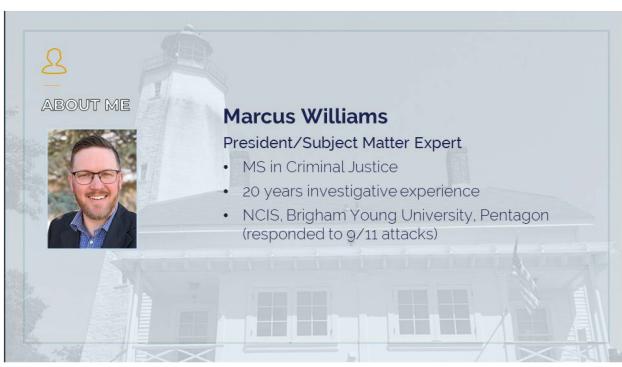
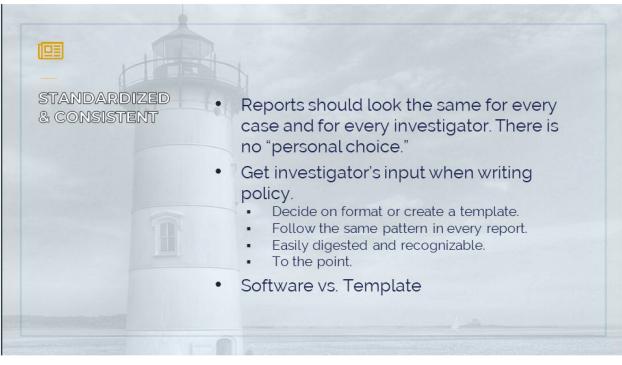


# MARCUS WILLIAMS TRAINING ACADEMY

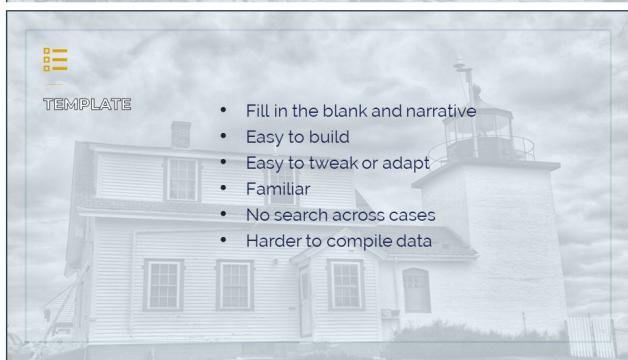
Title IX Training Program

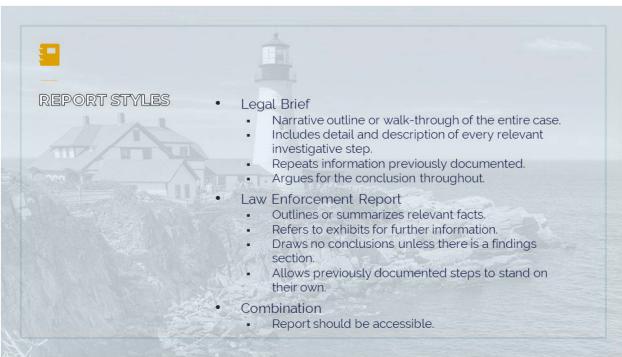


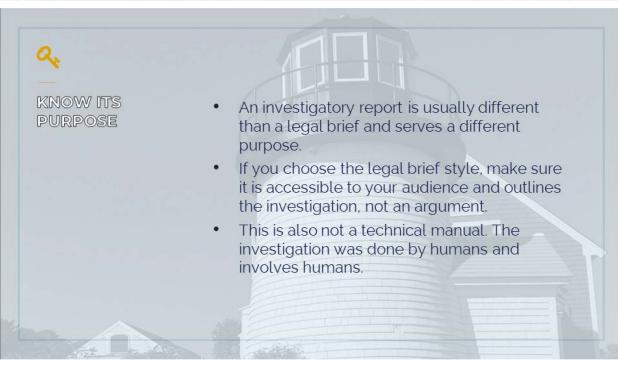














PICK YOUR STYLE

- Both styles have pros and cons.
- Pick the style that works best for your policy.
- Pick a style that works best or is most comfortable for your investigator(s).
- · Once chosen, stay consistent.



WHO IS YOUR AUDIENCE?

- Remember you have a multi-faceted audience:
  - Leadership
  - Legal
  - Involved parties
- Most of your audience are NOT lawyers.
- The individuals impacted the most by the decision are the involved parties.
   They should be able to read your report and understand the conclusion, even if they disagree.



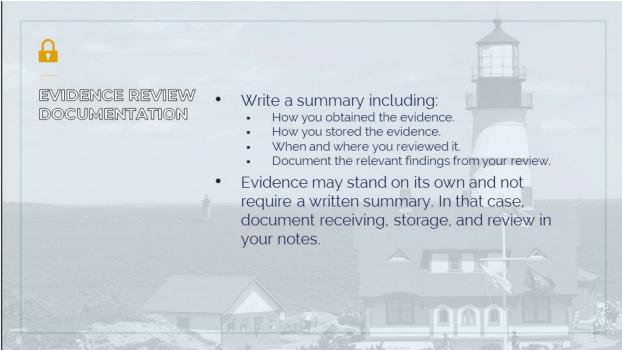
INVESTIGATORY REPORT OR FINDINGS

- Who makes the final decision?
- Investigatory Report = No opinions, no discussion of guilt. Just the facts. Decider has to write a separate report explaining the finding.
- Findings Report = Detailed explanation of facts, supported by evidence, leading to a conclusion based on evidentiary standard.
- Add on conclusion or separate report.

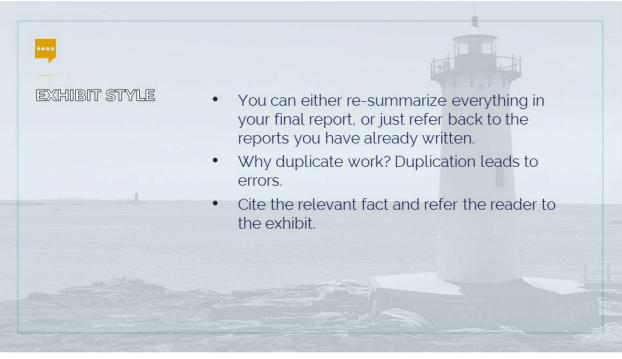


- Decide if you are going to record interviews:
  - Take into account state laws.
  - Video or audio
  - Notification required?
- Be consistent.
- Are you going to transcribe every interview?
  - Time and resources
  - Recording stands on its own.
  - Availability in the hearing.











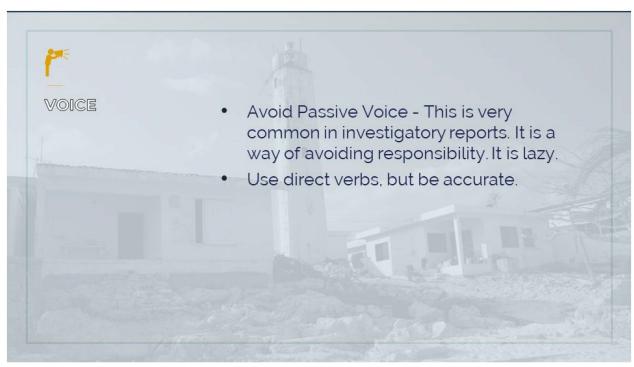
### EXAMPLE

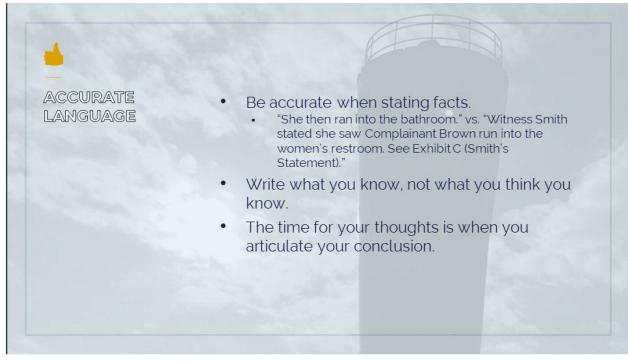
- Brown sent Smith a text saying, "I'm sorry" within an hour of the reported incident. See Exhibit 5.
  - Exhibit 5 should be a copy of the text messages with time stamps.
- Johnson stated she was with Smith when Smith received a text message from Brown.
   Smith showed Johnson the message.
   Johnson stated the message read, "I'm sorry."
   Johnson described Smith's reaction to the message as ... See Exhibit 6.
  - Exhibit 6 should be a summary of your interview with Johnson containing all of the details.



## NAMING PARTIES

- Be consistent with how you name individuals in your reports. Should be professional and easily discernible.
  - First names may be too informal.
  - Titles (Mr., Mrs., Dr.) may create appearances of inequality. Very formal. Gender specific.
  - Surname is professional and distant but can be confusing when there are matching surnames.
    - First initial plus surname to distinguish.
  - Designator/Alias Very court like, formal, disconnected.
    - May be appropriate with minors or in a safety situation.



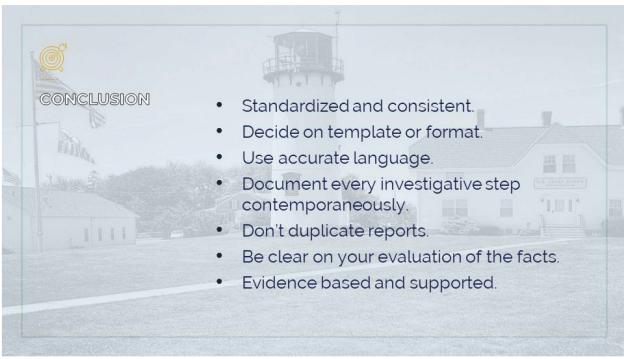






- Outline your reasoning for the decision.
- Every argument should refer back to the evidence.
  - Example: If you believe the "I'm sorry" text message
    was an admission, explain why. Explain that it was
    based on witness statements, the totality of the text
    conversation, actions before and after the event, etc.
    Be specific.
- Your reasoning should be evidence based and supported.





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