A Practical Guide to Conducting Investigations in a School Setting

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Before the Investigation

Document  Report

• Is an investigation necessary?
• Should employee be on leave?
• Act quickly
• Choose an investigator
Data Practices

ATTENTION

Administer Tennessen and Garrity Warnings

Scope & Strategy

1. Complainant
2. Fact Witnesses
3. Subject/Alleged Wrongdoer

Scope & Strategy

- Determine witnesses
- Determine attendance
- Plan ahead
Scope & Strategy

- Interview Basics
  - Purpose
  - Role
  - Process
  - Confidentiality
  - Questioning
  - Documentation
  - Other Witnesses
  - No Guarantees

Helpful Tips

Interviewing the Subject

- Union Representation
- Opening Remarks
- Refusals to Answer
- Follow-up Questions
- Closing Remarks
- Tips
Interviewing the Subject

Credibility

Did you eat the sprinkles?

Consistency

Preserving Electronic Evidence

• Secure computer evidence
• Preserve video surveillance
• Disable bank accounts

A Note on Social Media
Coordinating With Law Enforcement

• Avoid spoliation

• Do not rely on police investigation

Sharing Information with Complainant

Can share:
• What you’re doing for complainant
• Investigation was conducted and is now complete

Cannot share:
• Findings and conclusions
• Discipline

Thank you for attending!