

INVESTIGATIONS

INVESTIGATIONS OF EMPLOYEES

In the event that an employee is accused of impermissible corporal punishment, a moral offense involving a student or any violation of other School Board policy, state or federal law, an investigation will be conducted by the Superintendent or his/her designee.

Any investigation undertaken in the school system shall be conducted in accordance with the following stipulations:

1. No Board member shall participate in any manner in an investigation.
2. Such inquiries shall be concluded within a reasonable amount of time.
3. The Superintendent and/or his/her designee shall use every means possible to protect School Board personnel from unwarranted personal criticism.

If deemed appropriate, employees of the East Baton Rouge Parish School Board shall, upon reasonable notification, appear at a designated location within the parish to provide information relative to the investigation.

Any employee who is the subject of an investigation may have legal representation if desired by the employee, but said representation shall be at no cost to the East Baton Rouge Parish School Board.

PROCEDURE FOR INVESTIGATING COMPLAINTS

When an allegation about an employee comes to the attention of the Superintendent and/or designee, principal, administrator or supervisor of a school, site or department, and the matter appears serious enough to warrant investigation, the following procedure shall apply:

1. The person (or persons) making an allegation against the employee shall submit the allegation in writing, giving the person who is making the allegation's name, address and telephone number, and the date, time, place, location, name of witnesses if any, and details of the circumstances of the allegations against the employee to the employee's principal, administrator, or supervisor, who shall then notify the Superintendent and/or his/her designee of the charge. Within five (5) working days of receipt of the complaint, the Superintendent and/or designee, principal, administrator or supervisor will provide the accused employee with a copy of the complaint.

If the principal, administrator, or supervisor is the subject of the allegation,

then the complainant may submit the report directly to the Superintendent.

2. Upon receipt of an allegation, the Superintendent and/or designee, principal, administrator or supervisor of the school, site, or department with which the employee is associated will immediately begin an investigation into the allegations. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the claim filed and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. The investigation will be concluded in a timely manner, but in no instance take longer than thirty (30) days from receipt of the complaint.
3. Upon conclusion of the investigation, the Superintendent and/or designee, principal, administrator or supervisor will provide a written determination of the validity of the complaint and provide a copy of such to the accused employee. If the initial investigation determines that the complaint is valid, the Associate Superintendent of Human Resources may further investigate the situation or impose such disciplinary action as appropriate per state statutes or School Board policy.
4. The Superintendent and/or designee may, in his or her discretion, suspend an employee with or without pay during the investigation provided in this policy when the Superintendent and/or designee considers the suspension to be in the best interest of the school system and/or the employee.
5. If the allegation falls within the definition of *abuse* as defined in Board policy *JGCE, Child Abuse*, then all school employees with knowledge of such incidents become *mandatory reporters* and the allegations must be reported to child protection or law enforcement as provided by state law and Board policy. Such reporting shall be made and applied in conjunction with the procedures outlined in this policy.
6. If any material of any nature is placed in the employee's personnel file as a result of the application of this policy, the employee shall have the right to respond as provided by policy *GAK, Personnel Records*.

Ref: La. Rev. Stat. Ann. ' ' 17:81, 17:81.6, 17:81.8.