

# MISCONDUCT REPORTING FORM 2023

## Instructions

The Misconduct Reporting Form (MRF) is the official intake form for allegations of misconduct by employees of the school district. All allegations must be submitted on the MRF form.

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Begin by completing all sections of the MRF through the Allegations section and submit to OEI/PS with any supporting documentation for recording and review. The OEI/PS will provide guidance and support (if required) throughout the investigation process.

At the close of your investigation, please complete the Actions Taken, Statutory and Agency Reporting/Notification, Discipline Decision and Closing Date sections of the report and submit it to the OEI/PS. Also submit any additional documentation you may have gathered since the initial submission of the form.

### **IMPORTANT**

Unless an investigation is conducted by the OEI/PS, your completed MRF serves as the official record of action taken by the district related to employee conduct. It is imperative that information contained in the MRF accurately and completely reflects all the details of your investigation.

**Office of Equity and Inclusion/Professional Standards (OEI/PS)**  
***Every Student. Every Day.***

Duval County Public Schools  
Employee Misconduct Reporting Form  
**(Please type information into form)**

<b>Today's Date:</b>		
<b>Date of Incident:</b>		
<b>Administrator Submitting the Complaint:</b>		
<b>Complaining Party (other than Administrator):</b>		
<b>School:</b>		<b>School #:</b>
<b>Violator/Subject Employee Name:</b>		<b>PN #:</b>
<b>Grade Level of Students Involved:</b>		
<b>Victim/Student(s):</b>		
<b>Victim is an ESE Student:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Student's Exceptionality:</b>	
<b>Witness(s):</b>		
<i><b>In paragraph format, please describe in detail the allegations of misconduct. Please clearly explain what occurred, who was involved, who witnessed the incident and the subsequent events that lead to the reporting of the incident to administration.</b></i>		
<b>Allegations:</b>		

***Below describe all actions taken during the investigation of the alleged misconduct. Please include notification of DCF and/or law enforcement; notification of the Office of Equity and Inclusion/Professional Standards; summary of investigative findings and***