

# CIVIL RIGHTS INVESTIGATOR TRAINING & CERTIFICATION COURSE AGENDA

## LEVEL TWO

### Investigation Process Overview

- Brainstorming on Implementation and Integration of Elements of the Process
- Structure (Stand Alone, Integrated Into Student Conduct, Integrated Into HR, Both)
- Who should investigate?
- Should there be more than one investigator?
- Should the investigator interview witnesses, gather evidence or do more?
- What kind of notes should be kept?
- How is a decision rendered?
- What happens after the decision?
  
- How is notice given to the accused individual?
- What is the gatekeeping function, and why is it essential?
- What is the role of campus law enforcement in civil rights investigations?
- What is the appropriate standard of proof?
- Is a hearing necessary?
- What role does the investigator play in any eventual hearing?
- Post-Finding Actions
- Remedies

### Components of an Investigation

- Strategizing when to Interview Parties and Witnesses
- Timeline and Timeliness (Promptness)
- Sequestering Witnesses
- Witness Lists and Flowcharts
- Incident Timeline
- Keeping Policy and Procedure Copies
- Confidentiality (Privacy) of Process
- Due Process For All Parties
- Focus on Remedies

- Investigation Records as Smoking Guns in Litigation
  - Sharing of Outcomes
  - Informal and Formal Resolution Options
  - Appeals
  - Retaliation
  - Outside Investigation/Investigation Support Resources
  - Patterns and Predation
  - Sanctioning
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- Questioning Skills Development
    - Questioning Modeling By Presenters (Lying Witness, Recalcitrant Witness, Quiet Witness)
    - Questioning Activity With Participants
  - Presentation of Finding
    - Accept, Reject, Accept In Part, Reject In Part

## Day 2: )

### Investigation Strategies

#### Elements of Investigation Reports

- Note-Taking, Recordkeeping and Report Writing
- Reviewing Templates for Recordkeeping and Report Writing
- Report Writing Exercise
- How important is the creation of an investigation report?

#### Basic Understanding of Evidence

- Evidence Collection, Custody and Issues of Concurrent Criminal Action
- Evaluation of Evidence and Decision---Making Skills Coupled with Case Study Application
  - Fact
  - Opinion
  - Circumstantial
- Evidence Analysis
  - Relevance
  - Credibility

#### Basic Understanding of Credibility

#### Basic Understanding of Sanctions

#### Case Studies

- Sexual Assault Without Alcohol
- Sexual Assault With Alcohol
- Sexual Harassment
- Stalking
- IPV