

## **Carroll University Hazing Investigation Protocol:**

### **Disclaimer:**

1. Each incident of alleged hazing will be unique and require its own level of attention to urgency and response based on the presented information. The outlined steps are an investigative framework. However, some steps may be altered based on situation, context, and safety.
  - a. A University staff member is notified of an alleged hazing incident.
    - i. This notification may be presented through, but is not limited to, the below:
      1. Website/Social media announcements, pictures or screenshots
      2. Campus rumors
      3. Anonymous reports
      4. Parent contact
      5. Witness report
      6. Formal report from a student
      7. Information from a community member
      8. Waukesha Police Department
  - b. The University staff member provides the reported information to the Director of Student Conduct.
    - i. If needed, immediate action will be taken if there are imminent threats to the health and safety of others as deemed necessary by contacting Public Safety and/or Administrator on Call.
  - c. The Director of Student Conduct enters the reported information in to Maxient for tracking purposes and assigns the responsible group with a unique ID Number.
  - d. The Director of Student Conduct will consult with the Vice President for Student Affairs (and/or designee) to develop action steps regarding the alleged incident.
    - i. Waukesha Police Department, Public Safety, responsible staff member(s), Administrator on Call, Backup Administrator on Call may be notified as necessary.
  - e. The Director of Student Conduct and Vice President for Student Affairs (and/or designee) will collect information that was submitted in the report as well as the initial documentation and develop a plan based on the credibility of the allegation as well as the overall safety and immediacy presented.
2. If the Director of Student Conduct and Vice President for Student Affairs believe a full investigation is necessary, the following steps may be taken:
  - a. The Director of Student Conduct and Vice President for Student Affairs (and/or designee) will assemble a team of Student Affairs professional staff members to serve as investigators.
  - b. The investigative team will be presented the full extent of information provided pertaining to the alleged incident.
  - c. The investigative team will develop a standard set of questions for all individuals connected to the alleged incident.

- d. The investigative team will decide on an appropriate time (based on factors such as severity, safety, immediacy, and present information) to hold a meeting with all involved or knowing parties.
  - e. The order for meeting with parties shall be:
    - i. Complainant(s) (if identified)
    - ii. Alleged victim(s)
    - iii. \*If Fraternity & Sorority Life or Organization: Other new members
    - iv. \*If Athletics: Other athletes belonging to impacted group
    - v. Officers or Team Captains
    - vi. Advisor or Coach
    - vii. Alleged identified respondents
  - f. The investigative team will develop an appropriate timeline to
    - i. Interview parties
    - ii. Gather and document information
    - iii. Prepare a summary report
    - iv. Present summary report
  - g. The Director of Student Conduct, or designee, will pull class schedules as well as contact information for identified parties.
  - h. The names of those identified will be distributed among the investigative team, who will make contact with the alleged parties, instructing them to the time and location of requested presence.
3. If a student is being interviewed, they will be informed, both verbally and in writing (in hard copy at the point of contact) of the following rights and responsibilities before questioning. Students will be asked to sign an acknowledgement that they have received this information.
- a. Students have the following rights in an interview:
    - i. Student have the right to know why they are being interviewed prior to the interview.
    - ii. When possible, students will be notified of those with whom the interview may be conducted.
    - iii. Students may choose to provide a written statement at any point in the investigation.
    - iv. A student may cease their involvement in the interview process at any time.
      - 1. The student's decision to withdraw participation will be noted in the findings at the end of investigation.
  - b. If students choose to participate in an interview process, they have the following responsibilities:
    - i. All students will respond in alignment with the Honesty Agreement outlined in the Student Handbook.
    - ii. All parties will be held to the expectations and policies stated in the Retaliation Policy as outlined in the Student Handbook.
    - iii. All students are expected to comply with the University policies and local, state and national laws.
  - c. When interviews occur, students can expect that the University may choose to:
    - i. Conduct a group investigation where parties are requested to:

1. Report to a similar location as other parties
2. Check in with a staff representative
3. Stay in a waiting room while awaiting questioning
- ii. Limit communication between parties during the investigative process. A room moderator may be present to ensure that cell phone usage and communication is limited.
- iii. Interview the same individual more than once, depending on information that is provided by all parties.
- iv. Limit organizational/team activities during the investigative process-including but not limited to new member program activities, social functions, meetings, practice time and/or scheduled events.
- v. Reach out to Advisor(s), Coach/Athletic Personnel or other university/community representatives that may have information pertaining to the alleged incident.
4. Once all interviews have been completed, The Director of Student Conduct and the Vice President for Student Affairs (and/or designee) will meet with the investigative team to review interviews and identify key findings.
5. The Director of Student Conduct Vice President for Student Affairs (or designee) prepare a written summary of the findings of the investigation and the alleged violations.
  - a. A copy will be provided to chapter leadership, chapter Advisors, coaches or any other representatives relevant to the chapter, team or organization.
6. Based on the summary of findings, the Director of Student Conduct and Vice President for Student Affairs (and/or designee) will hold a hearing with select chapter, team or organizational leadership to present investigative findings.
  - a. At this time, select chapter, team, or organizational leaders may have an opportunity to respond to the any findings within the provided summary.
  - b. Chapter, team, or organizational leaders may have an advisor or designee present at the hearing. However, advisor or designee may not communicate directly with the Director of Student Conduct and Vice President for Student Affairs (and/or designee) regarding the findings. All questions must be communicated to university personnel via student participants.
7. Based on the summary and information provided by chapter, team, or organizational leadership, the Director of Student Conduct and Vice President for Student Affairs (and/or designee) will determine an outcome of responsibility for the alleged incident.
  - a. If found responsible, Director of Student Conduct and Vice President for Student Affairs (and/or designee) will develop sanctions in response to the alleged incident.
  - b. Chapter, team, or organizational leadership, as well as Advisor(s) or Coach(es), will be notified of hearing outcomes via Maxient.

\*Please note that should any incident involve alleged violations pertaining to Title IX, The University Title IX Coordinator will oversee investigation procedures via Title IX investigation steps.