

SAMPLE TEMPLATE FOR INVESTIGATIVE REPORTS

This is just one example that may be useful. You should consult with a licensed attorney in your own jurisdiction before adopting this template.

University of Knowledge

Date of Report:

This report addresses alleged violations of the **Policy Name(s)** of the University of Knowledge. **Names of Investigators** conducted the investigation into these allegations. This report will determine whether it is more likely than not that there has been a violation of the relevant university policy or policies.

Executive Summary:

(Summarize findings here.)

Procedural History:

Include the date of the incident, the date on which it was reported, how and to whom (generally) it was reported, the date on which investigators were assigned to it, and the date on which the investigation closed.

On **Month XX, 20XX**, **Reporting Party** met with **Name Here** in the Office of Victim Assistance at University of Knowledge along with **Name Other Present Parties**. **Reporting Party** reported that **General Allegations** occurred on **Month XX, 20XX**. **Reporting Party** has not reported this matter to law enforcement at this time, although she is aware of this option.

This report was referred to Investigators **Name Here** and **Name Here** on **Month XX, 20XX**. Both investigators were present in person for each interview. They alternated questioning and note-taking roles. This investigation was completed on **Month XX, 20XX**.

Involved Parties:

Reporting Party is *(e.g., a first-year undergraduate female residing in the residence halls)*.

1. **Responding Party** is *(e.g., a male graduate student and a residence advisor in the residence halls)*.
2. **Witness 1** is *(e.g., a freshman female residing in the residence halls and Reporting Party's roommate)*.
3. **Witness 2** is *(e.g., a male undergrad living off-campus and a classmate and friend of Reporting Party)*.
4. **Witness 3** is *(e.g., an employee of Nearby Bar; employee is not affiliated with the university)*.

Investigation Timeline/Table of Interviews:

Alleged Violations:

A Notice of Investigation (NOI) was sent to **Responding Party** on **Month XX, 20XX** via campus email. Investigator **Name Here** spoke with **Responding Party** by phone on this date to confirm that he received the NOI. The NOI informed **Responding Party** that an investigation was being conducted pursuant to **Policy**. The NOI contained the following allegations:

- *Add details of first allegation here.*
- *Add details of second allegation here.*

- *Etc.*

The university investigated possible violations of two provisions of the **Policies**. The relevant policy definitions follow. The applicable policies are attached as Appendix B.

1. Sexual Misconduct: Non-Consensual Sexual Intercourse

Non-consensual sexual intercourse is defined by policy as:

- Any sexual intercourse (anal, oral, or vaginal),
- Including sexual intercourse with an object,
- However slight,
- By one person upon another,
- Without consent and/or by force.

2. Sexual Misconduct: Non-Consensual Sexual Contact

Non-consensual sexual contact is defined by policy as:

- Any intentional sexual touching,
- However slight,
- With any object,
- By one person upon another,
- Without consent and/or by force.

3. Consent

Consent is defined by policy as:

- Informed,
- Voluntary,
- Active,
- Clear words or actions
- Indicating permission to engage in mutually agreed upon sexual activity.

Jurisdiction and Status:

Add jurisdictional statement here. The university has jurisdiction over these misconduct allegations pursuant to... Add any necessary details about interim suspension, initial actions, and remedial actions.

Standard of Evidence:

To determine whether an individual has violated the university's **Policy**, the standard of evidence required is a preponderance of evidence (i.e., the evidence demonstrates that it is more likely than not that the conduct occurred). This standard is often referred to as "50 percent plus a feather."

Interview(s) with Reporting Party:

Include the name and title of the interviewer(s); the names and roles of others present; the location and date of the interview(s); and detailed notes of the interview(s).

Additional Information Provided By Reporting Party:

Include information such as written statements, any relevant emails, texts, voice mails, and photographs. Can attach part as Appendix C.

Interview(s) with Responding Party:

Include the name and title of the interviewer(s); the names and roles of others present; the location and date of interview(s); and detailed notes of the interview(s).

Additional Information Provided By Responding Party:

Include information such as written statements, any relevant emails, texts, voice mails, and photographs. Also attach part as Appendix D.

Interview(s) with Witness(es):

Include the name and title of the interviewer(s); the names and roles of others present; the location and date of interview; how witness(es) was/were identified; and detailed notes from those interviews.

Other Information:

1. Attached as Appendix C/D, with proper redaction
2. Relevant Residence Life information, Appendix E
3. Sexual assault nurse exam, Appendix F
4. Campus security or police report, Appendix G
5. Expert reports or information, Appendix H
6. Reviewed video surveillance etc., Appendix I

Credibility Assessment:

Include parties, witnesses, and any relevant information.

Findings of Fact and Analysis for Policy 1:

State your policy and apply the facts as you find them related to the policy, weighing evidence and incorporating credibility assessment as you proceed.

Findings of Fact and Analysis for Policy 2:

State your policy and apply the facts as you find them related to the policy, weighing evidence and incorporating credibility assessment as you proceed.

Conclusion (if applicable):

Based on the totality of the circumstances and the information obtained pursuant to this investigation, and based on a more likely than not standard of evidence, we conclude that **it is/is not** more likely than not that **Responding Party** violated **Policy** for the following reasons...

Sanction Recommendation (if applicable):

Include recommendations here.

Respectfully submitted,

Name, Title of Investigator, University of Knowledge Date signed

Name, Title of Investigator, University of Knowledge Date signed

Appendix A: Timeline of Investigation

Appendix B: Applicable Policies

Appendix C: Witness Interview Transcripts and Other Evidence Collected

Etc.