



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Administrative Policy Regarding Falsification
of Records

NUMBER: BUL-3723.0

ISSUER: Kevin S. Reed, General Counsel
Office of the General Counsel

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POLICY: The Los Angeles Unified School District is committed to preserving the integrity of the records generated, and maintained in the course of its operations.

MAJOR CHANGES: This Bulletin replaces District Bulletin No. L-2 dated February 10, 1997 on the same subject, issued by the Office of the General Counsel.

GUIDELINES: The following guidelines apply.

ROUTING

All Employees

All Locations

I. BACKGROUND

The integrity of a public institution is primarily a function of the integrity of each of its employees. One way to ensure the integrity of an institution is for employees to ensure the accuracy of that institution's records. Altered or falsified records often result in the wrongful expenditure of public funds in violation of statute, Board rules and policies.

Many times, altered or falsified record reporting is not intended to benefit employees personally, but to facilitate the operations of the particular work location involved. Regardless of the intentions, such actions are wrong and harm the credibility and integrity of the District. Because of the potentially serious harm to the District, which is greater than simply the amount of the wrongful expenditures involved, employees must be aware of the serious consequences arising from the alteration or falsification of public records.

II. ADMINISTRATIVE POLICY

This Bulletin addresses the intentional alteration and/or falsification of ALL District's records, either generated or incorporated as records in the course of its operations, including but not limited to student records (rosters, attendance, grades); personnel records (job entrance qualifications, benefits, misrepresented absence time, sign-in and sign-out timecards); financial records (procurement cards purchases).



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In the event of verified, intentional action to alter or falsify any District record which results in improper expenditures of funds, action may be initiated by the District through any civil proceedings necessary to recover these funds from the responsible employee(s). This course of action is in addition to any existing disciplinary procedure which may also be implemented.

AUTHORITY: This is a policy of the Superintendent of Schools.

RELATED RESOURCES: California Government Code section 6200.

ASSISTANCE: For assistance or further information please contact Richard A. Deeb, Office of the General Counsel at (213) 241-7600.