

# Title IX Coordinator Training

Module 4: Overseeing or Conducting Investigations  
Part II – Gathering Evidence & Completing the Investigation

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## Conducting Investigations: Purposes

- Gather evidence
- Make credibility determinations
- Recommend appropriate action - charges to be brought or action to be taken
  - Respond to the complaint
  - Protect complainant or preserve the legitimacy of the process
  - Prevent future harassment
  - Implement or update current policies
- Make sure evidence is fully developed to support the ultimate decision

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## Investigatory Skills

- How to ask questions
- Dealing with difficult subjects
- How to convince the reluctant witness
- How to distinguish relevant from irrelevant
- How to make credibility assessments
- How to be concerned but neutral
- How to document the investigation

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**The Interview**

- Preparation
- Be Clear About Expectations



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**More on Interviewing**

- Getting accurate information
- Questioning
- Observing the interviewee
- Other witnesses
- Concluding the interview

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**The Initial Meeting with the Complainant**

- Setting the foundation and explaining the process, discussing outcomes
- Identifying the issues, gathering information and witness names
- Explaining the complainant's and alleged perpetrator's rights and responsibilities
- Instilling confidence in the process and the players

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**The Initial Meeting with the Respondent**

- Setting the foundation and explaining the process
- Identifying the issues and gathering information and witness names
- Explaining the respondent's and the complainant's rights and responsibilities
- Instilling confidence in the process and the players

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**Other Considerations**

- Searches
- Involvement of Parents and Lawyers
- Witness Behavior
- Media and Other Attention

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**Assessing Credibility**



- Demeanor
- Logic and consistency
- Motive
- Corroborating evidence

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## Developing the Report

- Facts
- Document credibility determinations
- Have confidence in your judgment
- More likely than not



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## Ending the Investigation

- Completed report
- Secured any evidence
- Taking next steps

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