

CONNECTIONS Clue

When you consolidate an Investigation, don't forget to...

1. Prior to supervisory approval, document the following statement in the Investigation (INV) Conclusion for the investigation that is being closed as duplicate: For information regarding the allegation(s) contained in this associated Intake report, please see the Investigation Summary Report for Investigation (INV) stage ID

2. Prior to supervisory approval, document the following statement in the Investigation Conclusion for the investigation that information is being consolidated into: This Investigation Conclusion pertains to the allegation(s) contained in the associated Intake reports for Investigation (INV) stage ID _____ and Investigation (INV) stage ID _____.

Keep these statements handy so you can copy and paste the statements, add the Stage IDs and be done in no time.