

Department Directed Leave/ Leave Pending Investigation Process

*A Presentation to the
Board of Education Human Resources Committee*

December 16, 2014



Investigation Process Overview

Intake and Investigation:

- Complaint received
- Assessment by Principal/Director and assignment to investigator
- Employee placed on DDL or LPI, if necessary
- Investigation
 - interviews
 - report writing



Investigation Process Overview

Decision making process:

- Investigation Report provided to principal/director
- Meeting held to provide employee with opportunity to respond to investigation findings
- Recommendation by principal/director to CAS/AS for decision making
- CAS/AS makes decision (classified) or recommendation to Superintendent (certificated), depending upon level of discipline



Current Investigative Capacity

Civil Rights Compliance Office

- 2 perm, 2 EO sub, 1 temp

Office of Human Resources Investigators

- 2 perm, 1 temp

Complex Area Personnel Specialists

- 9 who conduct investigations among other duties

School Vice-Principals



DDL/LPI Update as of 12/5/14

JOB TYPE	NO.
ACCOUNT CLERK	1
CAFETERIA HELPER	5
COUNSLEOR	1
DISTRICT EDUCATIONAL SPECIALIST	2
EDUCATIONAL ASSISTANT	1
FOOD SVCS DRIVER	1
HOUSEPARENT	1
JROTC INSTRUCTOR	1
OFFICE ASST	1
PRINCIPAL	1
RESOURCE TEACHER	1
SASA	1
SCHOOL COOK	1
SCHOOL CUSTODIAN	7
SCHOOL SECURITY ATTENDANT	2
SFSM	2
TEACHER	33
VP	1
<i>Total</i>	63



DDL/LPI Update as of 12/5/14

CASE TYPE	NO.
FALSIFYING STUDENT RECORDS	1
HARASSMENT	1
HOSTILE WORK ENVIRONMENT	4
INAPPROPRIATE CONDUCT TOWARD STUDENTS	33
INAPPROPRIATE SEXUAL RELATIONS WITH STUDENT	3
INAPPROPRIATE USE OF FORCE	1
MISUSE OF SCHOOL FUNDS	1
POSSESSION/USE OF DRUGS/ALCOHOL	2
SEXUAL HARASSMENT	9
SUITABILITY ANALYSIS	1
WORKPLACE VIOLENCE	7
<i>Total</i>	63



Next Steps

- **Investigation Manual and Training**
- **Re-audit of Leave Status**
- **Increase Investigative Capacity**

