

Investigator Checklist

- Present Complainant and/or Respondent with Consent to Remove and Search Form, if applicable
- Collect evidence
- Create Inventory List for all Collected Items of Potential Evidence
- Sign and date Evidence Inventory and Receipt Form as first recipient
- Interview Complainant
- Write Complainant Memorandum of Interview
- Transcribe Complainant Interview (if recorded)
- Interview Respondent
- Write Respondent Memorandum of Interview
- Transcribe Respondent Interview (if recorded)
- Interview Witnesses
- Write Witness Memorandum of Interview (may be multiple memoranda)
- Transcribe Witness Interview(s) (if recorded)
- Write Executive Summary of Investigation
- Write Factual Report of Investigation
- Combine Executive Summary, Factual Report of Investigation, Memoranda of Interviews, interview recordings and transcripts, evidence inventory and receipt form, and collected evidence to create Investigation Report
- Submit Investigation Report to Title IX Coordinator