

Brief Overview of Expectations for Investigators

This document is only a brief explanation of the role of an Investigator; it is not comprehensive. This document is created with the intention to give an idea of what may be expected in this role so that a list of interested volunteers can be collected in order to establish a pool of qualified and trained individuals at RCC.

The Scope of this Role:

Investigators will investigate reports that fall under RCC's Title IX Discrimination and Harassment Grievance Process and relevant Policy.

An Investigator will:

- Be required to receive training on RCC's Title IX Discrimination and Harassment Grievance Procedure and attend an additional investigator training from a third-party provider designated by the Harassment & Discrimination Response Team. Other annual refresher training commitments may also be required. Title IX training will be funded from the Title IX budget and not charged to your individual department.
- Collect information relevant to the incident. At minimum, this includes interviewing:
 - Complainant(s) -- the person(s) making the report
 - Respondent(s) -- the person(s) alleged of misconduct
 - Relevant witnesses or other parties
- Write a report that will be sent to a Hearing Officer, the complainant(s), and respondent(s) which summarizes the information gathered.
- Remain neutral with all parties throughout the entire process.
- Provide information about their role as fact gatherer if a hearing is necessary.

An Investigator will not:

- Act as an advocate or activist.
- Show bias towards or against any party involved.
- Determine sanctions/outcomes.
- Operate outside of established policies and procedures.
- Conduct themselves in a hostile or aggressive manner.
- Share any information they learn as part of their investigation in the grievance process unless authorized to do so.

The Benefits of this Role Within the Community:

A successful RCC community is one that is committed to providing a safe learning/working environment that respects the rights of all individuals. An Investigator directly contributes to a safe learning/working environment by looking into reports that undermine the necessary respect for the rights of others in the community.

This role is distinctly unique in that Investigators will interview involved parties (complainants, respondents, witnesses, etc.). These affected groups may experience only a few situations in their lives where they can talk openly about the incident and have someone listen. Investigations balance an understanding of what parties *want* and Title IX Investigators *need* from the interview experience while also remaining neutral. Though an

Investigator must remain neutral and unbiased, their work affirms RCC's standards of appropriate conduct and illustrates how we as a community respond to these allegations seriously.

Estimated Time Commitment

Staff and faculty who are trained as Investigators will be called upon as needed. Since the number of reports varies year to year, there is no predetermined number of cases to anticipate. The overall time to complete an investigation also depends upon variables including but not limited to: the number of people to interview, availability of participants, and complexity of the case.

Consideration is given in the event that an Investigator that is called upon communicates their inability to participate due to unavailability or conflicts of interest. For instance, if you are unavailable due to workload during certain times of the year/term, these times would be taken into consideration when assigning cases.

Because time commitments shift from case to case, it is important to discuss with your supervisor about your ability to volunteer for this opportunity.

Interested candidates should already come equipped with the following skills:

- Confidence in the ability to be trained as an Investigator.
- Ability to work both independently and as part of the expanded team which supports the work of the Harassment & Discrimination Response Team.
- Ability to be comfortable in recording, discussing, and using explicit language regarding profanity, body parts, sexual acts (including sexual assault, sexual violence), discrimination, etc. and the ability to have open conversations regarding these topics.
- Strong ability to analyze difficult problems and make well-reasoned, sound decisions.
- Ability to utilize judgment, diplomacy, and equity while working with a diverse population.
- Ability to work under pressure and balance competing deadlines.
- Excellent communication skills, including the ability to prepare reports and present such information as necessary for appeal hearings.
- Sound organizational and administrative skills, including accurate data entry, documentation of interview meetings, and organization of work schedule.
- Strong analytical, research, and training skills.

And if not already familiar, should have a willingness to learn:

- How to impartially investigate, evaluate, and assess while also upholding discretion and privacy.
- Literacy of modern social apps/trends (TikTok, Tinder, Grindr, Instagram, etc.)
- Knowledge of due process rights.
- Knowledge of and ability to communicate RCC policies and procedures.
- General knowledge of laws, policies, and procedures related to Title IX including:
 - FERPA
 - Department of Ed's federal regulations
 - Violence Against Women Act (VAWA)
 - Campus Sexual Violence Elimination Act (Campus SaVE)
 - Clery Act, etc.

Other considerations:

- Be aware this role may require the need for faculty and staff to investigate their peers as the policies related to harassment and discrimination are equally applied to all students, staff, and faculty.
- Due to the nature of investigations, the information you know is private and can never be discussed with others outside of individuals involved in the investigation.
- There can be secondary trauma and compassion fatigue—especially when processing through traumatic experiences with someone else.