

Please review items below and determine applicability to the situation. If you have questions or are unsure, seek professional and/or legal advice.

- * Read and completely understand the entire report before proceeding. Try not to form an opinion until the allegation has been investigated.
- * Consult with administrators who "need to know"; otherwise keep information confidential.
- * If you are closely associated with the facts of the report or individuals involved (including witnesses) remove yourself from the investigation and assign it to another.
- * If the report requires legal counsel, consider reporting to the Risk Management Coordinator for assistance.
- * Categorize the allegations before you begin, to ensure you are directing the investigation to the correct channel. Criminal = police
Legal = attorney/WSRMP

On a separate sheet, summarize any conversation with the complainant. Attach any applicable written documentation. For verbal reports, ask enough questions to completely understand the complaint: who, what, when, where, why, for how long, who else has knowledge of actions, how did this make you feel, what would you like to have happen as a result of this investigation.

Date Received: <input style="width: 90%;" type="text"/>	Time Received: <input style="width: 90%;" type="text"/>
Received by: <small>(signature)</small> <input style="width: 90%;" type="text"/>	Position: <input style="width: 90%;" type="text"/>
Complainant: <input style="width: 90%;" type="text"/>	Position: <input style="width: 90%;" type="text"/>

1. DETERMINE APPLICABLE POLICY THAT WAS VIOLATED

- Yes No Has complaint alleged violation of:
- Discrimination Policy # Harassment Policy # Sexual Harassment #
- Yes No Did the complainant identify violation of a policy based on a protected status?
- Yes No Was the appropriate policy given to complainant? (If yes, please list policy)
- Yes No Has the complainant previously reported the harassing conduct? (Date)
- Yes No Does the complainant have additional supporting documentation? (Attach)
- Yes No Did you notify complainant to keep the information confidential?

2. DETERMINATION PLAN OF ACTION

- Yes No Determine appropriate District procedure/protocol to follow for policy alleged violated. (Policy No.)
- Yes No Conduct interviews with complainant, accused and witnesses. Remind just "facts" in all writings, keep confidential, and only share with those who need to know.
- Yes No Does the complainant specify when the first and last harassing acts occurred? 1st Most recent
- Yes No Has the complainant specified why the conduct is occurring or is unwelcome?
- Yes No Is it necessary to report the complaint to law enforcement?
- Yes No Have you notified the District administration, counsel, and/or WSRMP regarding the complaint?

3. DECISION TO INVESTIGATE

- Yes No Will investigation be handed externally? District Attorney WSRMP
- If investigation is to be handled internally, ensure that:
- The investigator does not have any appearance of bias.
 - There is no supervisory relationship with the accused.
 - No family or close personal relationship exists with the complainant.
 - There is no vested interest in a particular outcome.

4. PRE-INVESTIGATION

- Yes No Has the accused been "locked out" of the computer network?
- Yes No Has video surveillance been secured?
- Yes No Has the IT Department secured all electronic data, regardless if it may contain any evidence?
- Yes No Does the accused need to be on paid administrative leave?

If yes:

- Direct the accused to be available on home phone during contract hours.
- Direct the accused not to discuss the issue with staff, students, their families, and other witnesses while the investigation is pending.
- Direct the accused, in writing, not to come onto District property or attend District events.
- Administrator collects school identification and District issued keys of the accused.
- Notify custodial staff and building security the individual is restricted from building access until further notice.
- Administrator communicated the anti-retaliation directive to the accused.

5. INVESTIGATION INTERVIEWS

- Yes No Has each witness been notified of the District's anti-harassment and retaliation policy?
- Yes No Has each witness had a reasonable opportunity to be heard?
- Yes No Does the investigation comply with all time lines in the District's anti-harassment policy?
- Yes No Does the complainant indicate why the conduct is occurring or is unwelcome?
- Yes No Has the witness previously reviewed the District's anti-harassment policy and attended training?
- Yes No Have interview notes and investigation materials been secured?

6. FINDINGS OF THE FACT

- Yes No Does the investigation make formal findings of fact and resolve credibility determinations?
- Yes No Has the investigator provided a written and reasonable account of the relevant events?
- Yes No Was the discipline imposed in accordance with the applicable CBA?
- Yes No Does the discipline deter future conduct and ensures the actual conduct stops?
- Yes No Were the complainant and material witnesses provided notification at end of investigation?
- Yes No Was the complainant advised to report any additional incidents that occur in the future?

Identify decision makers for any discipline:

Document subsequent training:

Document any other action taken:

Task Form Completed By:

Date