

# Title IX InvestigatorSex-Based Harassment Investigations (Tier 1)

### **Presented by DSA Associates:**

### Cathy Cocks Adrienne Murray Ann Todd

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### **Sex-Based Harassment Investigations**

- The Investigator
- Sex-based Harassment
- Unwelcome Conduct & Consent
- 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

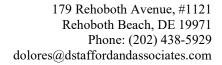
member for many years in the University of Connecticut's Higher Education and Student Affairs Master's program teaching "The Law, Ethics, and Decision-Making in Student Affairs."

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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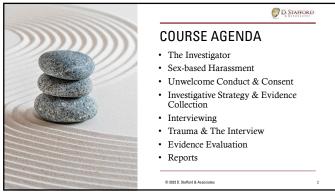
To receive a certificate, attendees must attend the majority of the class and have paid class invoice in full. This applies to both in-person classes and virtual classes. We understand that attendees may need to miss class for a legitimate reason for longer periods of time or may need to leave the room 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.



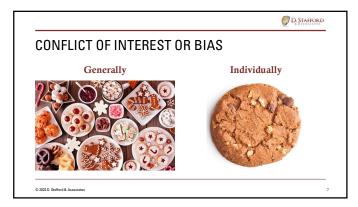


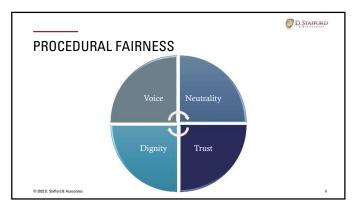






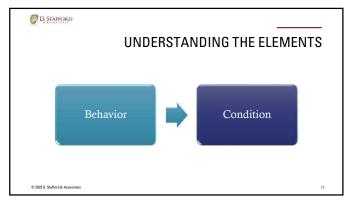


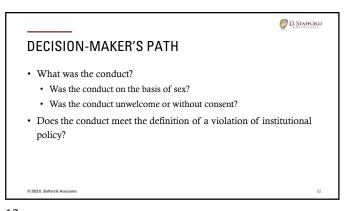


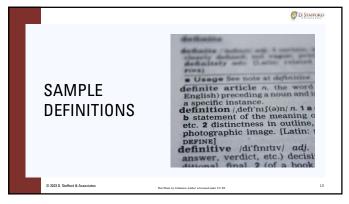














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### QUID PRO QUO - SAMPLE DEFINITION

An employee, agent, or other person authorized to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.

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### QUID PRO QUO INVESTIGATIONS

### Respondent

- Is the respondent an employee?
- What is the relationship to the complainant?
- What, if any, perceived or actual power exists?

### Aid, Benefit, or Service Sexual Conduct

- · What was offered?
- How was it communicated?

- What was the conduct requested?
- · Was it sex-based?
- How was it unwelcome?
- · How was it communicated?

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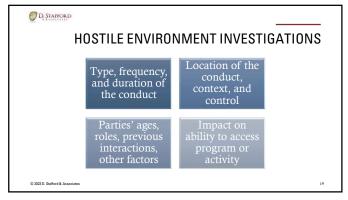


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### **HOSTILE ENVIRONMENT - SAMPLE DEFINITION**

Unwelcome sex-based conduct that is sufficiently severe or pervasive, that, based on the totality of the circumstances and evaluated subjectively and objectively, denies or limits a person's ability to participate in or benefit from the recipient's education program or activity.





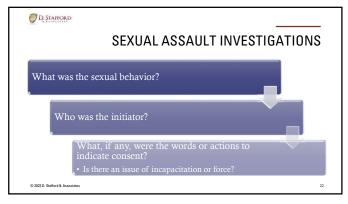
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### **SEXUAL ASSAULT - SAMPLE DEFINITIONS**

- Rape The 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 victim. This offense includes the rape of both males and females.
- Fondling The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental incapacity.
- Incest Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape Sexual intercourse with a person who is under the statutory age of consent.

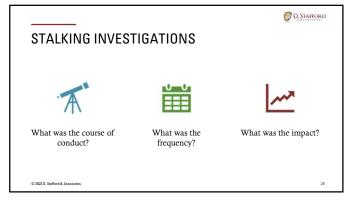
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## STALKING - SAMPLE DEFINITION Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— • Fear for the person's safety or the safety of others; or • Suffer substantial emotional distress.





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## DATING VIOLENCE - SAMPLE DEFINITION Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant.



### **DOMESTIC VIOLENCE - SAMPLE DEFINITION**

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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### INTIMATE PARTNER VIOLENCE INVESTIGATIONS

### Partie

- · Type of relationship
- · Length of the relationship
- Frequency of interaction between the persons

### Behaviors

- · Type of violence
- · Possible patterns of behaviors
- Other behaviors that may fall under other policy definitions

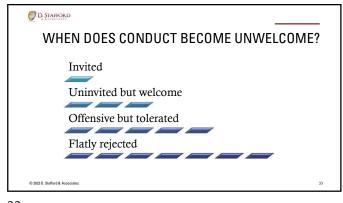
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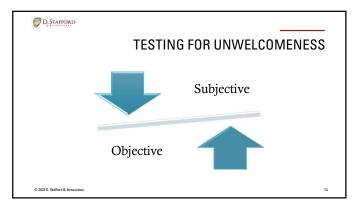
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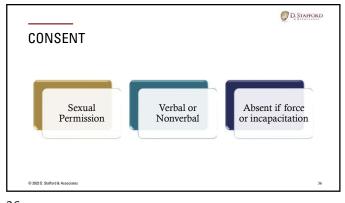




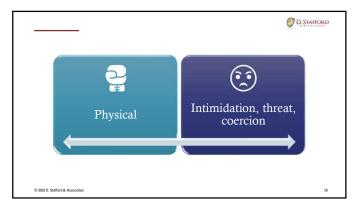




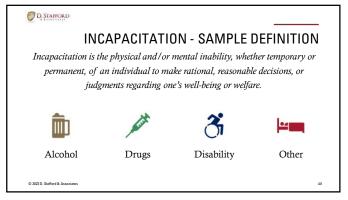


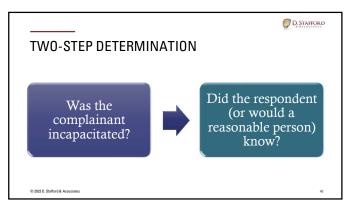




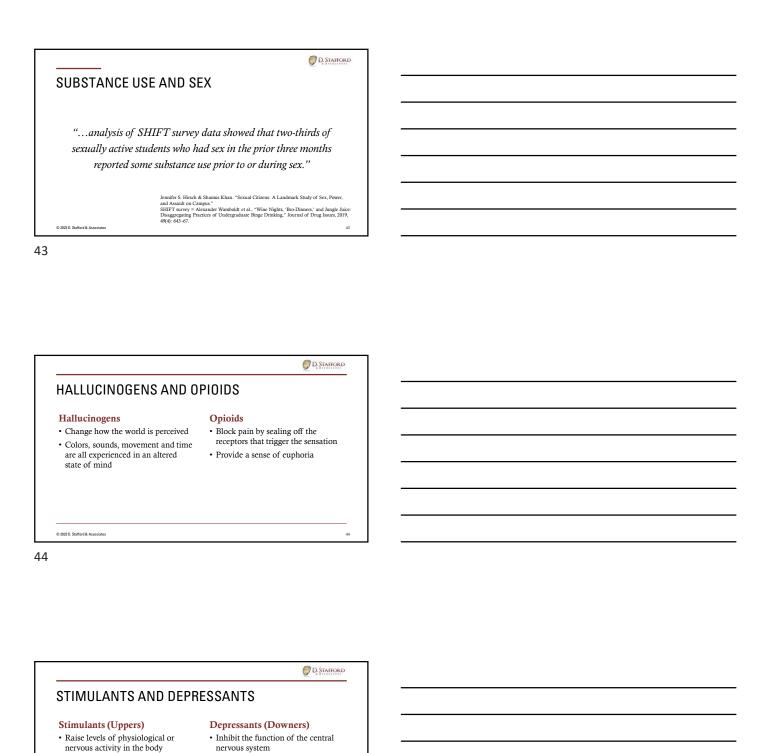












• Enhance alertness, concentration,

and energy

· Reduce intrusive thoughts,

providing a sense of relaxation









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### **IMPAIRMENT**

- The state of being diminished or weakened due to the consumption of alcohol
- Begins as soon as alcohol enters the bloodstream
- Increases with consumption of alcohol

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### INTOXICATION

- An act or instance of inebriation, drunkenness
- Intoxication is legally met when an individual's blood alcohol level reaches .08 or greater

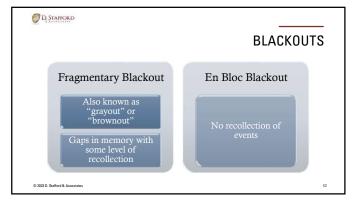
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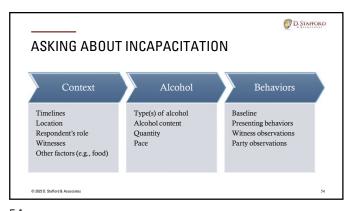
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### **INCAPACITATION**

- So impaired as to be incapable of giving consent
- · Lacking the capacity to consent
- If a person cannot understand the nature of the proposed act or cannot understand they have a right to refuse or are otherwise unaware that the activity is occurring

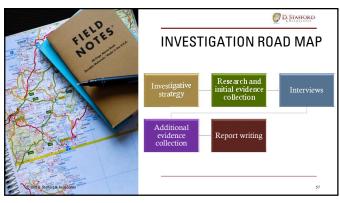












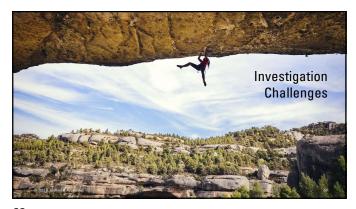




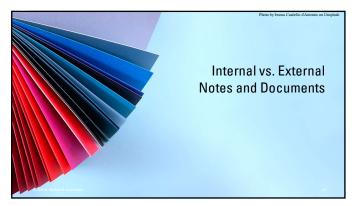






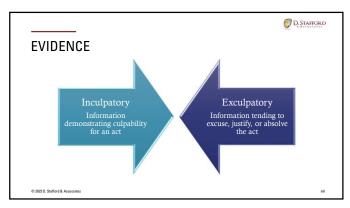


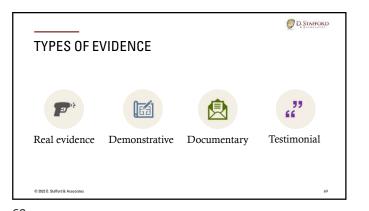


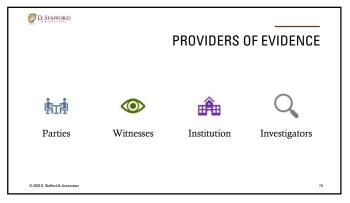


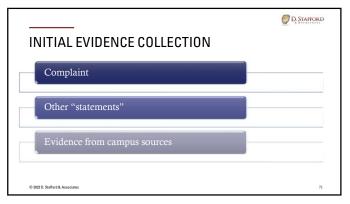


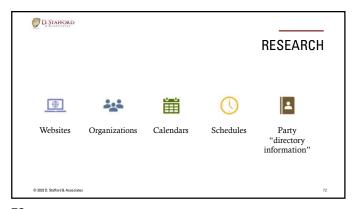


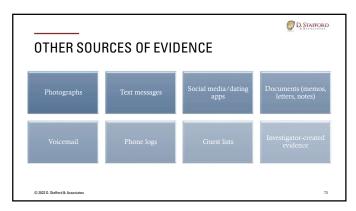


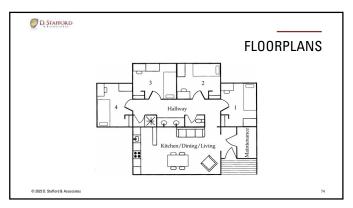


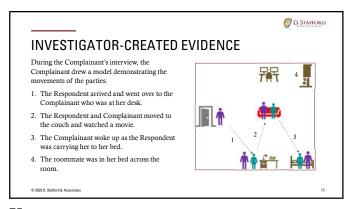














# CASE STUDY: THE DANCE

"I went to a dance in the Student Union on October 31st. I was pretty drunk because my friends and I had pre-gamed (played beer pong) at Kevin's room in South Hall. I don't remember if Barry was there. At the dance, Barry and I talked and danced. A group of us, including Barry, left the dance around 1am and walked to the North Campus dining hall to get something to eat. I don't remember much else after that except that my suitemate TJ walked me back to my room because I was having trouble walking because I was drunk. At some point, I woke up to find Barry penetrating me. I was so scared that I couldn't say anything. When Barry finished, Barry got up and left my room. I think he lives in West Hall.

The next morning, I found photos from the dance and some texts from Barry asking to be let in. I didn't let him into my room."

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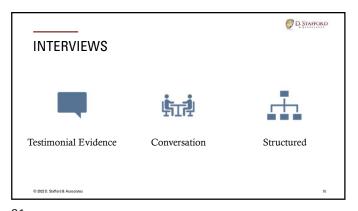
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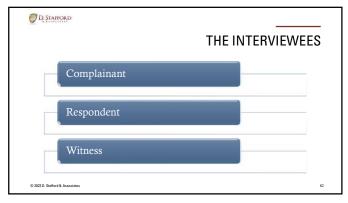
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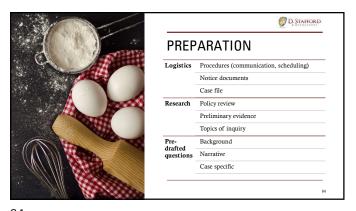






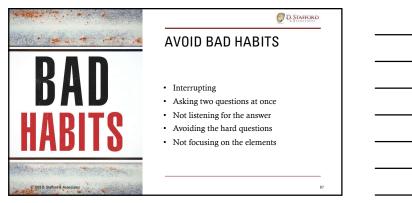






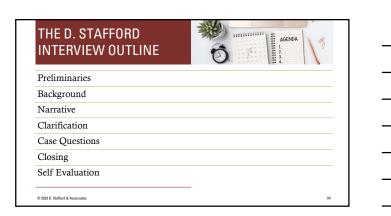


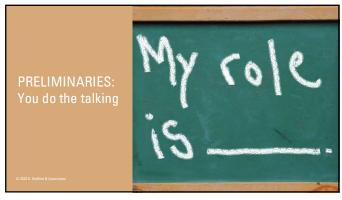








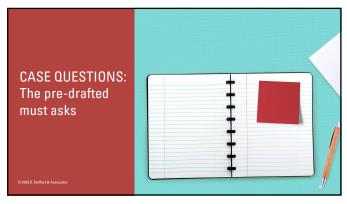








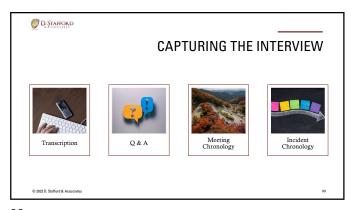


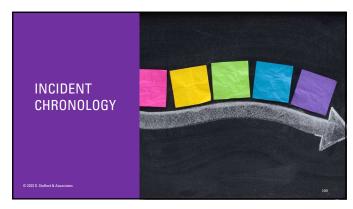


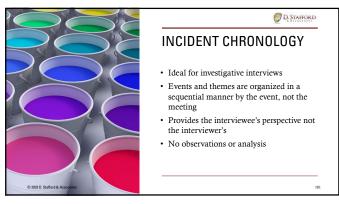












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### **EXAMPLE - CHRONOLOGICAL NARRATIVE**

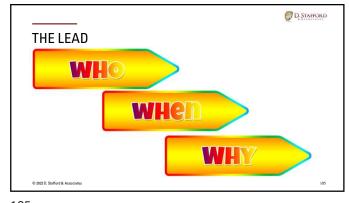
The Complainant stated she came back to her room on October 22, 2022 and found a flower bouquet outside of her room. There was an unsigned note that said, "Hope you are feeling better." Betty stated that she had not felt well the day before and skipped her classes. When asked how the Respondent knew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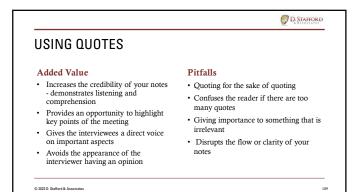




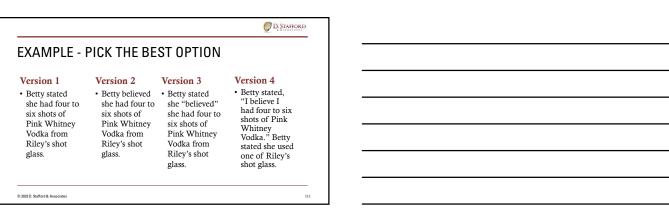














#### SLANG AND OTHER INFORMAL WORDS

- Quote words or phrases that are slang, informal, or pejorative.
- Examples:
  - Riley stated Betty was "wasted."
  - Betty stated that she could no longer live with her roommate because "she is unstable."
  - Riley described Betty's behavior as "creepy."
- "Uncommon slang" may need a definition, either in the notes or as a footnote.

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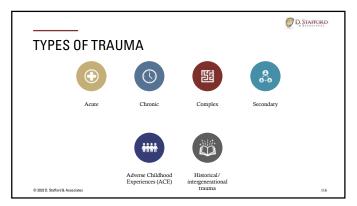
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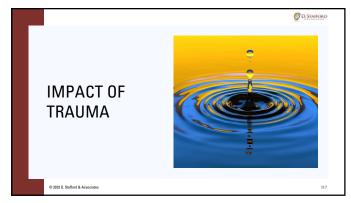


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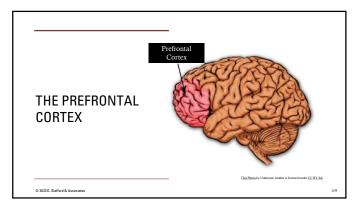


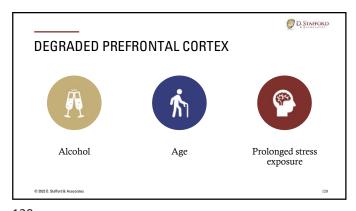


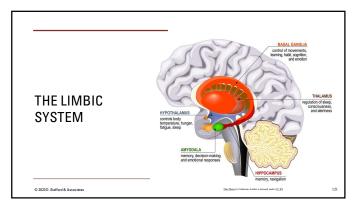


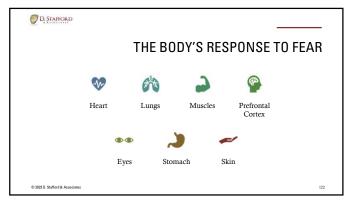


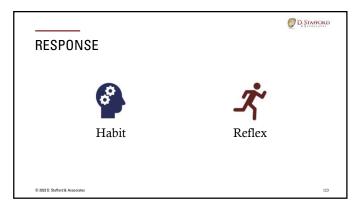


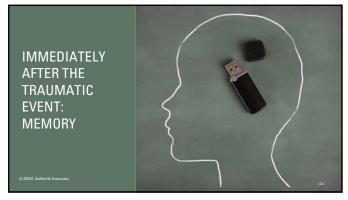


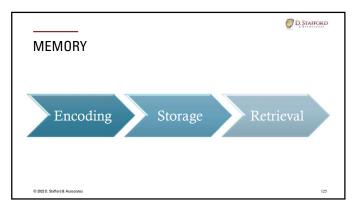


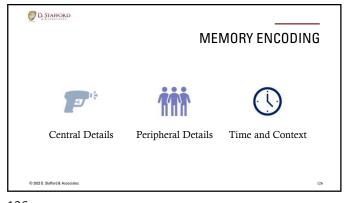


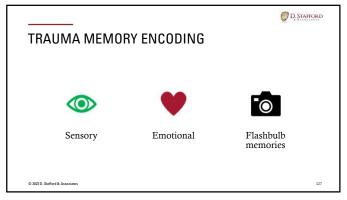




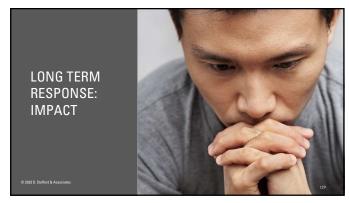


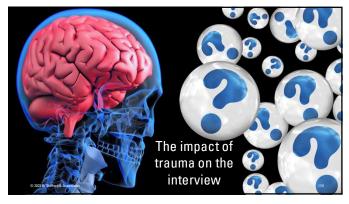


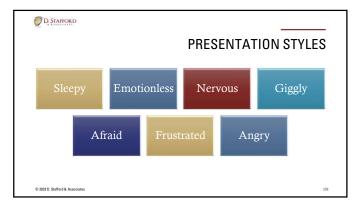


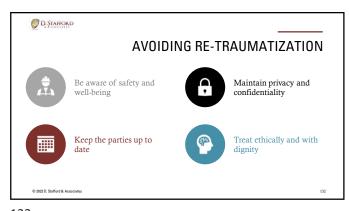


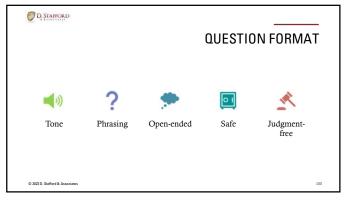


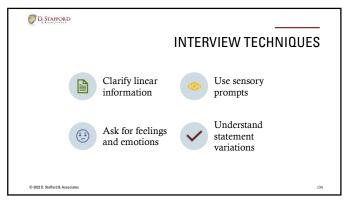


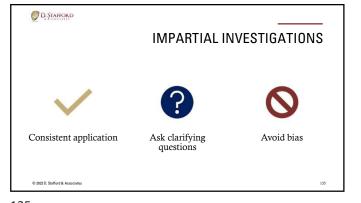
















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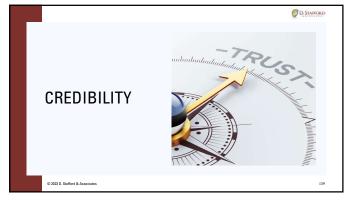
D. STAFFORD

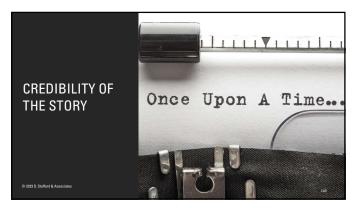
# INVESTIGATORS AS EVALUATORS OF EVIDENCE

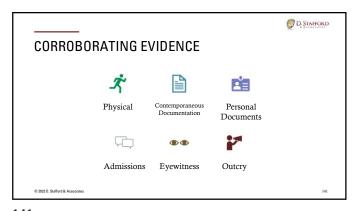
- Developing lines of questioning
- Determining additional witnesses and evidence needed
- Utilizing evidence around credibility
- Identifying relevant evidence

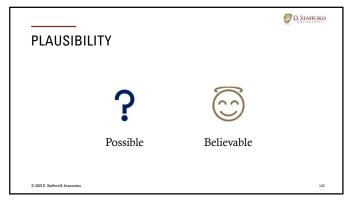
"A postsecondary institution must provide a process...that enables the decisionmaker to adequately assess the credibility of the parties and witnesses" (2022 Proposed Title IX Regulations)

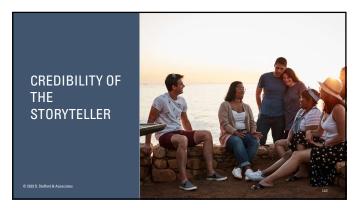
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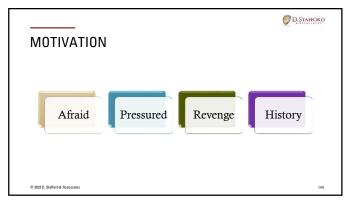


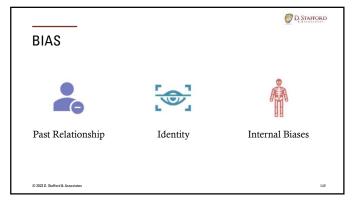


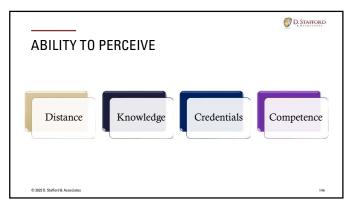


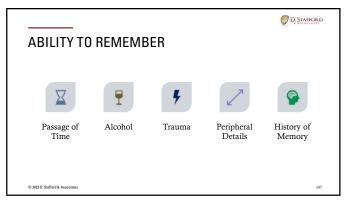




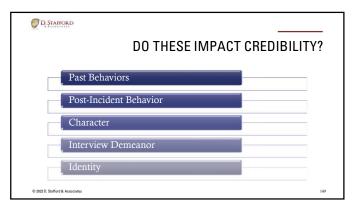






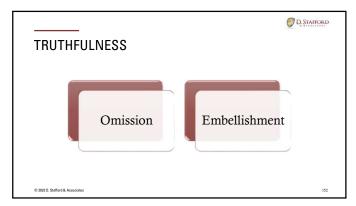


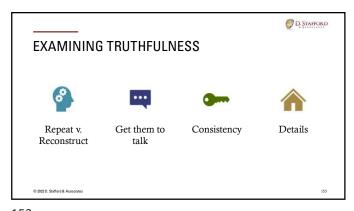






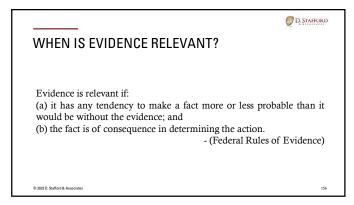


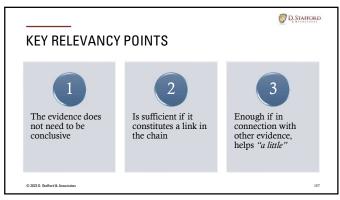














D. STAFFORD

· Complainant's prior sexual behavior with respect to the respondent and

are offered to prove consent

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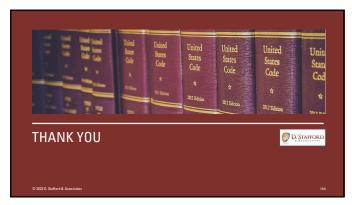






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#### OTHER D. STAFFORD TRAINING OPPORTUNITIES $Title\ IX\ Coordinator\ Track \qquad Investigator\ Track$ Related Offerings ☑ Tier 1: Sex-Based Harassment Investigations ☐ Tier 1: Law and Policy ☐ Institutional trainings ☐ Tier 2: Sex Discrimination Response ☐ Tier 2: Dating/Domestic Violence and Stalking (DVDVS) Investigations ☐ Tier 3: Case Study and Simulation (Interviewing) ☐ Threat Assessment Teams ☐ Clery Compliance ☐ Tier 3: Safety & Risk Analyses for Sex-Based Harassment Emergency Removals ☐ Procedural Justice □ Appellate Officer (www.naccop.org) ☐ Tier 4: Statement Analysis ☐ Constructing Resolution Processes (<u>www.naccop.org</u>) ☐ Tier 5: Report Writing ☐ Tier 6: Technology & Investigations ☐ Title IX Webinars (www.naccop.org) ☐ Tier 7: Violence Against Men © 2023 D. Stafford & Associates For more information: dstaffordandassociates.com





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