

This information is for educational purposes only and not intended to be legal advice. Attendees should seek independent legal advice concerning the issues presented.

Sample Investigative Report Cover Page¹

I. **Introduction**

Interviews conducted by, and report prepared by: Jane Smith, Investigator, JU

Individuals Involved:

Complainant: Sam Watkins (she/her/hers) Student, Jones University, Class of 2026

Respondent: Tyler Williams (he/him/his) Student, Jones University, Class of 2025

For purposes of this report the Complainant and the Respondent shall be referred to collectively as "The Parties".

Advisors: April Barker (she/her/hers) Advisor to Complainant
Emily Bevens (she/her/hers) Advisor to Respondent

Witnesses:

Witness No. 1: Max Stafford (they/them/theirs) Jones University, Class of 2026

Witness No. 2: Cassidy Wallingford (she/her/hers) Jones University, Class of 2026

Witness No. 3: Bella Washington (she/her/hers), Jones University, Class of 2026

Witness No. 4: Maddy Li, (she/her/hers) Draper University, Class of 2025

Individuals referenced in Investigative Report:

Individual 1: Tyesha Robins (she/her/hers) Axel University, friend of witness No. 4

Individual 2: Joshua Kaplan (he/him/his) Jones University, staffed front door of Myers Hall

Date of reported incident:

November 29, 2023

Summary:

One or two line review of allegation/implicated policy, e.g. Sam Watkins alleges that

¹ Please note, this is not a sample of **§** . It is a combination of a number of different elements that different schools have chosen to use in their reports that you might consider using in your reports.

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Witnesses:

Complainant Witnesses: Witnesses 1,2, 3

Respondent Witnesses: Witness 4²

Documents Reviewed

The following were reviewed by the investigator in this investigation: You will give an official title to each of these items. Here, I am simply describing the types of evidence that might be included

- Jones University's Sexual Misconduct: Harassment and Discrimination Policy and Grievance Procedures
- Screenshots of cell phone call log, screenshot of Venmo request, social media posts provided by Complainant
- Screenshots of text messages between Respondent and Complainant provided by Respondent
- Card swipe access reports provided for the Complainant and Respondent provided by Jones University Assistant Dean of Housing James Richards.
- Jones University Deputy Title IX Coordinator Angel Rodriguez's Intake Summary dated December 20, 2023
- Letters dated January 1, 2024 from Dean Jacobs to Complainant and Respondent

II. Body of the report

A. Case Procedural history

It was reported to Dean of Students, Andrea Jacobs, on December 2, 2023, that Respondent had allegedly committed

Insert here the evolution of the report and formal charges being brought.

e.g. On December 2, Sam Watkins went to the office of Dean Andrea Jacobs and explained that she needed to speak with the Dean. Dean Jacobs met with Sam at which time Sam informed the Dean that she recently had been sexually assaulted by Tyler Williams and that she wanted to make a formal report to the school. Dean Jacobs explained to Sam that, in order to make a formal report of the matter, Sam would need to meet with a member of the

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After Sam left Dean Jacobs's office, Dean Jacobs contacted the Title IX office to inform them of the above. Shortly thereafter, on the same day, December 2, Sam went in person to the Title IX office. She wrote out and filed her formal complaint (Exhibit A) at that time. (continue by stating when the Respondent was notified, when the Respondent replied and reference as an exhibit, etc.) all the way up until completion of investigation

B. Allegations and Responses

(It is possible that Respondent admits to certain violations which is why response important to include... or possible you might include here, "Tyler claims that Sam willingly and verbally consented to having him touch her breasts under her clothing", for example.)

C. The Parties' Accounts

The following facts are undisputed and may provide some context for the events that later unfolded. HEADER: **Undisputed facts**
(Here you might include how the parties know each other, how their evenings began, where the party was where they met up and what was being served, for example.)

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Decide the most logical way to lay out the facts such that the reader can follow easily. May be chronological, or may be by allegations.

Claim No. 1 : Sexual Harassment in the form of unwelcome sexual contact

A. Complainant's account of facts relating to Claim 1:

On December 12, at 2:00 pm, Sam was interviewed by this investigator in the Hanover Room of OEO. April Barker, acting as Sam's advisor was present for this in person interview. Sam shared the following information during this interview:
Go into great detail here, including every relevant fact shared by Sam and cite to any physical evidence Sam provided.

...

B. Respondent's account of facts relating to Claim 1:

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C. Complainant's response after hearing Respondent's account:

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D. Respondent's Reply:

.....

E. Witness accounts:

Witness No. 1

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Title IX Investigator

(Helpful hint: