

Policy 6045

Board of Education Hotline

A. Establishment of 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 R277-13-6(2) (November 10, 2020)

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 via the following methods:

Email:

US Mail:

Box Elder School District
Board of Education Hotline
960 S Main St
Brigham City, UT 84302
audit@besd.net

Complainants may call the hotline at (435) 734-4800 ext. 1101 for more information.

C. Processing of Hotline Complaints

1. After receipt of the complaint, 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 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 decides the appropriate next action (if a member of the Audit Committee 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 sets the following:
 - a. Time and resource budget
 - b. Scope of the audit
- 5. Audit is completed
- 6. A report is created outlining the work performed and conclusions
- 7. The report is provided to the Audit Committee
- 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. Whistleblower Protection

- 1. [Utah Code § 67-21-3](#) prohibits public employers (such as the District) from taking adverse 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\(1\)\(a\), \(b\)\(vi\) \(2020\)](#)

Report a Concern Form

1. Complaint to remain anonymous? Yes No
2. Complainant would like a response? Yes No
3. Contact Type: Parent
 Student
 Public Education Employee
 Other
4. Date:
5. Name:
6. Phone:
7. Email:
8. School Name:
9. Who is the person(s) the complaint is against?
10. Who is the person's supervisor? (Please provide name, position, district or school, and phone number. Also, supervisor's name, position, and phone number.)
11. Please describe your complaint or the activity you are reporting in detail. Include places, dates, times and frequency of the event.
12. How do you know about the improper action? Did you see it occur?
13. 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.)
14. Is there evidence that can be examined or documentation that can be reviewed? (Please provide documentation you have.) Did you see documentation indicating the event occurred?
15. Do you know the source of funding involved or what specific law or state regulation has been violated?