

Aggressive Behavior / HIB Investigation Questions Guidance

The following is guidance on developing and asking **questions** when **investigation** a reported incident or incidents of aggressive behavior, harassment, intimidation or bullying.

Remember that not all aggressive behavior is “bullying”. Through your interview, you may determine that it is bullying, but you may also determine that the incident reflects a form of harassment, a threat, intimidation, conflict or fight, or another form of negative behavior.

Before the interview: Determine if the student being interviewed was the alleged aggressor, target or a witness to the event(s). Remember: this is an investigation interview, not a criminal “interrogation.”

Interview Questions should be specific. Remember:

- Focus in the incident.
- Be impartial.
- Focus on the senses.
- Be non-judgmental.
- Watch closely for non-verbal, body-language information.
- Gather as much detailed information as possible from each person interviewed.
- Try not to interrupt the student while he/she is answering your questions.
- Do not paraphrase.
- Do not repeat “he-said-she-said” responses.
- Keep your own affect low.
- Repeat the same questions with each student

Sample Questions:

I am going to ask you some questions about a reported ____ (identify the kind of) ____ incident.

Please answer the questions the best you can. We will keep your answers anonymous as much as possible.

1. Briefly, what happened?
2. Who was involved?
 - a. Who was the aggressor?
 - b. Who was targeted?
3. What did you see?
4. What did you hear?
5. What did **you** feel (physically)?
6. (If applicable, what did you smell / taste?)
7. Who was hurt?
 - a. How was that person hurt? (Physically? Feelings? Something broken or damaged?)
 - b. How do you feel **now**?
8. Was anyone else hurt in any way?
9. Was anything else damaged or broken? Missing?
10. Did you or anyone else miss school, classes or school work, in general?
11. Has this happened before?
12. Do you have anything you can show or give to me about this incident? Any evidence?
 - a. Examples: Notes, bruises, URL's, pictures, screen shots, etc...
13. Why do **you** think this happened?
14. Who else should I talk to about this incident?
15. If there anything else you can / want to say about this incident?

Thank you very much.