



**VAN DERMYDEN MADDUX**

*Investigations Law Firm*

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**About the Firm**

**PROCESS • COMMITMENT • TEAM**

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# VAN DERMYDEN MADDUX INVESTIGATIVE PROCESS



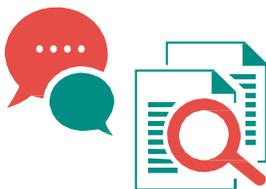
## 1 INTAKE & ASSIGNMENT

- Speak with client to conduct initial intake
- Determine investigative needs
- Assign attorney-investigator based on unique needs of client and matter
- Finalize engagement agreement



## 2 ASSESSMENT & PLANNING

- Learn about organization, including its culture, practices, and policies
- Determine scope and nature of investigation
- Create investigative plan
- Determine confidentiality admonitions under *Banner*, identify liaison for logistics, confirm private interview location, notify relevant partners as necessary



## 3 EVIDENCE COLLECTION

- Conduct party and witness interviews
- Obtain documentary and digital evidence
- Strategize and update investigative plan as necessary



## 4 CLIENT COMMUNICATION AND REPORT

- Strategic communications with client, while maintaining impartiality
- Determine method of delivery of evidence and findings
- Reach reasoned conclusions through a robust, thorough analysis
- Utilize credibility factors in reaching conclusions
- Prepare Investigative Report, if requested

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## WE ARE COMMITTED TO BEING:

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**PROMPT**



**INFORMED**



**ORGANIZED**



**COST-EFFECTIVE**



**NEUTRAL**



**COMMUNICATIVE**



**PROFESSIONAL  
AND ETHICAL**



**PREPARED FOR  
FUTURE ACTION**

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## Q&A

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For more information, click on any of the embedded links, including photos, names, and the Firm's web address.

### Q. WHO ARE WE?

**A.** We are a 17-attorney law firm with offices in California and Nevada dedicated to conducting **prompt, impartial, and thorough** workplace and campus investigations. In each investigation, we implement a **team approach** with multiple levels of oversight. We tailor each investigation to the client's needs, and offer a cost-effective approach through **streamlined processes** and **flexible staffing options**.

### Q. WHAT IS OUR PROCESS?

**A.** Typically, we first **interview the complainant** to obtain an understanding of the allegations. After confirming the scope of the investigation with the client, we **obtain the relevant evidence** through witness interviews, documentary evidence, and the respondent's interview. After collecting the evidence, **we reach reasoned conclusions** through a thorough and robust analysis using **credibility factors**.

### Q. WHAT OPTIONS DO WE OFFER FOR DELIVERY OF FINDINGS?

**A.** There are pros and cons to every method of delivery, which we cover in detail during the intake. Options include an oral debrief, an Executive Summary, and/or a full Investigative Report.

### Q. WHAT DO WE INCLUDE IN THE INVESTIGATIVE REPORT?

**A.** In a full Investigative Report, we include a detailed summary of the **investigative process**, the **factual background**, and the **evidence collected** over the course of the investigation. We also include an **in-depth analysis**, and **detailed factual and/or policy findings**. Before finalizing the Investigative Report, we provide a draft to the client for technical review, after which we transmit the final Report with attachments.

## OUR TEAM



**Sue Ann Van Dermyn**  
Senior Partner

Sue Ann is a founding partner of VMLC. Sue Ann’s practice focuses on conducting workplace and Title IX campus investigations, expert work and training services. Sue Ann is a founding member of the Association of Workplace Investigators and immediate Past President. You can find Sue Ann knee-deep in a case, speaking at workplace investigation conferences, or running with her faithful canine companion, Bear.



**Deborah Maddux**  
Senior Managing Partner  
Sacramento

Deborah is a founding partner of VMLC. Deborah’s practice focuses on conducting workplace and Title IX campus investigations, hearing officer services, training, and workplace coaching for employees and supervisors. She is a trained mediator and certified Senior Professional in Human Resources. Deborah’s keen sense of humor and infectious laugh help her and those around her to enjoy life’s small moments.



**Nikki Hall**  
Managing Partner  
San Rafael

Nikki conducts high-profile investigations into allegations of misconduct against elected officials, law enforcement officers, firefighters, and high-ranking employees. She also leads trainings in investigation best practices and advises clients on personnel matters. When she is not immersed in investigations, Nikki takes to the hiking trails with her dogs in the beautiful open spaces around her home in Marin County.



**Justin Kochan**  
Partner

Justin’s practice focuses on conducting workplace and Title IX campus investigations. He regularly investigates allegations against high-ranking employees, executives, and elected officials. Justin is licensed to practice law in California and Nevada. When not conducting investigations, he can be found keeping bees with his wife and daughter at their home in Sacramento.



**Jennifer A. Doughty**  
Senior Associate

Jennifer’s practice focuses on investigations involving the workplace, athletic teams, and Title IX complaints. Jennifer also serves as a Title IX Hearing Officer and trainer, and has experience in employment litigation and client counseling. Jennifer is a retired competitive swimmer and coach who is still in the process of learning how to be just a parent spectator.



**Carrie A. McFadden**  
Senior Associate

Carrie’s practice focuses on conducting workplace investigations involving discrimination, harassment, retaliation, performance issues, and misconduct. She has provided trainings to peace officers, administrators, and attorneys on topics relating to constitutional rights and supervisory issues. In her spare time, Carrie enjoys visiting wineries with her friends and family.

## OUR TEAM



**Liz Paris**  
Senior Associate

Liz conducts workplace and campus investigations. Trained in Trauma-Informed Forensic Interviewing, Liz serves as a Hearing Officer and investigator for campus Title IX sexual violence cases. Liz is also experienced in conducting workplace investigations related to harassment, discrimination, retaliation, and misconduct. In her off-time, Liz fosters dogs of all shapes, sizes, and attitudes.



**Brendan M. Brownfield**  
Senior Associate

Brendan conducts workplace investigations involving discrimination, harassment, retaliation, and other misconduct for both private- and public-sector employers. He has substantial prior experience representing employers in state and federal litigation, as well as administrative proceedings. In his free time, Brendan enjoys cycling Northern California roads and trails.



**Erich A. Knorr**  
Senior Associate

Erich conducts workplace investigations involving discrimination, harassment, retaliation, and misconduct. Erich has experience conducting investigations of high-ranking employees in a variety of industries in the public and private sectors. Outside of work, Erich enjoys hiking with his dog, training Brazilian Jiu Jitsu, and spending time with his family.



**Lindsay E. Ingham**  
Associate

Lindsay's practice focuses on conducting workplace and Title IX campus investigations. Prior to her role as an investigator, Lindsay advised public and charter schools in all matters related to education and counseled employers and insurance carriers regarding work-related injuries. In her free time, Lindsay enjoys listening to music, attending yoga and barre classes, and trying new foods.



**Matthew D. Rose**  
Associate

Matthew's practice focuses on conducting workplace investigations for private- and public-sector employers, including claims of discrimination, harassment, retaliation, and other allegations of misconduct. His prior legal experience includes working as a criminal prosecutor and civil litigator. Matthew enjoys a variety of outdoor activities and sports, and he coaches local youth rugby.



**Carl C. Larson**  
Associate

Carl's practice focuses on conducting workplace investigations involving claims of discrimination, harassment, retaliation, and other allegations of misconduct. He is well versed in the Public Safety Officers' and Firefighters' Procedural Bill of Rights Acts. Carl spends his remaining waking hours enjoying the sleep-deprived thrill of first-time fatherhood.

## OUR TEAM



**Lauren R. Becker**  
Associate

Lauren’s practice focuses on conducting workplace and Title IX campus investigations. Lauren has investigated sexual misconduct claims involving underage complainants and allegations involving incapacitation and inability to consent. Lauren also acts as a Hearing Officer in Title IX campus sexual assault matters. She enjoys cooking, traveling, and crossword puzzles.



**Linh L. Luong**  
Associate

Linh’s practice focuses on conducting workplace and Title IX campus investigations. Prior to joining VMLC, she represented public and private employers throughout California, providing legal advice on diverse workers’ compensation issues. Linh often jokes her passion for investigations is actually a means to support her true passions—eating delicious foods and spoiling her dog, Stella.



**Tessa N. Nevarez**  
Associate

Tessa’s practice focuses on conducting workplace and Title IX campus investigations, and climate reviews. Tessa has prior experience in employment law and campus investigations from her time as a Law Fellow in the California Community College Chancellor’s Office in the Office of the General Counsel. Tessa enjoys live music and competitively watching Jeopardy.



**Maureen Dahl**  
Associate

Maureen is an Associate Attorney with Van Dermyden Maddux Law Corporation. Her practice focuses on conducting private- and public-sector workplace investigations as well as Title IX campus investigations and hearings. Maureen considers herself a “foodie,” so in her free time, you can find her at home testing out new recipes, cooking up old favorites, or out exploring local restaurants.



**Katherine Guilford**  
Associate

Katherine has assisted with a variety of discrimination-based complaints in both private- and public-sector employment contexts. She has also aided Hearing Officers in preparing for Title IX hearings and drafting hearing decisions. Katherine has a passion for digging deeply to uncover all the facts in any situation—growing up she often held trials to resolve Barbie disputes.