

INVESTIGATIVE INTERVIEW QUESTIONS

FINDING THE WHO, WHAT, WHEN, WHERE, AND HOW

The following are some recommended questions to ask during an investigative interview. This is not an exhaustive list. There may be other or rephrased questions that are necessary or more appropriate depending on the age and ability of the person being interviewed. These questions are provided to assist the investigator in eliciting sufficient information to determine whether bullying, discrimination, harassment, or another policy violation occurred and to take action according to District policy. Investigators should consult the applicable District policy before proceeding with investigative interviews.

VICTIM/COMPLAINANT

- Who committed the misconduct under investigation?
- What exactly occurred or was said?
- What did the [name of perpetrator] say to you about the incident(s) in question?
- When did he/she tell you this?
- What exactly did you personally see or hear?
- When did it occur and is it still ongoing?
- Where did it occur?
- How often did it occur?
- How did it affect you?
- How did you react?
- How did it make you feel?
- Has your education been affected in any way?
- Are there any other persons who have relevant information?
- Was anyone present when the incident(s) occurred?
- Did you tell anyone about it? If so, who and when?
- Did anyone see you immediately after the incident(s)?
- Did the [name of perpetrator] do the same thing to anyone else that you know about?
- Do you know whether anyone else has complained about the [name of perpetrator]?
- Are there any notes, physical evidence, or other documentation regarding the incident(s)?
- How would you like to see the situation resolved?
- Do you know of any other relevant information?

PERPETRATOR

Inform the alleged perpetrator that a complaint has been brought against him/her. Review the facts of the complaint with the perpetrator.

- What is your response to these allegations?
- Why might the [name of victim/complainant] lie? [if the perpetrator denies the allegations]
- Have any other complaints been made against you?
- Have you ever been disciplined before for this type of misconduct?
- Are there any persons who have relevant information?
- Are there any notes, physical evidence, or other documentation regarding the incident(s)?
- Do you know of any other relevant information?

WITNESS(ES)

- Who committed the misconduct under investigation?
- What exactly did you personally see or hear?
- When and where did the incident(s) occur?
- Describe the [name of perpetrator's] behavior toward the [name of victim/complainant] and toward others at school/workplace.
- Has the misconduct occurred in the past?
- What did the [name of victim/complainant] say to you about the incident(s) in question?
- When did he/she tell this to you?
- What did the [name of perpetrator] say to you about the incident(s) in question?
- When did he/she tell this to you?
- Do you know of any other relevant information?
- Are there any other persons who have relevant information?