

**EMPLOYEE/AUTHORIZED VOLUNTEER PROTECTION**

1.0 The District recognizes the need to protect employees and other persons performing authorized services on behalf of the District from psychological and physical abuse which may occur on school or District property or while performing assigned duties for the District. Prohibited conduct shall include assault; disorderly conduct; harassment; theft or damage to personal property; accusations of child abuse which the accuser knows are false; sexual harassment; sexual misconduct; or other violations of the Colorado Criminal Code.

2.0 When a District employee or other person performing authorized services on behalf of the District alleges that he/she has become a victim of an offense described in Section 1.0, the aggrieved individual shall file a written complaint with the building principal or the employee's supervising director/executive director within five (5) working days of the alleged offense. Filing shall be completed by delivery of the written complaint to the principal or the employee's supervising director/executive director who shall then be responsible for promptly informing the Director of Safe and Secure Environments and the Assistant Superintendent for Human Resources.

3.0 Investigatory and/or disciplinary action shall proceed as indicated in accordance with applicable law, master agreements, and/or Superintendent policy. The principal, director or executive director shall provide a written response to the individual within ten (10) working days following receipt of the written complaint, or within such lesser period of time as may be required by applicable law, master agreement, and/or Superintendent policy. The response shall reflect findings made in the investigation and any disciplinary action proposed or completed except to the extent such disclosures would be contrary to law, master agreement, or Superintendent policy.

LEGAL REFERENCES:

C.R.S. 22-32-109.1(3) (Board of Education - Specific powers and duties – Safe Schools)

CROSS REFERENCES:

Code: 5000

Code: 8800

Exhibit

Code: 4300

Adams 12 Five Star Schools

**Employee/Authorized Volunteer Protection  
COMPLAINT FORM**

(See Superintendent Policy/Procedure Code: 4300)

(Alleged offenses of assault; disorderly conduct; harassment; theft or damage to personal property; knowingly false accusation(s) of child abuse; sexual harassment; sexual misconduct; or other violations of the Colorado Criminal Code.)

Employee/Authorized Volunteer \_\_\_\_\_

School/Building \_\_\_\_\_ Date \_\_\_\_\_

Date of Alleged Offense \_\_\_\_\_ Time of Alleged Offense \_\_\_\_\_

Site of Alleged Offense \_\_\_\_\_

Alleged Offender(s) \_\_\_\_\_

Witness(es) to Alleged Offense \_\_\_\_\_

Describe Alleged Offense in Detail \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Receiving Principal/DST Member Signature

\_\_\_\_\_  
Date Received

- White:** Assistant Superintendent for Human Resources  
Director Safe and Secure Environments
- Yellow:** Building Principal/Director/Executive Director
- Pink:** Complainant