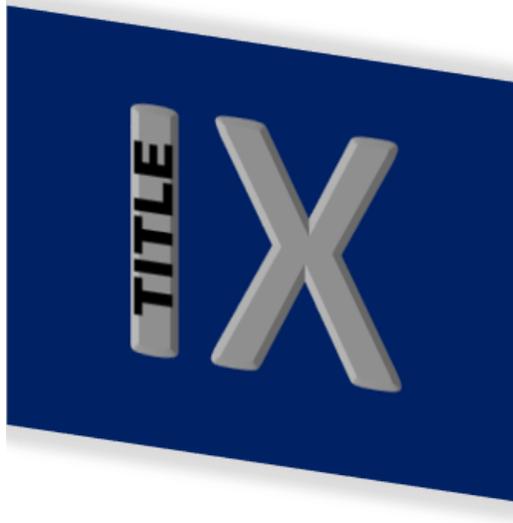


# Title IX Investigation Process

This document provides a brief overview of the Title IX process after an allegation or complaint has been received by College of the Redwoods (“College”). The investigation process is used to determine if a

gender-based claim such as sexual harassment or sexual violence has occurred and whether or not the College policy was violated. Each case involves different facts and circumstances which may result in slight variations to the process.



## Definitions

- Complaint: The person who alleges to have suffered harm.
- Respondent: The person who is alleged
- Recipient: College of the Redwoods

## Steps in the Process

1. A formal complaint submitted by Complainant:

The investigation process begins with a Complainant submitting a formal complaint to the Title IX Coordinator. The formal complaint can be submitted through the Complaint Form, via email to [titleix@redwoods.edu](mailto:titleix@redwoods.edu), or through mail to:

College of the Redwoods  
Crystal Morse, Title IX Coordinator  
7351 Tompkins Hill Rd.  
Eureka, CA 95501

2. Notification of Investigation: Once it is determined the Recipient has jurisdiction over the alleged offense, introductory letters are sent to both the Complainant and Respondent. The letters will include notice of allegations, including sufficient details known at the time and with sufficient time to prepare a response before an initial interview. This included the identities of parties involved, if known, and the date and location of the alleged incident, if known. The letter will also include information about the investigation

process. The parties are provided with copies of the policy under which College Title IX investigations are conducted. The rights of the Complainant and Respondent throughout the process are provided and warnings given about retaliation. Any additional information unique to the particular circumstances are given.

3. **Collection of Information:** The investigator will gather information concerning the allegations. This may include initial interviews with the parties, witnesses, review of documents or other materials such as text messages, emails, photos or videos. The Complainant and Respondent are both allowed an opportunity to provide information and details to the investigator, such as names of witnesses or materials to be reviewed. Both parties are allowed to have an advisor present throughout the process.
4. **Review of Information Collected:** Additional interviews may be conducted with the Complainant, Respondent, and identified witnesses throughout the investigation process. Once the investigation is completed, the investigator will send both parties all of the evidence collected during the investigation process. Both parties will have ten (10) days to review and respond to the evidence collected. After the ten day review, the investigator will send both parties the final investigation report. Both parties will have ten days prior to the live hearing to review the investigator's final report.
5. **Determination of Facts:** The final investigation report will be given to the Hearing Officer prior to the live hearing. Both parties will be assigned an advisor for the live hearing if either party does not have an advisor. The live hearing will be conducted with the Hearing Officer with each party's advisor having the ability to cross examine the other party or any witness called to testify. If the Complainant, Respondent, or any witnesses declines to attend the live hearing, any statement made prior to the live hearing will not be considered by the Hearing Officer in the final determination.
6. **Notification of the Outcome:** Following the completion of the live hearing, the parties will be provided with a formal written notification of the outcome of the live hearing. If the Hearing Officer determines that a violation of the Student Code of Conduct occurred, the Hearing Officer will recommend sanctions to the Title IX Coordinator.

## Informal Resolution

At any time prior to reaching a determination regarding responsibility the Recipient may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. Both the Complainant and Respondent would have to agree to enter the Informal Resolution process. The Informal Resolution process may only be entered after the Recipient has received a Formal Complaint.

## Questions

If either party has questions regarding the Title IX process, they may contact the Title IX coordinator at any time.

Title IX Coordinator contact information:

Office Phone: (707) 476-4242

Email: [Titleix@redwoods.edu](mailto:Titleix@redwoods.edu)

Mail: College of the Redwoods

Crystal Morse, Title IX Coordinator

7351 Tompkins Hill Rd

Eureka, CA 9550