

Investigations: Mini Training Module— SUMMARY



Steps leading up to an investigation:

- 1) Report of information—review and outreach
- 2) Intake process—Details of incident, used to discuss rights and resources; complainant will decide if they want to file a formal complaint or not
- 3) Formal complaint— Both complainant and Title IX Coordinator signs formal complaint, initiating next steps
- 4) Supportive measures— Both parties are offered non-disciplinary services designed to restore or preserve access to University educational programs

Notice: Parties receive notice for each step of the process, notices include: Notice of complaint and allegations, Notice of investigation, Notice of interview, Notice to review evidence & report, Other ongoing notices throughout the process

Role of the Advisor: Each Party may have an individual present to provide support to a Party throughout an investigation or hearing. Each Party is responsible for coordinating and scheduling with their choice of Advisor. If a Party does not have an Advisor of choice, the University will appoint an Advisor for limited purpose of conducting cross examination

Interview Process: Remember, this is a neutral fact-finding process

- 1) Investigator will take time to build a rapport
- 2) Investigator will also review rights and process
- 3) Interviewee will talk through the event, then interviewer asks follow up questions
- 4) Investigator will discuss the next steps with possibility of follow up questions

Prior to the final completion of the investigation, parties will have an equal opportunity to inspect and review the evidence obtained through the interview process:

- Parties then have ten (10) days for the review and may submit written response
- Responses and new evidence provided is shared with both parties, who then have five (5) additional days to respond
- Investigator then has ten (10) days to generate final report

Investigative Report—Summarizes relevant evidence

Confidentiality vs Privacy—Not a confidential process; however every effort will be made to protect the privacy interests of individuals involved

Dissemination of information by Parties—Parties and Advisors are encouraged not to disseminate the Investigative Report or photograph or otherwise copy any of the evidence subjected to inspection and review

Next Steps: Due process = hearing

Golden Rule of Investigations: What you do for one party, you do for the other party!