



Book	Policy Manual
Section	1000 Administration
Title	AUTHORITY AND RESPONSIBILITIES OF THE INSPECTOR GENERAL
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#### 1270 - **AUTHORITY AND RESPONSIBILITIES OF THE INSPECTOR GENERAL**

The Board of Education affirms the establishment of a full-time program of investigation to provide increased accountability, promote integrity and fiscal responsibility, assist District leadership and management in the establishment and maintenance of internal control processes within District operations, and prevent, detect and deter waste, fraud, abuse, financial mismanagement and misconduct in programs and personnel within the District.

The Office of Inspector General shall function as an independent office of the School Board. This independence is essential to freely and objectively carry out its mission, without impairment or prohibition, in accordance with the professional standards that relate to fields of investigation and auditing in governmental environments.

The head of the office shall be the Inspector General. The Inspector General shall be selected without regard to political affiliation and on the basis of integrity, capability for strong leadership, and demonstrated ability in accounting, auditing, financial analysis, law, management analysis, public administration, investigation, law enforcement and/or criminal justice administration, or other closely related fields.

The Inspector General shall serve as a full-time employee of the School District. S/He should hold at appointment, or be required to obtain within a time certain after appointment, certification as a Certified Inspector General.

The Inspector General shall functionally report to the Board, and administratively to the Superintendent for the School District. The Inspector General shall establish the organizational structural appropriate for carrying out the responsibilities and functions of the Office of Inspector General.

Prior to the expiration of his or her contract, the Inspector General may be removed by the Board only for just cause; based upon the following: neglect of duty, malfeasance, abuse of power or authority, discrimination, ethical misconduct, failure to obtain or maintain certification as a Certified Inspector General as provided herein, or other good cause. Any allegations of misconduct involving the Inspector General, other than ethical or criminal, shall be handled by the appropriate internal administrative office of the School District. Other allegations relating to violations of the Code of Conduct and/or other professional standards governing members of the Association of Inspectors General, or criminal misconduct, shall immediately be referred to an external office or law enforcement agency that the Board determines to have authority to investigate such allegations.

To facilitate its functions, the Office of Inspector General is provided immediate, complete and unrestricted access to all employees, contractors, vendors, agents and representatives of the School District; who shall report all instances of suspected waste, fraud, and abuse; and provide testimony and/or requested documents (including automated or electronic data) within their custody, pertaining to the business of the School District, to the Office of Inspector General upon request.

As promulgated by the Association of Inspectors General, the Inspector General shall ensure that investigations are conducted in accordance with the Principles and Standards for Offices of Inspector General (Green Book). Accordingly, the Inspector General shall:

- A. Initiate, conduct, supervise, and coordinate investigations resultant of complaints, or upon its own initiative, designed to detect, deter, and prevent fraud, waste, abuse, financial mismanagement, and fiscal misconduct;
- B. Maintain a confidential fraud hotline to receive complaints via telephone, email, fax, and internet, regarding suspected waste, fraud and abuse, and circulate and communicate the hotline's existence and purpose districtwide;
- C. Receive and consider complaints, and conduct inquiries, reviews and/or investigations as the Inspector General deems appropriate;
- D. Pursuant to State of Michigan's Whistleblowers' Protection Act (Act 469 of 1980) and the School District's policy regarding Whistleblower Protection, receive complaints and ensure protections to employees who report violations or suspected violations in good faith;
- E. Conduct investigations and forensic audits free of actual or perceived impairment to the independence of the Inspector General or the Office of Inspector General. This shall include freedom from any interference with investigations and timely access to records, personnel and other sources of information;
- F. Refer to the appropriate District administrators and/or offices matters related to employee misconduct that do not involve fraud, waste of District resources, financial mismanagement, or abuse of District assets;
- G. Refer substantiated employee wrongdoing (non-criminal) to the District's Human Resources for administrative discipline;
- H. Refer to the appropriate law enforcement agency, where there are reasonable grounds to believe there has been a violation of state, federal or local law;
- I. Timely submit Final Investigative Reports to members of the School Board, Superintendent, and other appropriate District administrators with a need to know and who have responsibility for corrective actions recommended by the Office of Inspector General (Investigative reports are not made public);
- J. Monitor implementation of recommendations made by the Office;
- K. Engage in Fraud prevention activities, training and education;
- L. Maintain information regarding monetary benefits to the District as result of investigative activities, including but not limited to: cost avoidance, court ordered restitution, monetary loss prevented, and funds recouped from persons or entities involved in willful misconduct against the School District;
- M. Issue an Annual Report summarizing prominent activities and accomplishments of the office during the immediately preceding fiscal year;
- N. Attend any public meetings held by the School Board; and
- O. Do all things necessary to carry out the functions set forth in this section.

The Inspector General shall immediately report to the Superintendent whenever he/she becomes aware of particularly serious or flagrant abuses, or deficiencies resultant of investigative matters, or matters that may result in media attention.