



9.3. Procedures for Reporting. District employees who become aware of improper actions should first raise the issue with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee's belief that an improper action has occurred.

9.3.1. Where the employee reasonably believes, the improper action involves his or her supervisor, the employee may raise the issue directly with the District General Manager, or designee.

9.3.2. If the employee reasonably believes the improper action involves the District General Manager, or designee, the employee may raise the issue directly with the President of the Board of Commissioners.

9.3.3. In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee will report the improper action directly to the President of the Board of Commissioners with responsibility for investigating the improper action. Emergency means a circumstance that, if not immediately changed, may cause injury or damage to persons or property.

9.3.4. The supervisor and the District General Manager, or designee, as the case may be, will endeavor to take prompt action to assist the District in properly investigating the report of improper action.

(a). District officers and employees involved in the investigation are required to keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing.

(b). After an investigation has been completed, the employee reporting the improper action should be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

9.3.5. District employees may report information about improper action directly to the appropriate government agency with responsibility for investigating the improper action if the District employee reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper action occurred, or that insufficient action has been taken by the District to address the improper action or that for other reasons the improper action is likely to reoccur.

9.3.6. District employees who fail to make a good-faith attempt to follow the District's procedures in reporting improper action do not receive the protections provided by the District in these procedures.