

# Institutional Compliance Solutions, LLC

## K-12 Investigation Report Draft Outline

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## Investigation Report

**Complainant:**

**Respondent:**

**Date Reported to University**

**Date of Incident(s):**

**Investigator(s):**

### **I. Summary of Allegations**

When was report received?

How was report received?

Sexual Harassment: Type(s) of Sexual Harassment Alleged

Jurisdiction: How was it within the Education Program or Activity

Location, Event or Circumstance over which the institution exercised substantial control over Respondent and the Conduct in which the Sexual Harassment occurred (including building owned by officially recognized student organization).

### **II. Definition of Conduct at Issue (and other relevant definitions)**

Examples:

Sexual Harassment

Allegation 1) Stalking

Course of Conduct

Reasonable Person

Substantial Emotional Distress

Allegation 2) Domestic Violence

State definitions

### **III. Summary of Relevant Evidence and Information**

#### **a. Timeline of Events**

| <b>Date/Time</b> | <b>Event</b> |
|------------------|--------------|
|                  |              |
|                  |              |

#### **b. Complainant**

General Information:

Name; year in school/how employed; how does Complainant know Respondent; Relevant information about their relationship if one exists; any other general information

Summary of Relevant Evidence and Information related to Allegation 1:

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Summary of Relevant Evidence and Information related to Allegation 2: (Continue for as many witnesses as necessary).

Include footnotes or explanations if Complainant provided contradictory or additional information during follow up meetings.

Identify any evidence (text messages, social media or otherwise) provided by Complainant.

Include names of witnesses provided by Complainant.

**a. Respondent**

General Information:

Name; year in school/how employed; how does Respondent know Complainant;

Relevant information about their relationship if one exists; any other general information

Summary of Relevant Evidence and Information related to Allegation 1:

Summary of Relevant Evidence and Information related to Allegation 2:

Include footnotes or explanations if Respondent provided contradictory or additional information during follow up meetings.

Identify any evidence (text messages, social media or otherwise) provided by Respondent.

Include names of witnesses provided by Respondent.

**b. Witness(es)- continue for as many as necessary**

General Information:

Name; year in school/how employed; how does Witness know Complainant and

Respondent; Relevant information about their relationship if one exists; any other general information

Summary of Relevant Evidence and Information related to Allegation 1:

Summary of Relevant Evidence and Information related to Allegation 2:

Include footnotes or explanations if witness provided contradictory or additional information during follow up meetings.

Identify any evidence (text messages, social media or otherwise) provided by Witness.

Include names of additional information provided by Witness.

**a. Summary of Additional Relevant Evidence and Information**

Social Media, Video etc. List what it is, what it shows, how it was Obtained (methods to gather), when it was received.

**IV. Timeline of Investigation**

| <b>Date/Time</b> | <b>Event</b>   |
|------------------|--|
|                  | Incident Reported to School District   |
|                  | Formal Complaint   |
|                  | Notice to of Allegations   |
|                  | Notice of Meetings   |
|                  | Meetings/Interviews  |
|                  | Site Visits  |
|                  | Other Evidence Gathered (including methods used to gather it)                                      |
|                  | Date parties/witnesses provide evidence  |
|                  | Date for Review of Evidence Directly Related to Allegations  |
|                  | End of 10 day period   |
|                  | Date written response(s) received  |
|                  | Date of Report   |
|                  | Date written response(s) received  |
|                  | Delays and reason (including if moved to informal resolution and back to formal Grievance Process. |