

Title IX Investigator Update

Presentation to the
Shared Services TIX/EO Investigators

July 18, 2022



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Refresher on investigation and report writing

Purpose of Report

- Fairly summarize relevant evidence
- Free of conflict of interest or bias

Audience

- Complainant
- Respondent
- Advisors
- Title IX Coordinator
- Hearing Examiner
- Attorneys
- University Presidents
- SDBOR Executive Director
- Judges

Attorney-Client Privilege

- Client holds privilege
- Securing legal advice



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Refresher on investigation and report writing

Contents of Report

- Use the Form
- Changing the Form
- Elements

A Good Report

- Clear and to the point
- Proper labeling
- Neutral language
- Chronological order
- Statement identification
- Dates and times
- Exhibit lists
- Observing scope of report

Evidence

- Listing and organization
- Relevant, Irrelevant, and Directly Related
- What to include
- Draft report vs. final report



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Work Product

- Document creation
- Evidence or Work Product
- Recordings

Record Keeping

- Storage – location and format
- Notices
- Communications
- Drafts and Final Versions

Role of Others in Investigations

- TIX Coordinator
- EO overlap



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Discussion and Feedback

- Questions?
- Comments?