

INVESTIGATION PROTOCOL CHECKLIST

- Establish a preliminary timeline for the investigation, using reasonable timeframes. Timelines should include your timetable for: interviewing the complainant, alleged perpetrator, witnesses, compiling statements and other documentation (video, etc.) *Update the timeline as necessary. You must communicate any delays in the investigation to the Title IX Coordinator so they can notify the Parties.
- Any delay in the timeline should be noted in the file and explained, in writing.
- Review the Notice of Allegation Letter sent to the parties. Ensure you have reviewed the policies identified in the letter and that you have outlined how you will investigate the specific allegations in light of the policies affected.
- Identify the scope of your investigation—what is your preliminary timeline of events, according to the original complaint or allegation; What testimony and other evidence is necessary to confirm or rebut the report; what is your initial witness list; what is the order in which the interviews will take place.
- If public safety or campus police is investigating the reported allegations, you must conduct a parallel investigation. Don't muddy the waters, keep the investigations separate. You are looking to gather evidence of possible policy violations. The police are looking for possible crimes.

CONDUCTING INTERVIEWS

- Begin each interview by explaining that you are a neutral fact-finder and that you are not charged with determining whether policies were violated. Your charge is to collect the investigative documentation. Make sure to stress the prohibition against retaliation.
- Provide a brief explanation of the investigatory process, including time frames. Explain to the parties that they will have an opportunity to review the information collected during the investigation and to provide a written response to the evidence. They will also have an opportunity to review the investigative report once it is complete. Again, they are able to provide a response to the report.
- Document the information provided to the interviewee regarding the investigative process in your notes.
- Ask if there is a reason the interviewee feels the investigator cannot be fair and objective. If there are concerns about bias and objectivity, please refer the interviewee to the Title IX Coordinator.
- Explain what, if any, information might be shared with others.
- Ask open-ended questions and allow sufficient time for responses.

- Avoid leading or conclusive questions—don't guide the oral interview. Allow the complainant to narrate without interruption.
- Take good notes.
- Ensure the Advisor does not interrupt or otherwise disrupt the interview. The Advisor may ask for a short break to consult with the Advisee.
- Choose a neutral, comfortable place for the interview.
- Review your notes with interviewee to ensure accuracy.
- Ask "what else" multiple times during the interview in order to collect additional information he or she remembers.
- Ask if the interviewee has posted anything about this complaint on social media, Facebook, blogs, etc.
- Ask if the interviewee has provided a written statement of the events to anyone. If so, get a copy of the statement and to whom it was given.
- Ask the interviewee if they know anyone who may have information that could shed light on the allegations.