**COMMUNICATION TO RESPONDENT**

**Title IX – Formal Investigation**

General Procedures Manual: [N-2-11](https://www.cocc.edu/policies/general-procedures-manual/nondiscrimination-sexual-harassment/title-ix-formal-investigation-decision-appeal.aspx)

1. Summary of the allegations, including date(s) and location(s) of incident(s) and identity of parties, if known;
2. The alleged policy violation;
3. Title IX formal investigation and appeals process overview;
4. Potential sanctions and remedies;
5. Evidentiary standard, including a statement that the respondent is presumed not responsible for the alleged actions until the hearings officer has an opportunity to review the investigatory report;
6. Statement on COCC’s non-retaliation policy;
7. Statement on process privacy;
8. A statement on each party’s requirement to have a College-appointed advisor or advisor-of-choice each stage of the process and how to request a College-appointed advisor if needed;
9. A statement that COCC prohibits participants from knowingly making false statements during the course of this process;
10. Details on how to request accommodations for those with disabilities;
11. The names and contact information for the investigator and hearings officers, along with an opportunity for the respondent to identify potential conflicts of interest between the respondent and investigator and/or hearings officer; and
12. Directions to preserve any evidence directly related to the investigation.

The notice of allegations and investigation will be delivered in two or more of the following ways: Delivered in person, mailed to permanent or temporary address, or emailed to the parties’ COCC email. Once delivered, mailed or emailed, the College will presume the letter was received.

**COCC – Formal Investigation**

General Procedures Manual: [N-3-10](https://www.cocc.edu/policies/general-procedures-manual/nondiscrimination-sexual-harassment/cocc-formal-investigation-decision-appeal.aspx)

The investigator will contact the reporting and responding parties for individual interviews. In the case of the responding party, the investigator will provide information about the nature of the allegations and names of reporting parties in line with the reporting party’s wishes for confidentiality. This information will be delivered in two or more of the following ways: Delivered in person, mailed to permanent or temporary address, or emailed to the parties’ COCC email. Once delivered, mailed or emailed, the College presume the letter was received.

**INVESTIGATOR REPORT**

**Title IX – Formal Investigation**

General Procedures Manual: [N-2-11](https://www.cocc.edu/policies/general-procedures-manual/nondiscrimination-sexual-harassment/title-ix-formal-investigation-decision-appeal.aspx)

Upon conclusion of the interviews with complainant, respondent, and witnesses, the investigator(s) will draft a report to include, at a minimum, the following:

1. Background (e.g., date of report and incident(s), alleged policy violation, names of complainant(s) and respondent(s) and their advisors, interim measures);
2. Verification that the complaint met Title IX regulatory standards;
3. Factual summary of investigatory findings
4. List of all parties interviewed, dates, and times;
5. Narrative of interviews;
6. Description of evidence collected;
7. Institutional standard of evidence statement and how the allegations meet or do not meet this standard; and
8. Other information which may assist the hearings officer in making their determination.

The report will not include information not directly related to the alleged violation, unless it is evidence of a pattern of behavior on behalf of the respondent, the character of the complainant or respondent, or the complainant’s past sexual activity unless offered to prove that someone else conducted the alleged violation.

**COCC – Formal Investigation**

General Procedures Manual: [N-3-10](https://www.cocc.edu/policies/general-procedures-manual/nondiscrimination-sexual-harassment/cocc-formal-investigation-decision-appeal.aspx)

investigator(s) will write a report to include, at a minimum, the following:

1. Background (e.g., date of report and incident(s), alleged policy violation, names of reporting party(s) and responding party(s) and their advisors, interim measures);
2. List of all parties interviewed, dates, and times;
3. Summary of interviews;
4. Description of evidence collected;
5. Other information which may assist the hearings officer in making their determination.

The report will not include information not directly related to the alleged violation unless it is evidence of a pattern of behavior on behalf of the responding party, investigator judgment about the character of the reporting party or responding party, or the either party’s past sexual activity unless offered to prove that someone else conducted the alleged violation.