



## Reporting and Investigating Fraudulent Actions by District Employees, Agents, or Contractors

Fiscal Management Policy 6004

### Policy Statement

- Employees who have reliable information that would lead a reasonable person to suspect a crime or impropriety as listed in Title 11 (Criminal Violations) or Title 16 (Health and Safety Violations) of the Delaware Code by another District employee, agent, or contractor shall report, preferably in writing, to the Superintendent or his/her designee.
- Within 48 hours of notification, the Superintendent or designee shall initiate an investigation, notifying the Manager of Human Resources and immediate supervisor in the case of an employee or the administrator responsible for the agent or contract for non-employees.
- All reports shall be kept confidential, if possible.
- The investigation shall be completed within 30 days, or as soon as practicable, after notification.
- Complete records shall be kept of any investigation and evidence and notes appropriately documented.
- A final report shall be sent to the Superintendent and other appropriate administrators.
- The Superintendent shall make the final decision on the employee or agent's status.
- If the investigation supports the suspicion, action shall be taken in accordance with Board policy and state law. The Superintendent or designee shall
  - Contact the appropriate police agency and file a report
  - Provide the police agency with all evidence collected during the investigation
  - Maintain a copy of the evidence in an investigation file
  - Notify other state agencies, as necessary
- Any filing of a knowingly false report under this policy shall result in disciplinary action up to and including termination.

### Responsibility

The Superintendent shall be responsible for compliance.

### References

Delaware Code, Titles 10, 11, 14, 16, 29

Related policies: 5008 District Property

Related documents: Administrative Memorandum "Theft Reporting"

### Adoption Date

10/21/2009

### Revision/ Reapproval Date