

# Reassignment/Investigation Flowchart

In all situations

## Immediate Response

- Allegation reported
  - Ask clarifying questions
- Contact law enforcement
- Remove employee from classroom or work area
- Collect keys, technology, etc.
- **Contact LD Operations**
- Enter ISTAR
- Mail SCAR
- Await decision of AOO/Division Head to:
  - Return employee to classroom or work area  
(Contact Staff Relations)
- OR**
- Reassign from worksite (preliminary 5-day)
  - Issue directives and written notice to report to Local District/Division Office (Attachment A)

## Preliminary (5-Day) Reassignment

- Secure law enforcement clearance to investigate administratively
- Preliminary inquiry completed **in consultation with LD Operations**:
  - Interview alleged victim(s) and witness(es)
  - Obtain written statements
  - Retrieve employee records and files
- Await decision of AOO/Division Head to:
  - Notify of LD Supt.'s decision regarding 72-hour PNL
  - Return employee to worksite
- OR**
- Reassign formally

## Formal Reassignment

- Certificated employees only transferred to Employee Relations cost center
  - Employee's position **not** vacant
- Full investigation completed by Student Safety Investigation Team (SSIT)
- Investigation report delivered to AOO/Division Head
  - Principal/Supervisor also reads report and offers recommendation
- AOO/Division Head makes decision to:
  - Return employee to worksite
    - Case review held for return to work (RTW)
    - Progress check for two semesters (Attachment N)
- OR**
- Move for dismissal
  - Case review held for employee dismissal