase of the investigation, you can't cut corners on this critical investigation step. Your investigation report reflects on you and your investigation, so make sure it's as clear, comprehensive, accurate, and polished. How do you write an investigation report? What are the parts of an investigation report? What's an investigation report example? In this guide, you'll learn how to make your workplace incident reports effective and efficient. How mature are your workplace investigations? An investigation's maturity model can reveal your investigation program's strong points and areas for improvement. Learn how to evaluate your program in our upcoming fireside chat with investigations expert Meric Bloch. Watch Now An investigation report can spark some sort of action based on the findings it presents. Record of the steps of the investigation. Provide information for legal actions. Provide valuable data to inform control and prevent measures. In short, your report documents what happened during the investigation and suggests what to do next. In addition, the process of writing an investigation report can help you approach the investigation in a new way. You might think of more questions to ask the parties involved or understand an aspect of the incident that was unclear. Before you begin, it's important to understand the three critical tasks of a workplace investigative report. It must be organized in a such way that anybody internally or externally can understand it without having to reference other materials. That means it should have little to no jargon or specialized language and be a standard summary of your investigation from start to finish. It must document the investigative findings objectively and accurately and provide decision makers with enough information to determine whether they should take further action. With just one read-through, stakeholders should be able to understand what happened and how to handle it. It must indicate whether the allegations were substantiated, unsubstantiated, or whether there's something missing that is needed to reach a conclusion. Use the evidence you've gathered to back up your analysis. You might be wondering, What are the contents of an investigation report? Now that you know what your report should accomplish, we'll move on to the sections it should include. Get the TemplateInvestigation Report Format: What to Include in Your Workplace Incident Report1. Executive SummaryThe executive summary should be a concise overview of the investigation from beginning to end. It should not contain any information that is not already in the investigation report. This may be the most important component of the investigation report because many readers won't need to go beyond this section. High-level stakeholders get an overall picture of the allegations, investigation, and outcome without having to pore over the details. To make this section easy to read, write in an active voice. For example: I interviewed Carrie Smith, not Carrie Smith was interviewed. Example: On February 23rd, 2023, the Human Resources Manager received a written complaint of sexual harassment submitted by Carrie Smith, the stockroom manager. Smith claimed that on February 22nd, 2023, her supervisor, Mark Robinson, pushed her against the wall in the boardroom and groped her breasts. Smith also alleged that Robinson on another occasion told her she was too pretty to be working in the stockroom and that he could arrange for a promotion for her. On February 24th, the Human Resources Manager assigned the case to me. On February 25th, I interviewed Carrie Smith and two witnesses to the alleged February 22nd incident, John Jones and Pamela Miller. Jones and Miller did not corroborate the groping allegation but said they saw Smith running out of the boardroom in tears. Miller also reported hearing Robinson tell another employee, Sara Brown, that she had a great rack. On February 26th, I interviewed Mark Robinson. He denied the groping incident and said he was just joking around with her in the boardroom but did not actually touch her and that Smith was too sensitive. He admitted to telling Smith she was too pretty to work in the stockroom, but contends that it was meant as a compliment. Based on the interviews with the complainant and the alleged offender, I find that the complainant's allegation of sexual harassment is unsubstantiated. It is my recommendation that the company provide the respondent with a written account of the findings of the investigation and a reminder of the company's expectations for employee behavior. I also recommend that the respondent receive sexual harassment training and be advised that repeated harassing behavior may result in further discipline up to and including termination. This section outlines the preliminary case information in a concise format, with only the most important details. It can go either before or after the executive summary. Record: Your name and investigator identification number, if you have one. Case number is assigned to you the date the report was reviewed. How the report was received (e.g. hotline, email to HR manager, verbal report to supervisor) Name of the reporter/complainant If the reporter is an employee, record their: Email address, Work telephone number, Employment level/position, Job code, Hire date, Location, Employee identification number, Department identification number. If the source is not an employee, only record their: Email address, Personal telephone number. In either case, note the date that the report was submitted, as well as the date(s) of the alleged incident(s). The purpose of this section is to answer the who, what, where, and when about the incident. What type of case is it? For example, is the case a harassment, discrimination, fraud, or other workplace misconduct? Specify the case type further. For example, is it sexual harassment, gender discrimination, accounts payable fraud, etc. Who is the alleged victim? For example, is it the reporter, another employee, a customer, or the whole company? If the alleged victim is an employee, identify the person's supervisor. Were any other people involved besides the subject and the alleged victim? Where did the incident(s) take place? When did the incident(s) occur? Capture details of the allegation. Example: Stacey Smith alleges that John Jones, an accounts payables clerk, has been funneling payments to a dummy supplier that he has set up in the company's procurement system. Stacey says that she noticed a discrepancy when one of the suppliers she deals with questioned a payment and she had to ask an accounts payable clerk, Tom Tierney, to pull the file for her. When Tom accidentally brought Stacey the wrong file, she saw that monthly payments were being made to a supplier she had never heard of, and that the address of the supplier was John Jones' address. Stacey knows John's address because her sister is John's next-door neighbor. Describe the allegation or complaint in simple, clear language. Avoid using jargon, acronyms, or technical terms that the average reader outside the company may not understand. In this section, note details about the alleged bad actor. Some of this information might be included in the initial report/complaint, but others you might have to dig for, especially if the subject isn't an employee of the organization. For every subject, include their: Name, Email (work contact if they're an employee, personal if not), Telephone number (see above). If the subject of the allegation is an employee, also include their: Employment status (e.g. full-time, part-time, intern, contractor, etc.), Job code, Hire date, Business location, Employee identification number, Department identification number. Begin outlining the investigation details by defining the scope. It's important to keep the scope of the investigation focused narrowly on the allegation and avoid drawing separate but related investigations into the report. Example: The investigation will focus on the anonymous tip received through the whistleblower hotline. The objective of the investigation is to determine whether the allegation reported via the hotline is true or false. Next, record a description of each action taken during the investigation. This becomes a diary of your investigation, showing everything that was done during the investigation, who did it, and when. For each action, outline: Type of action (e.g. initial review, meeting, contacting parties, conducting an interview, following up) Person responsible for the action Date when the action was completed. Brief description of the action (i.e. who you met with, where, and for how long) Be thorough and detailed, because this section of your report can be an invaluable resource if you are ever challenged on any details of your investigation. Write a summary of each interview. These should be brief outlines listed separately for each interview. Include the following information: Who conducted the interview? Who was interviewed? Where the interview took place? Date of the interview? Include a list of people who refused to be interviewed or could not be interviewed and why. How to Document Interviews Effectively This is an expanded version of the summaries documented above. Even though some of the information is repeated, be sure to include it so that you can use the summaries and reports separately as standalone documentation of the interviews conducted. For each interview, document: Who conducted the interview? Who was interviewed? Location of the interview? Date of the interview? Summary of the substance of the interview, based on your interview notes or recording. Example: I asked Jane Jameson to describe the events of July 13th, 2016. She said: After work, Peter approached me as I was leaving the building and asked me if I would like to work on his team. When I said that I was happy working with my current team, he told me that my team had too many women on it and that they were causing problems so I should think about moving to a sane team. I asked her how she reacted to that. She said: I told him that I found that offensive and he said that I needed to stop being so sensitive. I just walked away. I asked Jane to describe the events of the next day. She said: The next day he came to my desk and asked me if I had given any thought to moving to his team. I repeated that I was happy where I was. At that point he started massaging my shoulders and said that moving to his team would have its perks. I asked him to stop twice and he wouldn't. Sally walked over and told him to get lost and leave Jane alone and he left. I thanked Jane for her cooperation and concluded the investigation. Confidentiality: In investigating a complaint, it's important to maintain confidentiality. Include a confidentiality statement in your investigation report, such as: "This report is confidential and is intended for law enforcement and internal investigation purposes only. It is not to be distributed outside these departments without prior approval." This statement helps protect the integrity of the investigation and ensures that sensitive information is handled properly.

interview. Evaluating Credibility in an Investigation Aside from collecting the evidence, it is also an investigator's job to analyze the evidence and reach a conclusion. Include a credibility assessment for each interview subject in the interview report. Describe your reasons for determining that the interviewee is or is not a credible source of information. This involves assessing the credibility of the witness. The EEOC has published guidelines that recommend examining the following factors: Plausibility Is the testimony believable and does it make sense? Demeanor Did the person seem to be telling the truth? Motive to falsify Does the person have a reason to lie? Corroboration Is there testimony or evidence that corroborates the witness's account? Past record Does the subject have a history of similar behavior? Example: I consider Jane to be a credible interviewee based on the corroboration of her story with Sally and also because she has nothing to gain by reporting this incident. She has no prior relationship with Peter and seemed genuinely upset by his behavior. Get the Cheat Sheet In this section, describe all the evidence obtained. This could include: Video or audio footage, Email or messaging (e.g. Slack, Teams, etc.) records, Employee security access records, Computer or other device login records, Documents or papers, Physical objects (e.g. photos, posters, broken objects, etc.). Number each piece of evidence for easy reference in your chain of evidence document. As you gather and analyze evidence, it's critically important to include and fully consider everything you find. Ignoring evidence that doesn't support your conclusion will undermine your investigation and your credibility as an investigator. If you are weighing some pieces as heavily as others, make sure you have a good explanation as to why. In the final section of your report, detail your findings and conclusion. In other words, answer the questions that your investigation set out to answer. This is where your analysis comes into play. However, be sure to only address the issues being examined, and don't include any information that is not supported by fact. Otherwise, you could be accused of bias or speculation if the subject challenges your findings. Investigation Findings Example: My findings indicate that, based on the evidence, Bill's allegation that Jim blocked him from promotion is true. Jim's behavior towards Bill is consistent with the definition of racial discrimination. The company's code of conduct forbids discrimination; therefore, Jim's behavior constitutes employee misconduct. It's important for your conclusion to be defensible, based on the evidence you have presented in your investigation report. Reference reliable evidence that is relevant to the case. Finally, explain what you've considered all the evidence, not just pieces that support your conclusion. In some cases, you might have been asked to provide recommendations, too. Depending on your conclusion, you may recommend that the company: Provides counseling or training, Transfers the employee(s) to a different department, or Terminates or disciplines the employee(s). Example: It is my recommendation that the company provide the respondent (Jim) with a written account of the findings of the investigation and a reminder of the company's expectations for employee behavior. I also recommend that the respondent (Jim) receive anti-discrimination training and be advised that repeated discriminatory behavior may result in further discipline up to and including termination. Grammatical errors or missed words can take even the best investigation report from professional to sloppy. That's why checking your work before submitting the report is perhaps the most important step of them all. Keep in mind that your investigation report may be seen by your supervisors, directors, and even C-level executives in your company, as well as attorneys and judges if the case goes to court. If spelling, grammar, and punctuation aren't your strong suit, enlist the services of a writer-friend or colleague to proofread your report. Or, if you're a lone wolf kind of worker, upgrade your skills with a writing course or a read-through of books like *The Elements of Style* by Strunk and White. At the very least, remember to run a spell check before you pass on any document to others. Finally, do a quick scan to make sure you've included all the necessary sections and that case details are consistent. Watch the *Websnar* "How to Write an Investigation Report" if you should ensure it's clear, comprehensive, accurate, and organized, documenting findings objectively and providing decision-makers with enough information to determine further action. 2. What are the basic parts of an investigation report? The basic parts of an investigation report include an executive summary, preliminary case information, incident summary, allegation subject details, investigation details and notes, investigation interviews, evidence documentation, conclusion and recommendations, and final edits. 3. What is the purpose of an investigation report? The purpose of an investigation report is to document the steps and findings of an investigation, providing a clear record of what occurred, suggesting actions to be taken, and potentially serving as valuable data for legal actions or informing control and preventive measures. 4. How to write a statement for work investigation, include a clear account of the incident with dates, times, location, and involved parties. Focus on factual details and avoid assumptions or emotional language. Use a structured format and ensure the statement is signed and dated for authenticity. 5. How to write an investigative report? An investigative report should begin with an executive summary, followed by case details, incident summaries, and evidence collected. Use a logical format that includes interviews, findings, and recommendations. Keep the language clear, concise, and objective, ensuring all details support the investigation's conclusions. 6. What are the essential components of an investigation report? An investigation report should include an executive summary, case details, incident description, subject information, evidence, interviews, and a conclusion with recommendations. This structure ensures the report is thorough and compliant with workplace standards. 7. What is the purpose of an investigation report? The purpose of an investigation report is to document the investigation process and findings. It provides a formal record that supports organizational decisions, ensures accountability, and protects against legal risks. 8. How do you ensure objectivity in an investigation report? To ensure objectivity, avoid personal opinions or biases. Stick to factual evidence and verified information. Cross-check details with reliable sources, and use clear, impartial language throughout the report. This resource page contains information on reporting various types of crimes to Justice Department components and other government agencies and trusted partners. Here, you can also learn how to submit complaints related to discrimination or civil rights violations and complaints against DOJ employees or DOJ-funded organizations. Report a Crime or Submit a Complaint. Report a Crime or Submit an FBI Tip online, or call your local FBI field office or Legal Attaché Office (U.S. citizens overseas). See USA.gov's Reporting Crimes page for information on how to report and respond to other types of crimes and criminal behavior. Submit a Complaint if you or someone else has experienced discrimination, contact us by visiting the Civil Rights Reporting Portal. The Civil Rights Division enforces federal laws that protect people from unlawful discrimination. These laws apply in many settings, including: Work, School, Housing, Voting, Stores and businesses, Public spaces, Government services, And more. These laws protect people from discrimination based on many factors, including: Race, color, National origin, Language, Sex, Disability, Religion, Immigration & citizenship status, Family status, Age, Service member status, Genetic information. We also enforce laws that protect people from human trafficking, law enforcement, and hate crimes. Information about our language assistance services. This includes instructions in Arabic, Chinese Traditional, Chinese Simplified, French, Italian, Korean, Portuguese, Russian, Spanish, Tagalog, and Vietnamese. The free encyclopedia that anyone can edit, 117,937 active editors, 7,001,341 articles in English. The English-language Wikipedia thanks its contributors for creating more than 10 million articles. Learn how you can take part in the encyclopedia's continued improvement. GL Mk.II transmitter van Radar, Gun Laying, Mark I, or GL Mk.I for short, was an early World War II radar system developed by the British Army to provide information for anti-aircraft artillery. There were two upgrades, GL/EF (elevation finder) and GL Mk.II (pictre), both improving the ability to determine a target's bearing and elevation. GL refers to the radar's ability to direct the guns onto a target, known as gun laying. The first GL sets were developed in 1936 using separate transmitters and receivers mounted on gun carriages. Several were captured in 1940, leading the Germans to believe falsely that British radar was much less advanced than theirs. The GL/EF attachment provided bearing and elevation measurements accurate to about a degree: this caused the number of rounds needed to destroy an aircraft to fall to 4,100, a tenfold improvement over early-war results. The Mk.II, which was able to directly guide the guns, lowered the rounds-per-kill to 2,750. About 410 Mk.Is and 1,679 Mk.IIIs were produced. (Full article...) Recently featured: Andrea Navagero, Nosy Komba, McDonnell Douglas Phantom in UK service, Archive by email. More featured articles. About Lieke Klaver ahead in the women's 400 metres final... that a 400-metre race in 2025 (pictured) was won by Lieke Klaver, who pretended that a snail competitor was running in front of her?... that the land snail *Drymaeus poecilus* is notable for the striking variety of colors and patterns on its shell?... that a forensic investigation of Signalgate has determined how a journalist was included in a group chat about Operation Rough Rider?... that two of the players involved in the 2005 Vietnamese football match-fixing scandal did not accept payment because they felt ashamed?... that a rebellion against a peace treaty with the Yuan dynasty operated out of the Historic Site of Anti-Mongolian Struggle on Jeju Island?... that Nathan Frink fled the United States with enslaved children to settle in Canada, where he was selected as a Member of the Legislative Assembly and caught in a smuggling conspiracy?... that Seattle's women's ice hockey team has an expected rival, despite not even having played their first game?... that Cave Johnson Couts was separately acquitted for shooting his foreman, firing on funeral mourners, and whipping a native laborer to death?... that a character's scars in an episode of *The Last of Us* were made with a paste-based appliance and a food mixer? Archive Start a new article. Nominate an article. Ngg wa Thiong'o Kenyan writer and activist Ngg wa Thiong'o (pictured) dies at the age of 87. In sumo, nosato Daiki is promoted to yokozuna. In association football, Liverpool win the Premier League title. In motor racing, Alex Palou wins the Indianapolis 500. Ongoing: Gaza war, M23 campaign, Russian invasion of Ukraine, timeline, Sudanese civil war, timeline, Recent deaths: Phil Robertson, Mary K. Gaillard, Peter David, Alan Yentob, Gerry Connolly, Nominate an article. May 30: Statehood Day in Croatia (1990). Johann Sebastian Bach, 143 years old. Years: After being convicted of heresy, Joan of Arc was burned at the stake in Rouen, France. 1723: Johann Sebastian Bach (pictured) assumed the office of Thomaskantor in Leipzig, presenting the cantata *Die Elenden sollen essen* in St. Nicholas Church. 1922: The Lincoln Memorial in Washington, D.C., featuring a sculpture of the sixteenth U.S. president Abraham Lincoln by Daniel Chester French, opened. 1963: Buddhist crisis: A protest against pro-Catholic discrimination was held outside the National Assembly of South Vietnam in Saigon, the first open demonstration against President Nguyen Van Thieu. The Convention on Cluster Munitions, prohibiting the use, transfer, and stockpiling of cluster bombs, was adopted. Ma Xifan (d. 947) Colin Blythe (b. 1879) Norris Bradbury (b. 1909) Wynonna Judd (b. 1964) More anniversaries: May 29, May 30, May 31. Archive by email. List of days of the year. About: Seventeen performing "Oh My!" in 2018. South Korean boy band Seventeen made their debut on May 26, 2015, when they performed a show for their debut EP "17".

