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# 2023 Title IX Training Academy – Module 2

## Title IX Investigator Training for School Districts & County Offices

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### Part 2

October 23, 2023

Presented by:

Jacqueline Hang, Senior Associate  
jhang@aalrr.com • (916) 923-1200

Beverly Ozowara, Senior Associate  
beverly.ozowara@aalrr.com • (951) 683-1122





# Title IX

## Module 2:

### Title IX Investigator Training for K-12 Districts & COEs

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0

## Agenda

- Reminder of Investigator Role
- Build a Draft Report of Evidence and Attachments
- Share Draft Report of Evidence with the Parties and Advisors
- Prepare & Share Final Investigative Report
- Application to Hypothetical: Undisputed and Disputed Material Evidence
- Conclusion







1

1

Investigator  
Role:

– Prepares and provides a **Draft Report of Evidence and Attachments** to Complainant/Advisor & Respondent/Advisor for review and comment; investigator gathers more evidence and/or revises, as needed

– After considering responses, prepares and provides **Final Investigative Report** to Parties/Advisors for review and comment; report describes relevant disputed and undisputed material facts

– Investigator does **not** make factual findings or decision about whether Respondent has engaged in sexual harassment

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2

2

BUILD A DRAFT REPORT OF  
EVIDENCE AND ATTACHMENTS

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3

3

## Draft Report of Evidence and Attachments

- Before *completing* the investigation, provide a **Draft Report of Evidence and Attachments** to both parties & advisors via electronic format or a hard copy.
  - Parties shall have an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the allegations, including evidence which the investigator does *not* intend to rely upon, as well as inculpatory and exculpatory evidence regardless of where it was obtained, so the parties can meaningfully respond to the evidence *before* the conclusion of the investigation.
  - Prior to completion of the final investigative report, the parties must have at least 10 days to review the evidence and submit written responses for the investigator's consideration.
- During this review process, the investigator must share any new evidence with the parties and continue the investigation related to new information, if needed.  
See 34 CFR §106.45(b)(5)(i-vii)

## Contents of Draft Report of Evidence and Attachments

- Cover Page
- Body of Report with Headings
  - **Brief Introduction**
    - Date of formal complaint
    - Date investigator assigned
    - Name of Complainant and Respondent, with brief summary of allegation(s) against Respondent
    - Summary of scope of the investigation consistent with Notice of Allegations
    - *Type of writing*: Clear, concise, easy to read and understand; this section of the report sets the stage and provides first impression

## Contents of Draft Report of Evidence and Attachments

- Body of Report with Headings, continued
  - **Investigative Background**
    - List witnesses interviewed
      - Note unavailable witnesses & efforts to reach, refusals to participate, or decisions not to interview
      - Note advisor names, if any
      - Note any advisements, protocols, releases, and/or agreements, if any
    - List documents reviewed, released, unavailable, withheld, or not sought
    - List evidence not considered, not released, unavailable, withheld, or not sought
      - Examples may include audio/visual information, previously deleted evidence, or privileged information (e.g., mental health files, SANE evidence, etc.)

## Contents of Draft Report of Evidence & Attachments

- Body of Report with Headings, continued
  - **Investigative Background**
    - Relevant Policies and Procedures/Regulations guiding the investigation
      - Summarize and/or quote relevant parts
    - Evidentiary Standard for the Complaint Process
      - Preponderance of the Evidence or Clear and Convincing Evidence
    - Independence of the Investigator
    - Timing or Duration Issues
    - Other, if needed
    - *Type of Writing*: Demonstrates impartiality, fairness, and thoroughness of your investigation methods & your consideration of issues raised; preemptively addresses various reader questions (parties, decision-maker, appeal officer, etc.)

## Contents of Draft Report of Evidence & Attachments

- Body of Report with Headings, continued
  - **Evidence Regarding Allegations**
    - Complainant's Allegations & Perspective
      - Include interview summary and summary of documents provided by Complainant, if any
    - Respondent's Response & Perspective
      - Include interview summary and summary of documents provided by Respondent, if any
    - Witness Perspectives
      - Include interview summary and summary of documents provided, if any, by each witness

## Contents of Draft Report of Evidence & Attachments

- Body of Report with Headings, continued
  - **Evidence Regarding Allegations**
    - Documents or Other Evidence Gathered
      - Screenshots, photographs, text messages, videos, audio recordings, etc.
      - School calendars, bell schedules, and/or campus maps
      - Student or employee handbooks
    - Closing Statement
      - “This concludes the confidential Draft Report of Evidence”
    - *Type of Writing*: Write in a simple, clear, and “readable” style **without** altering the content or the meaning of the parties’ or witnesses’ testimony; use legal thinking to help identify and summarize the relevant, directly related, and material information for the parties, Decision-Maker, and other readers

## SHARE DRAFT REPORT OF EVIDENCE WITH PARTIES AND ADVISORS

## Do you Need Consent & Release Agreements?

- Consider seeking Student/Parent Acknowledgement of the District's requirement to Share Evidence with Parties and Advisors within the Title IX process
- Optional: Seek written consent from Complainant for the District to speak with to the Respondent and both party advisors about the specific Title IX complaint process
- Optional: Seek written consent for the District to provide the Parties and Advisors with the opportunity to review the Draft Report of Evidence and Attachments or other confidential documents
- Overall goal: Assert authority or seek permission to review confidential pupil records within the Title IX complaint process and to maintain confidentiality outside of the Title IX complaint process

## Consider Agreements with Outside Advisors

- Consider seeking Agreement from Advisors Not to Disclose Confidential Information Outside of the Title IX Complaint Process
  - Seek agreement with Advisors to maintain the privacy and confidentiality of the records and evidence shared with Advisors during the complaint process
  - Seek agreement with Advisors not to share the records and evidence with other witnesses during the process or with the public outside of the Title IX process. Clarify that Advisors cannot use the records or evidence for purposes not explicitly authorized by the agreement
  - The District may restrict the role of any Advisor who does not respect the sensitive and confidential nature of the complaint process or who fails to abide by the District's privacy expectations; apply restrictions equitably

## Consider Redaction, Initials, or Pseudonyms

- Another tool to help protect confidentiality is to provide the Draft Report of Evidence and Attachments with:
  - Use redacted names
  - Use initials instead of full names
  - Use pseudonyms (i.e., Complainant, Respondent, Witness 1, Witness 2, etc.)
- Provide a “key” to the Parties and Advisors via a different delivery method to reduce risk of public disclosure



## Consider Logistics of Electronically Sharing Evidence

- Sharing the Draft Report of Evidence and Attachments Electronically
  - The goal is to allow the review of evidence with tools to maximize the confidentiality of the information and minimize the ability to share the confidential information or documents with people other than advisors
  - Consult IT staff about electronic options available within your organization
  - Electronic options may include, but are not limited to:
    - Dropbox
    - Google Drive
    - Adobe
    - One Hub
    - Box
    - Lock Lizard
    - One Drive



14

14

## Consider Logistics of Physically Sharing Evidence

- Sharing a Physical Copy of the Draft Report of Evidence and Attachments
  - The goal is to provide a physical review of evidence while maximizing confidentiality and minimizing the ability to share confidential information or documents with people other than advisors
  - Provide physical documents for review on-site during arranged times
  - Locations may include conference room, empty classroom, after hours in library, or other office space
- Allow multiple opportunities and lengths of time for review
- Retrieve the physical documents after each review, and provide the same physical documents for additional reviews



15

15

## Impact of Sharing Draft Report of Evidence

- During review of the evidence, the Parties or Advisors may:
  - Notice missing information
  - Review evidence that elicits an additional response, triggers a memory, helps identify other relevant documents or additional witnesses, and/or identifies additional questions for witnesses
  - Identify and understand the evidence that will not be relied upon during the complaint process
  - Seek informal resolution process before the determination
  - Identify potential investigator bias, conflict of interest, or lack of impartiality
- Investigator should report any issues to the Title IX Coordinator, as appropriate

## PREPARE & SHARE FINAL INVESTIGATIVE REPORT

## Final Investigative Report - Overview

- Prepare a **Final Investigative Report** that **fairly summarizes the relevant evidence**
  - Relevant evidence includes the **who, what, where, when, why, and how** information for each **material** allegation within the scope of the investigation
  - Relevant evidence *may* also include pointing out the weight of the evidence related to consistency/inconsistency, corroboration/lack of corroboration, plausibility/improbability, opportunity/lack of opportunity to observe, and material omissions or admissions
- The Final Investigative Report helps the Decision-Maker understand the relevant evidence in order to help the Parties engage in written cross-examination and to ultimately make factual findings & a decision

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18

18

## Contents of Final Investigative Report

- Similar Organization of Draft Report and duplication
- Amend Title of Cover Page
- Mostly the Same Headings as the Draft Report
  - **Introduction**
  - **Investigative Background**
    - Update the Investigative Background to include the Party's feedback and any new evidence
  - **Evidence Regarding Allegations**
    - Update the Evidence Section with any new evidence obtained by the Parties or Witnesses
  - **Fairly Summarize the Relevant Evidence for the Parties and Decision-Maker**
  - **Identify Undisputed and Disputed Material Facts**
    - Mention Investigator's observations about the weight of the evidence

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19

19

## Share Final Investigative Report with Parties

- Provide the ***Final Investigative Report*** to each Party and the Party's Advisor(s) in an electronic format or hard copy for review and written response at least 10 days prior to the time of determination of responsibility by the Decision-Maker
- Investigator reviews written responses, attaches the written responses to the report, and delivers the Final Investigative Report to the Title IX Coordinator, Decision-Maker, and the Parties
- Unless the Decision-Maker has procedural questions or requests for additional information from the Investigator, the investigation phase of the Title IX complaint process is complete
- The Investigator could be called as a witness in a decision-making process, a hearing, an appeal, or for a student or employee discipline hearings

## Application: Undisputed and Disputed Material Evidence

- Compare Complainant's version of events (1-7) with Respondent's version of events (A-H)
  - What material information is ***not*** in dispute or **UNDISPUTED**?
  - What material information is in dispute or **DISPUTED**?
  - Consider creating a chart to see things side-by-side
  - Audience Discussion of Undisputed and Disputed *Material* Facts**

## Conclusion: Seek Assistance When Needed

- The Title IX regulations and the Office for Civil Rights' commentary and Q&A Documents include extensive, complex, and legalistic principles
- When in doubt, consider seeking:
  - Additional training opportunities
  - Advice from legal counsel
  - Opportunities to shadow an experienced investigator
  - Legal counsel review of your Draft Report of Evidence or your Final Investigative Report
  - Outside, trained professionals to investigate for your educational entity

# Question & Answer Session

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24

24

# Thank You

For questions or comments, please contact:

{ Jacqueline D. Hang  
(916) 923-1200  
jhang@aalrr.com }

{ Beverly A. Ozowara  
(951) 683-1122  
Beverly.Ozowara@aalrr.com }



25

## Jacqueline D. Hang

Senior Associate  
916-923-1200  
jhang@aalrr.com



Through the power of teamwork, diverse minds can achieve greatness together.

Jacqueline Hang represents California public school districts, community college districts, and county offices of education in all areas of general education law; employment matters such as discrimination, harassment, dismissal, and reasonable accommodation requirements; student discipline issues such as harassment and bullying charges; and First Amendment rights. Ms. Hang conducts workplace investigations for public school districts, and provides legal counsel on matters involving human resources and student services. She is also a member of the firm's Title IX group. In addition, she provides counsel for a full range of legal issues relating to charter schools, including operational compliance review and monitoring, complaint investigations, petitions and appeals, and operating agreements.

### Publications

Ms. Hang contributes to the firm's school law publications.

### Community & Professional

- Sacramento County Bar Association, Member
- Asian Pacific Bar Association of Sacramento, Member
- National Asian Pacific American Bar Association, Member

### OFFICE

2151 River Plaza Drive  
Suite 300  
Sacramento, CA 95833

### EDUCATION

J.D., University of the Pacific,  
McGeorge School of Law  
B.A., University of California, Berkeley

### ADMISSIONS

2015, California

### PRACTICE AREAS

Board Governance  
Charter Schools  
Discrimination & Harassment  
Education  
Employee Performance & Evaluation  
Equity in Education/Office for Civil Rights  
Investigations  
Student Discipline

## Beverly A. Ozowara

Senior Associate

951-683-1122

beverly.ozowara@aalrr.com



Beverly Ozowara represents educational agencies throughout Southern California in all matters, from providing general advice and counsel to representing agencies in court. Her experience includes investigating, interviewing, and counseling clients in cases of education-related discrimination; representing clients in due process hearings, school meetings, and disciplinary proceedings; analyzing and reviewing contracts; and composing various documents, including settlement demand letters, complaints, mediation briefs, and written discovery, in preparation for trial.

While in law school, Ms. Ozowara served as the Executive Managing Editor for the *Los Angeles Public Interest Law Journal* and the Director of Communications for the Western Region Black Law Students Association.

### Publications

Ms. Ozowara is an active contributor to the firm's various alerts, articles, and blogs.

### OFFICE

3880 Lemon Street  
Suite 350  
Riverside, CA 92501

### INDUSTRIES

Educational Agencies

### EDUCATION

J.D., Loyola Law School  
B.A., University of Notre Dame

### ADMISSIONS

2014, California  
U.S. District Court, Central District of  
California

### PRACTICE AREAS

Education Litigation  
Investigations  
Labor & Employment Law  
Student Discipline