

**ADMINISTRATIVE PROCEDURES FOR  
SUSPECTED FINANCIAL MISCONDUCT AND DISHONESTY**  
(Attachment for Policy No. 828)

**Investigation**

The Office of the Inspector General shall have the primary responsibility for conducting necessary investigations of suspected fraudulent activity.

Investigative efforts may be coordinated with the Office of General Counsel, district auditors, internal departments, external agencies, and/or law enforcement officials.

District investigators and auditors shall have free and unrestricted access to all district records and property, including leased facilities.

If an investigation substantiates the occurrence of a fraudulent activity, the Office of the Inspector General shall present a report to the Board and appropriate personnel.

The final disposition of the matter regarding employee discipline and decision to file a criminal complaint or refer the matter to law enforcement and/or a regulatory agency for independent investigation shall be determined by the Board in consultation with legal counsel.

Investigations that uncover inappropriate conduct that does not rise to the level of fraud shall be referred to the Superintendent or designee for appropriate action.

If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action.

**Delegation**

For those activities that do not rise to the level of fraud, the Superintendent delegates to the Chief Talent Officer the responsibility for receiving the information for appropriate action through the employee's supervisory chain of command.