



Sample Communications

The following resource includes sample communications that may be utilized during an investigation. The recommended language in this document should be adapted and adjusted so that they do not conflict with local law and other published policies or procedures already in place.

Sample Communications Include:

Initial Request for Investigative Interview (Complainant)

Initial Request for Investigative Interview (Respondent)

Initial Request for Investigative Interview (Witness)

Review of Summary/Notes/Transcript

Evidence Review

Report Review

GRAND RIVER

SOLUTIONS

INITIAL REQUEST FOR INVESTIGATIVE INTERVIEW (COMPLAINANT)

I hope this email finds you well. I am writing to schedule an initial meeting with you. This meeting will be the first opportunity for to fully share your experience with me regarding the allegations in the formal complaint. Participation in this meeting is voluntary. If you choose to participate in the meeting, you may have an advisor of your choice present to participate in the meeting. Please note that in accordance with the [colleges/university's] policy the advisor's role is [describe].

Please let me know, **by [date]**, if you would like to meet with me, and if so, if you have approximately two hours on **[date and time options]**. If that/those date(s) does not work for you, I will share additional options for the following week.

If there are documents that you would like to discuss with me team during the meeting, or if there are documents that you would like me to review prior to you meeting, I encourage you to share those documents in advance of our meeting by [emailing them to me/uploading them to this [secure folder]]. Additionally, if there are individuals with whom you would like me to speak with, please do provide their names, contact information, and an explanation as to why you think it would be helpful for me to interview them. You can provide this information when you meet with me, or alternatively, you can share the information in a document in the shared folder or in an email.

If you have any questions or requests for supportive measures, please do not hesitate to reach out. Finally, the parties are reminded of the [College's/University's] prohibition on retaliation.

INITIAL REQUEST FOR INVESTIGATIVE INTERVIEW (RESPONDENT)

I hope this email finds you well. I am writing to schedule an initial meeting with you. This meeting will be the first opportunity for you to respond to the allegations in the formal complaint. Participation in this meeting is voluntary. If you choose to participate in the meeting, you may have an advisor of your choice present to participate in the meeting. Please note that in accordance with the [colleges/university's] policy the advisor's role is [describe].

Please let me know, **by [date]**, if you would like to meet with me, and if so, if you have approximately two hours on **[date and time options]**. If that/those date(s) does not work for you, I will share additional options for the following week.

If there are documents that you would like to discuss with me team during the meeting, or if there are documents that you would like me to review prior to you meeting, I encourage you to share those documents in advance of our meeting by [emailing them to me/uploading them to this [secure folder]]. Additionally, if there are individuals with whom you would like me to speak with, please do provide their names, contact information, and an explanation as to why you think it would be helpful for me to interview them. You can provide this information when you meet with me, or alternatively, you can share the information in a document in the shared folder or in an email.

If you have any questions or requests for supportive measures, please do not hesitate to reach out. Finally, the parties are reminded of the [College's/University's] prohibition on retaliation.

INITIAL REQUEST FOR INVESTIGATIVE INTERVIEW (WITNESS)

My name is [name] and I am conducting an investigation into allegations of a violation of [the policy] on behalf of [University/College]. It is my understanding that you may have information that would be helpful to this investigation. As such, I am writing to see if you would be willing to meet with the me to share any information that you might have. Please note that in order to protect the privacy of all of the folks involved in this matter, I am being intentionally vague in this message. When we speak, I will be happy to provide more information about my reasons for wanting to speak with you.

Please note that if you choose to speak with me, any information that you share may be included in my investigative report and record, which will ultimately be shared with both the reporting party and the accused party. Please be assured that the [College/University] strictly prohibits retaliation against a person who participates in this process and is committed to addressing any acts of retaliation that occur. _____

I am available to meet on [list options for availability]. Please let me know if you are willing and able to connect for approximately [expected duration of meeting] during that period of time.

REVIEW OF SUMMARY/NOTES/TRANSCRIPT

Thank you again for meeting with me. In a few moments you will receive an invitation to view the [transcript/summary] of our meeting. Please take time to review the [transcript/summary]. If there is any information that should be corrected, or that you would like to offer clarification about, please do so using the attached form. Please note that you are not required to provide comments or corrections if none are necessary. Please also know that the [college/university] expects that you keep this matter private and that you refrain from sharing this transcript with others.

Please return your transcript/summary review form or indicate to us that you have no comments or corrections on or before [date and time]. If we do not hear from you on or before that date, we will assume that you do not have any comments or corrections relating to the transcript.

If you have any questions, have trouble accessing the file, or if you need more time to respond, please do not hesitate to reach out to me.

EVIDENCE REVIEW

This message is being sent to both parties. I am writing to inform you that [the investigator] has concluded the initial fact gathering phase of their investigation. All of the evidence gathered by the investigative team has been assembled into a draft investigative record and is [attached to this email/will be shared via [name of secure server]]. If you have any issues regarding accessing the files on [name of server], please contact [name] (during normal business hours), at [phone or email].

You have 10 days to review the evidence and, if you wish, to respond. Your response is due [DATE].

You may provide a written response to the evidence, or any portion of it, including each interview summary. You may also submit a written request for additional investigation. Such a request may include, but is not limited to, the following:

- Comments about, and responses to, the evidence in the draft investigative record;

- Requests that the investigator interview additional witnesses, an explanation as to why those witnesses should be interviewed, and the names and contact information for those witnesses;
- Any additional evidence that the parties would like the investigator to review and consider;
- A list of questions that the party would like the investigator to consider asking the other party or a witness. If questions are submitted, the investigator will review those questions for relevancy.

The parties are advised that their submissions in response to the draft investigative record will be included in the final investigative record.

Following the parties' submissions, the investigator will conduct any additional investigatory steps that are deemed necessary. Once the investigation is complete, the investigator will prepare a written report summarizing all of the relevant evidence obtained during the investigation. The parties will be provided an opportunity to review the final investigative report and to submit responses to it.

All parties involved in the review of the evidence are required to keep the documents private, which includes the contents of the documents. No parties may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. Any breach of this duty by a student or College employee is subject to further disciplinary action by the College. Any breach of this duty by any advisor may result in removal of the advisor from any portion of the process or proceeding. Please let me know if you have any questions or concerns.

I will continue to update the parties on the progress of the investigation. If either party has any questions or requests for supportive measures, please do not hesitate to reach out. Finally, the parties are reminded of the [College's/University's] prohibition on retaliation.

REPORT REVIEW

I am writing to inform you that the investigation is now complete. The final investigative report will be provided to you and your advisor. You have 10 days to review the report and, if you wish, to provide a written response to the report, in writing. Your response is due [DATE].



Please submit any responses directly to [the investigator/Title IX Coordinator] at []. You may respond in one or both of the following ways:

Accessing the Report

The investigative report and all of the evidence that is directly related to this matter has been attached to this email.

OR:

You will receive an email from [name of server used] with a link. [Name of server] is the secure server we use in order to allow the parties to view evidence in Title IX cases. You will be asked to create an account, for which there is no charge. After you log in, you will have viewable access to the investigative report and the evidence files within the folder marked with your name. If you have any issues regarding accessing the files on [name of server], please contact [name] (during normal business hours), at [phone or email].

Safeguarding of Privacy

All parties involved in the review of the evidence are required to keep the documents private, which includes the contents of the documents. No parties may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. Any breach of this duty by a student or College employee is subject to further disciplinary action by the College. Any breach of this duty by any advisor may result in removal of the advisor from any portion of the process or proceeding. Please let me know if you have any questions or concerns.

If you have any questions about this investigation, or College policies, or the content of this notice, please do not hesitate to contact me.

GRAND RIVER

SOLUTIONS