



Investigative Process Flowchart

Allegation of Employee Misconduct Reported



Supervisor, School Principal or Assistant Principal immediately notifies their Area Superintendent about the alleged misconduct through conversation or submission of the **CCPS Formal Investigation Request Form**. *Please note: all allegations regarding CCPS Board Policy DIE (Fraud Prevention) should be directly reported to the Division of Equity and Compliance in writing. Individuals may also submit complaints via e-mail at fraudcomplaints@clayton.k12.ga.us.*



Assistant Superintendent determines if matter will be handled at the local level or referred for an investigation.



If forwarded to Equity & Compliance for investigation, the Request Form should be e-mailed to Damaris Garrett, Director of Equity and Compliance. Requests will be reviewed and assigned for investigation by a Personnel Review Officer (PRO), unless other appropriate action taken. The Director of Equity & Compliance and Superintendent of CCPS will review the report and present to/discuss with the Superintendent, who will review the recommendation(s) and make the final decision to be shared with the employee.



If handled at local level, supervisor or school administrator appropriately addresses the allegation and maintains documentation of the resolution. NOTE: if the allegation involves reasonable suspicion of child abuse by an employee, the supervisor or school administrator/designee must **immediately** make a report to the CCPS Safety and Security Division and the Division of Family Children Services (DFCS).



REMEMBER: ALL DOCUMENTATION SHOULD REMAIN CONFIDENTIAL AND SHOULD NOT BE DISTRIBUTED WITHOUT APPROPRIATE LEGAL AUTHORITY

Division of Equity and Compliance

Phone: 770-473-2700, ext. 700121 · Fax: 678-817-3084 · E-mail : damaris.garrett@clayton.k12.ga.us

Revised 2-6-2020