

The Board has developed the following guidelines for staff on the proper prioritizing and processing of anonymous complaints.

Anonymous complaints are defined as a complaint or concern received either in written or verbal form that is from a person who does not wish to be named or go on the record. This policy attempts to balance various legal and procedural issues against the need for protecting the right of both parties of a complaint.

Anonymous complaints should be assigned the lowest priority for investigation for practical and legal reasons.*

To properly investigate a complaint it is often necessary to obtain additional or clarifying information from the complainant. It is also vital to close the circle and inform the complainant when there is not a violation, or that an investigation has resolved the issue, so they both understand the issue and the District's response. This follow up is not possible if the complainant wishes to remain anonymous.

In investigations, the District limits information shared with others only on a need to know basis. In all cases, retaliation, against the complainant, for raising a complaint or concern is prohibited. Thus employees should not make their concerns or complaints on an anonymous basis.

Exceptions to this policy may be made if the following conditions are present:

- The complaint concerns what appears to be a serious imminent threat to an individual's safety and well-being.
- The complaint concerns what appears to be a serious imminent environmental issue.
- The complaint involves the reporting of actual or suspected child abuse.

- * Significant constitutional issues arise regarding the right of the accused to face his or her accuser. Additionally, the Freedom of Information Act requires records of complaints be made public so anonymity cannot be promised.