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Sample Investigative Report Cover Page<sup>1</sup>

**I. Introduction**

Interviews conducted by, and report prepared by: Jane Smith, Investigator, JU

**Individuals Involved:**

Complainant: Sam Watkins (she/her/hers) Student, Jones University, Class of 2026

Respondent: Tyler Williams (he/him/his) Student, Jones University, Class of 2025

For purposes of this report the Complainant and the Respondent shall be referred to collectively as “The Parties”.

Advisors: April Barker (she/her/hers) Advisor to Complainant  
Emily Bevens (she/her/hers) Advisor to Respondent

**Witnesses:**

Witness No. 1: Max Stafford (they/them/theirs) Jones University, Class of 2026

Witness No. 2: Cassidy Wallingford (she/her/hers) Jones University, Class of 2026

Witness No. 3: Bella Washington (she/her/hers), Jones University, Class of 2026

Witness No. 4: Maddy Li, (she/her/hers) Draper University, Class of 2025

**Individuals referenced in Investigative Report:**

Individual 1: Tyesha Robins (she/her/hers) Axel University, friend of witness No. 4

Individual 2: Joshua Kaplan (he/him/his) Jones University, staffed front door of Myers Hall

**Date of reported incident:**

November 29, 2023

**Summary:**

One or two line review of allegation/implicated policy, e.g. Sam Watkins alleges that Tyler Williams sexually harassed her by touching her breasts, under her shirt, **without her consent** on the evening of November 29, 2023 and by shouting profanities at her when seeing her on campus on November 30 and December 1, 2023. Sam also alleges that Tyler violated school policy against harassment for the same events on November 30 and December 1, 2023.

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<sup>1</sup> Please note, this is not a sample of *the perfect report*. It is a combination of a number of different elements that different schools have chosen to use in their reports that you might consider using in your reports.

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**Governing Policy:**

**Sexual Misconduct:** (General title) Harassment and Discrimination Policy and Grievance Procedures

**Harassment:**

This investigation has been conducted in accordance with Jones University's Harassment and Discrimination Policy and Grievance Procedures ("the Policy"). The below definitions, taken from The Policy, shall be the definitions that govern the investigation.

**IX. B. Policy Definitions (this is the citation to the excerpt from the school's policy)**

A. **Violations:** The Title IX Definition of Sexual Harassment

Sexual harassment is .... *DIRECT QUOTE HERE FROM SCHOOL POLICY*

B. **Policy violations that may not also be violations of Title IX**

The college prohibits the following conduct..... *DIRECT QUOTE HERE FROM SCHOOL POLICY e.g. non gender-based harassment*

This section may be several pages long, depending upon the number of policies that govern and depth or relevant definitions

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**Witnesses:**

Complainant Witnesses: Witnesses 1,2, 3

Respondent Witnesses: Witness 4<sup>2</sup>

**Documents Reviewed**

The following were reviewed by the investigator in this investigation: You will give an official title to each of these items. Here, I am simply describing the types of evidence that might be included

- Jones University's Sexual Misconduct: Harassment and Discrimination Policy and Grievance Procedures
- Screenshots of cell phone call log, screenshot of Venmo request, social media posts provided by Complainant
- Screenshots of text messages between Respondent and Complainant provided by Respondent
- Card swipe access reports provided for the Complainant and Respondent provided by Jones University Assistant Dean of Housing James Richards.
- Jones University Deputy Title IX Coordinator Angel Rodriguez's Intake Summary dated December 20, 2023
- Letters dated January 1, 2024 from Dean Jacobs to Complainant and Respondent

**II. Body of the report**

**A. Case Procedural history**

It was reported to Dean of Students, Andrea Jacobs, on December 2, 2023, that Respondent had allegedly committed ....

*Insert here the evolution of the report and formal charges being brought.*

*e.g. On December 2, Sam Watkins went to the office of Dean Andrea Jacobs and explained that she needed to speak with the Dean. Dean Jacobs met with Sam at which time Sam informed the Dean that she recently had been sexually assaulted by Tyler Williams and that she wanted to make a formal report to the school. Dean Jacobs explained to Sam that, in order to make a formal report of the matter, Sam would need to meet with a member of the Title IX staff. Sam stated that she would be willing to do that. Dean Jacobs offered to call the Title IX office to set up an appointment on Sam's behalf if Sam wanted her to do that, but Sam said she would take care of that, herself. The meeting between Dean Jacobs adjourned after five or ten minutes. Sam never shared the details of her allegations with Dean Jacobs.*

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<sup>2</sup> Witness 4 is a student at Draper University. After phone and text contact using information provided by Respondent was unsuccessful, this investigator contacted the Draper University Title IX office in an effort to contact Witness 4. Draper Title IX office reported that multiple emails to Witness 4 went unanswered.

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*After Sam left Dean Jacobs's office, Dean Jacobs contacted the Title IX office to inform them of the above. Shortly thereafter, on the same day, December 2, Sam went in person to the Title IX office. She wrote out and filed her formal complaint (Exhibit A) at that time. (continue by stating when the Respondent was notified, when the Respondent replied and reference as an exhibit, etc.) all the way up until completion of investigation*

**B. Allegations and Responses**

*(It is possible that Respondent admits to certain violations which is why response important to include... or possible you might include here, "Tyler claims that Sam willingly and verbally consented to having him touch her breasts under her clothing", for example.)*

**C. The Parties' Accounts**

The following facts are undisputed and may provide some context for the events that later unfolded. HEADER: **Undisputed facts**  
*(Here you might include how the parties know each other, how their evenings began, where the party was where they met up and what was being served, for example.)*

***This will be the meat of your report. It may be dozens of pages long.***

Decide the most logical way to lay out the facts such that the reader can follow easily. May be chronological, or may be by allegations.

**Claim No. 1 : Sexual Harassment in the form of unwelcome sexual contact**

A. Complainant's account of facts relating to Claim 1:

On December 12, at 2:00 pm, Sam was interviewed by this investigator in the Hanover Room of OEO. April Barker, acting as Sam's advisor was present for this in person interview. Sam shared the following information during this interview:  
Go into great detail here, including every relevant fact shared by Sam and cite to any physical evidence Sam provided.

...

B. Respondent's account of facts relating to Claim 1:

.....

C. Complainant's response after hearing Respondent's account:

.....

D. Respondent's Reply:

.....

E. Witness accounts:

Witness No. 1

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Title, time, date, location of interview(s)

.....

Witness No. 2

### **Claim No. 2: Sexual Harassment in the form of Stalking**

One complicating factor with stalking is that it generally is comprised of a series of events. These discussions may become lengthy. It is important to break them down in a logical way. Consider, perhaps, a chart that has a row for each alleged incident of stalking and then a column for Complainant's allegation regarding that alleged incident, and Respondent's recollection (or denial) of that incident.

### **D. Discussion**

#### 1. Consideration of the Sexual Harassment claims

**Pose the questions of whether each of the elements of the policy is met—read the policy** even if you know it inside and out-break down the policy: e.g. was the conduct **severe**? Was the conduct **pervasive**? Was the conduct committed by the named Respondent? Was affirmative consent given? Absent affirmative consent, did the Respondent take such steps as necessary to obtain affirmative consent? Was the conduct patently offensive? Did the conduct deny a person equal access to the benefits of a Jones University education...

2. Then you **may** or may not want to include the facts that weigh for against each of these elements, a chart can help. But some schools prefer the investigator not go into this much detail and opt to rely on the decision maker to undertake this analysis.

3. **Reliability Analysis:** You may choose to include here factors such as a party's cooperation or demeanor during the interview or the number of breaks or the constantly turning to the advisor before answering (only if that becomes significant). I do not usually include this, but some schools request it.

#### **4. Exhibits**

*List them out here*

#### **5. Standard of Proof**

The standard of proof to be applied is the (Insert your school's SOP here:

Preponderance of the Evidence/Clear and Convincing) Standard, as follows:

***Excerpt this verbatim from the school's policy***

*Respectfully submitted,*

*Jane Investigator*

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*Title IX Investigator*

*(Helpful hint: Did you notice above my formatting issue? Roman numerals, letters, etc? Fix this at the end- looks unprofessional to have errors but it changes again and again as you edit your report repeatedly. Save yourself some time and edit your formatting after all other edits have been completed)*