

INVESTIGATOR TRAINING

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10 STEPS OF THE INVESTIGATIVE PROCESS

1. Notice/Complaint Received
2. Initial Assessment
3. Investigation Basis and Appointment of Investigators
4. Notice of Investigation and Allegations
5. Develop Strategic Investigation Plan
 - Witness list
 - Evidence list
 - Investigation timeframe
 - Order of party/witness interviews

10 STEPS OF THE INVESTIGATIVE PROCESS

5. Conduct Investigation (thorough, reliable, and impartial)
 - Interview witnesses
 - Gather relevant evidence
6. Complete Investigative Report (Draft)
7. Investigative Report Provided to Parties/Advisors & Ten (10) Day Review/Comment Period
8. Incorporation of Relevant Elements/Evidence/Revisions into Finalized Investigative Report and Presented to Title IX Coordinator for Review and Feedback
9. Final Investigative Report Provided to Parties/Advisors for Review (Minimum of Ten (10) Business Days Before Hearing Date)
10. Final Investigative Report Provided to Parties/Advisors for Review (Minimum of Ten (10) Business Days Before Hearing Date)



CERTIFIED**FETI**®

What is Certified FETI®?

www.CertifiedFeti.com

These slides are only authorized to provide general information on what a Forensic Experiential Trauma Interview® is. Use of these slides to instruct, in any way, on how to conduct a Forensic Experiential Trauma Interview® is strictly prohibited.





WHAT IS FETI®?

The Forensic Experiential Trauma Interview® is a science and practice-based interviewing methodology informed by the current research on the neurobiology of trauma and memory.

FETI provides interviewers with a framework to maximize the opportunities for information collection and accurately document the interview in a neutral, equitable, and fair manner.

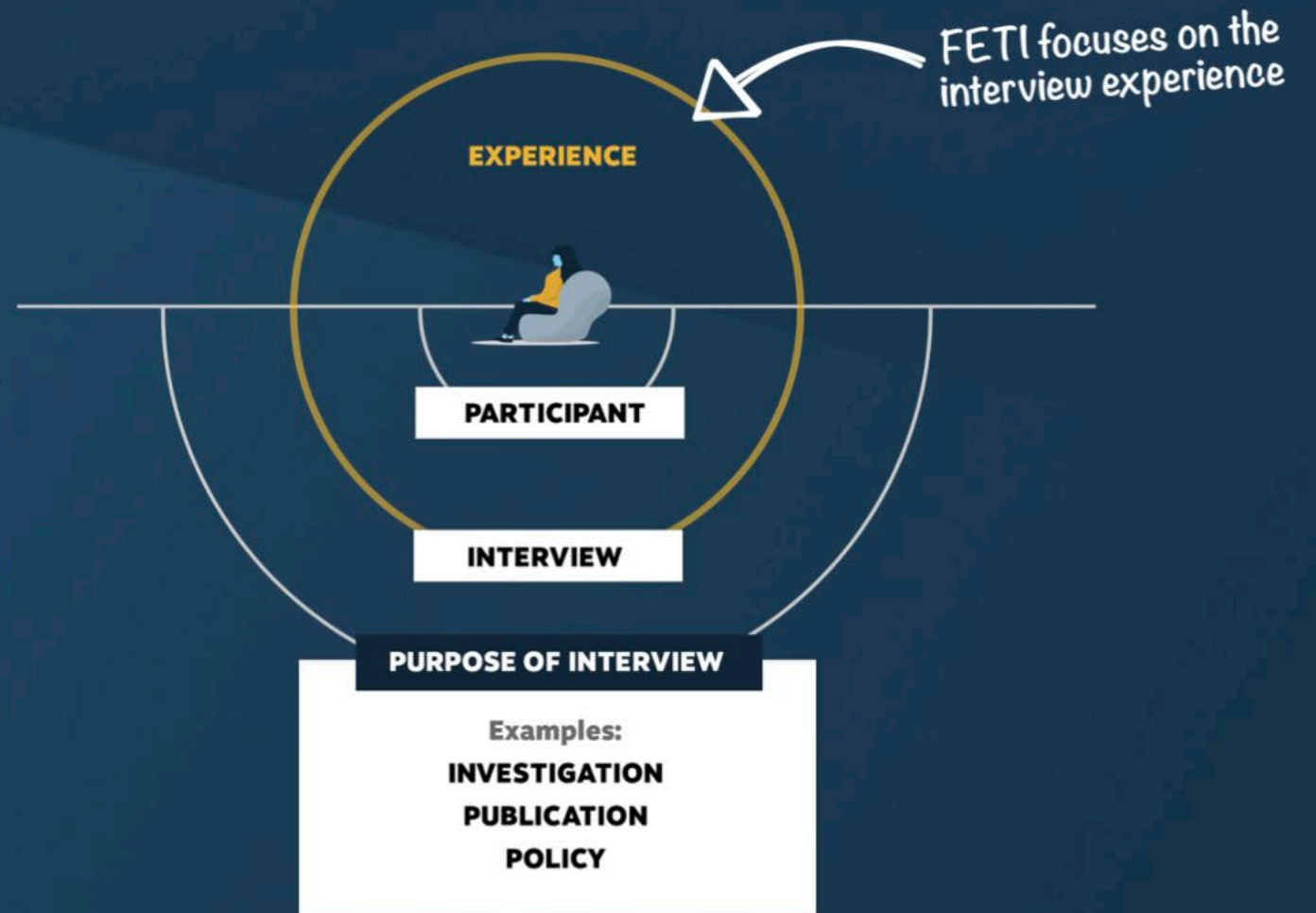


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ONE METHODOLOGY

One way of
interviewing for
all situations and
all participants.



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THE FETI FRAMEWORK™

1

**SCIENCE AND
PRACTICE-BASED**

2

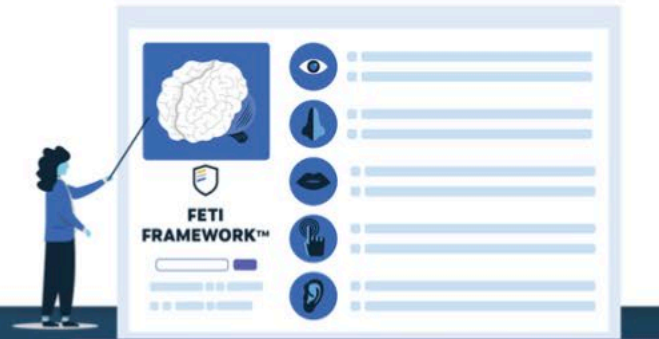
**OPPORTUNITIES FOR
INFORMATION™**

3

**NEUTRAL AND
EQUITABLE**

4

**CONTINUUM OF AN
INTERVIEW
EXPERIENCE**



A key part of the Methodology includes the FETI Framework™, which outlines the skills, abilities and information necessary to conduct a Forensic Experiential Trauma Interview.



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ON SCIENCE AND TRAUMA

Any life event has the potential to be stressful or traumatic. Information on neuroscience and brain-based responses informs the FETI® Methodology to provide a better understanding of how high-stress or trauma may affect behavior and memory.

Certified FETI® courses do not train any individual to connect an interview participant's behavior to trauma, stress or any other experience that may be perceived to cause influence on a person's actions.



GOAL OF A FETI[®] INTERVIEW

To obtain what the participant is
ABLE TO tell the interviewer.



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The FETI Framework™ provides interviewers with instruction on how to

COLLECT THE DOTS

NOT

CONNECT THE DOTS™



CERTIFIED FETI[®] METRICS

The following provides a synopsis of the metrics when evaluating a FETI[®] Interview:

- ✓ The interviewer demonstrates appropriate neutrality and equity. For example, the interviewer is not aligned with or supporting any side and remains impartial and unbiased, not assumptive or judgmental.
- ✓ The interviewer opens the interview with empathy. This can be as simple as expressing appreciation (e.g. 'Thank you for being willing to speak with me today') or a more in-depth exploration of the System of Security[™] taught in the Introduction to FETI[®] course.
- ✓ The interview is accurately documented using the participant's exact words and not a synopsis of what was said.



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CERTIFIED FETI[®] METRICS

- ✓ The interviewer demonstrates compassion and genuine empathy to the participant. For example, it would be appropriate for the interviewer to say to the participant, “I appreciate you being willing to speak with me.”
- ✓ The interviewer maintains their appropriate role during the entire interview. For example, the interviewer does not attempt to “connect the dots” and focuses only on “collecting the dots”.
- ✓ The interviewer uses Brain-Based Cues[®] throughout the interview. Brain-Based Cues[®] shorten and simplify the way an interviewer provides opportunities for the participant to share information about aspects of their experience.
- ✓ An interviewer does not ask compound, leading, assumptive, minimizing, sequencing, yes/no or why questions during any part of the interview.



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CERTIFIED FETI[®] METRICS

- ✓ The interviewer utilizes Unidirectional Interviewing[™] during the entire interview. Unidirectional Interviewing[™] assists an interviewer with understanding the difference between an interview and a conversation allowing for information to come from the participant without interruption or input from the interviewer. This includes not paraphrasing, changing the participants words, confronting or providing the participant with advice, opinion or personal information from the interviewer.
- ✓ The interviewer is intentional about their Interviewer Person[™] which includes tone, facial expression, empathic listening, physical presentation, mindset and body language.
- ✓ The focus of a “successful” interview is solely on the knowledge, skills and abilities of the interviewer and not on the information that was provided by the interviewee.



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WHAT FETI® IS **NOT**

The following are examples of approaches that are not consistent with the Certified FETI® Methodology:

- ❌ The interviewer asks the participant to recall information in a specific sequential order.
- ❌ The interviewer sympathizes or offers platitudes to the participant during the interview. For example, saying “I’m sorry this happened to you.”
- ❌ The interviewer asks the participant to imagine something during the interview.
- ❌ The interviewer uses rapport techniques such as theme building, or finding common interests, complimenting the participant, or identifying similar experiences to create connection

WHAT FETI[®] IS **NOT**

- ❌ The interviewer offers opinions to the participant during the interview. For example, 'You're so brave for being here', 'I believe you', 'What happened isn't your fault' or 'You're doing the right thing by speaking with me'.
- ❌ The interviewer draws conclusions or assesses credibility during the interview based on the information provided by the interviewee.
- ❌ The focus of a "successful" interview is on the information provided by the interviewee.
- ❌ The interviewer enters an interview with a predetermined list of questions about what they think is needed from the interviewee.
- ❌ The interviewer provides intervention or problem-solving during the interview. For example, 'Next time you should ...' or 'Is it possible you could have ...'





READ THE FULL PAPER ON THE FETI METHODOLOGY

You can download and read the full introductory paper at www.certifiedfeti.com/intro-paper



DOWNLOAD LATEST CERTIFIED FETI METRICS

You can download the Certified Evaluation Blue Metrics sheet at www.certifiedfeti.com/metrics