

CARLETON COLLEGE
Student Sexual Misconduct Complaint Process
1st Conversation Checklist for Witnesses

This checklist has been prepared to help witnesses understand the sexual misconduct complaint process. The following items will be addressed and/or clarified at a witness's first meeting with the Investigator.

- ☐ **Policies and Procedures.** Carleton's *Sexual Misconduct Policy* and *Student Sexual Misconduct Procedures* describe prohibited conduct, reporting options, the resolution and hearing process, and support resources. The Policy and Procedures are available at www.go.carleton.edu/sexual_misconduct. Printed copies of materials are available on request.
- ☐ **Investigator's role.** The investigator gathers information about the complaint and prepares a written report. As part of the investigation, the investigator meets with the complainant(s), the respondent(s) and any witnesses who may have information about the incident. The investigator may also review e-mails, text messages, photographs, or other documents that may be relevant to the complaint. The investigator then prepares a written report regarding the investigation and submits it to the Title IX coordinator, who shares it with the parties and the CBSM panel if the case proceeds to a hearing.
- ☐ **Role of the Community Board on Sexual Misconduct (CBSM).** The Community Board on Sexual Misconduct (CBSM) is the College body charged with adjudicating complaints of student-to-student sexual misconduct. Each sexual misconduct complaint is heard and adjudicated by a panel of three representatives drawn from the larger CBSM. The CBSM makes a decision about whether a policy violation has occurred, based on the investigative report and information presented at the hearing.
- ☐ **Privacy of Data and Confidentiality.** Information given as part of a report or an investigation may be shared with the complainant and respondent, as well as college officials and CBSM members involved with the complaint and resolution process. The complaint process will be handled with sensitivity, but the investigator, unassigned sexual misconduct support advisers, and title IX coordinator are not confidential resources.
- ☐ **Amnesty for alcohol and drug use.** There is amnesty for alcohol/drug violations that come to light during a sexual misconduct investigation. This means that the investigator will not refer cases to the Dean of Students Office regarding a witnesses' own alcohol or drug use revealed during the investigation. The primary concern of the College is to conduct a thorough investigation (although in some circumstances an educative response may be appropriate).
- ☐ **Timeline.** The investigative process may take place over several days or weeks. The Title IX coordinator and investigator are available during the process to answer questions or to provide information.
- ☐ **Support resources.** Participating in this process can be difficult, even for witnesses and friends of the parties. Campus support resources are available to all students who need help. Information about support resources is available at http://apps.carleton.edu/dos/sexual_misconduct/get_help/support/.
- ☐ **Confidential support resources.** Student Health and Counseling Staff and Chaplains are the confidential resources on campus. Confidential resources can provide help and support without revealing or reporting in any way the information they receive. Confidential resources may report statistics about reported incidents, to be included in the College's annual Report on Sexual Misconduct, in compliance with state and federal laws. However, no identifying information is provided in those reports. For more information on confidential support resources, go to http://apps.carleton.edu/dos/sexual_misconduct/get_help/support/on-campus_resources/confidential_carleton_resources/
- ☐ **Retaliation.** Retaliation against anyone for participating in the sexual misconduct resolution process, by any member of the campus community, is a separate offense under the Sexual Misconduct Policy. Retaliation should be reported to the Title IX coordinator or the investigator immediately if it should occur. Retaliation

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includes any actions by anyone involved in the complaint process, or others on their behalf, which are meant to intimidate or harm another person because of their involvement with the complaint process.

The signature below indicates that the student participant has reviewed this document with the investigator and has been given the opportunity to ask questions. The signatory also understands that they have a responsibility to be completely truthful about all circumstances and details of the incidents discussed.

Witness

Investigator

Date

Date