

Title IX InvestigatorInvestigation of Dating Violence, Domestic Violence, and Stalking (Tier 2)

Presented by DSA Associates:

Cathy Cocks Adrienne Murray Ann Todd

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Investigation of Dating Violence, Domestic Violence, and Stalking Topics to Discuss

- The Investigator
- Dating Violence
- Domestic Violence
- Stalking
- Investigative Strategy & Evidence Collection
- Interviewing
- Trauma & The Interview
- Evidence Evaluation
- Reports



Adrienne Meador Murray, Vice President, Equity Compliance and Civil Rights Services



In January 2014, Adrienne Meador Murray joined D. Stafford & Associates where she currently serves as the Vice President, Equity Compliance and Civil Rights Services after having been affiliated with D. Stafford & Associates as a part-time Associate since 2012 and the National Association of Clery Compliance Officers & Professionals (NACCOP) where she currently serves as Director of Training and Compliance Activities. Murray began her career in municipal law enforcement as a civilian employee with the City of Richmond Police Department (Virginia). She graduated from the Virginia Commonwealth University Police Training Academy and began her career as a sworn police officer for the University of Richmond (UR) Police Department (Virginia). At UR, Murray progressed through the ranks from a night shift patrol officer to Operations Lieutenant (overseeing criminal investigations, crime prevention and patrol) over the span of a decade before becoming the Chief of Police at Davidson

College in North Carolina. Most recently, Murray served as Chief of Police at Trinity Washington University (in Washington, D.C.).

As the Executive Director, Equity Compliance and Civil Rights Services for DSA, Murray builds on her 17-year career in law enforcement in which she became a nationally recognized expert in the field of best practice postsecondary institutional response to the sexual victimization of college women in the United States and in Canada. She is also a trained civil rights investigator and is well respected throughout the country for her ability to aid institutions in understating how to do best practice criminal and civil rights investigations concurrently. She is well known for her work in having provided support, advocacy and criminal investigative services for victims of sexual assault, stalking and intimate partner violence and is a sought-out speaker and investigator. She has expertise in the construction of best practice law enforcement standard operating procedures and training police officers to respond in best practice and trauma-informed ways to victims of sexual assault and intimate partner violence. In her current role, Murray coordinates curriculum development and instruction for national classes, including basic and advanced sexual misconduct investigation classes; an investigation of dating violence, domestic violence and stalking class; and a Title IX Coordinator/Investigator class offered through D. Stafford & Associates. To date, Murray has trained more than 3,500 criminal and civil rights investigators throughout the U.S.

Drawing on her experiences as a trained criminal and civil rights investigator, Murray also oversees independent investigations of complex sexual misconduct cases; conducts audits of Title IX/VAWA



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Compliance; drafts institutional sexual misconduct policies and procedures; and conducts campus-based trainings pertaining to the resolution of sexual misconduct offenses on college and university campuses. Murray frequently presents at regional and national conferences on topics such as the Sexual Victimization of College Women, Understanding Consent and Incapacitation, and Responding to Sexual Assault on Campus: Clery Act and Title IX Implications. Murray also conducts provincially specific sexual misconduct trainings throughout Canada.

Murray is a graduate of the University of Richmond, where she received her Bachelor's Degree in Applied Studies in Human Resource Management and of New England College, where she received her Master's Degree in Campus Public Safety Administration. Murray is also a graduate of the 235th session of the prestigious FBI National Academy where she was awarded a graduate certificate in Criminal Justice from the University of Virginia. She has authored numerous journal articles.

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Catherine Cocks, M.A. Consultant, Student Affairs, Title IX, and Equity Compliance Services



Ms. Cocks has been a higher education professional for over thirty years. Her work with D. Stafford & Associates focuses on Title IX investigations and training; assessment of student affairs policies, practices and services; and behavioral threat assessment. Cathy was the Director of Community Standards for the University of Connecticut for 14 years where she managed the student conduct process, which included managing all Title IX cases involving student respondents and chaired the University's student threat assessment team. Prior to that, she held several positions within Residential Life at the University of Connecticut and Roger Williams University.

She is a faculty member for the Association for Student Conduct Administration's (ASCA) Donald D. Gehring Academy teaching on subjects such as ethics, governance, threat assessment, media relations, and higher education trends. She was an affiliated faculty

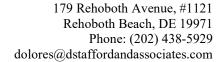
member for many years in the University of Connecticut's Higher Education and Student Affairs Master's program teaching "The Law, Ethics, and Decision-Making in Student Affairs."

Cathy has co-authored the "Philosophy of Student Conduct" chapter in the 2nd edition of "Student Conduct Practice" (2020) and was a member of the writing team for CAS Standards' Cross-functional Framework for Identifying and Responding to Behavioral Concerns.

Cathy is a Past President of ASCA. She has also served as a Circuit representative, co-chair of the Public Policy and Legislative Issues Committee, and as a member of the ASCA Expectations of Members Task Force. Cathy has served in a variety of leadership roles in NASPA Region I.

She was the 2015 recipient of ASCA's Donald D. Gehring Award. She is a past recipient of the NASPA Region I Mid-Level Student Affairs Professional Award and the NASPA Region I Continuous Service Award.

She earned her Master's degree in Higher Education Administration from the University of Connecticut and Bachelor's degree in Communications/Media from Fitchburg State University.





Ann Todd Consultant, Equity Compliance and Civil Rights Investigations



Ann Todd, Esq is a seasoned civil rights investigator in higher education for D. Stafford & Associates (DSA). Ms. Todd is a graduate of Davidson College with a degree in psychology and holds a JD from the University of Nebraska. Prior to joining DSA, she practiced law in Charlotte, NC, specializing in employment and civil rights and worked for a number of non-profit organizations. She returned to her alma mater (Davidson College) in 2008 and worked there through March of 2016 serving as the Assistant Director of Human Resources with the responsibility of managing employee relations and the learning and development function while also serving as the deputy Title IX Coordinator.

Ms. Todd joined the DSA in 2015 and currently serves as the Consultant, Equity Compliance and Civil Rights Investigations. She is the Senior Investigator for the DSA Title IX Investigation Team. She conducts external investigations on behalf of colleges and universities, specializing in investigating student allegations of sex discrimination, sexual assault, intimate partner violence, and stalking. Additionally, she brings a strong Human Resources background to investigating a range of employee misconduct—from performance issues to discrimination.

In addition to conducting investigations, Ms. Todd is a frequent speaker and consultant on Title IX investigations, conducting 20-30 courses every year on best practices for investigating sex discrimination and sex crimes on campus. She works with schools to draft policies and processes that provide equity and fairness to



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all parties involved and is adept at facilitating discussions with institutions to ensure the end product represents the values of the campus community.

Ms. Todd is licensed private investigator and a member of the NC Bar. She is a Certified Clery Compliance Officer through the National Association of Clery Compliance Officers and Professionals (NACCOP) and she is also a certified 360 facilitator through the Center for Creative Leadership. Ms. Todd lives in Davidson, NC where she volunteers on a number of local and town boards.

INVESTIGATION CLASS ACRONYMS

ASR: Annual Security Report (often used as a reference to the Annual Security Report and/or the Annual Security and Fire Safety Report) that must be published by each institution of higher education.

CSA: Campus Security Authority—Individuals on each campus who have been identified by the Department of Education as persons who are required to report crimes that they become aware of to the Reporting Structure at each institution.

DCL: Dear Colleague Letter—this is a formal name of the method of communication from the Department of Education to college campuses. It is like naming their official "memo" to campuses.

FERPA: Family Educational Rights and Privacy Act—governs the confidentiality of student records.

FNE: Forensic Nurse Examiners

GO: General Order—some departments describe their operating procedures as general orders

HEOA: Higher Education Opportunity Act—the broader law that contains the Clery Act language and the fire safety and missing person language that is in the law but not contained within the "Clery Act" portion of the law.

HIPAA: Health Insurance and Privacy and Portability Act—governs privacy of medical records.

MOU: Memorandum of Understanding—an official agreement developed between agencies.

NIBRS: National Incident-Based Reporting System. 1 of 2 crime reporting systems developed by the FBI, but not the system that you are required to use for Clery Reporting—the only portion of this system that is used for Clery Act purposes are the 4 forcible and 2 non-forcible sex offense definitions.

OCR: Office of Civil Rights—the unit of the Department of Education that oversees Title IX Compliance.

PD: Police Department

PS: Public Safety

PNG: Persona-non-Grata—process used by some campuses not keep students from entering certain areas of the campus or the entire campus (administrative process) versus legal bar notice or trespass warning.

SACC: Sexual Assault Crisis Center, also known as Women's Center.

SANE: Sexual Assault Nurse Examiner

SART: Sexual Assault Response Team

SOP: Standard Operating Procedures—some departments describe their operating procedures as Standard Operating Procedures. Some call them General Orders, etc...

SWA: Senior Women's Administrator (Athletics)

TWN: Timely Warning Notice

UCR: Uniformed Crime Report. This is 1 of 2 crime statistics reporting systems developed by the FBI. Institutions are required to use UCR Standards for counting and classifying crimes for reporting the Clery statistics.

VAWA: Violence Against Women Act

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TITLE IX

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To receive a certificate, attendees must attend the majority of the class and have paid class invoice in full. This applies to both in-person classes and virtual classes. We understand that attendees may need to miss class for a legitimate reason for longer periods of time or may need to leave the room during a class for a few minutes to take a phone call or attend to other business. If an attendee misses a significant amount of the class (depending on the length of the class) or they miss an attendance poll, they will not be issued a certificate of completion for the class.

Attendees should report each absence using the online form provided (each class has its own unique form that is sent to all attendees via email prior to class). Attendees should complete the form twice for each absence: once to record their departure, and again to record their return. Attendees should complete the form immediately before leaving class and as soon as practicable upon their return. If an attendee signs out but does not sign back in, they will be marked absent for the remainder of the day.

The criteria for receiving a certificate is determined based on missed class time and participation in the Attendance Polls that will be launched throughout each day of class. Attendance polls are left up for approximately 5 minutes and the instructor notifies the attendees that a poll is being launched to ensure that everyone who is present can respond to the poll. If an attendee is unable to respond to the attendance poll, the attendee would need to **immediately post "I am here"** in the chat feature within the Zoom platform. That way we can give the attendee credit for being in attendance for that specific poll. Notifying us after the attendance poll has been closed will not allow us to give the attendee credit for being in class during the poll.

Some of our classes may qualify for credit toward a Master's Degree at New England College (and regardless if you decide to seek credit or not, accreditation requirements mandate that we follow the same standards for all class attendees), so we have strict attendance standards that we follow for issuance of a certificate. For DSA & NACCOP, issuance of a Certificate of Completion is verification of attendance.

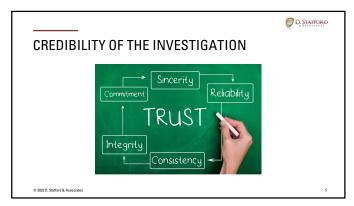




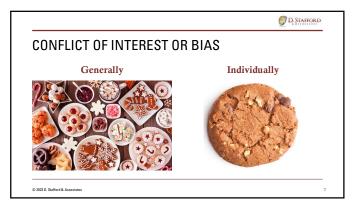
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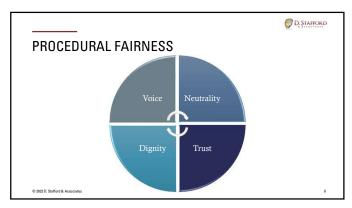




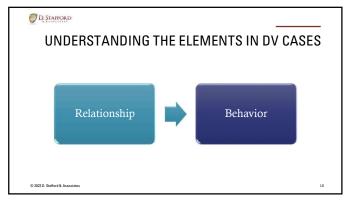


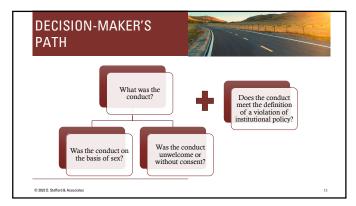


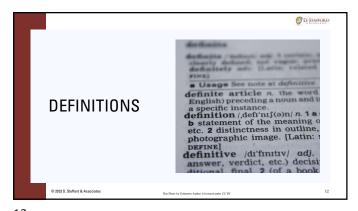












WHAT IS DOMESTIC VIOLENCE?

Violence committed-

- · By a current or former spouse or intimate partner of the victim;
- · By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that
 person's acts under the domestic or family violence laws of the jurisdiction in
 which the crime of violence occurred.

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HOW PREVALENT IS DV?

•On average, nearly 20 people per minute are physically abused by an intimate partner in the United States. During one year, this equates to more than 10 million women and men.[‡]

•1 in 4 women and 1 in 9 men experience severe intimate partner physical violence, intimate partner contact sexual violence, and/or intimate partner stalking with impacts such as injury, fearfulness, post-traumatic stress disorder, use of victim services, contraction of sexually transmitted diseases, etc.²

- 1 in 3 women and 1 in 4 men have experienced some form of physical violence by an intimate
 partner. This includes a range of behaviors (e.g., slapping, shoving, pushing) and in some cases might not
 be considered "domestic violence." 1
- 1 in 10 women have been raped by an intimate partner. Data is unavailable on male victims.

1 Black, M.C., Buslie, K.C., Brolding, M.J., Smith, S.G., Walson, M.L., Merick, M.T., Chen, J. & Stevens, M. (2011). The national intimuse partner and sexual violence survey: 2010 summary report. Rentieved from http://www.ck.gov/violence/previous/article/pdf/lates_special/0.04.pdf.

http://www.cdc.gov/videnceprevention/pdf/sires_spect2010-a.pdf.

2 Smith, S.G., Zhang, X., Budle, K.C., Merick, M.T., Wang, J., Krennew, M. & Chen, J. (2018). The national intinume partner and sexual violence survey. 2015 data brief -updated release. Adams: National Company of the Company o

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IMPACT

Domestic violence is prevalent in every community, and affects all people regardless of age, socioeconomic status, sexual orientation, gender, race, religion, or nationality.

Physical violence is often accompanied by emotionally abusive and controlling behavior as part of a much larger, systematic pattern of dominance and control.

Domestic violence can result in physical injury, psychological trauma, and even death. The devastating consequences of domestic violence can cross generations and last a lifetime.



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DV IN THE LGBTQ+ COMMUNITY

1. 43.8% of lesbian women and 61.1% of bisexual women have experienced rape, physical violence, and/or stalking by an intimate partner at some point in their lifetime, as opposed to 35% of heterosexual women.

2. 26% of gay men and 37.3% of bisexual men have experienced rape, physical vio and/or stalking by an intimate partner in their lifetime, in comparison to 29% of heterosexual men.

In a study of male same sex relationships, only 26% of men called the police for assistance after experiencing near-lethal violence.

4. In 2012, fewer than 5% of LGBTQ survivors of intimate partner violence sought orders of protection.

5. Transgender victims are more likely to experience intimate partner violence in public compared to those who do not identify as transgender.
6. Biscuast Victims are more likely to experience sexual violence, compared to people who do not identify as bisexual.

LGBTQ Black/African American victims are more likely to experience physical intimate partner violence, compared to those who do not identify as Black/African American.

LGBTQ white victims are more likely to experience sexual violence, compared to those who do not identify as white.

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DV & THE BLACK COMMUNITY

"Due to systemic racism, racist policies, and racist societal structures, both Black women and Black men experience intimate partner violence at a disproportionately high rate By intentionally denying Black people access to economic opportunities, the ability to build intergenerational wealth, healthcare, education, and a sense of safety from governmental systems, racist policies increase the prevalence of risk factors for domestic violence. These systems create numerous barriers for survivos seeking safety, Law enforcement officials often arrest survivos seeking safety, Law enforcement officials often arrest believe Black survivors than White survivors. Racist systems but Black people at greater risk of experiencing intimate partner violence."

-National Coalition Against Domestic Violence, Fact Sheet on DV & the Black Community, https://assets.speakcdn.com/assets/2497/dv in the black community.pdf

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DV AND DISABILITY

According to the United States Centers for Disease Control and Prevention, "A disability is any condition of the body or mind (impairment) that makes it more difficult for the person with the condition to do certain activities (activity) limitation) and interact with the world around them (participation restrictions).

"There are many types of disabilities, such as those that affect a person's Vision, Movement, Thinking, Remembering, Learning, Communicating, Hearing, Mental bealth, [and] social relationships. Although "people with disabilities" sometimes refers to a single population, this is actually a diverse group of people with a wide range of needs. Two people with the same type of disability can be affected in very different ways. Some disabilities may be hidden or not easy to see."



DV AND DISABILITY

23.8% of women and 20.1% of men in the United States have a disability.¹
Women with disabilities experience intimate partner violence at twice the rate of other populations.²

A CDC study found that, in addition to experiencing intimate partner violence at a higher lifetime rate, in the previous twelve months, when controlling for other factors:

Women with disabilities were more likely to have experienced intimate partner physical violence, intimate partner sexual violence, intimate partner stalking and intimate partner psychological aggression than their non-

Men with disabilities were more likely to have experienced intimate partner stalking and intimate partner psychological aggression than their non-disabled pages 4

I Besiding, M.J., Armour, B.S. (2015). The association between disability and instrume partner violence in the United States. Annals of Epidemiology, 25(6), 455-457. https://doi.org/10.1016/j.nampidem.2015.03.017

Zentin, D.I. (2007) Disability, sealer and inframe numeric violence. Relationships from the behavior risk factor surveillance restrem.

Smith, D. I. (2007). Disability, guidar and infinites partner violence: Relationships from the behavior risk factor enevellance system. Sensility and Disability, 24, 15-28. DOI 10.1097/s1119-007-00446

3 Bridding, M.J., Armon, S.S. (2005). The association between disability and infinitest partner violence in the United States. Annals of Epidemiology, 2004, 405-405, https://doi.org/10.1016/j.amapidem.2005.30.017

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CO-OCCURRING HARM

1 in 4 women and 1 in 10 men experience sexual violence, physical violence and/or stalking by an intimate partner during their lifetime with 'IPV-related impact' such as being concerned for their safety, PTSD symptoms, injury, or needing victim services.

inith, S.G., Zhang, X., Basile, K.C., Merrick, M.T., Wang, J., Kronnow, M. & Chen, J. (2018). The national intimate partner and small violence survey: 2015 data beint-updated release. Adminst National Center for Injury Procession and General General General for Natural Control and Provention. Retrieved from https://www.nct.ogev/violenceprovention/pdf/2015.fast-beint/95/pdf.

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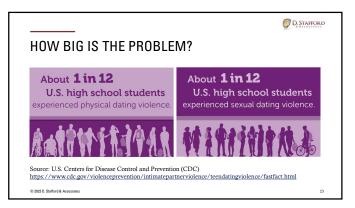


WHAT IS DATING VIOLENCE?

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

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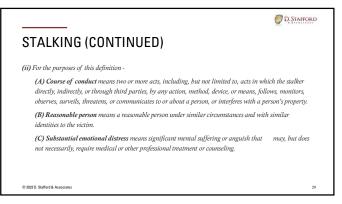
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WHAT ARE THE CONSEQUENCES?	
Unhealthy, abusive, or violent relationships can have short-and long-term negative effects, inclusevere consequences, on a developing teen. Youth who are victims of teen dating violence are relikely to:	
•experience depression and anxiety symptoms	
engage in unhealthy behaviors, like using tobacco, drugs, and alcohol	
exhibit antisocial behaviors, like lying, theft, bullying, or hitting	
•think about suicide	
•have the inability to go to school, stay in school, or participate fully in school	
•not understand healthy access to relationships, including sexual relationships	
•experience domestic violence as an adult	
Source: U.S. Centers for Disease Control and Prevention https://www.cdc.gov/violence/preventions/infransatpartners/infense/preventions/infense/prevent	















FAST FACTS ABOUT STALKING

-Stalking is common. About 1 in 6 women and 1 in 17 men have experienced stalking in their lifetimes.

•Stalking starts early. Nearly 54% of female victims and 41% of male victims experienced stalking before the age of 25.

Stalking impacts the physical and mental health of victims. Research shows stalking can lead to depression and post-traumatic stress disorder. About 68% of female and 70% of male victims experienced threats of physical harm during their lifetime.

https://www.cdc.gov/violence prevention/nisvs/index.html

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COMMON ONLINE ABUSE

- Cross platform harassment
 Cyber-exploitation, Nonconsensual Photography or "Revenge Porn"
 Deadnaming
 Defamation

- Defamation
 DOS
 Doxing
 Electronically enabled financial abuse
 False accusations of blasphemy
 Flaming
 Gender-based Slurs and Harassment
 Google Bombing
 Grooming and Predation
 Hate Speech
 Identity Thetf and Online Impersonation
 IRL Attacks

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- Mob Attacks/CyberMobs
 Rape Videos
 Retaliation Against Supporters of Victims
 Sexual Objectification
 Shock and Grief Trolling
 Spying and Sexual Surveillance
 Stalking and Stalking by Proxy
 Sexting/Abusive Sexting
 Sut.-Shaming
 Swatting

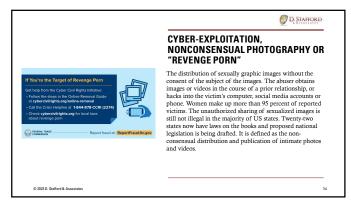
- SwattingThreats
- TraffickingUnsolicited Pornography

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CROSS PLATFORM HARASSMENT

When a harasser, or group of harassers, deliberately when a harasser, or group of harassers, deincerately sabotages or invades multiple online spaces for the purposes of harassing a target. Cross-platform harassment is very effective because users are currently unable to report this scope and context of the harassment when they contact platforms, each of which will only consider the harassment happening on their own sites.





FLAMING

A flood of vitriolic and hostile messages including threats, insults, slurs and profanity.





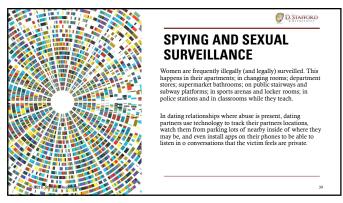
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IRL ATTACKS

In Real Life Attacks describe incidents where online abuse either moves into the "real" world or is already part of an ongoing stalking or intimate partner violence interaction. IRL trolling can also mean simply trying to instill fear by letting a target know that the abuser knows their address or place of employment.

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SEXTING/ABUSIVE SEXTING

Sexting is the consensual electronic sharing of naked or sexual photographs. This is different, however, from the nonconsensual sharing of the same images. While sexting is often demonized as dangerous, the danger and infraction is actually resident in the violation of privacy and consent that accompanies the sharing of images without the subject's consent. For example, while teenage boys and girls sext at the same rates, boys are between two and three times more likely to share images that they are sent.

In dating relationships, an abuser will share or threaten to share with others without their partner's consent.

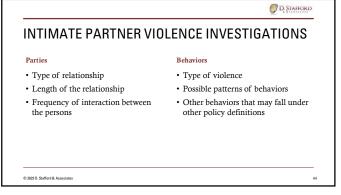
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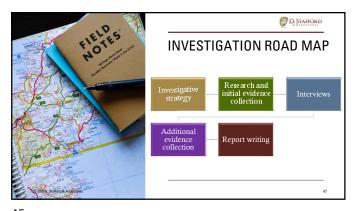


SWATTING

Deliberately tricking authorities into responding to a false emergency situation at a specific address. The term comes from "SWAT" (Special Weapons and Tactics), a branch of the US police that uses militarized techniques, equipment and firearms to breach targeted sites. Harassers will report a serious threat or emergency, cliciting a law enforcement response that might include the use of weapons and possibility of being killed or hurt.











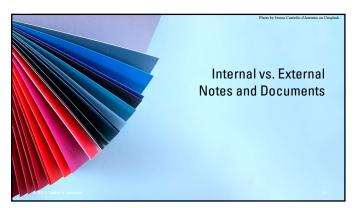






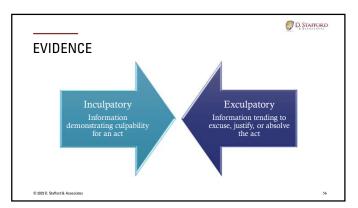


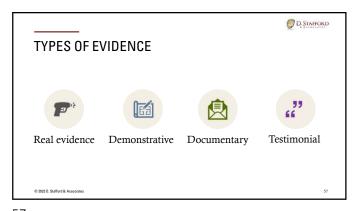


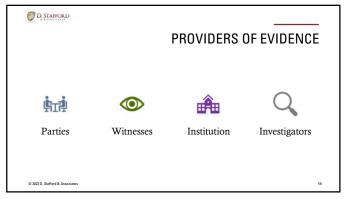


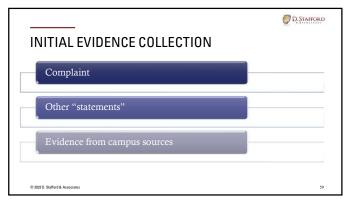


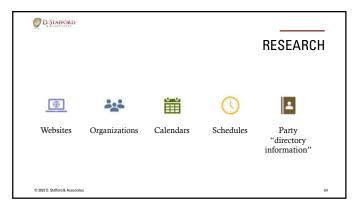


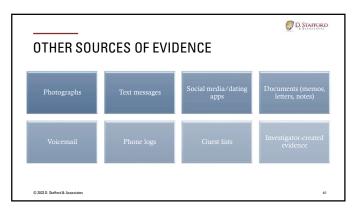


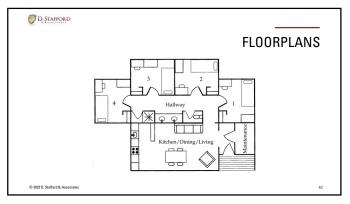


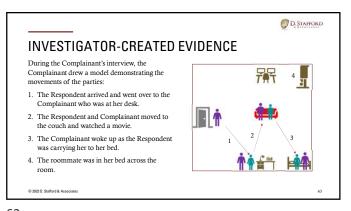














CASE STUDY: EGGSHELLS



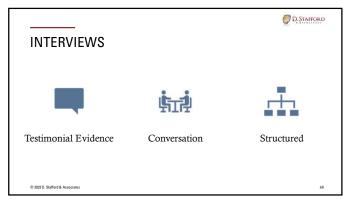
"TJ and I have been talking for about six months. At first, everything was great but then, it seemed like everything I did was an issue. I really like him, but he blows up my phone and now he keeps showing up at my classes on campus. I feel bad. Like he doesn't have anybody else but me. But I am feeling some kind of way about all this. I am having a hard time concentrating and my friends told me just to give it a chance. He didn't come from a good home life and maybe he just needs extra right now. I don't know I don't really want to do anything maybe but I'll ask him maybe to tone it down. Something did happen where he put his hands on me, but I think that one was my fault. I know he gets bent when I post and I wasn't trying to look cute or anything but I'm gonna think about that some more. But probably I just shouldn't post. Maybe it's going to be fine-my other friends made me come here. I'm not sure what I should do but then the Title IX Coordinator signed the complaint and then whatever, here we are...I know you are investigating but that's really all I know."

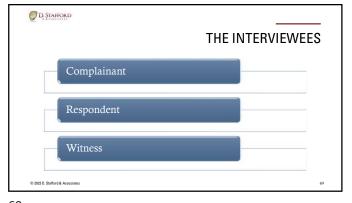
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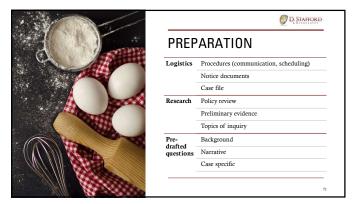






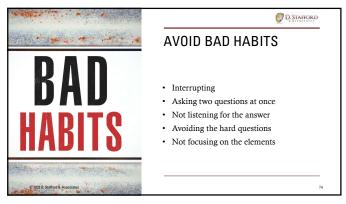








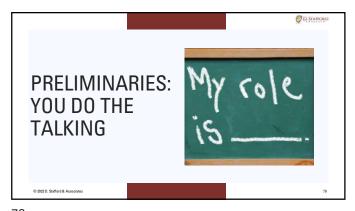








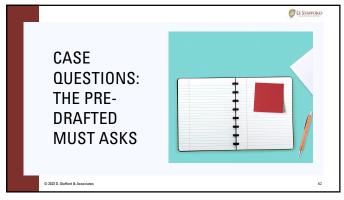
THE D. STAFFORD INTERVIEW OUTLINE	AGENDA 1. 2. 3. 4.
Preliminaries	
Background	
Narrative	
Clarification	
Case Questions	
Closing	
Self Evaluation	







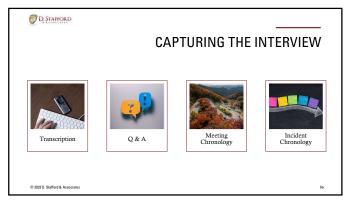


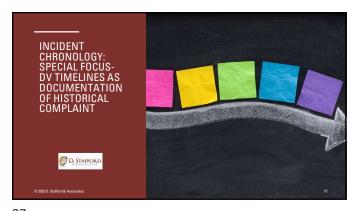


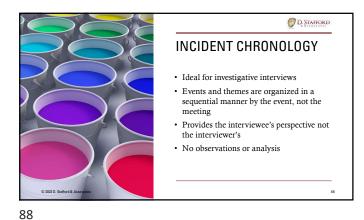












D. STAFFORD

EXAMPLE - CHRONOLOGICAL NARRATIVE

The Complainant stated she came back to her room on October 22, 2022 and found a flower bouquet outside of her room. There was an unsigned note that said, "Hope you are feeling better." Betty stated that she had not felt well the day before and skipped her classes. When asked how the Respondent knew she was sick, she stated that she posted about it on Instagram and "maybe he saw it there."

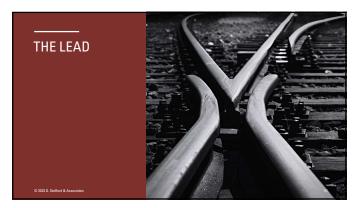
The Complainant stated that on October 24, 2022, she found another flower bouquet with a note at her door. The note stated, "You looked really pretty today."

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USING QUOTES

Added Value

- Increases the credibility of your notes
 demonstrates listening and
 comprehension
- Provides an opportunity to highlight key points of the meeting
- Gives the interviewees a direct voice on important aspects
- Avoids the appearance of the interviewer having an opinion

Pitfall

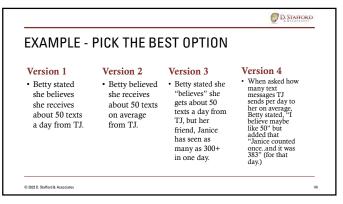
- Quoting for the sake of quoting
- Confuses the reader if there are too many quotes
- Giving importance to something that is irrelevant
- Disrupts the flow or clarity of your notes

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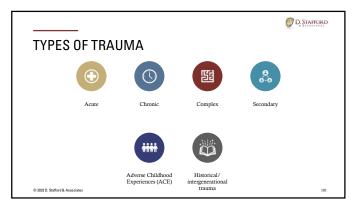
D. STAFFORD



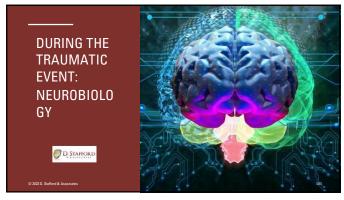


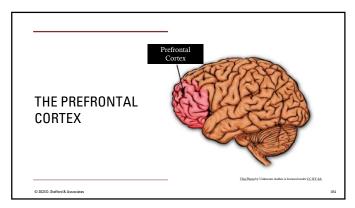


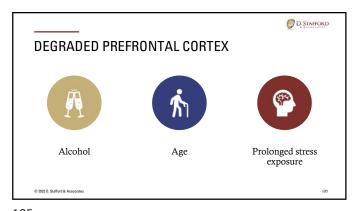


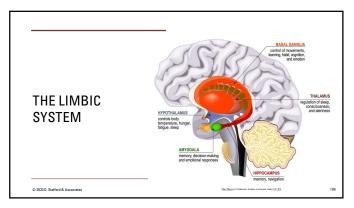


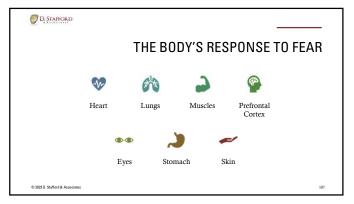


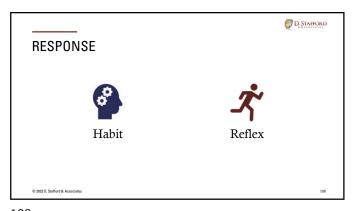




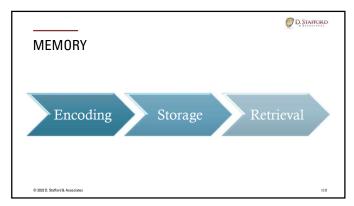


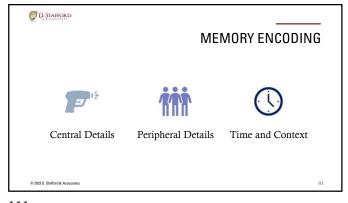


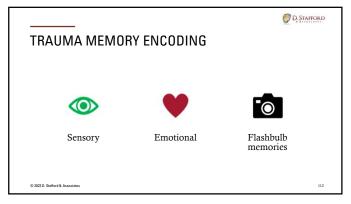




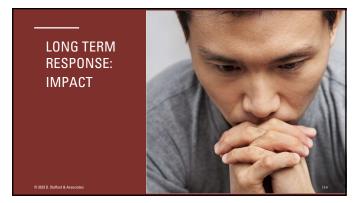


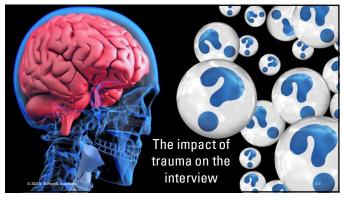


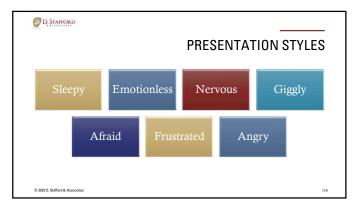






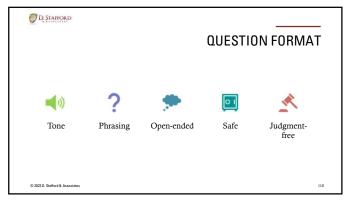


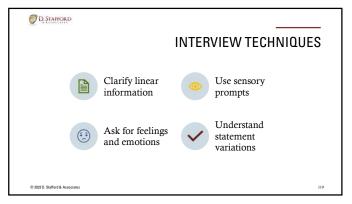


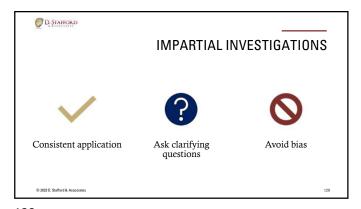




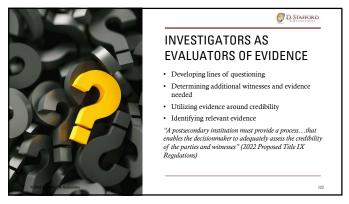
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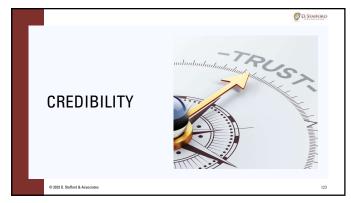




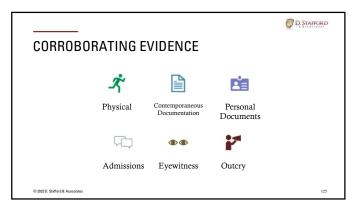






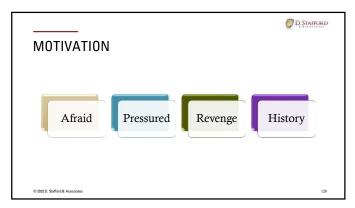


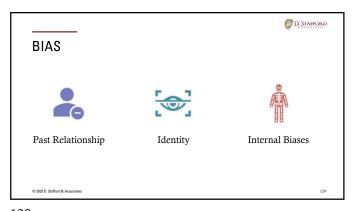




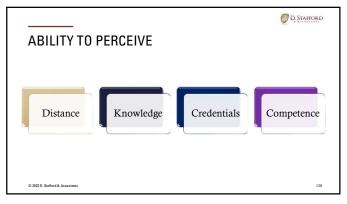






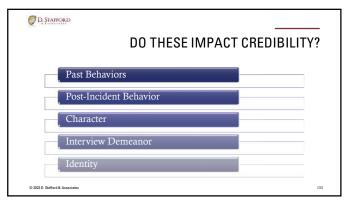


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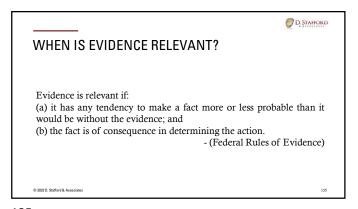


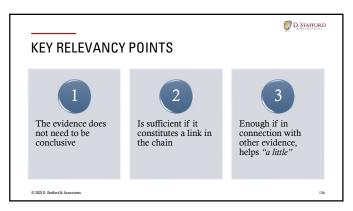








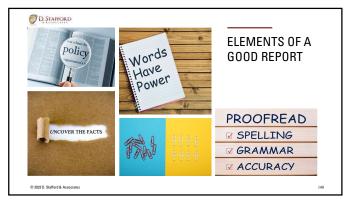






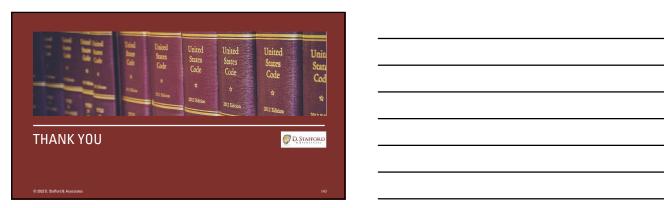












Case File

Thursday, January 12, 2023 2:12 PM

Intake Notes

Notes

Details

Job Title	
School	
Case Type	
Deliverables	
Contact(s) Name	
Contact Title	
Contact Email	
Contact Phone	

Timeline

Date	Time	Event	Source

People

Interview	First Name	Last Name	Role	Title	Email	Other	Notes
			Complainant				
			Respondent				
			Witness				

To Do Tasks

Tasks	Owner	Deadline
	Tasks	Tasks Owner

Evidence

EX.	Name	Source	Date	Notes
1				
2				
3				
4				
5				
6				

Closure

Actual Project Completion Date	
Notes	

Interview Template

Thursday, January 12, 2023 2:11 PM

Preliminaries

- Permission/Notification of recording if needed
- Introductions and Role of the Investigators
 - Draft and ask questions of all interviewed witnesses
 - Collect other available evidence directly related to the allegation
 - Create a summary of the relevant evidence
- Confidentiality vs. Privacy
- Retaliation
- Rights of the parties
 - Right to submit witnesses and evidence
 - Right to submit questions for us to ask of witnesses and parties
 - Right to review evidence collected that is directly related to the allegation and respond (Prelim Report)
 - Right to review the summary and respond prior to a hearing (Final Report)
- School-specific rights (amnesty, report, next steps)
- Review Advisor Policy (if an advisor has attended)

Case-Specific	Preliminar	y Topics:
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Background

• Living, Major, Hometown, Other Background

Narrative

- "We are now going to talk about the specifics of the case. (May read the allegation to outline scope for respondent)
- "We'd like you to tell us what happened. We are looking for your memories and not the memories of others. If you learned something from someone else—just share it and let us know how you know it."
- "Give as much detail as you have—even if you aren't sure it is important"
- Avoid guessing—if you don't know something that is ok." It is fine to say "I don't know."
- "Don't rush—take all the time you need."
- "Start wherever you'd like" or "start where ever the beginning is for you."

Clarifications

- Refer to Narrative for specific questions
- Ask chronology questions
- Verify statements, words, people
- Ask for possible corroborating evidence
- Dates/Times/Locations

DVDVS Case Questions

- Elements of the policy violation
- Relationship (relevant in DV based stalking complaints. Other non-dv stalking complaints should focus on acts, including frequency and impacts)
 - Describe the interactions with the party?
 - Words, actions
 - Feelings
 - Over what time?
 - Response
- Acts
 - What
 - How much
 - When
 - By whom
 - Towards whom
 - Response
 - Impact
- Defenses/alternative theories
 - Motivation
 - Past relationship
 - Knowledge
- Credibility inquiries
- "A witness said you..."
- "Did you..."

Closing

- "Are there questions you thought we would ask/other information you think is important for us to know?"
- "Do you have any questions for us?"
- Is there any evidence you want to provide (now or following the interview)
- Reiterate retaliation and confidentiality
- Complainant/Respondent: "Are there any questions you want to make sure we ask of the other party?"
- Complainant/Respondent: "Are there any other witnesses you want us to talk to?"
- Complainant/Respondent: Discuss interim measures or resources, next steps

Witnesses

Name	Who provided	Relationship/Topics of Inquiry	Contact info

Evidence

Exhibit #	Who provided	Item	Date
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