

ADMINISTRATIVE INVESTIGATION TEMPLATE: ALLEGATIONS OF EMPLOYEE MISCONDUCT

Date investigation opened:

ISTAR#:

Employee:

EN#:

Position:

→ CONTACT YOUR LOCAL DISTRICT OPERATIONS COORDINATOR FOR GUIDANCE ←*This form is designed in a fillable format. Click on a field to enter text or select a response.*

School/Worksite:

Local District/Division:

Investigating Administrator:

Position:

EN#:

Phone number:

Email address:

@lausd.net

Operations Coordinator: Please select from this menu

Date of initial contact with Ops. Coordinator:

1. **Maintain an investigation file. Include all notes, documentation collected, and a copy of this completed report in the file for future reference.**

2. **Type of allegation:** ☐ Sexual in nature ☐ Non-sexual

Is the alleged misconduct a potential crime or suspected crime? ☐ Yes ☐ No

If Yes, law enforcement agency and division contacted*:

Date:

Officer's name:

Badge/Serial Number:

Initial law enforcement response: Please select from this menu

3. Allegation basics:

- Who is the accused employee? (include name and title)
- When was the matter reported? (include date and time)
- Who reported the allegation? (include name and title, e.g., *seventh grade student Marlene Ventura*)
- To whom? (include name and title)
- What was the alleged misconduct? (e.g., *Mr. Radcliffe touched Marlene's shoulder, slid his hand down her left arm, and squeezed her upper thigh*)
- Did the alleged victim describe a possible motive for the alleged misconduct? If so, what was it?
- When did the alleged incident occur? (include information about recurring incidents if any, e.g., *Marlene stated that Mr. Radcliffe began making physical contact about six weeks ago. This incident occurred during lunch tutoring at about 12:30 p.m. today*)
- Where did the alleged incident occur?
- Who witnessed the alleged incident?

*For matters involving alleged employee misconduct, contact law enforcement. Call DCFS only in cases where direct contact with law enforcement cannot be made.

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4. **Names of persons interviewed** – *Consult with your Operations Coordinator prior to interviewing the accused employee.* Be certain to keep separate detailed interview notes in your investigation file for future reference.

Name	District ID or EN#	Role (Victim, Witness, Accused)

5. **Documentation collected:** ☐ Written statements ☐ Photographs/screen shots ☐ Emails ☐ Handwritten notes
☐ Other (Please specify)

6. **Other evidence collected:** ☐ (Please specify)

7. **Allegations of prior misconduct:** (Review school/worksite files for documentation, such as conference memos, emails, handwritten notes. Contact Staff Relations and Employee Relations for information from the employee's other work locations.)

8. **Summary of investigation:** (Describe action steps chronologically and succinctly. Be sure to include only pertinent details.)

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- LAPD provided Injury Report #1234-xyz and stated they will not investigate further.
- Six of eight students corroborated the allegation that Ms. Lee pushed Evelyn into her locker.
- Mr. Thomas used reasonable force as defined by the Child Abuse bulletin to restrain Joseph from striking Michael.
- Ms. Zavala had previously received two conference memos (or ISTAR entries) for similar behavior.
- Marlene has a visible bruise on her left forearm.
- Josie broke down into tears when she described the incident.

11. Outcome of preliminary inquiry: (e.g., Employee reassigned by the local district on [indicate date]; in consultation with Staff Relations, the matter was addressed in a conference and documented in a conference memo [even in cases when the allegation cannot be corroborated]).**DO NOT UPLOAD THIS COMPLETED INVESTIGATION REPORT INTO ISTAR.**

Instead, enter a statement into ISTAR indicating that an administrative investigation was completed.

Administrator's signature: _____ Date investigation completed: _____
(Required)**Sign, print, and scan/email a copy to your Local District Operations Coordinator.**

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