

DASA Investigation: Summary of Evidence

If an incident is not fully corroborated or admitted, then use this summary sheet to determine the plausibility of the allegation and whether or not the evidence supports the issue as a material incident of bullying, harassment, discrimination or cyberbullying. This form can also be used to combine evidence from multiple investigators or an interview team.

*You do not need evidence in each area for the incident to be a material incident, refer to your incident checklists in your coordinator materials for additional determination assistance.

Allegation:

1. Is the situation one-sided (accused initiated unwanted contact)?

Evidence/Source of Evidence	Corroborated or Admitted?

2. Are there any power imbalances used in this situation? (Refer to your "common power imbalances" guide for assistance, if needed).

Evidence/Source of Evidence	Corroborated or Admitted?

3. Is the intent of this situation to cause physical or emotional distress/pain?
(Including embarrassment and exclusion)

Evidence/Source of Evidence	Corroborated or Admitted?

4. Was the behavior or situation repeated or does it have the potential to be repeated without intervention? (Also, take into consideration that online incidents have been viewed by an unlimited and unknown audience)

Evidence/Source of Evidence	Corroborated or Admitted?

5. Does the claimant's membership in a protected group have any impact on the alleged situation? (race, religion, gender, sexual orientation, etc.)

Evidence/Source of Evidence	Corroborated or Admitted?

6. Is there any evidence of microaggressive behavior?

Evidence/Source of Evidence	Corroborated or Admitted?
Microassault (often explicit bias- racial slurs, jokes based on sexuality, symbols like Confederate flag, swastikas)	
Microinsults (often implicit bias- "You're really pretty, for a dark-skinned girl")	
Microinvalidation (can be combination of implicit and explicit bias- "Where are you really from?" "You should have a more American name.")	

7. Other Evidence

Evidence/Source	Corroborated or Admitted?

Justify your Determination:

1. **Based upon evidence, what is the inherent plausibility of the allegation? Did what was alleged occur? (This is not asking if the incident is bullying, harassment or discrimination, rather based upon the evidence, did what was alleged happen)?**

If you are struggling to make a determination, think about these additional factors:

Context/Perception of the incident:

Demeanor of the witnesses:

Motivation to lie:

Behavioral history:

Severity of allegation:

Pervasiveness of behavior:

Previous training/education the alleged aggressor and/or alleged victim have had about the subject of the allegation:

2. **If the allegation DID occur, does it rise to the level of a material incident? (Use checklist to guide you if you are unsure)**

____ Yes ____ No

3. If yes, you must make a plan for both the accused and the victim to stop the bullying, harassing, or discriminating behavior. (Planning documents are in your DASA Coordinator Materials)

4. If the behavior occurred, but is not a material incident, then what is it and how will you resolve the issue (conflict, misunderstanding, rude behavior, etc.)?