
Harry C. Bull, Jr., Ed.D.
Superintendent
Educational Services Center
4700 South Yosemite Street
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720-554-4262



MEMORANDUM

TO: ADCO

FROM: Harry C. Bull, Jr.

DATE: September 15, 2017

RE: Reporting Procedures for Police Investigations Involving CCSD Employees and Documented Employee Discipline

To ensure that CCSD central administration is fully apprised of any pending police investigations involving CCSD employees, CCSD is implementing the following reporting protocols effective immediately.

1. If a CCSD employee is being investigated by law enforcement or social services for conduct occurring during the scope of the work day or for conduct outside the workplace which impacts an employee's fitness for duty as a CCSD employee and you as an administrator become aware of that investigation, immediately report the existence of that investigation and the identity of the investigating agency and officers to a Human Resources Director. Examples of conduct outside the workplace which could impact an employee's fitness for duty include, but are not limited to, a CCSD employee whose job requires them to drive, being investigated for a DUI during non-work hours, and any CCSD employee who is being investigated for sexual misconduct involving children outside of the workplace.

Please communicate to all staff the need to share with building and/or department administrators when they are apprised by police of a pending investigation involving a CCSD employee. For example, if a Dean is advised by police of such an investigation, the Dean should immediately report that investigation to their building principal.

If the police indicate that a report has been generated (even if the report finds no crime and results in no criminal charges being filed), request the case number from the investigating agency/officer and provide the case number to Human Resources upon receipt.

2. Effective immediately, whenever any employee receives discipline which is documented in writing (i.e. a FRISK letter or other written reprimand), provide a copy of that written reprimand to Human Resources for the employee's central personnel file. If your building or department has building/department files for current employees which contain previously issued written reprimands that have not been provided to Human Resources, please forward those written reprimands to Human Resources.

If you have any questions about these procedures, please contact Human Resources or the Legal Department.