**INVESTIGATOR TOOLS - Table of Contents**

***NOTE: VT Procedures formally assign the task of announcing BOTH the formal initiation of the investigation and the conclusions of the investigation to the “designated employee.” You will find those letters in the Designated Employee Tool Kit and not listed below. The task of announcing any delays in the start or completion of an investigation, or announcing a retaliation investigation is NOT specifically addressed within the VT Procedures and so those letters are included in both the designated employee AND the investigator tool kit for use per their preference.***

**Tab 1:** Letter Announcing HHB Investigation Initiation Delay to Complainant

**Tab 2:** Letter Announcing HHB Investigation Initiation Delay to Respondent

**Tab 3:** Letter Announcing Retaliation Investigation to Complainant

**Tab 4:** Letter Announcing Retaliation Investigation to Respondent

**Tab 5:** Letter Announcing Special Circumstances Delaying Completion of Investigation to Complainant

**Tab 6:** Letter Announcing Special Circumstances Delaying Completion of Investigation to Respondent

**Tab 7**: Letter Announcing Scope Change

**Tab 8:** HHB Analysis Slides For Use at Evidence Collection Stage

**Tab 9:** SAMPLE Safety Plan

**Tab 10:** Investigation Report Template

**Tab 11:** HHB Analysis Slides For Use at Decision Making Stage