



**MCSCAA**  
**OPERATIONAL POLICIES AND PROCEDURES**

**OPP No. 14 – Whistleblower Protection Policy**

**Revision 0**

**Date Adopted: October 17, 2024**

**1. Policy:**

In keeping with the policy of maintaining the highest standards of conduct and ethics, the Montgomery County Sheriff Citizen's Academy Alumni Association, Inc., hereto referred to as the "Association", will investigate any suspected fraudulent or dishonest use or misuse of Association resources or property by members of the Executive Board or Enrolled Members with the Association. All Enrolled Members, including members of the Executive Board, shall act with honesty, integrity and openness in all their dealing as representatives for the Association. Failure to follow these standards shall result in disciplinary action, including membership termination and possible civil or criminal prosecution, if warranted.

**2. Reporting Suspected Fraudulent or Dishonest Conduct:**

It is the Policy of the Association that Enrolled Members of the Association are encouraged to report suspected fraudulent or dishonest conduct (i.e. to act as "whistleblowers"), to the President of the Association, or MCSO Liaison Officer. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

**3. Dealing with Suspected Misconduct:**

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- A. Baseless allegations;
- B. Premature notice to person/persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation; and
- C. Violations of a person's rights under law.

**4. Investigations:**

Due to the important yet sensitive nature of the suspected violation, effective professional follow-up is critical. All relevant matters will be reviewed and analyzed with proper documentation of the receipt, retention, investigation and treatment of the complaint by the Executive Board, and plans for appropriate corrective action will be communicated to the parties involved. Investigations may warrant investigation by the MCSO Advisory Board.

#### **5. Whistleblower's Protection:**

It is the Policy of the Association that the organization will use its best efforts to protect whistleblowers against retaliation.

Whistle blowing complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law.

Generally, this means that whistleblower complaints will only be shared with those who have a need to know, so that the Association can conduct an effective investigation, for the purpose of determining what action to take based on the results of any such investigation. In appropriate cases, information will be shared with the Montgomery County Sheriff's Office.

Any retaliation against a whistleblower will be promptly investigated, and appropriate corrective measures will be taken if allegations of retaliation are substantiated.

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