STATE OF MINNESOTA
DEPARTMENT OF CORRECTIONS
PREA Administrative Investigation

WARNING

The information presented in this report is subject to disclosure restrictions. Improper disclosure of this information may violate Minnesota Law. Seek data practices advice from your data practices designee before making any disclosure of the information included in this report.

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PREA Administrative Investigation

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Facility: MCF-Choose an item. **Case #:** **Investigator:** **Report Date:** Click or tap to enter a date.	
Prepared for:	PREA Compliance Manager
Allegations:	
Policy Number(s) Potentially Violated:	
Location of allegation:	
Date Investigation was assigned: Click or tap to enter a date.	
Date Investigation was completed: Click or tap to enter a date.	
Alleged Victim[s]:	
OID/Name:	
Alleged Perpetrator [s]:	
OID/Employee ID/Name:	

Introduction & Summary of Allegations

- How was the allegation reported (written, verbal, hotline, third-party, etc.)

List of Interviewees

Name, ID and if staff, position:	Victim, Reporter, Perpetrator or Witness,	Date Interviewed	Tennessen Notice Given Yes/No	Union Representative Yes/No/Waived & name of rep.

Investigation:

Interviews & Synopsis of Interviews

- Interview alleged **victim**, alleged **perpetrator**, and any **witnesses**
- Interview IP's/Witnesses in the area
- Interview staff working or assigned to the area
- Offer victim advocacy, behavioral health and chaplaincy services, and document
- If you don't include something in the report, it didn't happen.

- Only use “quotation marks” if quoting exactly what was said.
- List all the steps you took (example: reviewed logbooks, reviewed surveillance videos, interviewed witnesses).

Evidence Reviewed

- Outline policy violations and refer to the specific policy or policies by name and number**.**
- Forensic medical evidence, physical evidence such as letters, video footage, and other forensic evidence from the room (contraband, unexplained extra items, etc.), videos, phone records, mail logbooks, staff personal phones, computers, inmate file reviews, PREA risk screening score, etc.
- Only include facts and what you observed, not opinions.

Credibility Assessment:

- Credibility assessment includes camera footage**, history of allegations**, history of other relevant requests or reports, recent disciplinary reports, relationship with the suspect, and perceptions of other inmates or students.
- Credibility must be assessed on an individual, case-by-case basis.

Summary of Investigative Findings:

Summarize facts obtained from investigation details and how they support or do not support the allegations.

Recommended Finding:
Based on the totality of evidence collected during this investigation, I recommend the following finding:

☐ Substantiated
☐ Unsubstantiated
☐ Unfounded

No standard higher than a preponderance of **evidence** in determining if substantiated (more than 50% of the evidence supports the allegation).

- **Substantiated** = more than 50% of evidence supports the allegation
- **Unsubstantiated** = can neither prove nor disprove the allegation based on the evidence
- **Unfounded** = more than 50% of the evidence disproves the allegation).

Rationale for Recommended Findings:
Provide a concise explanation summarizing how the evidence supports the recommended findings. Reference key evidence such as interviews, video review, documentation and credibility assessments.

Final Determination (PREA Compliance Manager)

After reviewing the investigative report and supporting evidence, I (Identify yourself), the PREA Compliance Manager, determines the final finding as:

☐ Substantiated
☐ Unsubstantiated
☐ Unfounded

Comments (if differs from investigator recommendation:

Insert Signature line to include, name, title, signature and date.

PREA Compliance Manager Name:

Signature: _____ Date: _____

Schedule of Exhibits

Policies/Operating Guidelines/Post Orders Violated (highlight applicable area)	A
Complaint/Incident Reports	B
Union Waiver(s)	C
Tennessen Warnings	D
	E
	F