

Policy 6045

Board of Education Hotline

A. Establishment of District Hotline

1. The Board of Education has established a hotline to provide an avenue for citizens, including District employees and contractors, to report improper governmental activities including:
 - a. Waste or misuse of public funds, property, or manpower
 - b. Violations of a law, rule, or regulation applicable to the government
 - c. Gross mismanagement
 - d. Abuse of authority
 - e. Unethical conduct

[Utah Admin. Rules R277-123-2\(3\) \(June 9, 2025\)](#)

[Utah Admin. Rules R277-123-4 \(June 9, 2025\)](#)

B. Filing a Complaint

1. Complaints should be submitted in writing using the attached form. Complainants should also submit any evidence that supports the complaint. Essential information includes specifics on “who, what, where, when” as well as any other details that may be important such as information on other witnesses, documents, and pertinent evidence. ~~Due to limited resources the Board of Education is unable to accept complaints that are not supported by evidence or provide a means for us to investigate the problem further.~~ At a minimum, please use the form as a guide to ensure the necessary information is provided. Submit complaints **using the hotline link on the District or school website or** via the following methods:

Email: audit@besd.net

US Mail:

Box Elder School District
Board of Education Hotline
960 S Main St

Brigham City, UT 84302

2. Complainants may call the hotline at (435) 734-4850 for more information.

C. Processing of Hotline Complaints

1. After receipt of the complaint, the **Board of Education will appoint an investigator to review the** allegation and any evidence provided by the complainant will be reviewed. The list below represents some of the factors that are considered during the screening and prioritization process.
 - a. Does the complaint involve actions by a person subject to the Board of Education's authority?
 - b. Does the complaint pertain to improper governmental activities? Disagreements with administration decisions or actions taken by Board members that are within the law will not be investigated.
 - c. Has the complainant taken appropriate steps to resolve the issue with the District? If the District is not responsive, the concern relates to District administration, or the complainant desires anonymity, consideration will be increased.
 - d. What is the timing and frequency of alleged improper activity? Allegations of improper activities that are recent and/or on-going may receive a higher priority.
 - e. Should the allegation be investigated by another entity? Are there other agencies that have oversight of the complaint? Is a member of the Board of Education or the audit committee being accused?
 - f. Can the complaint be efficiently and effectively investigated? Overly broad or vague complaints or complaints where evidence is unavailable may be declined or receive a low priority.
2. The **investigator communicates to the Board of Education Audit Committee will review:**
 - a. The allegation of the complaint
 - b. Any facts supporting or refuting the complaint
 - c. A recommendation based upon preliminary inquiry

3. The ~~Audit Committee Board of Education~~ decides the appropriate next action (if a member of the ~~Audit Committee Board of Education~~ is the subject of the complaint they may not be included in this process):
 - a. Discontinue the investigation
 - b. Any facts supporting or refuting the complaint
 - c. A recommendation based upon preliminary inquiry
 4. If the investigation proceeds, the ~~Audit Committee Board of Education~~ sets the following:
 - a. Time and resource budget
 - b. Scope of the audit
 5. ~~The investigator completes the investigation Audit is completed~~
 6. ~~The investigator creates a~~ report ~~is created~~ outlining the work performed and conclusions
 7. The ~~investigator provides the~~ report ~~is provided~~ to the ~~Audit Committee Board of Education~~
 - ~~8. The Audit Committee reports investigation results to the Board of Education.~~
 9. The Board of Education addresses any findings noted in the report.
- D. ~~Processing of Hotline Complaints Received from USBE~~
1. ~~Hotline complaints which are received by referral from the Internal Audit Department of the Utah State Board of Education will be processed as provided above for hotline complaints initially submitted to the Board of Education and then, within 45 days of receiving the referral from the Internal Audit Department, provides an update or summary of the status of the matter to the Internal Audit Department.~~

[Utah Admin. Rules R277-123-4\(5\) – \(7\) \(June 9, 2025\)](#)

E. Whistleblower Protection

1. [Utah Code § 67-21-3](#) prohibits public employers (such as the District) from taking retaliatory action against their employees for reporting government waste or

violations of law in good faith, to the appropriate authorities. A District employee is presumed to have communicated in good faith if the employee has given written notice or otherwise formally communicated the conduct to the Board of Education, a member of the Board of Education, the Superintendent, or to a government official with authority to audit the District.

[Utah Code § 67-21-3\(1\)\(a\), \(b\)\(vi\) \(2022\)](#)

Report a Concern Hotline Reporting Form

Email completed form to: audit@besd.net

Or Mail to:

Board of Education
Box Elder School District
Attn: Internal Audit
960 S Main St
Brigham City, UT 84302

Complainant Information:

Complaint to remain anonymous? Yes ☐ No ☐
Complainant would like a response? Yes ☐ No ☐

Contact Type: ☐ Parent
☐ Student
☐ Public Education Employee
☐ Other

Complainant Name: _____

Check One

Elected Official _____
District Employee _____
Citizen/Contractor _____

Date Submitted _____

Name:

Home Address _____

Phone/cell/email _____

School Name:

Work Address and information (if applicable) _____

Information Concerning the Complaint (Please complete one form for each separate complaint)

Each improper action should be noted separately and supported with reliable and sufficient evidence. Supplying detailed information contributes to a thorough and efficient investigation. This form is designed to help you supply the needed information.

Who is the person(s) the complaint is against? (Please provide name, position, school, and phone number.)

Who is the ~~above~~ person's supervisor? (Please provide name, position, ~~district or school, and phone number. Also, supervisor's name, position, and phone number.~~)
~~Please describe your complaint or the activity you are reporting in detail. Include places, dates, times and frequency of the event.~~

~~What is the assertion of improper governmental activity? Please describe in detail.~~

~~When did the event(s) take place? Please include dates, time, and frequency.~~

~~Where did the event(s) occur?~~

Are there any other persons who might provide information or who witnessed the event? If so, what are their names, positions, and their contact information? ~~Has this activity been reported to anyone else? (If reported, please include who it was reported to, the date it was reported and attach any relevant documentation below.)~~

Is there evidence that can be examined or documentation that can be reviewed? (Please provide documentation you have.)

How do you know about the improper action? Did you see it occur? Did you see documentation indicating the event occurred? ~~Did you hear about it from someone else?~~

~~Do you know the source of funding involved or W~~What specific law or state regulation has been violated?

Please attach to the email supporting documentation, details and ANY and ALL other information available to support the complaints or concerns.