

INVESTIGATORS MODULE

Sample Investigative Report

Jackson Lewis University
Title IX Office
Section 1: Investigative Report Key Data Sheet

Date of report	April 21, 2021
Title IX Coordinator	Josh Whitlock
Investigator(s)	Sarah Ford Neorr and Laura Ahrens
Complainant(s)	Madison Smith, Student, Class of 2023
Respondent(s)	Jamie Jones, Student, Class of 2022
Allegation(s)	Stalking
Date(s) of alleged Incident(s)	January 31, 2021



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Section 2: Investigative Report Procedural Description (p. 1 of 3)

PROCEDURAL STEP	DATE/ADDITIONAL INFORMATION	DOCUMENTS (IF ANY)
Date of Formal Complaint	March 1, 2021	Tab 2.1
Notice of Allegations provided to parties	March 4, 2021	Tab 2.2
Amended notice	N/A	
Initial dismissal analysis	Completed March 8, 2021	
Initial dismissal result	Dismissed in part and referred to student conduct	Tab 2.3
Dismissal notice to parties	March 8, 2021	Tab 2.4
Dismissal appeal	Filed by Complainant on March 10, 2021	Tab 2.5
Dismissal appeal result	Denied by S. Friedfel on March 12, 2021	Tab 2.6

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Section 2: Investigative Report Procedural Description (p. 2 of 3)

PROCEDURAL STEP	DATE/ADDITIONAL INFORMATION	DOCUMENTS (IF ANY)
Interviews	Madison Smith – March 19, 2021	Tab 2.7
	Jamie Jones – March 24, 2021	Tab 2.8
	Carmen Escobedo – March 22, 2021	
	Akela Appleberry – March 22, 2021	
	Jonathan Irving – March 25, 2021	
Site visit(s)	N/A	
Other methods used to gather evidence	Parties/witnesses asked for electronic communications and social media posts	Tab 2.9
	Residence hall security camera footage requested from campus police	Tab 2.10

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Section 2: Investigative Report Procedural Description (p. 3 of 3)

PROCEDURAL STEP	DATE/ADDITIONAL INFORMATION	DOCUMENTS (IF ANY)
Relevant/DR evidence provided to parties	March 31, 2021	
Responses (due in 10 days)	Received from Jamie Jones on April 9, 2021	Tab 2.11
	No response received from Madison Smith as of April 10, 2021	
Investigative Report provided to parties (at least 10 days before hearing)	Posted to <u>SecureView</u> on April 21, 2021	
Responses to Investigative Report	Received from Jamie Jones on April 24, 2021	Tab 2.12
	Received from Madison Smith on April 26, 2021	Tab 2.13



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Section 3: Party and Witness Statements

The investigator(s) drafted each of the following party and/or witness statements after interviewing that individual. As evidenced by the party or witness signature at the bottom of each statement, each individual has reviewed their corresponding statement and confirmed its accuracy.

Carmen Escobedo.....Tab 3.1

Akela AppleberryTab 3.2

Jonathan Irving.....Tab 3.3

Tab 3.2

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Section 3: Party and Witness Statements

Witness Statement of Akela Appleberry

My name is Akela Appleberry, and I am a senior at Jackson Lewis University. On the evening of January 31, 2021, I was on duty at the "bell desk" of Stoddard Hall. The job of the bell desk attendant is to supervise the lobby and make sure that only residents and their guests go into the residential areas.

At around 10:00pm, Madison Smith came in. A girl that I didn't know seemed to be following her. Madison seemed pretty nervous, almost on edge. I thought that because she looked pale and was shaking slightly. She seemed to run toward Stoddard Hall and had a hard time swiping her student ID card to enter. The girl following her stuck her hand out and caught the door so she could enter behind Madison. I saw Madison walking quickly toward the elevators and hit the "up" button multiple times. Before she got in the elevator, I asked Madison if she was ok. She didn't answer me, but she saw the girl behind her and she said loudly, "stop following me, you're creeping me out and there's a reason I haven't responded to the 50 texts you sent in the past 2 days. I don't even know how you got my number." I thought that was strange, so I asked the girl to show me her student ID. She looked between Madison and me multiple times before she turned and ran out of Stoddard Hall.

Reviewed and signed: Akela Appleberry

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Section 4: Description of Other Relevant Evidence

This section contains a description of other relevant evidence (in addition to the party and witness statements) deemed relevant by the investigator and, where applicable, it contains that relevant evidence itself (*i.e.*, copies of relevant documents etc.).

This section also contains, compiled under Tabs 4.6 – 4.12, evidence that the investigator(s) deemed to be directly related to the allegations, but not relevant.

Finally, Tab 4.13 contains a description of potentially directly related and/or relevant evidence that either does not exist, could not be located, or that the parties and/or witnesses declined to provide.

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Section 4: Description of Other Relevant Evidence

ITEM	SOURCE	DATE RECEIVED	DOCUMENTS (IF ANY)
Text messages between Madison Smith and Jamie Jones (from January 31, 2021 to February 15, 2021)	Madison Smith	3/22/2021	Tab 4.1
Text messages between Madison Smith and Jamie Jones (from January 31, 2021 to February 20, 2021)	Jamie Jones	3/24/2021	Tab 4.2
WhatsApp messages between Jamie Jones and Jonathan Irving (from February 1, 2021 to February 3, 2021)	Jonathan Irving	3/26/2021	Tab 4.3
Facebook Messenger messages between Madison Smith and Carmen Escobedo	Madison Smith	3/22/2021	Tab 4.4
Security camera footage from exterior of Stoddard Hall Clip 1: January 31, 2021, 9:52pm – 9:54pm Clip 2: February 1, 2021, 12:21am – 12:23am SecureViewLink	Campus Police	3/17/2021	Tab 4.5

