

March 2021

# Civil Rights Investigator Level Two: Advanced

Training & Certification Course



Strategic Risk  
Management Solutions



Any advice or opinion provided during this training, either privately or to the entire group, is never to be construed as legal advice. Always consult with your legal counsel to ensure you are receiving advice that considers existing case law, any applicable state or local laws, and evolving federal guidance.

# AGENDA

- 1 Title IX and Investigations Overview
- 2 Due Process
- 3 Effective Investigations
- 4 Statutory and Regulatory Status
- 5 §106.30 Sexual Harassment Definitions
- 6 Investigating Retaliation Claims
- 7 Other Civil Rights Offenses

# AGENDA

8 Issue Spotting

9 Consent Construct

10 Creating Timelines

11 Case Study

12 Trauma and Investigations

13 Investigation Strategy

14 Note-taking and Recordkeeping

# AGENDA

- 15 Meeting Considerations
- 16 Questioning Skills and Guidelines
- 17 Hit the G.A.S.
- 18 The Investigation Report
- 19 Bias and Prejudice
- 20 Inclusive Investigations



**Remember: As an Investigator, you have no “side” other than the integrity of the process!**

# TITLE IX

*20 U.S.C. § 1681 & 34 C.F.R. Part 106 (1972)*

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”



# THE IX COMMANDMENTS

## INVESTIGATION

(plus prompt & fair per VAWA Sec. 304)



**Thorough**

**Reliable**

**Impartial**

## PROCESS



**Prompt**

**Effective**

**Equitable**

## REMEDIES

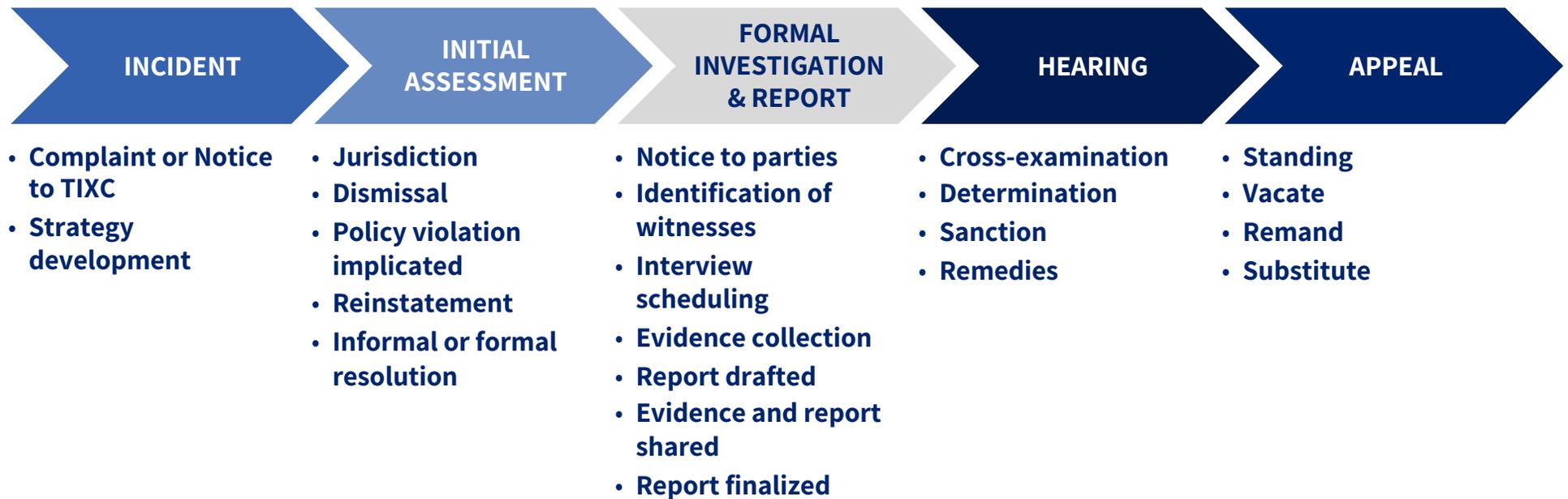


Not act unreasonably to stop discrimination

Not act unreasonably to prevent recurrence

Act equitably to remedy effects

# THE PROCESS



# 10 STEPS OF AN INVESTIGATION

1. Receive Notice/Complaint
2. Initial Assessment and Jurisdiction Determination
3. Establish basis for investigation (Incident, Pattern, and/or Culture/Climate)
4. Notice of Investigation to Parties/Notice of Formal Allegation (“Charge”).
5. Establish investigation strategy
6. Formal comprehensive investigation
  - Witness interviews
  - Evidence gathering

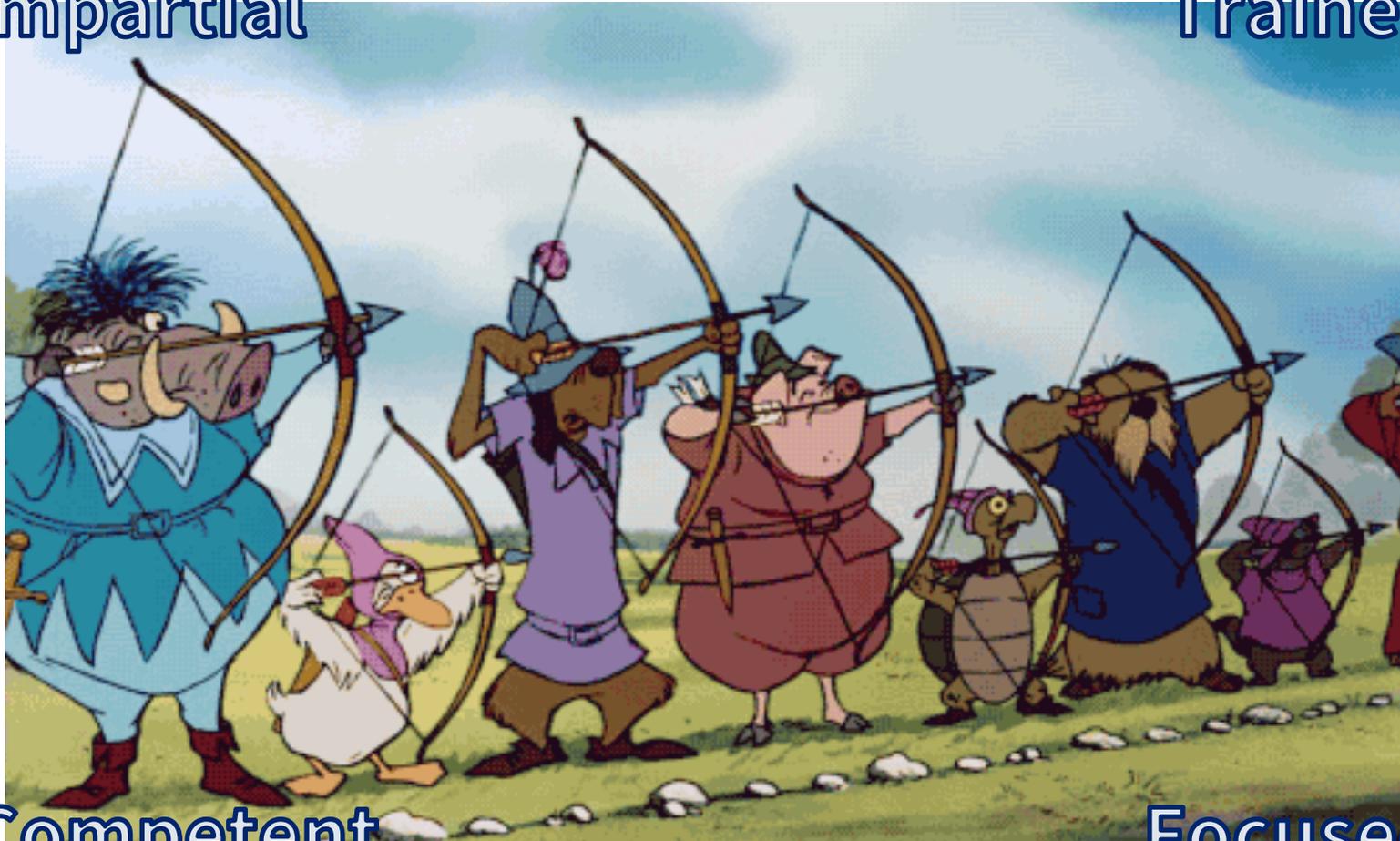
# 10 STEPS OF AN INVESTIGATION

7. Draft report
8. Meet with Title IX Coordinator (or legal counsel) to review draft report and evidence
9. Provide report all evidence directly related to the allegations to parties and their advisors for inspection and review with 10 days for response
10. Complete final report
  - Synthesize and analyze relevant evidence
  - Send final report to parties for review and written response at least 10 days prior to hearing

# THE GOAL FOR INVESTIGATORS

Impartial

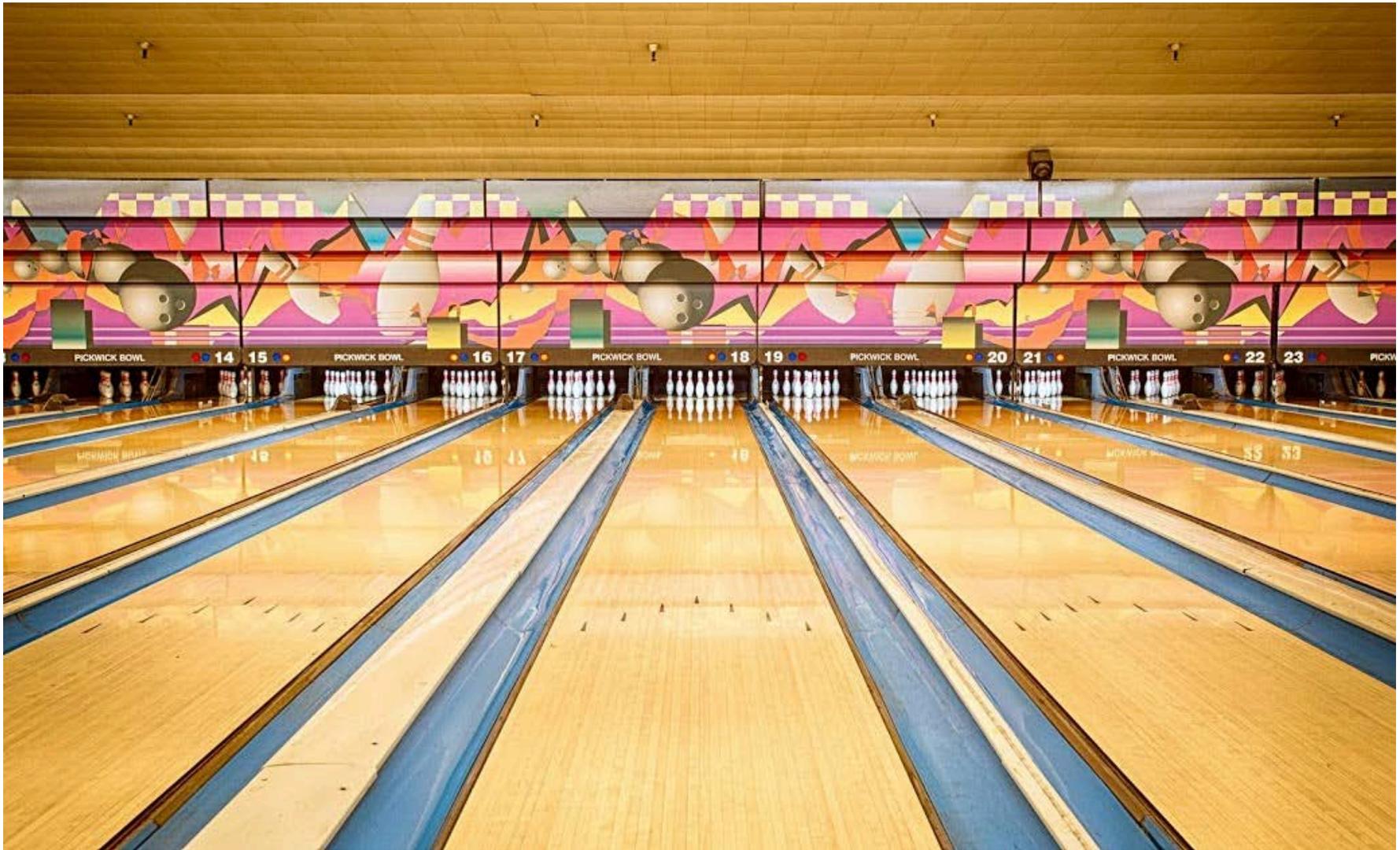
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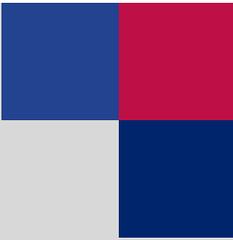


Competent

Focused

# STAYING IN YOUR LANE





# DUE PROCESS

- What is Due Process?
- Due Process in Procedure
- Due Process in Decision

# WHAT IS DUE PROCESS?

- The set of rights-based protections that accompany disciplinary action by a school, college, or university.
- Dictated by law & regulations, courts, system, district, school, or college policies and procedures.
- Private schools refer to this as “Fundamental Fairness”
  - Though courts and the OCR are increasingly using the term Due Process

# EVOLUTION OF DUE PROCESS

## Evolution of Due Process in education

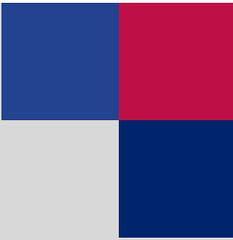
- Dean Wormer; Principal Strickland (1950's)
- *Dixon v. Alabama* (1961) & *Goss v. Lopez* (1975)
- Constituency-based policies and procedures
- Due Process & Student Conduct Administration
- Title VII and HR Models
- Civil Rights Investigation Model & Hearings
- Current case law and 2020 Title IX Regulations

# DUE PROCESS IN PROCEDURE

- A school's process should include (at a minimum):
  - Detailed and specific Notice of Allegation and/or Investigation
  - Notice of Hearing
  - Right to present witnesses
  - Right to present evidence
  - Right to an Advisor of their choice
  - Opportunity to be heard and address the allegations and evidence
  - Right to review all relevant evidence AND the investigation report prior to a hearing
  - Right to cross-examination
  - Right to appeal

# DUE PROCESS IN DECISION

- A decision must:
  - Be based on a fundamentally fair rule or policy
  - Be made in good faith (i.e., without malice, ill-will)
  - Be unbiased
  - Have a rational relationship to (be substantially based upon, and a reasonable conclusion from) the evidence
  - Not be arbitrary or capricious
- Sanctions must be reasonable, constitutionally permissible, and should relate to the violations



# EFFECTIVE INVESTIGATIONS

- Active Accumulation of Evidence
- Consistent
- Planned/Strategic
- Documented
- Impartial



# CIVIL RIGHTS INVESTIGATION MODEL HALLMARKS

## **Investigation is a critical part of the Title IX grievance process**

- Active identification and strategic gathering of evidence
- Emphasized transparency, communication, and fairness
- Grounded in the concepts of neutrality and equity
- Enhanced Due Process protections for parties
- 2020 Title IX Regulations made substantial changes and additions to grievance resolution processes

# A NOTE ABOUT TERMINOLOGY

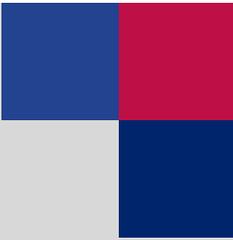
- Formal complaint
- Grievance process
- Recipient
- Complainant
  - Individual(s) affected by alleged conduct or circumstances
- Respondent
  - Individual(s) alleged to be responsible for alleged conduct or circumstances

# A NOTE ABOUT TERMINOLOGY (CONT.)

- Sexual harassment
  - Quid pro quo
  - “Hostile environment”
  - VAWA offenses (sexual assault, domestic and dating violence, stalking)

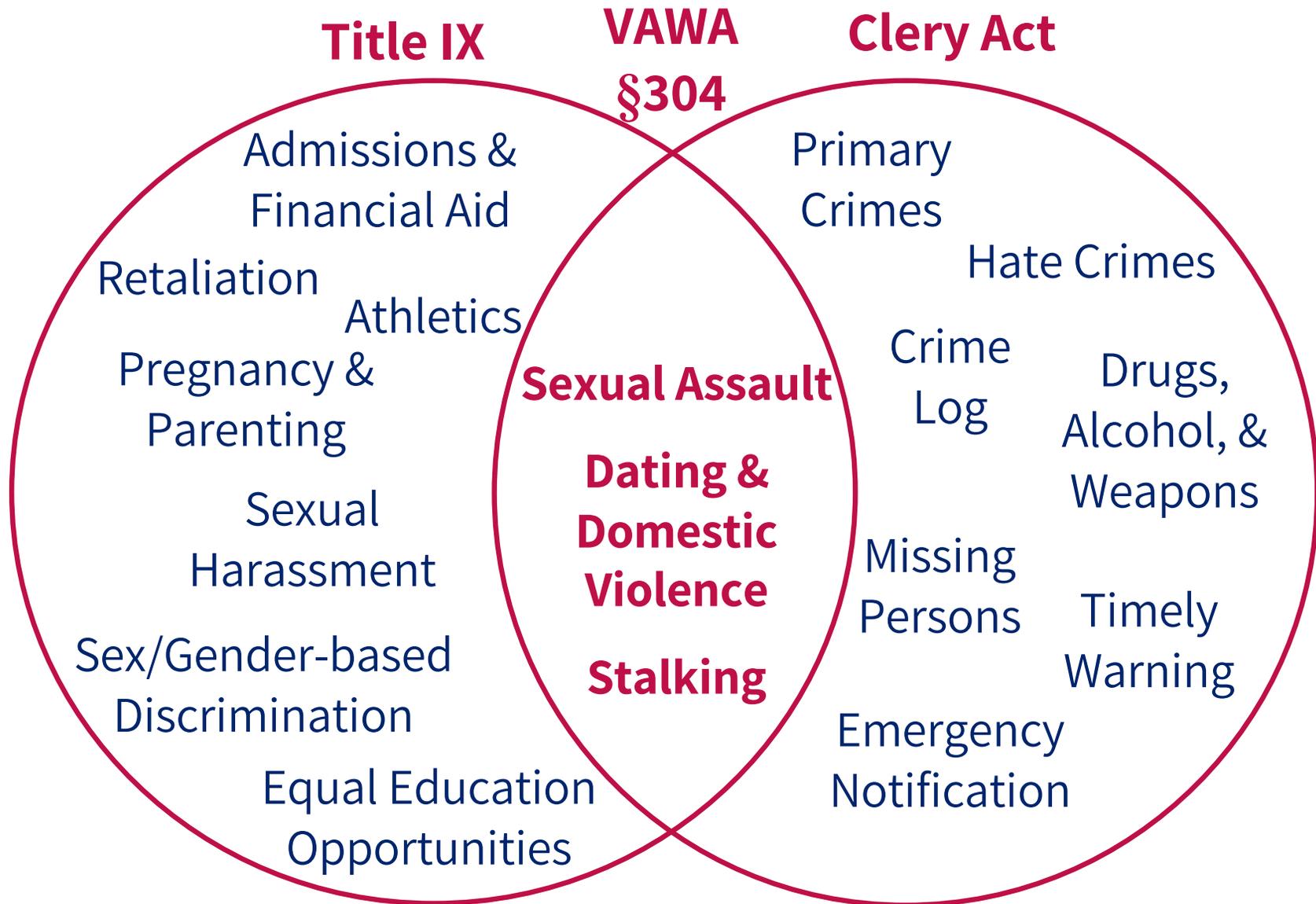
# TITLE IX REGULATORY FRAMEWORK

- Procedures for notice and formal complaint
- Separation between investigation, hearing, and appeal
- Distinct roles for
  - Title IX Coordinator
  - Investigator
  - Hearing Officer/Decision-Maker
  - Appeal Decision-Maker
- Evidentiary review periods
- Investigation report requirements



# **STATUTORY AND REGULATORY STATUS**

# TITLE IX, CLERY ACT, VAWA SECTION 304



# CLERY ACT AMENDMENT: VAWA SECTION 304

**VAWA Section 304 created extensive new policy, procedure, training, education, and prevention requirements for:**

- Sexual assault
  - Stalking
  - Dating violence
  - Domestic violence
- The “Big 4”**

- Prohibits retaliation
- The 2020 Title IX regulations also include new procedural and training requirements for Investigators for all forms of sexual harassment

# OCR GUIDANCE

## **Withdrawn:**

- 2001 OCR Revised Sexual Harassment Guidance
- 2011 Dear Colleague Letter (DCL)
- 2014 Q&A on Title IX and Sexual Violence
- 2015 DCL on the role of Title IX Coordinators
- 2016 DCL on Transgender Students
- 2017 Q&A on Campus Sexual Misconduct

# OCR GUIDANCE

Still in effect:

- 1975 Regulations, as amended
- 2003 DCL on Title IX and Free Speech
- 2010 DCL on Harassment and Bullying
- 2013 DCL on Pregnant and Parenting Students
- 2020 Q&A on Final Rule
- 2021 Q&A on Title IX and Single Sex Scholarships, Clubs, and other Programs

# TITLE IX REGULATIONS

- 2020 Title IX regulations
  - Effective and enforceable August 14th, 2020
  - Amend the Code of Federal Regs. and have force and effect of law
  - Some provisions already mandated by due process case law in some jurisdictions
  - Intervening variables (litigation and legislation) may impact enforcement in the short or long term
- The regulations are significant, legalistic, surprisingly prescriptive, very due-process heavy, and go well beyond what any court has required under 5th/14th Amendment case law

# TITLE IX REGULATIONS (CONT.)

- Preamble explains thought process for regulations
- OPEN Center responses provide clarification for enforcement

# REGULATIONS HAVE THE FORCE AND EFFECT OF LAW

- **Laws** passed by Congress (e.g.: Title IX) – Enforceable by courts/OCR
- **Federal regulations** promulgated under Title IX have the **force and effect of law**, meaning they are enforceable by the OCR
- What effect will these regulations have on courts?
  - Controlling weight (substantive/legislative)?
  - Persuasive weight (procedural/interpretive)?
  - Could form the basis of Section 1983 actions (personal liability)
  - Could constitute deliberate indifference (?) or disparate treatment

# REGULATIONS HAVE THE FORCE AND EFFECT OF LAW

- OCR “regulatory guidance” or “sub-regulatory guidance”
  - Influential but not strictly enforceable (e.g., 2011 and 2015 DCLs)
- State and local preemption issues – 2020 Title IX regulations pre-empt state law

# GRIEVANCE PROCEDURES

- Must include:
  - Presumption that responding party is not responsible until determination is reached
  - “Reasonably prompt” timeframes
    - Requirement to set specific timelines for major stages of the grievance process now gone
  - Range of possible sanctions and remedies (mirrors Clery Act mandate)
  - Description of standard of evidence
  - Bases and procedures for appeal
    - Appeal now required, equitably, on three grounds
  - Range of supportive measures available to all parties
    - Note shift from “interim measures” terminology

# PROMPTNESS

- Reasonably prompt timeframes for the conclusion of the grievance process, including reasonably prompt timeframes for filing and resolving appeals
- Concurrent law enforcement investigation does not relieve the burden of the school to investigate
- Temporary delays for “good cause” and with written notice of the delay to parties
  - Complexity of the investigation
  - Concurrent law enforcement investigation with time-dependent release of evidence
  - Delays for administrative needs are insufficient

# JURISDICTIONAL ISSUES

- Emphasizes the Davis standard
  - Control over the harasser and the context of the harassment
  - “education program or activity” means...
    - locations, events, or circumstances under substantial control
    - any building owned or controlled by an officially recognized student organization
- Regulations specify “harassment...against a person in the United States”
  - Off-campus conduct, study abroad programs, or school-sponsored international trips – “nothing in these final regulations would prevent...”

# JURISDICTIONAL ISSUES

- The definition of sexual harassment covers the in-program effects of out-of-program misconduct (though not the misconduct itself)
- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed
  - OCR adopts in the discussion a fairly broad definition of what could constitute attempting to participate

# REQUIREMENTS UNDER THE REGS

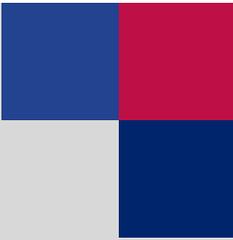
- A recipient with **actual knowledge** of sexual harassment in an education program or activity of a recipient in the United States must respond in a manner that is **not deliberately indifferent**
- Mandatory dismissal
  - Does not constitute sexual harassment (§ 106.30)
  - Does not fall within jurisdiction
    - Program or activity inside the United States
    - Complainant participating in or attempting to participate in ed program
- Does not preclude action under another policy (General Non-Discrimination Policy, conduct code, etc.)

# REQUIREMENTS UNDER THE REGS

- Voluntary dismissal
  - Complainant withdraws complaint or allegation
  - Respondent is no longer enrolled or employed
  - “specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination”
- Simultaneous notice to the parties
- Articulated rationale
- Action under another policy
  - Due process requirements for VAWA offenses in alternate process

# REQUIREMENTS UNDER THE REGS

- Mandatory steps upon notice (§ 106.44)
- Promptly contact the complainant to discuss the availability of supportive measures
- With or without filing formal complaint, inform complainant of supportive measures and respect complainant's wishes
- Explain to the complainant the process for filing a formal complaint
- Mandatory steps upon formal complaint (§ 106.45)
  - Follow detailed grievance process requirements
  - Offer informal resolution options
  - Dismiss complaint if no jurisdiction or no prima facie sexual harassment allegation



# § 106.30 DEFINITIONS – SEXUAL HARASSMENT

- Quid Pro Quo
- Hostile Environment Sexual Harassment
- Dating Violence
- Domestic Violence
- Sexual Assault
- Stalking

# REQUIRED DEFINITIONS – TIX REGULATIONS

**Sexual Harassment** is conduct on the basis of sex meeting one of the following conditions:

- An employee of the Recipient conditioning the provision of an aid, benefit, or service of the Recipient on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Recipient's education program or activity; or
- “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v)  
“Dating violence” as defined in 34 U.S.C. 12291(a)(10)  
“Domestic violence” as defined in 34 U.S.C. 12291(a)(8)  
“Stalking” as defined in 34 U.S.C. 12291(a)(30)

# HOSTILE ENVIRONMENT: “UNWELCOME”

Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is younger than the age of consent)

# HOSTILE ENVIRONMENT: “REASONABLE PERSON”

Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances (“in the shoes of the Complainant”), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced

# HOSTILE ENVIRONMENT: “SEVERE”

- Physical conduct is more likely to be severe
- Accompanied by threats or violence
- Consider the circumstances (e.g., the ability for Complainant to remove themselves from the harassment)

# HOSTILE ENVIRONMENT: “PERVERSIVE”

- Widespread
- Openly practiced
- Well-known among students or employees – reputation of a department, person, etc.
- Occurring in public spaces (more likely to be pervasive)
- Frequency of the conduct is often a variable in assessing pervasiveness (look to intensity and duration)
- Unreasonable interference with school or job
- A “gauntlet of sexual abuse” *Meritor v. Vinson*, 477 U.S. 57 (1986)

# HOSTILE ENVIRONMENT: “OBJECTIVELY OFFENSIVE”

- Reasonable person standard in context
  - “I know it when I see it...”
  - Age and relationships of Complainant and Respondent
  - Number of persons involved
  - Frequency
  - Severity
- Physically threatening
  - Humiliation
  - Intimidation
  - Ridicule
  - Abusive

# HOSTILE ENVIRONMENT: TOTALITY OF THE CIRCUMSTANCES

- Hostile environment analysis requires that you evaluate the “totality of the circumstances.”
- In evaluating the totality of the circumstances, consider:
  - Frequency, nature, and severity of the conduct
  - Whether the conduct was physically threatening
  - Whether the conduct was humiliating
  - Identity of and relationship between the Respondent and the Complainant
  - Age and sex of the Respondent and the Complainant
  - Size of the school, location of the incidents, and context in which they occurred

# HOSTILE ENVIRONMENT: TOTALITY OF THE CIRCUMSTANCES ( CONT.)

- Totality of the circumstances to consider:
  - Effect on the Complainant’s mental or emotional state
  - Whether the conduct was directed at more than one person
  - Whether the conduct unreasonably interfered with the Complainant’s educational or work performance
  - Whether the statement was an utterance of an epithet which was offensive or offended by discourtesy or rudeness
  - Whether the speech or conduct deserves the protections of academic freedom or First Amendment protection
  - “Constellation of surrounding circumstances.”

# SEXUAL ASSAULT

**Any sexual act directed against another person, without the consent of the Complainant including instances where the Complainant is incapable of giving consent.**

- **Forcible Rape** - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
- **Forcible Sodomy** - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

# SEXUAL ASSAULT (CONTD.)

- **Sexual Assault with an Object** - To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- **Forcible Fondling** - The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

# SEXUAL ASSAULT (CONTD.)

- **Incest** - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by [insert state] law.
- **Statutory Rape** - Nonforcible sexual intercourse with a person who is under the statutory age of consent of [insert age in your state].

# DATING VIOLENCE

- Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition —
  - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - Dating violence does not include acts covered under the definition of domestic violence.

# DOMESTIC VIOLENCE

- A felony or misdemeanor crime of violence committed —
  - By a current or former spouse or intimate partner of the Complainant;
  - By a person with whom the Complainant shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws [insert your state here];
  - By any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of [insert your state here].

# DOMESTIC VIOLENCE (CONTD.)

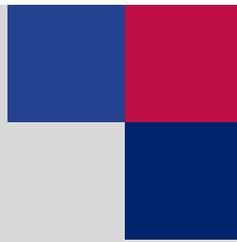
- To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

# STALKING

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to —
  - Fear for the person’s safety or the safety of others; or
  - Suffer substantial emotional distress.
- For the purposes of this definition:
  - **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

# STALKING (CONTD.)

- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the Complainant.
- **Substantial emotional distress** means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.
- The TIX regulations insist this definition not be interpreted to violate First Amendment.



# INVESTIGATING RETALIATION CLAIMS

- Basic Legal Principles
- Investigating Retaliation Claims

# RETALIATION: BASIC LEGAL PRINCIPLES

*Title IX regulations prohibit recipients from intimidating, coercing, or retaliating against individuals because they engage in activities protected by Title IX.*

- Protected activity under Title IX:
  - Reporting sex discrimination, including sexual harassment and assault.
  - Filing a discrimination complaint.
  - Assisting someone in reporting discrimination or filing a complaint.
  - Participating in any manner in an investigation of discrimination, for example as a witness.
  - Protesting any form of sex discrimination (e.g. lack of equity in athletics).

# INVESTIGATING RETALIATION CLAIMS: KEYS TO UNDERSTANDING

- Establishing retaliation, unlike establishing sexual harassment, requires proving motive – the intent to retaliate.
- Someone’s intention is rarely displayed openly. Therefore, the legal framework is about whether a retaliatory motive can be inferred from the evidence.
- Gathering details of what occurred is critical.

# PRELIMINARY ELEMENTS OF A RETALIATION CLAIM

- The following elements establish an **inference of retaliation**:
  - Did the individual engage in protected activity?
    - Usually straightforward,
    - Unless there is a question of reasonableness of belief or manner.
  - Was the individual subsequently subjected to adverse action?
  - Do the circumstances suggest a connection between the protected activity and adverse action?
    - Did individual accused of retaliation know about activity?
    - How soon after the protected activity did the adverse action occur?
  - If these three elements are not shown, the claim fails.

# RETALIATION AND ADVERSE ACTION

## Common definition of adverse action:

- Significantly disadvantages or restricts the individual as to their status as students or employees, or their ability to gain the benefits or opportunities of the program; or
  - Precluded from their discrimination claims; or
  - Reasonably acted or could act as a deterrent to further protected activity.
- 
- The U.S. Supreme Court and the federal courts have defined adverse action **very broadly**.

# INVESTIGATING RETALIATION CLAIMS: REBUTTING THE INFERENCE

- What is the stated non-retaliatory reason for the adverse action?
  - Is the explanation for the action legitimate on its face?
- Is there evidence that the stated legitimate reason is a pretext?
  - This is the heart of the case – is the explanation the true reason?
- Must establish that the adverse action was motivated by retaliation by the standard of evidence

# INVESTIGATING RETALIATION CLAIMS: IS THE EXPLANATION LEGITIMATE?

## Factors to consider:

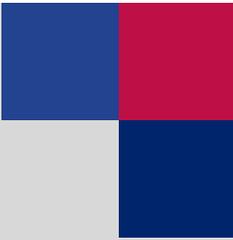
- The explanation makes sense
- The action was consistent with established policy or practice
- No adverse action was taken against others who engaged in protected activity
- Complainant was treated the same as other individuals

# INVESTIGATING RETALIATION CLAIMS

## IS THERE EVIDENCE OF PRETEXT?

### Factors to consider:

- The explanation given is not credible
- Other actions by the same individual are inconsistent with the explanation
- The explanation is not consistent with past policy or practice
- There is evidence of other individuals treated differently in similar situations



# OTHER CIVIL RIGHTS OFFENSES

- Sexual Exploitation
- Discrimination
- Threats/Intimidation
- Hazing
- Bullying

# SEXUAL EXPLOITATION

- **Sexual Exploitation**
  - Occurs when one person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.
  - Sexual exploitation offenses and 2020 Regulations definition of Sexual Harassment

# SEXUAL EXPLOITATION

- Examples
  - Invasion of sexual privacy.
  - Non-consensual digital, video, or audio recording of nudity or sexual activity.
  - Unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity.
  - Engaging in voyeurism.
  - Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex).
  - Knowingly exposing someone to or transmitting an STI, STD, or HIV to another person.

# SEXUAL EXPLOITATION

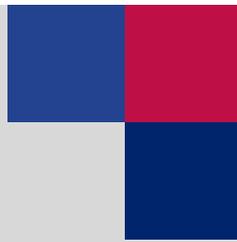
- (Cont.) Examples
  - Intentionally or recklessly exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals.
  - Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

# OTHER CIVIL RIGHTS OFFENSES

- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another
- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities
- Bullying/Cyberbullying, defined as repeated and/or severe aggressive behavior Likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally

# OTHER CIVIL RIGHTS OFFENSES (CONT.)

- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the institutional community, when related to the admission, initiation, pledging, joining, or any other group-affiliation
- Any policy violated on the basis of the Complainant's protected class, which is severe and/or pervasive/persistent enough to cause a discriminatory effect
- May not fall under Title IX jurisdiction, but require a response with appropriate due process



# ISSUE SPOTTING

Using a case study, attendees should evaluate the available facts, identify issues and related evidence (available and still needed)

# CONSIDERATIONS IN ISSUE SPOTTING

- Engaging in issue spotting based on the Complainant's statement is an important first step in development of your investigation strategy
- You will continue to identify issues as you interview others and gather evidence
- Continuing to revisit the facts gathered and identifying issues is critical to a comprehensive civil rights investigation
- Identifying the issues posed will help to identify the framework of policies in play



# TRAVIS AND JUSTIN



# TRAVIS AND JUSTIN

Travis was on the lacrosse team for three weeks. Travis reported that he was being sexually harassed by Justin, the lacrosse team captain. In the span of two weeks, Justin has asked Travis out three times. The first time Justin asked Travis out, it was in the locker room when they both were naked, and Justin put his hand on Travis' back. The second time Justin asked, he was pretty drunk and got in Travis's personal space at a bar. The third time, Justin walked up next to him in the shower and tried to grab Travis's buttocks. Travis also kissed Justin at a party the weekend before the shower interaction.



# DIANE



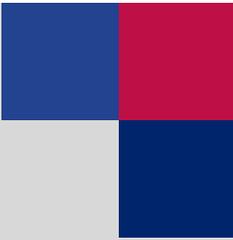
# DIANE

Diane is a faculty member working with a small team of seven student research assistants who meet each morning to check-in with each other and the status of their grant projects in the university lab. May is a student team-member who has recently announced that she is pregnant.

One morning, May texted Diane that she was going to miss the morning meeting. Diane announced to the group that they should get started because May wouldn't be joining the meeting that day. A third student researcher, Paulie, responded with a snort, and said, "I bet she has morning sickness. Too bad, her breasts are getting to be GINORMOUS and I was looking forward to having a peek this morning." Several team members laughed hard at this joke, while a couple of others chuckled uncomfortably.

# DIANE

Diane was livid, and immediately began to wonder how she could work with a team of people who objectify women like this. After the meeting she stormed into the Title IX office to complain about Paulie's conduct. She explained how uncomfortable she felt by the incident, how she no longer could work with Paulie, stating that he should be terminated from the grant-funded position and that the other students who laughed should be put on probation.



# CONSENT CONSTRUCT

- Force
- Incapacity
- Consent
- Case Study

# CONSENT

- Informed, knowing, and voluntary (freely given)
- Active (not passive)
- Creates mutually understandable permission regarding the conditions of sexual activity
- No means no, but nothing also means no. Silence and passivity do not equal consent.
- To be valid, consent must be given immediately prior to or contemporaneously with the sexual or intimate activity
- Consent can be withdrawn at any time, so long as it is clearly communicated verbally or non-verbally

# OVERVIEW OF THE THREE QUESTIONS

1. Was force used by the Respondent to obtain sexual or intimate access?
2. Was the Complainant incapacitated?
  - a. If so, did the Respondent know, or
  - b. Should the Respondent have known that the Complainant was incapacitated

**Note: The intoxication of the Respondent can not be used as a reason they did not know of the Complainant's incapacity.**

3. What clear words or actions by the Complainant gave the Respondent permission for each specific sexual or intimate act that took place as it took place?

# FORCE

- 1. Was force used by the Respondent to obtain sexual or intimate access?**
  - Because consent must be voluntary (an act of free will), consent cannot be obtained through use of force
  - Consider the impact of power dynamics

# FORCE (CONT.)

## Types of force to consider:

- **Physical violence:** hitting, restraint, pushing, kicking, etc.
  - This may also involve alleged violations of other policies (e.g., harms to persons, violation of law, etc.)
- **Threats:** anything that gets someone to do something they wouldn't ordinarily have done absent the threat
  - This requires an analysis as to the viability of the threat and whether a reasonable person would believe the Respondent could or would carry out the threat

# FORCE (CONT.)

## Types of force to consider:

- **Intimidation:** an implied threat that menaces and/or causes reasonable fear.
  - This requires the same threat analysis as above
- **Coercion:** the application of an unreasonable amount of pressure for sexual access
  - Consider isolation, frequency, intensity, and duration

# INCAPACITY

## 2. Was the Complainant incapacitated?

- Incapacity ≠ impaired, drunk, intoxicated, or under the influence.
- What was the status of the Complainant in terms of:
  - Situational awareness
  - Consequential awareness
- What was the reason for incapacity?
  - Alcohol or other drugs (prescription or non-prescription)
  - Mental/cognitive impairment
  - Injury
  - Asleep or unconscious

# INCAPACITY (CONT.)

- Incapacitation is a state where individuals cannot make rational, reasonable decisions because they **lack the capacity** to give knowing consent
- Incapacitation is a determination that will be made after the incident **in light of all the facts available**
- Assessing incapacitation is very fact-dependent
- Blackouts are frequent issues
  - Blackout ≠ incapacitation (automatically)
  - Blackout = no working (form of short-term) memory for a consistent period, thus unable to understand who, what, when, where, why, or how
  - Partial blackout must be assessed as well

# BEHAVIORAL CUES

## Evidence of incapacity context clues:

- Slurred speech
- The smell of alcohol on the breath in combination with other factors
- Shaky equilibrium; stumbling
- Passing out
- Throwing up
- Appearing Disoriented
- Unconsciousness

# BEHAVIORAL CUES (CONT.)

## Evidence of incapacity context clues:

- Known Blackout
- Although memory is absent in a blackout, verbal and motor skills are still functioning
- Outrageous or unusual behavior (requires prior knowledge)

# PRIOR KNOWLEDGE CONSTRUCT

- These answers should be in the investigation report if the primary consideration is the out of norm behaviors of the Complainant as a determination of incapacity:
  - Did the Respondent know the Complainant previously?
  - If so, was Complainant acting very differently from previous similar situations?
  - Evaluate what the Respondent observed the Complainant consuming (via the timeline)
  - Determine if Respondent provided any of the alcohol for the Complainant
  - Other relevant behavioral cues

# SOME FACTS ABOUT ALCOHOL

- Most abused drug on college campuses
- Most commonly used date rape drug
- Time – the only sobering tool
- One “drink” per hour
- “Myth of puking”
- Pace of consumption
- Food in the stomach
- Carbonation and alcohol
- Medications and alcohol

# COMMON FACTORS

- Rate of consumption
- Strength of drink
- Food in the stomach
- Body weight
- Body type – body fat percentage
- Gender
  - E.g., enzymes, hormones, body fat, and water in body
- Functional tolerance
- Medications
- Illness and dehydration
- Fatigue
- Caffeine
- Genetics
- Ethnicity

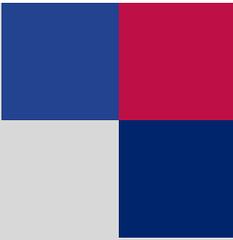
# INCAPACITY ANALYSIS

- If the Complainant **was not** incapacitated, move on to the Consent Analysis.
- If the Complainant **was** incapacitated, but:
  - The Respondent did not know it, **AND**
  - The Respondent would not have reasonably known it = policy not violated. Move to Consent Analysis.
- If the Complainant **was** incapacitated, and:
  - The Respondent **knew it or caused it** = policy violation  
Sanction accordingly
  - The Respondent **should have known it** = policy violation  
Sanction accordingly
  - The Respondent's own intoxication cannot be used as a defense

# CONSENT ANALYSIS

## **3. What clear words or actions by the Complainant gave the Respondent permission for each specific sexual or intimate act that took place as it took place?**

- Is there any sexual or intimate pattern or history between the parties?
- What verbal and/or non-verbal cues were present during any acts that the parties agree were consensual?
- This is where getting detail and specifics of intimate behaviors is critical



# CREATING TIMELINES

# CREATE A TIMELINE

## **First evaluate if the Complainant was incapacitated**

- This inquiry may be triggered by statements such as:
  - “The next thing I remember was . . .”
  - “I woke up and . . .”
  - “I don’t remember anything after . . .”
- This is your cue to start a timeline of the events during the incident to collect the evidence to assist the Decision-maker(s) in making their analysis as to whether the Complainant was incapacitated

# TIMELINE CONSTRUCT

- Begin the timeline at the time the incident began, starting at the time the Complainant began using alcohol/drugs
- Ask (but perhaps in a different way):
  - What were you drinking (e.g., wine, beer, or hard liquor)?
  - Quantity? (e.g., shot glass, large Solo cup, 12 oz. can, etc.)
  - How many drinks did you have?
  - Were you using any drugs?
  - When did you eat? What did you eat?
  - Are you taking any medications?
  - Functional tolerance questions

# TIMELINE CONSTRUCT (CONT.)

- If Complainant did not have anything to drink, or only had a small amount, you need to consider if the individual was drugged. You will need to ask:
  - Where were you when you were drinking?
  - Did you leave your drink at any time then resume consuming?
  - Did anyone provide drinks for you?

# TIMELINE CONSTRUCT (CONT.)

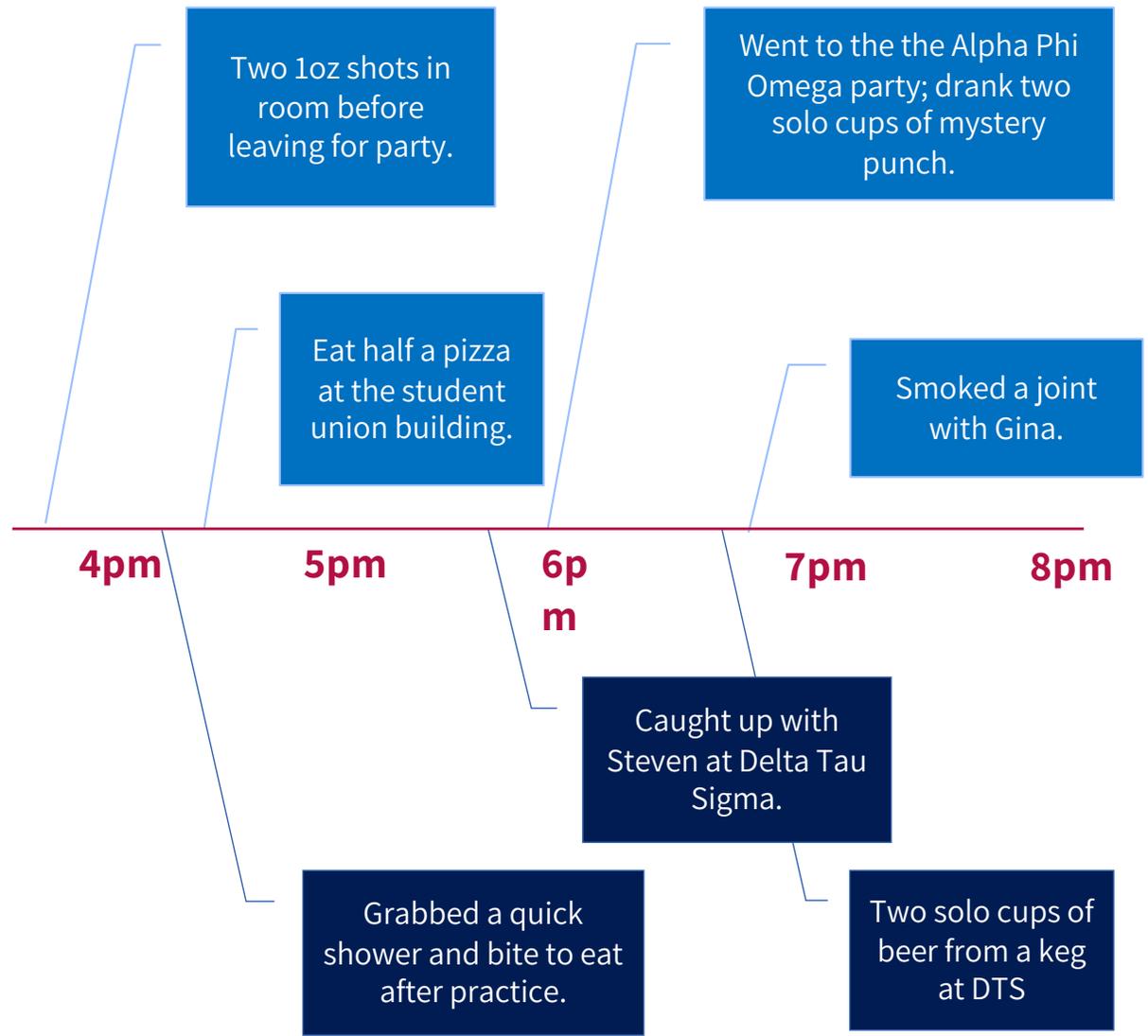
- Determine what the Respondent observed about the Complainant's behaviors. Do not ask these questions directly as written below:
  - Slurring words?
  - Stumbling?
  - Acting unusual (e.g., not making sense, appearing drunk, etc.)?
  - Falling asleep?
  - Throwing up?
  - Disoriented?
  - And, if Respondent knows Complainant, were they acting different from the way they usually acts?

# TIMELINE CONSTRUCT (CONT.)

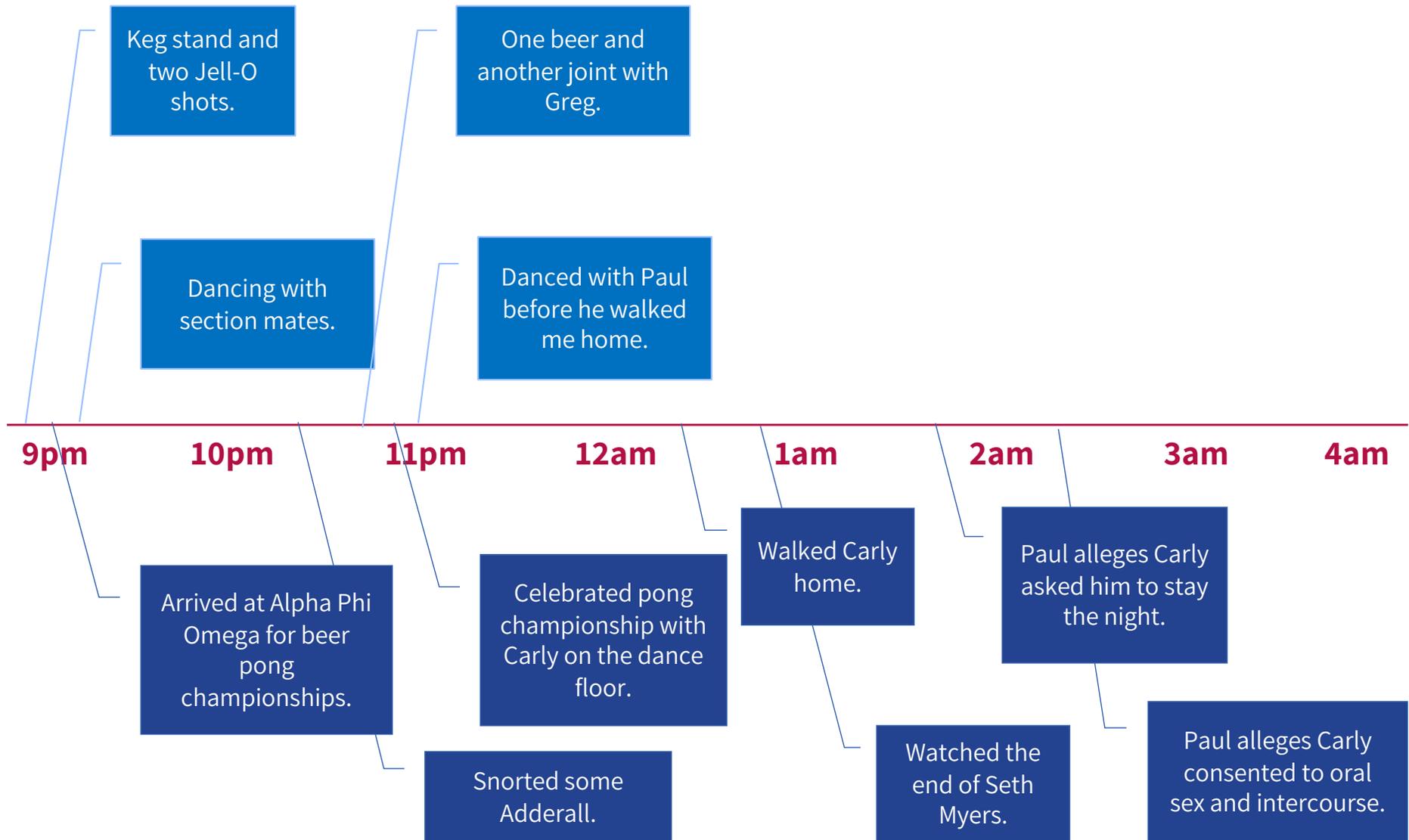
- The Decision-maker will need to make an assessment if, based on the standard of evidence, the Complainant was incapacitated
- If the answer is “No,” proceed to the Consent analysis
- If the answer is “Yes,” move to part two of the Incapacity analysis
- Conduct the same timeline for the Respondent, superimposed on the Complainant’s timeline

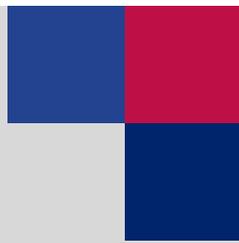
# CREATING A TIMELINE EXAMPLE

- Use documentary evidence (e.g., texts) to establish where, why, when, how, and who
- Match up as many times and locations as possible
- What did the other party observe?



# CREATING A TIMELINE EXAMPLE (CONT.)





## **CASE STUDY**

Using a case study, attendees should evaluate the available facts, identify issues and evidence (available and still needed), and assess compared to policy prohibitions.

# CASE STUDY: IVAN & JUANITA

- Juanita, a member of the student government, made a Title IX report directly to the chief student affairs officer.
- On the morning of October 11, a classmate and fellow member of student government, who was checking her email in the school computer lab, yelled for Juanita and the others in the lab to come look at something on the computer.
- Juanita saw an email sent from the student government email address, studentgovernment@maricopa.com, which said “Greetings new student leaders, meet the girl next door.”
- The email included a photo of Juanita’s face photoshopped onto an image of a naked woman’s body with huge breasts.

# CASE STUDY: IVAN & JUANITA

- Everyone in the room laughed and Juanita ran from the room crying, embarrassed that others would think it was her.
- She immediately contacted Ivan, a member of student government, who she believed sent the email.
- Earlier in the year, Ivan asked her out several times, but she didn't like him.
- She found him really annoying, and while she knows it wasn't nice, she called him a total loser in front of his friends.
- She knows that he sent the email to hurt and embarrass her.

# CASE STUDY: IVAN & JUANITA

## **You are beginning your formal investigation:**

- What are the Title IX allegation(s)?
- What key things should you consider as part of your investigation strategy?
- Who would you want to interview at this stage?
- What evidence do you want to gather?

# CASE STUDY: IVAN & JUANITA

- You decide to interview Ivan. Ivan believes Juanita is blowing the whole matter out of proportion.
- He admits to creating the photo for a class project. He reports:
  - “It was only meant to be a joke. I never put her name on it, so what’s the big deal? This is a work of art that I created for my class. I only showed my artwork, which by the way is protected by the First Amendment, to a few of my friends. I know my rights very well, since my dad is a lawyer.”
  - The email account is for official student government.
  - The faculty advisor and the senior student government officers have the password. The officers, however, have shared the password with a number of other people in student government.

# CASE STUDY: IVAN & JUANITA

- Ivan says Juanita “always flashes her breasts” at him and told him she wanted breast implants.

# CASE STUDY: IVAN & JUANITA

- You also decide to interview John, assistant director of information technology.
- John was able to confirm that someone using the school computer lab sent the picture from the student government email account.
- The picture was inserted into the email via a flash drive, but he was unable to determine which student had logged into the computer.
- John received Ivan's consent to inspect his personal laptop. The photo was on Ivan's hard drive but was not sent out via email to anyone.
- John said Ivan told him when he almost always has his laptop with him, but if not, he leaves it in the student government office. He hasn't given anyone else his laptop password.

# CASE STUDY: IVAN & JUANITA

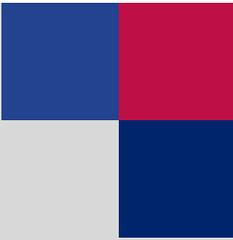
- Who else might you interview?
- What other evidence do you want to gather?
- How will you address Ivan's First Amendment argument?
- Is there any evidence that you gathered that is not relevant? If so, why?

# CASE STUDY: IVAN & JUANITA

- After you've shared the evidence you gathered with Ivan and Juanita and given them 10 days to review and respond, the following occurs:
  - Juanita tells you that she read what Ivan said in his interview about having created the photo for his art class and she knows Ivan is not telling the truth because she took the same class last year and she never had an assignment like that for class.
  - Ivan's Advisor tells you that he has a new witness he wants you to interview. Ivan's Advisor wants you to interview Ivan's friend Alan who will tell you that Juanita really is not bothered by the photo because she flashed her breasts at Ivan a few times before and told him that she wanted breast implants.

# CASE STUDY: IVAN & JUANITA

- How do you respond to Juanita?
- How do you respond to Ivan's Advisor?



# TRAUMA AND INVESTIGATIONS

- Introduction to Trauma
- Neurobiological Impact of Trauma
- Trauma and Interviewing
- Trauma and Credibility

# WHAT IS TRAUMA?

- Exposure to an event or events that creates a real or perceived threat to life, safety, or sense of well being and bodily integrity
- May result from war, natural disasters, severely distressing events
- When the brain senses a threat, releases hormones or chemicals throughout the body to help react to the threat and/or trauma
- The brain does not distinguish between “types” of sexual assault
  - Interprets stranger or acquaintance equally as threats to survival

# WHAT IS TRAUMA? (CONT.)

- The brain also does not typically differentiate between an actual threat and a perceived or subjective threat
  - Sometimes also a function of prior experiences, rather than the immediate situation

# MEMORY AND TRAUMA

- Memory is formed in two steps:
  - Encoding: organizing sensory information coming into brain
  - Consolidation: grouping into memories and storing the stimulus
- Trauma can interfere with the encoding and/or the consolidation of memory
- May create fragmented memories
- Recall can be slower and more difficult
- Alcohol may interfere further with memory
- However, sensory information (smell, sound, etc.), may still function properly

# TRAUMA & INTERVIEWING

- Expecting a Complainant to give a linear account in the days after an incident, or after having been triggered, is not always realistic
- Memory fragmentation can occur
- Having “inconsistent” memory, pausing, and stumbling to provide an account are not outside the bounds of what one could expect from a person who has experienced trauma
- Considerations for credibility?

# TRAUMA & INTERVIEWING (CONT.)

- Allowance for sleep cycles prior to interviews (if within 96-120 hours)
- A non-linear account, with jumping around and scattered memories is not uncommon
- If alcohol is an additional factor, narrow and detailed questions will be difficult for reporting parties to access and may create additional stress
- Use open-ended questions
- Don't interrupt or barrage with questions
- Use strategies that pull out fragmented memories
- Be patient during the interview and allow time

# TRAUMA & INTERVIEWING (CONT.)

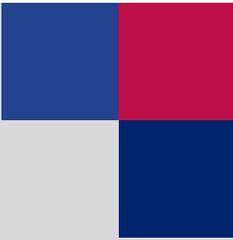
- Empathy is critical
  - However, remember to remain **impartial**
- Tell me more about...
- Help me understand your thoughts when...
- What was going through your mind when...
- What are you able to remember about...?
  - 5 senses
- What were your reactions to this experience?
  - Physically
  - Emotionally
- What, if anything, can you not you forget about this experience?

# TRAUMA & CREDIBILITY

- Trauma may help explain elements that negatively impact a party's credibility
  - Inconsistencies in a party or witness's statement
  - Lack of linearity in a party or witness's account or statement
  - Lack of memory about an incident
  - Memory errors by a party or witness
  - Demeanor or affect
  - Brief answers, or answers lacking in detail

# TRAUMA & CREDIBILITY (CONT.)

- However, while trauma may help explain issues that impact credibility, it typically does NOT excuse them
  - An assessment of credibility must focus on issues such as the reliability, consistency and believability of the parties
  - If, for example, a party's account is inconsistent or variable, lacking in detail, or has material memory gaps, it typically lacks credibility
  - An understanding of trauma and its impact will provide insight as to why some credibility deficits exist, but a trauma-informed understanding should not materially impact a credibility assessment
- Use caution because actual or perceived trauma may have little or nothing to do with consent



# INVESTIGATION STRATEGY

# STRATEGY IS KEY

- The investigation team, in consultation with the Title IX Coordinator or designated Deputy strategizes throughout the entire investigation. This includes:
  - What are the issues presented?
  - Are there undisputed facts? Which ones are significant to the investigation?
  - Are there facts in dispute? Which ones are significant to the investigation?
  - What Policy(s) elements may have been violated?
  - Who do you need to interview?
  - What should be the order of the interviews?

# OTHER ELEMENTS TO CONSIDER IN STRATEGY

- Strategize when to interview Complainant and Respondent
- What are the key issues involved?
  - What additional strategies do you need to address key issues?
- What additional documentary evidence will be important to the investigation?
- Discuss your methodology for this case (which approach will you use?)
- Timeline (within 30-60 days will vary by case)

# WHEN TO INTERVIEW PARTIES AND WITNESSES

- Impact of new Title IX regulations on clear and timely notice to the parties of the allegations and investigation
- Parties and witnesses should be interviewed as soon as possible:
  - So that recollections are as fresh and accurate as possible
  - To secure necessary remedies in a timely manner
  - Should not conduct interviews until parties have received their written notice of the allegations and investigation

# STRATEGY EXERCISE

- Use your issues list
- Develop your strategy
  - Is there undisputed information? Is it relevant to explore?
  - Is there disputed information? Is it relevant to explore?
  - Are there any key issues that aren't policy violations?
  - Are there possible policy violations that were not included in the notice of investigation/allegation?
  - Who do you want to talk with (order of interviews?)
  - What represents your next steps?

# STRATEGY EVOLUTION

- Find an opportunity to let your subconscious work on the gaps in information
  - Turn your brain off ... walk away and do something else
  - Use colleagues: co-investigator and others
- If you are too busy analyzing what you know, you will not focus on the need to identify what is missing, what is yet to be obtained, or why certain witnesses have not told you things that it would have been logical or expected to hear from them
- Look for evidence that should be there that is not for some reason



# NOTE-TAKING AND RECORDKEEPING

- What Kinds Of Notes Should Be Kept?
- Note-Taking

# WHAT KINDS OF NOTES SHOULD BE KEPT?

- Assemble an investigation file and keep it in a secure location
- Keep a timeline of the steps in the process, including dates of all meetings and interviews
- Interviews – notes vs. recording
  - Recording is becoming more common
- Notes – handwritten vs. computer
- **Interviewee verification**
- Records of all contacts, including emails and phone calls with all parties

# NOTE-TAKING

- Taking notes may slow down the interview in a good way
- Use pre-prepared numbered questions as a framework but be flexible
- Note-taking should occur throughout the entire interview, not just when a Respondent makes a pertinent disclosure or an “incriminating” remark
- Documentation is critical: you are creating the record of the complaint
- Remember that students have the right to inspect their education record under FERPA

# NOTE-TAKING (CONT.)

- Notes should be complete and detailed
  - Important for assessing credibility
  - Decision may turn on small details
- Where possible, include verbatim statements on critical issues – Use their words, not yours
- Keep notes on what is told to the Complainant, Respondent, and witnesses
- You may want to summarize perceptions of credibility
  - Recognize, however, that notes and evidence may be subject to review

# NOTE-TAKING (CONT.)

- Remember that the “sole possession” FERPA exception is very limited
- Date all records and include who was present at any meetings; number pages
- Review your notes before the interview concludes
- Clarify anything about which you are unclear
- Document any refusal to answer, evasion, or refusal to participate
- Capture key quotations
- Review and finalize notes immediately upon completion of interview

# RECORDKEEPING

- Certain records must be maintained for at least seven years:
  - Sexual harassment investigation including any responsibility determination, any disciplinary sanctions imposed, and any remedies implemented
  - Any appeal and related result(s)
  - Any informal resolution implemented
  - Any supportive measures implemented
- For each conclusion, Recipient must document the rationale for its determination
- Recipient must document measures taken to preserve/restore access to education programs/activity

# RECORDKEEPING

- Considerations for Investigator notes
  - Fact-based observations
  - Avoid conclusions or determinations
- “Maintain” applies to what is kept
- Develop and maintain minimalistic note-taking style
- Overwritten notes
- Think about who could potentially read – parties, attorneys, judge, jury, public



# MEETING CONSIDERATIONS

- A review from Investigator One

# THE ENVIRONMENT

- Where will you do the interview?
  - Your office?
  - Conference room?
- Videoconference, phone, and email interviews
- Important aspects:
  - Neutral environment
  - Minimize distractions
  - Sit in their chair
  - Check your lobby/waiting area for distractions and “hidden messages”

# THE INVESTIGATORS

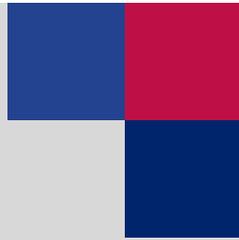
- Maintain professionalism, but balance with relaxed atmosphere
  - Attire
  - Demeanor
- You are an extension of the environment
- Your neutrality is key but should be balanced with compassion
- Maintain good eye contact and comfortable, open body language

# OTHER CONSIDERATIONS

- Consider who should conduct the interview and who should be note-taking
- Allow time (What if you don't have enough?)
- Use breaks strategically
- Remain calm and professional

# MANAGING EXPECTATIONS

- No one is happy at the end of these cases
- People who conduct investigations with skill rest secure in the knowledge that all involved, including witnesses, are treated objectively and fairly
- **Be sure the parties understand parameters of the policy, what it does and does not cover, how process plays out, and what process can and cannot accomplish**
- Provide ample opportunity for interviewee (especially the Complainant and the Respondent) to ask questions



# QUESTIONING SKILLS & GUIDELINES

- A review from Investigator One

# QUESTIONING GUIDELINES

**Take the complaint from start to finish through a process of broad to narrow questions and issues that need to be addressed.**

- Prepare an outline of your questions in advance
  - Ask questions about the allegations and the evidence and the policy elements
  - Focus on areas of conflicting evidence or gaps in information
  - Drill down on timelines and details
  - Review your questions before ending interview

# RESTATE/REFRAME

- Restate/summarize what is said - helps validate that you are listening
- Do not sanitize the language
  - Report what is said; rephrase with caution
- Helps ensure you understand what is being said
- Consider using these phrases
  - “So it sounds like...”
  - “Tell me more...”
  - “Walk me through”
  - “Help me understand”

# CONDUCTING INTERVIEWS

- Explain that you will be taking notes or recording and why
- Acknowledge that they may have told others what happened multiple times already and determine who that may be
- Ask if they or others they are aware of have written about this in any fashion:
  - Blog
  - Facebook/Twitter/Social Media
  - Journals or other writings
  - Texts
  - Video journals

# INTERVIEW GUIDELINES

- Pay attention to alcohol/drug consumption and timing of consumption (your “horizontal timeline”)
- Be cognizant of the difference between what was “heard” (rumor) and what was “witnessed” (facts)
- Ask who else you should talk to and ask for any relevant documentation (i.e., texts, emails, etc.)
- Discuss non-retaliation
- Discuss FERPA issues

# CONDUCTING INTERVIEWS (CONT.)

- In an interview
  - Let them talk
  - Give them a starting point if they don't have one
  - Drill down later
  - Interrupt for questions only when you must
- **Note:** some strategies may change based on the interviewee's demeanor
  - Expressive
  - Angry
  - Resistant
  - Hesitant

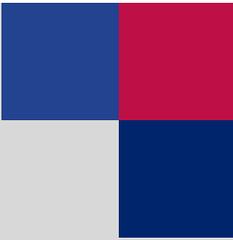
# CONDUCTING INTERVIEWS (CONT.)

## At the end:

- What else do you think might be important for us to know?
- What other questions are there that you thought we might ask that we didn't?
- Ask who else you should talk to and ask for any relevant documentation (i.e., texts, emails, etc.).
- Is there anything you want me to ask the other party (or any witness)? (“Appendix C” – covered in Investigator One)
- If you have not ascertained this, try to determine what Complainant’s motivation is for reporting and what Complainant hopes to see as a result – BE CAREFUL HERE.

# IMPACT OF NON-PARTICIPATION

- Engagement expectations
  - What happens if a party declines to be interviewed?
    - Requests for written questions
    - Refusal to answer questions
    - Refusal to engage in process
  - What happens if a party declines to testify at the hearing?
  - What happens if a party refuses to submit to cross-examination?
- Evidentiary preclusions under 2020 regulations
- Evidentiary “vacuum” resulting from non-participation



# HIT THE G.A.S.

- Gather Evidence
- Assess Credibility
- Synthesize the Information

# GATHER THE EVIDENCE

- Collect the evidence from all sources
- Organize it according to the investigation strategy and allegations
  - Chronology
  - Geography
  - Policy prohibitions
  - Alleged violations
- Summarize evidence in a written report
- This the fact-gathering function. It's a function all investigators have performed since at least 2011, and it's not new or different as a result of regulations.

# ASSESS CREDIBILITY

- Accuracy and reliability of information
- “Credible” is not synonymous with “truthful”
- Memory errors, evasion, misleading may impact
- Primary factors: corroboration and consistency
- Avoid too much focus on irrelevant inconsistencies
- Source + content + plausibility
- Trauma-informed approach should be consistent

# COMMON ERRORS IN ASSESSING CREDIBILITY

- Misplaced emphasis on nonverbal indicators of deception such as nervousness/anxiety
- Misplaced emphasis on inconsistency of information provided by an interviewee
  - Research shows truthful memory recall includes the natural omission or subsequent recollection of details
- Confusion about memory
  - Stress and emotion may lead to enhancement of memory or to the disruption of encoding and retrieval processes

# COMMON ERRORS IN ASSESSING CREDIBILITY

- Misplaced focus on the status of the parties
  - No scientific studies support the notion of neurobiological response differences between perpetrators and victims
- Bias in interviews
  - Presumptions of guilt can influence credibility assessments

# INTERVIEW TACTICS

- Reverse Chronological Order
- Use of a Model Statement
- Asking unexpected questions
- Asking the individual to recall information in unexpected ways, e.g. sketch
- Asking interviewees for details that the investigator can check
  - Truth tellers generally add more “checkable” details
  - Liars provide details that are difficult to verify
- The Funnel

# CREDIBILITY OVERVIEW

## **Corroboration**

- Aligned testimony and/or physical evidence.

## **Inherent plausibility**

- “Does this make sense?”
- Be careful of bias influencing sense of “logical.”

## **Motive to falsify**

- Do they have a reason to lie?

## **Past record**

- Is there a history of similar behavior?

## **Demeanor**

- Do they seem to be lying or telling the truth?

*Enforcement Guidance  
on Vicarious Employer  
Liability for Unlawful  
Harassment by  
Supervisors*

EEOC (1999)

# FACTORS TO CONSIDER FOR CREDIBILITY

## Corroborating evidence

- Strongest indicator of credibility
- Independent, objective authentication
  - Party says they were in class, teacher confirms
  - Party describes text conversation, provides screenshots
- Corroboration of central vs. environmental facts
- Not simply alignment with friendly witnesses.

# FACTORS TO CONSIDER FOR CREDIBILITY

## Corroborating evidence

- Can include contemporaneous witness accounts.
  - More “separate” the witness, greater the credibility boost
- Outcry witnesses.
  - Does what party said then line up with what they say now?
- Pay attention to allegiances
  - Friends, teammates, group membership
  - This can work both directions (ex. honest teammate)

# FACTORS TO CONSIDER FOR CREDIBILITY

## Inherent plausibility

- Does what the party described make sense?
  - Consideration of environmental factors, trauma, relationships
- Is it believable on its face?
- “Plausibility” is a function of “likeliness”
  - Would a reasonable person in the same scenario do the same things? Why or why not?
  - Are there more likely alternatives based on the evidence?

# FACTORS TO CONSIDER FOR CREDIBILITY

## Inherent plausibility

- Is the party's statement consistent with the evidence?
- Is their physical location or proximity reasonable?
  - Could they have heard what they said they heard?
  - Were there other impediments? (darkness, obstructions)
- How good is their memory?
  - Temporal proximity based on age of allegations
  - "I think," "I'm pretty sure," "It would make sense"

# FACTORS TO CONSIDER FOR CREDIBILITY

## Motive to falsify

- Does the party have a reason to lie?
- What's at stake if the allegations are true?
  - Think academic or career implications
  - Also personal or relationship consequences
- What if the allegations are false?
  - Other pressures on the Complainant– failing grades, dramatic changes in social/personal life, other academic implications
- Reliance on written document during testimony

# FACTORS TO CONSIDER FOR CREDIBILITY

## Past record

- Is there evidence or records of past misconduct?
- Are there determinations of responsibility for substantially similar misconduct?
- Check record for past allegations
  - Even if found “not responsible,” may evidence pattern or proclivity
- Written/verbal statements, pre-existing relationship

# FACTORS TO CONSIDER FOR CREDIBILITY

## Demeanor

- Is the party uncomfortable, uncooperative, resistant?
- Certain lines of questioning – agitated, argumentative
- BE VERY CAREFUL
  - Humans are excellent at picking up non-verbal cues
  - Human are terrible at spotting liars (roughly equivalent to polygraph)
- Look for indications of discomfort or resistance
- Make a note to dive deeper, discover source

# CREDIBILITY ASSESSMENTS IN INVESTIGATION REPORTS

- Indicate where to look to the Decision-maker without rendering conclusions or making findings related to credibility
- NOT GOOD  
~~“The Decision-maker should find Mark to be unbelievable in his testimony about having received consent for the following reasons...”~~
- GOOD  
“Mark’s testimony about X contrasts with Mariana’s testimony about X, and the accounts of Witness 1 and Witness 7 aligned with Mariana’s testimony, not Mark’s, during the investigation.”

# SYNTHESIZE AREAS OF DISPUTE

- Examine only actions that have a direct relation to the situation under review or a pattern of incidents
- Narrow the scope to areas in dispute or disagreement between the parties
  - Two lists: contested and uncontested facts
- Use evidentiary and report review periods to clarify disputed facts
- Present evidence in report organized around facts relating to alleged policy violations
- Contested facts will form the bulk of the Decision-maker's work in making a determination

*This is just one example that may be useful. You should consult with a licensed attorney in your own jurisdiction before adopting this template.*

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University of Knowledge

Date of Report:

This report addresses alleged violations of the Policy Name(s) of the University of Knowledge. Names of Investigators conducted the investigation into these allegations. This report will determine whether it is more likely than not that there has been a violation of the relevant university policy or policies.

**Executive Summary:**

*(Summarize findings here.)*

**Procedural History:**

*Include the date of the incident, the date on which it was reported, how and to whom (generally) it was reported, the date on which investigators were assigned to it, and the date on which the investigation closed.*

On Month XX, 20XX, Reporting Party met with Name Here in the Office of Victim Assistance at University of Knowledge along with Name Other Present Parties. Reporting Party reported that General Allegations occurred on Month XX, 20XX. Reporting Party has not reported this matter to law enforcement at this time, although she is aware of this option.

This report was referred to Investigators Name Here and Name Here on Month XX, 20XX. Both investigators were present in person for each interview. They alternated questioning and note-taking roles. This investigation was completed on Month XX, 20XX.

**Involved Parties:**

Reporting Party is (e.g., a first-year undergraduate female residing in the residence halls).

1. Responding Party is (e.g., a male graduate student and a residence advisor in the residence halls).
2. Witness 1 is (e.g., a freshman female residing in the residence halls and Reporting Party's roommate).
3. Witness 2 is (e.g., a male undergrad living off-campus and a classmate and friend of Reporting Party).
4. Witness 3 is (e.g., an employee of Nearby Bar; employee is not affiliated with the university).

# THE INVESTIGATION REPORT

# ELEMENTS OF THE INVESTIGATION REPORT

- Case identification information:
  - Case number, Investigator(s), date of notice, date assigned to Investigator, and date Investigation closed
- Source of initial complaint/allegation:
  - Source of initial report, information regarding the formal complaint; name and contact information of Complainant, and status; record same for Respondent
- Details from initial report/complaint:
  - Nature of incident(s)
  - How initial report and/or formal complaint was received (e.g., security incident report, hotline, in person, web form, etc.)

# ALSO INCLUDE IN THE INVESTIGATION REPORT

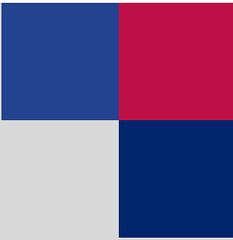
- Results of interviews with parties and witnesses
- Results of interviews with experts
- Summary of other information collected (i.e., information from police reports including pretext calls, medical exams, video surveillance and photographs, copies of texts, emails, and social networking messages, etc.)

# THE INVESTIGATION REPORT

- A skeleton template is helpful
- The investigation report is the one comprehensive document summarizing the investigation, including:
  - Detail the allegations and how they were brought forward
  - Explain the role of the parties and witnesses, and any relations between them
  - Results of interviews with parties and witnesses
  - Results of interviews with experts
  - Summary of other information collected (i.e., information from police reports including pretext calls, medical exams, video surveillance and photographs, copies of texts, emails, and social networking messages, etc.)

# FOCUS ON WHAT YOU DON'T KNOW, RATHER THAN WHAT YOU DO KNOW

- Find an opportunity to let your subconscious work on the gaps in information
- If you are too busy analyzing what you know, you won't focus on the need to identify what is missing, what is yet to be obtained, or why certain witnesses have not told you things that it would have been logical or expected to hear from them.
- Look for evidence that should be there that is not, for some reason.



# **BIAS & PREJUDICE**

# “BIAS” DEFINED

- Tendency to believe that some people, ideas, etc. are better than others that usually results in treating some people unfairly
- Strong interest in something or ability to do something
- Inclination of temperament or outlook; especially a personal and sometimes unreasoned judgment (merriam-webster.com)
- “Biased” – To cause partiality or favoritism; influence, especially unfairly (dictionary.com)
- **Confirmation Bias**
- **“Like Me” Bias**

# “PREJUDICE” DEFINED

- Unfair feeling of dislike for a person or group because of race, sex, religion, etc.
- Feeling of like or dislike for someone or something especially when it is not reasonable or logical (merriam-webster.com)
- Any preconceived opinion or feeling, either favorable or unfavorable (dictionary.com)
- A prejudicial action is harmful to someone. In the investigation context, the “harm” is an unfair decision.

# BIAS & PREJUDICE

## Key Issues

- Conscious vs. unconscious
- Positive vs. negative
- Social & cultural capital
- Stereotyping
- Cultural competence
- Multi-partiality
- Social justice

# BIAS AND PREJUDICE (CONT.)

- Common hot-button areas of bias & prejudice that impact Investigators:
  - Sexual orientation
  - Gender, transgender, and gender identity
  - Race
  - Ethnicity
  - Religion or religious beliefs
  - Political views
  - Athletes
  - Fraternity and sorority life
  - Alcohol or drug use
  - Sexual freedom

# CONFLICT OF INTEREST

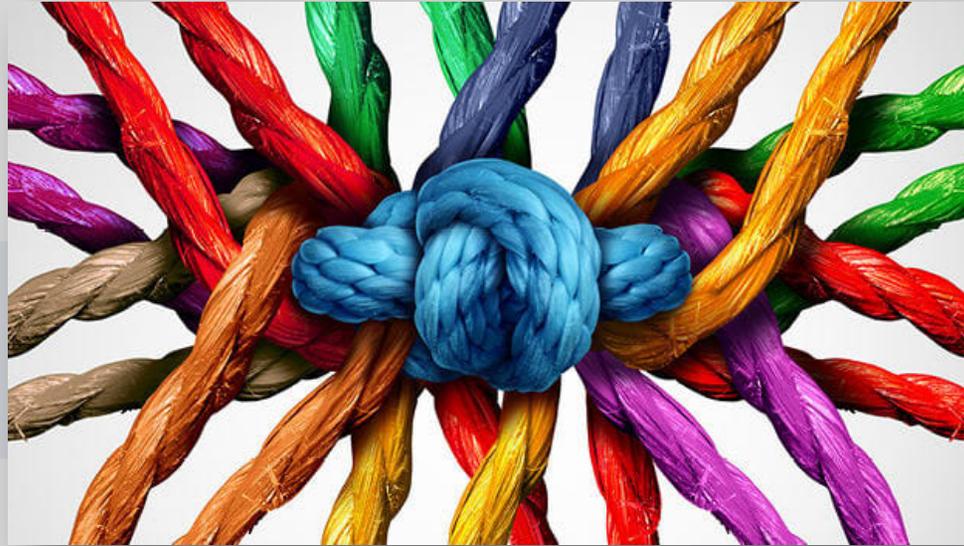
- Conflicts of interest create role confusion that can compromise impartiality and objectivity
- Types of conflicts:
  - Wearing too many hats in the process
  - Legal Counsel as Decision-maker
  - Non-impartial Decision-maker(s) or Appeal Decision-maker(s)
- Simply knowing a student or an employee is typically not sufficient to create a conflict of interest
- Previously disciplining a student or employee is often not a conflict of interest

# BIAS ISSUES IN RECENT CASE LAW

- Bias in Procedure
  - Exclusion of evidence
  - “Believe First” or “I believe you”
  - Failure to follow procedures
  - Placing burden of proof on the Respondent
- Biased training materials
- Insufficient Training
- Bias due to internal and external pressures (e.g. politics, identity of the parties or parents, lawsuits and attorneys, etc.)
- Conflicts of interest

# BIAS & CONFLICT IN PROCEDURE

- Process for self-recusal
- TIXC oversight of investigation and hearing
  - Strategy meetings
  - Regular check-ins
  - Report review
  - Insulation against internal/external pressures
- Party challenge to investigators and hearing officers
  - Replacement of personnel
  - Redo portions of grievance process
- Internal Appeal function



# INCLUSIVE INVESTIGATIONS

- Reluctance to Report
- Identity-related Considerations for Investigations
- Hate-based Misconduct

# RELUCTANCE TO REPORT

- Concern about a culturally-insensitive response
- Concern about preconception that sexual assault cannot occur as reported
- Fear of exposing identity community to negative stereotypes
- Fear of the impact a report may have on a small, sometimes close-knit community at the school
- Fear of reaction of family and friends
- Fear of institution not understanding their identities, including but not limited to disability, sexual orientation, gender identity, race, ethnicity, religion, national origin, etc.

# RELUCTANCE TO REPORT

- Fear of judgment for and administrators' lack of familiarity with sexual practices (e.g., kink)
- Fear of being outed and implications for medical treatment
- Concern about how “systems” will respond, especially law enforcement
- Previous negative experiences with school staff, the law, or community members
- Fear that sexual violence will be reduced to “boys being boys”

# CONSIDERATIONS FOR INVESTIGATIONS

- Educate yourself and your community
  - Do not expect parties to “educate you.” Stick to the facts.
  - Ask for additional education or training if needed.
- Be mindful of how power dynamics and targeting can come into play.
- Assume nothing and allow for self-identification.
- Provide a safe, non-judgmental, and respectful environment.

# CONSIDERATIONS FOR INVESTIGATIONS (CONT.)

- A visible reaction may negatively impact rapport
- Use inclusive language; reflect language used by the parties during interviews and in all communication
- Anticipate heightened confidentiality concerns
- Use your school/campus/district/community-based experts
- Be aware of your biases

# HATE-BASED MISCONDUCT

- Targeting persons based on their real or perceived membership in an historically oppressed group
  - When sex or gender is the basis, it's a TIX
  - Be aware that trauma may be especially severe for the Complainant
  - Parties may have heightened concerns about safety and retaliation
  - Investigations may focus on identification of Respondent or parties

**Questions?**



Association of  
Title IX Administrators

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