

# policy

**BOARD OF EDUCATION  
DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT**

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## **AUTHORITY AND RESPONSIBILITIES OF THE INSPECTOR GENERAL**

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2  
3 The Board of Education affirms the establishment of a full-time program of  
4 investigation to provide increased accountability, promote integrity and fiscal  
5 responsibility, assist District leadership and management in the establishment and  
6 maintenance of internal control processes within District operations, and prevent,  
7 detect and deter waste, fraud, abuse, financial mismanagement and misconduct in  
8 programs and personnel within the District.  
9

10 The Office of Inspector General shall function as an independent office of the School  
11 Board. This independence is essential to freely and objectively carry out its mission,  
12 without impairment or prohibition, in accordance with the professional standards  
13 that relate to fields of investigation and auditing in governmental environments.  
14

15 The head of the office shall be the Inspector General. The Inspector General shall be  
16 selected without regard to political affiliation and on the basis of integrity, capability  
17 for strong leadership, and demonstrated ability in accounting, auditing, financial  
18 analysis, law, management analysis, public administration, investigation, law  
19 enforcement and/or criminal justice administration, or other closely related fields.  
20

21 The Inspector General shall serve as a full-time employee of the School District.  
22 He\She should hold at appointment, or be required to obtain within a time certain  
23 after appointment, certification as a Certified Inspector General.  
24

25 The Inspector General shall functionally report to the Board, and administratively to  
26 the Superintendent for the School District. The Inspector General shall establish the  
27 organizational structural appropriate for carrying out the responsibilities and  
28 functions of the Office of Inspector General.  
29

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

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

48

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

53

54 a) Initiate, conduct, supervise, and coordinate investigations resultant of  
55 complaints, or upon its own initiative, designed to detect, deter, and prevent  
56 fraud, waste, abuse, financial mismanagement, and fiscal misconduct;

57

58 b) Maintain a confidential fraud hotline to receive complaints via telephone,  
59 email, fax, and internet, regarding suspected waste, fraud and abuse, and  
60 circulate and communicate the hotline's existence and purpose districtwide;

61

62 c) Receive and consider complaints, and conduct inquiries, reviews and/or  
63 investigations as the Inspector General deems appropriate;

64

65 d) Pursuant to State of Michigan's Whistleblowers' Protection Act (Act 469 of  
66 1980) and the School District's policy regarding Whistleblower Protection,  
67 receive complaints and ensure protections to employees who report violations  
68 or suspected violations in good faith;

69

70 e) Conduct investigations and forensic audits free of actual or perceived  
71 impairment to the independence of the Inspector General or the Office of  
72 Inspector General. This shall include freedom from any interference with  
73 investigations and timely access to records, personnel and other sources of  
74 information;

75

76 f) Refer to the appropriate District administrators and/or offices matters related  
77 to employee misconduct that do not involve fraud, waste of District resources,  
78 financial mismanagement, or abuse of District assets;

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- 80 g) Refer substantiated employee wrongdoing (non-criminal) to the District's  
81 Human Resources for administrative discipline;  
82  
83 h) Refer to the appropriate law enforcement agency, where there are reasonable  
84 grounds to believe there has been a violation of state, federal or local law;  
85  
86 i) Timely submit Final Investigative Reports to members of the School Board,  
87 Superintendent, and other appropriate District administrators with a need to  
88 know and who have responsibility for corrective actions recommended by the  
89 Office of Inspector General (Investigative reports are not made public);  
90  
91 j) Monitor implementation of recommendations made by the Office;  
92  
93 k) Engage in Fraud prevention activities, training and education;  
94  
95 l) Maintain information regarding monetary benefits to the District as result of  
96 investigative activities, including but not limited to: cost avoidance, court  
97 ordered restitution, monetary loss prevented, and funds recouped from  
98 persons or entities involved in willful misconduct against the School District;  
99  
100 m) Issue an Annual Report summarizing prominent activities and  
101 accomplishments of the office during the immediately preceding fiscal year;  
102  
103 n) Attend any public meetings held by the School Board; and  
104  
105 o) Do all things necessary to carry out the functions set forth in this section.  
106

107 The Inspector General shall immediately report to the Superintendent whenever  
108 he/she becomes aware of particularly serious or flagrant abuses, or deficiencies  
109 resultant of investigative matters, or matters that may result in media attention.  
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112  
113  
114 Inspector General Act of 1978, As Amended  
115

116 Approved: 00/00/00

117 Revised & Adopted: 00/00/00

118 Reviewed: 00/00/00

119 Revised & Adopted: 00/00/00

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