



## **ATIXA Civil Rights Investigator Level Two: Advanced Training & Certification Course Sample Agenda**

### **Description:**

Civil Rights Investigator Level Two: Advanced builds on the foundational investigation concepts from Investigator Level One and focuses on both refining interviewing techniques as well as post-interview tasks, including an introduction to investigation report composition, assessing credibility, and synthesizing information. Faculty will provide various opportunities to engage in exercises and case studies that allow for high levels of interaction, analysis, and the application of various civil rights investigation techniques. This training meets both the Title IX and VAWA Section 304 training requirements for participants, whether you are a full-time investigator or have investigation responsibilities in addition to other duties.

### **Learning Outcomes:**

Participants will be able to...

- Identify which elements of due process are required in the investigation phase of the formal grievance process
- Discuss the intersection of Title IX, the Clery Act, and VAWA Section 304 as it relates to investigations
- Develop an investigation strategy for an allegation of retaliation
- Formulate questions to gather necessary information regarding whether consent was present during an incident
- Explain how to apply the five factors to consider when assessing credibility
- Describe how trauma may impact the investigation process
- Provide examples of how bias, prejudice, and/or conflicts of interest may impact an investigation

### **Day One**

**11:00 AM – 6:00 PM**

#### **Title IX and Investigations Overview**

- The Law
- The IX Commandments
- 10 Steps of an Investigation

## **Due Process**

- What is Due Process?
- Due Process in Procedure
- Due Process in Decision

## **Effective Investigations**

- Civil Rights Investigation Hallmarks
- Terminology
- Title IX Regulatory Framework
- Promptness

## **Statutory and Regulatory Status**

- Intersection of Title IX, the Clery Act, and VAWA Section 304
- OCR Guidance

## **34 C.F.R. § 106.30 Sexual Harassment Definitions**

### **Investigating Retaliation Claims**

- Basic Legal Principles
- Preliminary Elements of a Retaliation Claim
- Retaliation and Adverse Action

### **Other Civil Rights Offenses**

- Sexual Exploitation
- Discrimination
- Threats/Intimidation
- Hazing
- Bullying

### **Issue Spotting Case Studies**

**Day Two**  
**11:00 AM – 6:00 PM**

### **Consent Construct**

- Force
- Incapacity
- Consent Analysis

### **Creating Timelines**

### **Case Study**

## **Trauma and Investigations**

- Introduction to Trauma
- Neurobiological Impact of Trauma
- Trauma and Interviewing
- Trauma and Credibility

## **Investigation Strategy**

### **Notetaking and Recordkeeping**

- What Kinds of Notes Should be Kept?
- Notetaking
- Recordkeeping

### **Meeting Considerations**

- Environment
- Investigators
- Managing Expectations

### **Questioning Skills and Guidelines**

*A review from Investigator Level One*

- Questioning Guidelines
- Conducting Interviews
- Interview Guidelines
- Impact of Non-Participation

### **Hit the G.A.S.**

- Gather Evidence
- Assess Credibility
- Synthesize the Information

## **The Investigation Report**

### **Bias and Prejudice**

- What are Bias and Prejudice?
- Common Forms of Bias and Prejudice
- Impacts of Bias and Prejudice
- Conflicts of Interest
- Mitigating Bias, Prejudice, and Conflicts of Interest

## **Inclusive Investigations**

- Bias-free Writing
- Tips for Inclusive Investigations
- Considerations for Inclusive Investigations
- Importance of Visibility

Note: Each training day will include one morning and one afternoon break (approximately 15 minutes each) and a one-hour lunch break. Training start and end times for in-person events are determined by the host site. All virtual training sessions take place from 11 AM – 6 PM ET unless otherwise specified.