

GUIDELINES FOR EMPLOYEE MISCONDUCT COMPLAINTS

Incidents of employee misconduct must be reported to the **Office of Professional Standards**. Professional Standards will review and investigate those situations likely to result in discipline. These matters often include, but are not limited to money mismanagement, alcohol/drugs, criminal acts, sexual misconduct, harassment/discrimination, physical contact or abuse, and repeated policy violations.

EMPLOYEE ON STUDENT COMPLAINTS (DCF)	CRIMINAL ARRESTS/EVENTS	EMPLOYEES SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS/ALCOHOL	TITLE IX SEXUAL HARASSMENT / DISCRIMINATION	COMPLAINTS REGARDING EMPLOYEE ON EMPLOYEE / POLICY VIOLATIONS/ USE OF SOCIAL MEDIA
- Immediately contact the Office of Professional Standards at extension 20256. - If the complaint alleges physical contact/abuse, or the student complains of injury, noticeable marks, bruises, cuts, etc... Contact the Department of Children and Families (DCF) immediately at 1-800-96-ABUSE or Myflfamilies.com. You are a mandatory reporter! - Photograph and document any alleged injuries to a student prior to the student leaving school for the day and inform your School Resource Deputy/Officer of the allegation. - Inform Professional Standards if DCF determines if they will investigate or not. If DCF determines not to investigate, the principal/department head will conduct the investigation and collect witness statements with guidance from Professional Standards. If DCF decides they will investigate, then Professional Standards will conduct a separate investigation for the district. - In all cases, the parent/guardian must be contacted immediately and made aware of the allegations. Advise the parents if Professional Standards will be investigating the complaint. - Notify your Assistant Superintendent as soon as possible.	- If an employee self-reports an arrest or is arrested at their worksite, notify Professional Standards and your Assistant Superintendent immediately. - If you are made aware of a possible employee arrest, i.e. mugshot or report made by a community member or parent, notify Professional Standards immediately. - Professional Standards will monitor criminal cases through the court system. - If Professional Standards receives an arrest notification, the principal/department head will be notified.	- Notify Professional Standards IMMEDIATELY. - Do NOT send the employee home or allow the employee to drive home. - Document any signs of impairment such as slurred speech, bloodshot eyes, frequent use of breath mints, etc. - Professional Standards will immediately respond and determine appropriate action.	- Contact the Equity Officer or Office of Professional Standards <u>All employees are mandatory reporters!</u> - Complete a Complaint Inquiry Form. This form can be located on the Equity webpage. - The District's Equity Officer will review and address all concerns.	- Notify Professional Standards - Complete an Investigative Report of Alleged Employee Misconduct (IRAEM). This form can be located on the Professional Standards webpage. - Obtain witness statements and forward to Professional Standards. <u>Social Media</u> - All employees must be mindful that all social media postings can potentially be viewed by a public audience, even if set to private. - Employees should exercise caution in what they post and share on social media as these posts can be shared and eventually viewed by others who may have conflicting opinions and may view them as inflammatory or offensive. - Should social media posts become a disturbance to the school/department, cause public outcry from the community or bring into question one's effectiveness, disciplinary action may occur.

ADDITIONAL INFORMATION

- Until a disposition is reached and the affected employee is notified in writing, the case is considered open/active, and details cannot be released to the media or the public. Student statements are considered a student record and therefore are considered privileged. Student names should always be redacted from any written investigative report, prior to being released to the union, employee, public, or the media.
- Professional Standards will determine if an employee will be relieved of duty during an investigation.
- **If you have any questions or concerns, please do not hesitate to contact Professional Standards at Ext. 20256 or Ext. 20257.**