Reporter Advisor Role Checklist

☐ **Always CC your IC on all communication with other SO’s on the case.**

☐ You will be contacted by your IC by means of a Case Assignment email thread, which is sent to all involved parties in the case, and lists the specific role assignments.

☐ As soon as you receive the Case Assignment email from the IC, make your first contact with the Reporter by telephone. All contact information for the Reporter is on OCP. Introduce yourself and explain your role as a source of information and, if necessary, emotional support for the Reporter. Explain that all of your conversations with the Reporter are strictly confidential.

☐ Tell the Reporter you are available to meet at any time to discuss the case further if he/she would like to do so prior to the initial interview. Obtain scheduling availabilities from the Reporter for the initial interview. Note this and all interactions with the Reporter in a single entry of OCP’s Contact Log.

☐ Email the Investigative Counsel on the Case, CC’ing your IC, to obtain their availabilities. This correspondence need not wait until after you make contact with the Reporter, but do be aware that his/her availability is the priority.

☐ Schedule the Initial Interview at a time open for you, the Reporter, and the two Investigative Counsel via email, CC’ing your IC.

☐ Send an email reminder to the Investigative Counsel 2 or 3 days before the scheduled interview to send you their list of potential questions for the Reporter. If the availabilities for the holding the interview necessitate a brief turnaround, tell the investigators to send potential questions as soon as possible.

☐ When the Investigative Counsel share their potential questions for the Reporter, send them along to him/her. Take extra care to emphasize the following to the Reporter:

1) These questions are preliminary: there may be more, fewer, or different questions.

2) These questions do not constitute a form to be filled out and turned in at the interview; the Investigators will conduct and transcribe an oral interview (although the Reporter may of course bring any and all notes he/she has). Also remind the Reporter to bring any evidence, physical or digital, which he/she wishes to submit to the Interview.

☐ Meet with the Reporter at least 30 minutes before the scheduled interview if you have not met yet already. Explain to the reporter that he/she may take a break at any point during the interview. Also explain that when the interview is finished, the Investigative Counsel will leave the room and the Reporter will be able to edit or delete any of his/her transcribed answers, but may make no changes to the transcription of the questions asked. Reporters will occasionally want to take their interview home to edit, which is discouraged. Home editing should only be done in extenuating circumstances, for which you should consult your IC or the VCI.

☐ When the Reporter is finished editing, the Investigative Counsel will print off the transcript of the Interview. Have the Reporter sign his/her full name on the appropriate blanks at the top of the first page, and initial the top of every other page of the interview. If the Reporter refuses to sign the interview, read it aloud in its entirety to all other parties present, and then have all parties, including yourself sign and initial the interview. Contact your IC and the VCI immediately if the Reporter refuses to sign.

☐ Make sure the Investigative Counsel collect all evidence, physical and digital, from the Reporter. If the Reporter sends you evidence via email or in any other way before
or after this interview, give it immediately with the Investigative Counsel for uploading to OCP. Advisors on a case should never personally upload evidence to OCP, but always give it to the Investigative Counsel.

☐ If the Reporter nominates any witness to be interviewed that the Investigative Counsel deem (after consultation with the VCI) necessary to be interviewed before the Composition of the Notice Letter, schedule and conduct such an interview in the same manner as that of the Reporter Interview.

☐ Once the Reporter’s and, if necessary, the second witness’s interview are both complete, the case will enter the IR period. During this period, you have no obligations other than to remain in contact with the reporter as an informational and emotional resource.

☐ If an IR is submitted and accepted, you will be CC’d on an email from the VCI to the Reporter explaining the situation. If an IR is submitted, the case is finished, but you should reach out to the Reporter offering any final informational/emotional support.

☐ If an IR is not submitted, you will be notified by the IC. Notify the Reporter that the case will continue, and that he/she will compose a Response/Rebuttal interview in the near future. The Investigative Counsel will contact you when it is time for the Reporter to compose a Response/Rebuttal Interview. In almost all cases, the Reporter will indeed compose this interview. If, however, the Investigative Counsel, in consultation with the VCI, determine that another witness should compose the interview, you should facilitate that individual in its composition.

☐ Print off from OCP copies of the Student’s Initial Interview and any evidence submitted by him/her, which the Reporter will use in the composition of the Response/Rebuttal Interview. Do not provide the Reporter with any other evidence from OCP. If the Reporter has reported two or more students, provide him/her with each Student’s Initial Interview and submitted evidence. Meet (remotely if necessary) with the Reporter (or other witness if appropriate) and explain that the Response/Rebuttal Interview is completely free-form and may be composed in any way the Reporter wishes, although it may be helpful for the Reporter to insert specific quotations from the Student’s interview to rebut.

☐ Once the Rebuttal Interviews have been completed, the Investigators will compile the I-Log, which will then be reviewed by the case’s IC and the VCI. The VCI will then schedule an I-Panel. Your IC will inform all SO’s on the case as to the date and time of the I-Panel. Inform the Reporter of the I-Panel’s date and time. When the I-Panel has reached a decision, the IC will unofficially email all the SO’s on the case regarding the disposition. You will be CC’d on an email from the VCI to the Reporter explaining the I-Panel’s disposition. If the I-Panel accuses, the email will contain Trial Dates for the Reporter to review according to his/her availability. From this point on, direct all questions regarding the case to the VCT.