

**Administrative Procedures for Policy # 1741 (Administration) of the Board of Education
Regarding Use of the Whistleblower Hotline**

I. Definitions

- A. Abuse – a corrupt practice or custom; wrongful or improper use of authority.
- B. Fraud – deceit; trickery; intentional perversion of truth in order to induce someone to part with something of value or to surrender a legal right.
- C. Mismanagement – an act of incompetently, ineptly, or dishonestly handling a business or organizational matter.
- D. Waste – to use or expend carelessly or extravagantly.
- E. Anonymous Complainant – an individual who makes an allegation and files a report without disclosing his/her identity.
- F. Confidential Complainant – an individual who makes an allegation or files a report and whose identity are known only to the third-party case investigator and is disclosed only on a “need to know” basis.

II. General Guidelines

- A. The whistleblower hotline is solely to be used by Calvert County Public Schools (CCPS) employees and is not to be used by the general public.
- B. The purpose of the hotline is to enable employees to freely report suspected improprieties without fear of retaliation. The hotline is not intended to be used to report matters that are of a frivolous nature or that are governed by the provisions of other administrative procedures such as discrimination or Title IX.
- C. An employee who suspects, has knowledge of, or receives a report of abuse, fraud, mismanagement, or waste should contact the whistleblower hotline to report the matter. The employee should login to Office 365 to obtain the phone number or web address of the third-party entity who manages the hotline.
- D. An employee who makes an allegation can choose to remain anonymous or confidential.
- E. When an employee files a report, the hotline service will assign the employee an I.D. number. A third-party case investigator will communicate with the employee to gather as much information as needed for purposes of filing the report.
- F. The third-party entity who manages the hotline service uses a case management system. The case management system is a database whereby CCPS reports reside. The third-party entity will upload the report into the case management system.

- G. The report will be assigned to a designated CCPS administrator to investigate. The CCPS administrator will record in the case management system all actions taken and the resolution of the case.
- H. Reports from the case management system will only be issued to key CCPS personnel on a “need to know” basis.