

# Title IX Investigator Update

Presentation to the  
Shared Services TIX/EO Investigators

*July 18, 2022*



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# Title IX Investigator Update

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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## 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?