Our school district’s ethics and compliance program requires all employees to report any suspected or observed wrongdoing. Reporting wrongdoing protects our assets and our district’s reputation. Seek help by using our district’s information resources; your administration and the Office of Inspector General (OIG) Fraud Hotline.

NOT REPORTING HURTS OUR DISTRICT
Not reporting suspected or observed wrongdoing can directly affect the bottom line of the district. How? First, employees, suppliers and our other stakeholders that are affected by the wrongdoing will not support our district in future endeavors. Second, our district will not be able to attract or retain the best and brightest students/employees without a stellar reputation. Lastly, the loss associated directly with the violation, such as forfeitures and high-risk status imposed on the district, can be significant.

WHAT MUST BE REPORTED?
Familiarize yourself with our district’s policies and procedures. The policies and procedures will help you recognize wrongdoing and violations. Violations include; but are not limited to:

- Bribes and gratuities, the offer of something of value with the intent of influencing or altering the recipient’s behavior or actions.

- Computer fraud and cybercrime related crimes accessing district computers without authorization. Obtaining, and using, district information for fraudulent purposes.

- Contract, procurement, and grant fraud - Bids, proposals and contracts falsified for purpose of defrauding the district.

- Falsifying financial data, stealing, or embezzling.

There are no acceptable reasons for these actions, they are wrong and should be reported.

MISPLACED LOYALTY
Our district never advocates cutting corners or bending policies or procedures to achieve our goals. Don’t misunderstand pressure to reach a higher goal as an indication that our procedures should be circumvented - this is never the case. Always work within our district’s policies.

When there is fraud, waste or abuse within the district, everyone – taxpayers and employees alike – pays. Reporting wrongdoing is not disloyal to your fellow employees. In most situations, wrongdoing is not intentional and the sooner the error is reported, the quicker it can be resolved. Also, if you observe a situation that should be reported, chances are that someone else has made a similar observation. In the long run, all employees benefit from having situations reported. Reporting helps maintain our reputation for ethics, instills the public’s trust in our school system, and helps keep our district prosperous.

OUR POLICY OF NON-RETRIBUTION
Our district has a policy of non-retribution. This means that our district does not tolerate any negative action against employees who responsibly report wrongdoing to the district. You are violating the Whistleblower Protection Act if you retaliate against someone who reports fraud in good faith.

Our district maintains a zero tolerance for any acts of retaliation towards employees.

KEEP IN MIND
- Reports of observed or suspected wrongdoing are required of all employees.
- The Fraud Hotline provides an anonymous avenue for employees’ reports.
- Reporting is essential for the good of our district. If you observe or are subjected to retaliation for your responsible reports, you should immediately notify the OIG so that the issue can be investigated and corrected.
- We receive walk-in complaints during business hours; 8:30am – 5:00pm. All complaints are thoroughly investigated.
- False accusations are not responsible and can damage the morale of our district. You may be subject to discipline if you report in an irresponsible manner.
- Call the OIG Fraud Hotline – available 24/7; or use these other means to file your complaints, or to make a report:
  - By email at inspectorgeneral@detroitk12.org
  - By web complaint form at http://detroitk12.org/admin/inspector_general
  - By mail: 3011 W. Grand Blvd, 12th Floor, Fisher Building, Detroit, MI 48202
  - By Fax: (313) 870-3405
  - Mail Drop off box – outside of the OIG door 12th Floor, Fisher Building

THE TIME IS ALWAYS RIGHT TO DO WHAT IS RIGHT
Martin Luther King Jr.
**Q&A**

**My supervisor consistently puts unsubstantiated charges on his reimbursement reports. I think that these are for personal items that he buys when he travels for business and are not allowed by our policies. What should I do?**

Contact the OIG Fraud Hotline. Falsifying financial reports is against our district’s policies. Reimbursement Reports can be easily audited, and you should not have to be involved after you have reported the situation.

**I know of a circumstance that should be reported but I do not want to be involved. How can I make a report anonymously?**

Call the OIG Fraud Hotline anonymously. When you report, give as many details as possible so that the situation can be investigated. Deciding not to report a violation that you are aware of, because you think it did or could not have happened, is wrong. Let us do our job and investigate the matter. You’ll feel more secure if we substantiate the allegation.

**When I see that a situation is wrong, isn’t it better to talk to my co-worker rather than calling the Fraud Hotline?**

You do not have to call the Fraud Hotline if there is a way to resolve the situation through discussion with your co-worker or your supervisor. Sometimes it may be a mere misunderstanding that could be resolved by department administration. However, fraudulent actions or suspicions of fraud should be directly reported to the OIG.

**How are complainants protected?**

The OIG offers confidentiality to anyone who requests this; similarly, a caller will never be asked to provide his or her name when calling the Fraud Hotline, nor is the call traceable. Employees are also protected from retaliation under the Whistleblower Protection Act.

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**Detroit Public Schools Community District**  
**Office of Inspector General**

**Main Office phone:**  
313-870-5664  
**Call the Fraud Hotline:**  
313-870-3436