

CENTRAL ARIZONA COLLEGE
TITLE IX INVESTIGATION TEMPLATE
This document complies with §106.45(b)(7)

Case Name (include Case No.):	
Date Notice of Allegations mailed/delivered to (include mode of communication) Complainant: Respondent:	
Investigator Names:	
Investigation Dates:	
Review/Inspection of Evidence Complainant Review Date: Respondent Review Date:	
Date of Hearing:	
Hearing Decision-maker Name:	

I. Procedural History

- a. Outline how the complaint progressed to the investigation stage.
- b. Were site visits made? Y or N. If so, where and when?
- c. Was there evidence gathered outside of interview notes? Y or N. If there was information gathered, it should be listed below.
- d. This section should also describe the process undertaken to inspect and review the evidence and disseminate the investigative report, including the adherence to mandated procedural timelines.

II. Summary of Allegations potentially constituting sexual harassment as defined in §106.30

III. Applicable Policies/Procedures that are used as an exercise of discretion (i.e., the policy outlining the definition of consent)

IV. Evidentiary Standard

The standard of proof utilized here is a preponderance of evidence, i.e., the evidence demonstrates that it is more likely than not that the conduct occurred.

V. Interviews Conducted (by date, last name, first name)

VI. Evidence Reviewed

a. Inculpatory Information

b. Exculpatory Information

VII. Investigative Process Timeline

- a. Were there any timeline irregularities, such as a delay in investigation? If so, what was the reason for the irregularity and were the parties notified of such a delay (include the dates of the notification).
- b. If either party (complainant/respondent) asked the investigator to follow certain “leads” that the investigators were unable to pursue due to lack of time, resources, or unavailability of witnesses, please identify such here.
- c. In gathering evidence, if the investigators were constrained by: 1) the prompt timeframe, 2) lack of subpoena authority, or 3) other constraint that limited the extensiveness or comprehensiveness of a recipient’s efforts to gather evidence, please identify such here.

NOTE: Both parties (Complainant and Respondent) must receive simultaneous notifications of the investigation report via email.