

HARASSMENT ACCUSED INTERVIEW

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Work Location/School: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Interviewer Name: \_\_\_\_\_

Interviewer Title: \_\_\_\_\_

**INTERVIEW QUESTIONS**

**1. Obtain a statement from the accused.**

Please describe to me your interpretation of your behavior toward the complainant? (If necessary, ask specific questions related to the behavior, such as, "Did you say to the complainant, 'I'd like to get under the sheets with you.'" "What did you mean by that?" "What do you think the complainant thought of that comment?")

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\_\_\_\_\_  
\_\_\_\_\_

Give the accused a copy of the Board policy on harassment (working conditions). Ask the accused if s/he is familiar with what constitutes harassment.

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\_\_\_\_\_  
\_\_\_\_\_

**2. Identify the relationship of the accused to the complainant. Was the accused an agent of the District, a supervisory employee, a co-worker, another student, or a non-employee?**

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\_\_\_\_\_

3. **Was there any prior consensual relationship between the parties? How long have the parties known each other? Is there a history of group or individual socializing?**

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How long have you and the complainant known each other? \_\_\_\_\_

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In what context have you known or socialized with the complainant? \_\_\_\_\_

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4. **If the individual was a supervisor or teacher, indicate the individual's job title, obtain a copy of the individual's job description, and determine the individual's specific duties at the time of the alleged harassment.**

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5. **Determine whether the accused directed, or had responsibility for, the work of other employees, or the complainant, or had authority to recommend employment decisions affecting others, (e.g., hiring, firing, promoting) or was responsible for the maintenance or administration of the records of others.** If the complainant or accused is a student, determine whether others might have information that would be relevant to the investigation. (This helps to establish whether or not there was someone who allegedly knew or should have known of the conduct.)

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6. **Are there any other statements you would like to make or questions you would like to ask?**

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Explain to the accused that the charges are serious and that the District will conduct a thorough investigation before reaching any conclusions.