

## Chapter XVII

### Article III

#### OFFICE OF THE INSPECTOR GENERAL

##### **17300**      **Establishment of the Office of Inspector General**

The Los Angeles Community College District Board of Trustees and Chancellor authorize the creation of the Office of Inspector General to ensure that its capital program funded by Proposition A, Proposition AA, and Measure J (“Bond Program”) is performing with the utmost integrity and efficiency and when the Inspector General has a reasonable suspicion that a law, regulation, rule, or district policy has been or is being materially violated by someone affiliated with the District and its Bond Program.

Adopted      01-12-11

##### **17300.1**      **Reporting**

The Inspector General shall report directly to the Board of Trustees, but be directed and supervised on a day-to-day basis by the Chancellor.

Adopted      01-12-11

##### **17300.2**      **Generally Authorized Activities**

The Inspector General is authorized to interview witnesses, take testimony, and demand the production of all information, documents, reports, answers, records, accounts, papers, and other data and documentary evidence deemed material, relevant, and reasonably related to any audit, inquiry or investigation of the Bond Program undertaken by the Inspector General.

Adopted      01-12-11

**17301      Powers and Duties**

The Inspector General shall have the following powers and duties:

- A. To plan, direct, and conduct investigations and audits designed to promote accountability to the public and to insure the economy, efficiency, effectiveness, and integrity of the Bond Program;
- B. To receive and investigate complaints concerning incidents of possible misconduct, misfeasance, malfeasance or violations of laws, rules, or regulations by any officer, employee or appointee in any department or contractor firm directly responsible to the Bond Program;
- C. To investigate the performance of LACCD employees and contract staff, appointees performing work related to the Bond Program, in order to detect and prevent misconduct within the programs and operations;
- D. To promote integrity in the administration of the programs and operations, identify any potential for misconduct therein, and make recommendations to the Board of Trustees and Chancellor for policies and methods for the prevention of misconduct;
- E. To report to the Chancellor and Board of Trustees concerning results of investigations undertaken by the Office of Inspector General.

Adopted      01-12-11

**17302      Creation of a Whistleblower Hotline**

As soon as practicable after appointment of the Inspector General, the Inspector General is directed to create and maintain a toll-free "Whistleblower Hotline" for the purpose of receiving citizen and employee reports of public corruption and misconduct of the Bond Program. The identity of any individual placing a call or submitting a complaint to the hotline shall be kept confidential during and after the investigation of any complaint made by the caller, unless the caller consents to disclosure or due process of law otherwise requires disclosure of the caller's identity.

Adopted      01-12-11

17303

**Investigation Reports and Other Documentary Material**

A. Public Summary

Upon conclusion of an investigation, and in the interest of accountability, the Inspector General shall issue a public summary of the report ("Public Summary"). The Public Summary shall be delivered to the Chancellor and Board, and may be forwarded to parties affected by or involved in the investigation, if appropriate.

B. Investigatory Materials

In light of the purpose of the Inspector General as stated in Board Rule 17300, the records of the Inspector General are presumptively deemed investigatory records exempt from disclosure under the California Public Records Act. However, materials provided to the Board of Trustees for a matter that will be discussed in public session must be made available contemporaneously to the public as required by the Ralph M. Brown Act. Materials that relate to potential or existing litigation, employee privacy or other matters exempt from disclosure or subject to a lawful closed session discussion shall not be subject to public disclosure except as required by law.

Adopted 01-12-11

17304

**Cooperation In Investigations**

It shall be the duty of every employee, contract professional, or board member to cooperate with the Inspector General in any investigation undertaken pursuant to this Article.

Adopted 01-12-11

17305

**Retaliation Prohibited**

No employee, consultant, vendor, student or Trustee shall retaliate against, punish, or penalize any person for complaining to, cooperating with, or assisting the Inspector General in the performance of his or her duties. Any employee, consultant, vendor, student or trustee who violates the provisions of this section shall be subject to disciplinary action, in accordance with the due process provisions associated with his or her position.

Adopted 01-12-11

17306

**Reports and Referrals of Investigations**

Upon making a preliminary determination that alleged misconduct may involve possible criminal conduct, the Inspector General, in consultation with the Chancellor, may refer complaints regarding such misconduct to the appropriate law enforcement authority.

Adopted 01-12-11