

Title IX

Checklist: Avoiding Common Investigation Mistakes

Avoiding Mistake 1: Failing to Investigate

- [] Never ignore complaints.
- [] Make sure you have exhausted all options before you decide not to investigate further.

Avoiding Mistake 2: Delay

- [] Get started right away.
- [] If you have a good reason for waiting, put it in writing.

Avoiding Mistake 3: Inconsistency

- [] Don't punish one employee more severely than another for similar misconduct.
- [] Investigate misconduct if your school has investigated similar problems in the past.
- [] Make sure your own biases aren't influencing your decisions.

Avoiding Mistake 4: Retaliation

- [] Warn employees that retaliation will not be tolerated.
- [] Ask the complaining employee to immediately report retaliation.
- [] If you must separate workers, move the accused worker, not the worker who complained.

Avoiding Mistake 5: Failing to Be Thorough

- [] Investigate every serious complaint or problem thoroughly and carefully.

Avoiding Mistake 6: Compromising Confidentiality

- [] Reveal investigation information only on a need-to-know basis.
- [] Avoid making negative statements about current or former employees.
- [] Don't say anything unless you know it's true.

Avoiding Mistake 7: Losing Objectivity

- [] Remember your role: You work for the school.
- [] Get help if you need it.

Avoiding Mistake 8: Strong-Arm Investigation Tactics

- [] If an employee wants to end an interview, let the employee leave.
- [] Don't physically restrain employees by locking doors or blocking the exit.
- [] Discipline employees who fail to cooperate with the investigation.