

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 Security Services Manager and the Chief Human Resources Officer.
- 3.0 Investigatory and/or disciplinary action shall proceed as indicated in accordance with applicable law, master agreements, and/or District 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 District 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 District policy.

LEGAL REFERENCES:

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

CROSS REFERENCES:

Policy: 5000

Policy: 8800

Exhibit
District Policy: 4300

Adams 12 Five Star Schools
Employee/Authorized Volunteer Protection
COMPLAINT FORM
(See District Policy 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 _____

Complainant's Signature

Date

Receiving Principal/DST Member Signature

Date Received

- White: Chief Human Resources Officer
Security Services Manager
- Yellow: Building Principal/Director/Executive Director
- Pink: Complainant