

**Elements to include in a Final Decision:**

1. State the Allegation from the prior notice of allegations
2. All Procedural steps taken
  - a. Date of Notifications of allegations to parties
  - b. List Interviews of parties and witnesses with dates
  - c. Site visits if any with dates
  - d. Date evidence provided to parties for review
  - e. Date notice of decision maker provided
3. Findings of Fact Supporting Determination
4. Conclusion regarding the application of the code of conduct to the facts
5. Result of each allegation including the application of facts to policy
  - a. Determination regarding if respondent is responsible for violating policy
  - b. Disciplinary sanctions
  - c. Supportive measures moving forward
6. Process and grounds for appeal