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 https://www.carleton.edu/sexual-misconduct/policy-procedure/. 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(s). All interviews are recorded, and the recording becomes part of the record in the case. 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, if the case proceeds to a hearing, the hearing panel.

- **Role of the Community Board on Sexual Misconduct (CBSM) and Hearing Officer.** The Community Board on Sexual Misconduct (CBSM) is the College body charged with adjudicating complaints of sexual misconduct. Each sexual misconduct complaint is heard and adjudicated by a panel of two representatives drawn from the larger CBSM and an outside Hearing Officer. The panel decides whether a policy violation has occurred, based on the investigative report and information presented at the hearing. If the panel determines that a policy violation occurred, they also determine sanctions.

- **Witness participation in hearings.** Parties, through their advisors, have a right to ask witnesses questions at the hearing that determines whether a policy violation occurred. Thus, witnesses may be asked to appear at the hearing.

- **Privacy of Data and Confidentiality.** Information given as part of a report or an investigation will be shared with the complainant and respondent, as well as college officials, CBSM members, and Hearing Officer involved with the complaint and resolution process. The complainant and respondent have the right to review all information collected in the case, including recordings of witness interviews. 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 https://www.carleton.edu/sexual-misconduct/get-help/support-resources/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 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