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Office of Human Capital Management

SUBJECT: REQUEST THAT THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, APPROVE THE RECOMMENDED REVISIONS TO THE PERSONNEL INVESTIGATIVE MODEL (PIM)

COMMITTEE: PERSONNEL, STUDENT, SCHOOL, & COMMUNITY SUPPORT

LINK TO STRATEGIC BLUEPRINT: HIGHLY EFFECTIVE TEACHERS, LEADERS AND STAFF

At the Board meeting of April 17, 2019, the School Board approved Agenda Item H-16 proffered by Ms. Maria Teresa Rojas, Member, requesting that the Superintendent and the School Board Attorney conduct a review of the Personnel Investigative Model (PIM) and recommend any necessary changes. Accordingly, at the August 7, 2019, Personnel, Student, School, & Community Support School Board Committee meeting, proposed changes to the PIM, as indicated below, were presented to the Committee and certain revisions recommended by School Board members have been included in the PIM.

The PIM was designed to provide a consistent process for conducting investigations. All entities involved in this process are committed to maintaining and promoting lawful and ethical performance standards in accordance with School Board Policies, contractual stipulations, federal laws, and state statutes.

As part of its review, District staff and the School Board Attorney have analyzed the impact of the PIM and are recommending changes to increase its effectiveness and streamline its processes. The following highlights the major revisions:

- Cited Board Rules have been updated to applicable Board Policies.
- Hyperlinks have been added to facilitate access to frequently used forms.
- The specific responsibilities of the Incident Review Team (IRT) are outlined.
- Investigations involving allegations of a sexual nature will be reviewed by the Miami-Dade County Public Schools Chief of Police and by the School Board Attorney's Office prior to finalization.

- Clarification has been added regarding the investigative process for each of the investigative entities: school site/worksite administrator (Administrative Review); Civilian Investigative Unit (CIU); and General Investigative Unit (GIU).
- Timeline for an Administrative Review changed from twelve (12) business days to fifteen (15) business days.
- Timeline for cases investigated by the Civilian Investigative Unit changed from thirty (30) business days to forty-five (45) business days.

This item is presented for the Board's review and acceptance of the revisions to the PIM. Copies of the revised PIM manual will be on file in the Office of the Recording Secretary of the School Board, in the Citizen Information Center, and the School Board Members' Office, prior to the September 4, 2019 Board Meeting.

RECOMMENDED: That The School Board of Miami-Dade County, Florida:

1. approve the recommended revisions to the Personnel Investigative Model (PIM) to be effective September 5, 2019; and
2. authorize the Superintendent to obtain an agreement with the affected bargaining units.