

**INTERVIEWER'S CHECKLIST FOR ACCUSED COMPLAINANT
SEXUAL HARASSMENT**

- | | Initials |
|---|----------|
| 1. Right to support person present (adult parent/guardian with students) | _____ |
| 2. Since it is against the law to retaliate or engage in reprisals against anyone involved in an investigation, assure complainant that such conduct against them will not be tolerated | _____ |
| 3. Confidentiality ("need to know" basis only) | _____ |
| 4. Purpose of investigation is to "fact find" | _____ |
| 5. Investigation report will be given to personnel office | _____ |
| 6. Legal requirement for school district to: | |
| a. Take all charges seriously | _____ |
| b. Take measure for remediation, as warranted | _____ |
| 7. End goal of school district is to stop unacceptable behavior | _____ |
| 8. Get allegation(s) in detail | _____ |
| 9. Identification of accuses | _____ |
| 10. Complainant's name must be given to accused | _____ |
| 11. Confrontation with accused will not, at this time, be necessary | _____ |
| 12. Complaint in writing | _____ |
| 13. Additional person to interview | _____ |

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