

# Title IX Interview Script

## COMPLAINANT

My name is \_\_\_\_\_. I have been [retained/appointed] by the District as a Title IX Officer to conduct a review of a complaint involving allegations of sexual harassment and/or hostile work environment.

It is my understanding that you have made a complaint of sexual harassment and/or hostile work environment. It is also my understanding that you

[submitted a written complaint on \_\_\_\_\_ to ME/INSERT NAME OR NAMES OF THE DISTRICT EMPLOYEE WHO REPORTED THE VERBAL COMPLAINT]

OR

[made a verbal complaint on \_\_\_\_\_ to INSERT NAME OR NAMES OF THE DISTRICT EMPLOYEE WHO REPORTED THE VERBAL COMPLAINT]

The substance and summary of your complaint and the allegations are as follows: [*INSERT A SUMMARY OF THE ALLEGATIONS FROM THE COMPLAINT*]. As part of my review, I need to ask you some questions about your complaint and the facts and circumstances you have alleged. At this time, I have no information that you personally have engaged in any misconduct and I do not suspect that you have. You are here only because you may have made a complaint of harassment.

This matter is considered highly sensitive and confidential. I ask that you not speak about our conversation, or my questions, with anyone in the District including the Superintendent of Schools. I ask that you do not discuss the contents of my questions or your responses with anyone. If you do feel the need to discuss this matter with a union representative because you feel it necessary to do so, I am not interfering in your right to consult with your union, but I ask that you inform your representative that this matter is highly sensitive and confidential and should not be shared with anyone else.

You should also know that retaliation of any kind, either against you or by you, is strictly prohibited for your participation in this investigation and your providing me with information. If at any time after our meeting and interview today you feel you are being retaliated against for either making a complaint or for your participation in this interview, I would direct you to contact the District's Title IX Coordinator immediately and, if it is necessary, he/she will contact me to follow up on that matter as part of my review.

I will attempt to keep whatever information you provide to me as confidential as possible, but ultimately, I will prepare a report of findings and recommendations to the District. In my professional judgment I must disclose your name or you as the source of information as part of my final report and findings, I will only do so where required and with the understanding that District and the Board of Education considers this matter highly confidential, and that to the extent permissible under the law, names, confidential information, and the content of your interview will not be shared with the general public.

At this time, you should now that I am simply in the evidence gathering phase. I have not reached any conclusions; I simply am interested in gathering as much information as you can provide. Keep in mind, I am only interested in what you heard, or saw, or know. If you do not remember something or cannot recall something, I do not know or I do not recall is a perfectly acceptable response.

If you do not have any questions, I appreciate you taking the time to meet with me to discuss this important matter.

My name is \_\_\_\_\_. I have been [retained/appointed] by the District as a Title IX Officer to conduct a review of a complaint involving allegations of sexual harassment and/or hostile work environment. As part of my review, your name came up as someone who may have information relevant and pertinent to the scope of my investigation and review, which is a review of allegations of [Provide a brief description of type of complaint – i.e., SEXUAL HARASSMENT/HOSTILE WORK ENVIRONMENT/etc.].

As part of this process, I have no information that you personally have engaged in any misconduct and I do not suspect that you have. You are here only because you may have been a witness and may have pertinent information. This matter is considered highly sensitive and confidential. I ask that you not speak about our conversation, or my questions, with anyone in the District including the Superintendent of Schools. I ask that you do not discuss the contents of my questions or your responses with anyone. If you do feel the need to discuss this matter with a union representative because you feel it necessary to do so, I am not interfering in your right to consult with your union, but I ask that you inform your representative that this matter is highly sensitive and confidential and should not be shared with anyone else.

You should also know that retaliation of any kind, either against you or by you, is strictly prohibited for your participation in this investigation and your providing me with information. If at any time after our meeting and interview today you feel you are being retaliated against for your participation in this interview, I would direct you to contact the District's Title IX coordinator Assistant Superintendent Tavernia immediately and, if it is necessary, she will contact me to follow up on that matter as part of my review.

I will attempt to keep whatever information you provide to me as confidential as possible, but ultimately, I will prepare a report of findings and recommendations to the Board of Education. If in my professional judgment I must disclose your name or you as the source of information as part of my final report and findings, I will only do so where required and with the understanding that Board of Education considers this matter highly confidential, and that to the extent permissible under the law, names, confidential information, and the content of your interview will not be shared with the general public.

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If you do not have any questions, I appreciate you taking the time to meet with me to discuss this important matter.

My name is \_\_\_\_\_. I have been [retained/appointed] by the District as a Title IX Officer to conduct a review of a complaint involving allegations of sexual harassment and/or hostile work environment. As part of my review, it has been alleged that you have engaged in conduct that constitutes sexual harassment and/or you have created a hostile work environment based upon sex. The substance of the allegations are as follows: [Provide a brief description of type of complaint with sufficient details to put the accused on notice – i.e., SEXUAL HARASSMENT/ HOSTILE WORK ENVIRONMENT/etc.].

IF THE EMPLOYEE IS A UNION EMPLOYEE

**WEINGARTEN RIGHTS**

The purpose of my interview today is to ask you about the substance of the allegations that have been made against you. As an investigatory interview, because your answers to my questions could be used against you, you have the right to request the presence of a union representative. If you have not requested a union representative before today's meeting, I will give you an opportunity now to do so or request that you provide me a written statement that you are declining such representation.

**[FOR TEACHERS:** Regardless of whether you choose to be represented by a union representative, you may invoke your CADET rights to refuse to respond to my questions. However, I will still ask you the questions that I need to ask, and you are free to invoke your CADET rights to each and every specific question if you so choose.]

OR

**[FOR NON-TEACHERS:** You should know prior to electing whether to have a union representative present that your failure to answer to my questions honestly and truthfully can be the basis for discipline.]

**GARRITY WARNINGS**

Further, because the District is requiring you to participate in this interview process under the threat of discipline and/or discharge, you are entitled to additional notice of your rights prior to answering questions as it relates to potential criminal liability, should any exist. Those rights include the following:

1. You are NOT required by law to offer any information if you so choose.
2. You should provide truthful answers if you choose to answer.
3. You may face disciplinary action from the District, including and up to possibly termination, if you decline to answer questions or refuse to cooperate.
4. Any information offered during the interview **will not** be used against you in a subsequent criminal proceeding.

This matter is considered highly sensitive and confidential. I ask that you not speak about our conversation, or my questions, with anyone in the District including the Superintendent of Schools. I ask that you do not discuss the contents of my questions or your responses with anyone. If you do feel the need to discuss this matter with a union representative because you feel it necessary to do so, I am not interfering in your right to consult with your union, but I ask that you inform your representative that this matter is highly sensitive and confidential and should not be shared with anyone else.

You should also know that retaliation of any kind, either against you or by you, is strictly prohibited for your participation in this investigation and your providing me with information. If at any time after our meeting and interview today you feel you are being retaliated against for your participation in this interview, I would direct you to contact the District's Title IX coordinator Assistant Superintendent Tavernia immediately and, if it is necessary, she will contact me to follow up on that matter as part of my review.

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