

## INVESTIGATION ALLEGATIONS OF EMPLOYEE MISCONDUCT

Upon receiving allegations of or information related to employee misconduct, the administrator will adhere to and implement the following procedures:

1. Listen to the allegation from the complainant, take notes, and request that the complainant put the allegations in writing. The complainant is not required to put the complaint in writing. Your notes of the report are sufficient to begin the investigative process.
2. Verbally repeat the allegation to the complainant and document the conversation.
3. Notify the Chief Human Resources Officer and the appropriate assistant superintendent.
4. Inform the accused of the allegations.
5. Interview the accused, potential witnesses, and all other relevant person(s) involved.
  - a. Take detailed notes during all interviews
  - b. At the conclusion of each interview, review the notes with the interviewee to ensure all information is correct.
6. Request all parties provide a written statement. Please note: In some instances, individuals may opt out of the written statement but they must participate in the investigation.
7. Review any other relevant artifacts including but not limited to video footage, electronic media, and documents.
8. Notify Human Resources and the appropriate assistant superintendent of the findings of the investigation.
9. Write a summary of the findings of the investigation and provide it to the appropriate administrator.
10. Share the findings of the investigation with the accused.
11. Write a summary of actions based on the findings of the investigation which may or may not include directives.
12. Sign off on the employee documentation (administrator and the accused).
13. Contact the complainant and share the findings of the investigation.
14. Send a copy of the documentation to the appropriate administrator.

15. In a secure location, maintain a copy of the investigation file and all related artifacts.

**Note:** The Chief Human Resources Officer will notify the Superintendent and Director of Community Relations, if applicable.

The Superintendent in conjunction with Human Resources will make all decisions regarding administrative leave or removal from campus during an investigation.