

Title IX Investigations

Interview Guidelines

Ground Rules

Hello, my name is _____. Today is _____. I am interviewing _____ at _____.
Interviewer Date Person Location

My job is to talk to students (People) about things that have happened to them. I meet with lots of students (People) so that they can tell me the truth about things that have happened. I'll be asking you questions about what has happened.

- 1- If I ask you a question and you don't know what I mean, you can say, "I don't know what you mean" and I will ask the question in a different way.

If I don't know what you mean, I will ask you more questions, Okay?

It is very important that we both understand what we are discussing.

- 2- If I ask you a question and you DO know the answer, then tell me.

If I ask you a question and you DON'T know the answer, Don't guess, just say, "I don't know."

When we are talking, if there is something that you DO remember, but DON'T feel like talking about, please tell me that you are not comfortable talking about it, instead of, "I don't remember." Okay?

- 3- I might make a mistake or say something that is wrong while we are talking. If I do, please tell me that I'm wrong. I also want you to correct me. It is just fine for you to correct me if I say something wrong.

Once again, it is very important that we both understand what we are discussing.

- 4- While we are talking today it is very important that you tell me the truth. You should only tell me about things that have really happened.

- 5- Do you promise to tell me the truth?

Rapport Building

1- Before we start, I would like to get to know you a little bit better. Tell me _____

a- **Some things that you like to do.** (Looking for action words) (Avoid talking about video games and fantasy in general)

b- **What has been your best experience here at school?**

c- **What is your favorite activity outside of school?**

(These are suggested questions, Pick **ONE** that is most appropriate. **AVOID** asking about anything related to the allegation.)

2- **Tell me more about** (ACTION, mentioned by the subject)

OR

2a- **What happens when you** (ACTION, mentioned by the subject)

3- **Tell me about** (Pick a SECOND activity mentioned. **AVOID** asking about anything related to the allegation)

a- **Where you are from?**

b- **What are you studying?**

c- **What is your favorite class?**

d- **What has been your best experience here at school?**

e- **What is your favorite activity outside of school?**

4- **Tell me more about** (ACTION, mentioned by the subject)

OR

4a- **What happens when you** (ACTION, mentioned by the subject.)

5- I want you to think about something that happened (at home, at school, over the weekend, AVOID the allegation at this point) **that made you unhappy.**

5a-Tell me more about (ACTION, mentioned by the subject)

OR

5b- What happens when you (ACTION, mentioned by the subject)

6-Thank you for telling me about that. Now you know that you can tell me both good things and bad things

Episodic Memory Practice

1- I want to understand the things you do a little bit better. Think about today and tell me everything that has happened so far.

- a. Tell me more about _____.**
- b. And then what happened _____.**
- c. You talked about _____. Tell me everything about _____.**
- d. Tell me exactly what happened when _____.**
- e. What happened next?**

OPTIONAL QUESTIONS

- f. Think really hard and tell me what happened from the time you woke up until _____. (pick a portion of the event that was mentioned.)**
- g. I don't want you to leave anything out. Tell me everything that happened from (detail mentioned) until (a subsequent detail mentioned, OR until you went to bed.)**
- h. I want to make sure that I understand, tell me (How it started / more about the part where / how it ended, etc.)**

2- Thank you for telling me about your day. When we are talking, it is very important that you tell me everything that you remember without leaving anything out.

Transition

- 1- **Now that I know you a little better, I understand that something has happened. Tell me everything from start to finish without leaving anything out.**

INVESTIGATING INITIAL DISCLOSURE

1-You said, (allegation mentioned) Tell me everything that happened / happens.

- a. Tell me more about _____.
- b. And then what happened _____.
- c. You talked about _____. Tell me everything about _____.
- d. Tell me exactly what happened when _____.
- e. What happened next?

OPTIONAL QUESTIONS

- f. Think really hard and tell me what happened from the time you woke up until _____. (pick a portion of the event that was mentioned.)
- g. I don't want you to leave anything out. Tell me everything that happened from (detail mentioned) until (a subsequent detail mentioned, OR until you went to bed.)
- h. I want to make sure that I understand, tell me (How it started / more about the part where / how it ended, etc.)

IF DIRECTIVE QUESTIONS ARE NEEDED RELATING TO THE INFORMATION MENTIONED BY THE SUBJECT

- 1- You said / talked about _____. Where / What / Who / How _____?

Continued —→

2-Did (Repeat allegation that was disclosed) happen one time or more than one time?

(If one time, exhaust the narrative then go to page 11, “Break”)

(If more than one time, continue to page, 9, “Separating the Incidents”)

SEPARATING THE INCIDENTS

1. **Tell me everything that happened** (Using the label put on the incident by the subject.)
2. **Tell me everything that happened** (Another time / When something different happened / A time you remember the most.)
 - a. **Tell me more about** _____.
 - b. **And then what happened**_____.
 - c. **You talked about** _____. **Tell me everything about**_____.
 - d. **Tell me exactly what happened when**_____.
 - e. **What happened next?**

OPTIONAL QUESTIONS

- f. **Think really hard and tell me what happened from the time you woke up until**_____. (pick a portion of the event that was mentioned.)
- g. **I don't want you to leave anything out. Tell me everything that happened from** (detail mentioned) **until** (a subsequent detail mentioned, OR until you went to bed.)
- h. **I want to make sure that I understand, tell me** (How it started / more about the part where / how it ended, etc.)

Continued —————>

IF DIRECTIVE QUESTIONS ARE NEEDED RELATING TO THE INFORMATION
MENTIONED BY THE SUBJECT

**1- You said / talked about _____ . Where / What / Who /
How _____ ?**

BREAK

1. I want to make sure that I understand everything that you said, and see if there is anything else that I need to ask you. I am going to take a short break and go over my notes. You stay here and think about if there is anything else that you have forgotten to tell me, or if there is something that I forgot to ask you. I will also answer any questions you have when I come back. I will be back shortly.

(Interviewer leaves the room to confer with the partner observer, and /or review their own notes.) (Remember, either the interviewer or interviewee must remain on camera at all times.)

(Interviewer returns)

2. Did you think of anything else that we need to talk about while I was gone?
3. I would like to talk to you some more about_____.

(MORE DIRECTIVE OR OPTION-POSING QUESTIONS ARE APPROPRIATE FOR CLARIFICATION AT THIS POINT.

REMEMBER, ALWAYS FOLLOW A DIRECTIVE OR OPTION-POSING QUESTION WITH AN OPEN ENDED QUESTION!

FOLLOW UP

1. **How did you feel when** (Repeat allegation mentioned by the subject?)
2. **Tell me more about feeling**_____.

(If the subject discloses emotion) (If the subject discloses physical sensation)



OR



- a. **How did your body feel?**
- b. **What were you thinking when** (Repeat allegation?)

CLOSING

- 1. We've talked about a lot of things today. I want to thank you for helping me understand what has happened.**
 - a. What else do you want to tell me?**
 - b. What else do you think that I should know?**
 - c. Do you have any questions for me?**
- 2. If you remember something or think of something that you think I should know about after you leave today, you can contact our office at _____ and arrange to talk again.**
- 3. Thank you for coming in today. We are all finished.**