



Integrity Insights

Office of Professional Responsibility

July 30, 2007 • Volume 1, Issue 2

Meet the OPR Staff

George Santowski is the director of Compliance in the Office of Professional Responsibility. George, a graduate of Northern Illinois University, worked 31 years in the Internal Revenue Service's Criminal Investigation Division. During his tenure with the IRS, George spent 9 years as a Field Special Agent, 19 years as Supervisory Special Agent, and 3 years in National Office Analysis. After leaving the IRS, Mr. Santowski spent 4 years training federal agents from all branches of the federal government at the Federal Law Enforcement Training Center.

Peter Nielsen, the Director of Investigations, has 27 years of law enforcement experience. Mr. Nielsen spent twenty-two years as a federal agent investigating white collar crimes, financial fraud and money laundering violations. He worked 5 years as a Dallas Police officer and investigator. Prior to coming to the district, Pete was President and CEO of a corporation specializing in private investigations and consulting. He was the lead investigator on the P-card inquiry.

Charlene Burroughs, a career educator, is the Manager of Ethics and Integrity. Charlene taught elementary grades for 9 years prior to moving to middle school where she taught 8th graders for 12 years. After leaving the classroom, Ms. Burroughs moved to Professional Development and Staff Training where she became a certified Covey trainer. As a Covey Trainer, she trained district staff on the 7 Habits of Highly Effective People and the 4 Roles of Leadership. Additionally, she has written several training modules for teachers and support staff. Charlene also served as Operations Executive for Teaching and Learning.

To contact George, Pete, Charlene or other members of the staff of the Office of Professional Responsibility call (972) 925-8850.

Embodying Ethics

At the beginning of the new school year, Freda observes Martha, a fellow teacher, taking a box of office supplies home. Freda knows Martha has several children in elementary school.

What should Freda do?

Answer choices:

1. Reorder the supplies that were taken.
2. Speak to Martha about what she saw and ask for an explanation.
3. Report the situation to their supervisor.

See the bottom of column one for the answer.

Past and Present Ethical Thinking

It's not what we eat but what we digest that makes us strong; not what we gain but what we save that makes us rich; not what we read but what we remember that makes us learned; and not what we profess but what we practice that gives us integrity.

Attributed to Sir Francis Bacon

Contact Us For Questions or Concerns About Employee Ethics or Integrity

We've Moved

Student Support Services Building
2909 Buckner Blvd.

Room 805

Phone: (972) 925-8850

Fax: (972) 794-3565

www.dallasisd.org/about/integrity

Report Fraud, Waste, or Abuse

Visit us in person or

Call (972) 925-8850

Email: OPR@dallasisd.org

Ethics Hotline: 800-530-1608

Answer: According to district policy, employees are responsible for protecting district assets by being alert to the potential for theft. In this case, Freda might ask Martha for an explanation. She needs all the facts before deciding to go to her supervisor. Also, asking questions might give Martha an opportunity to clarify a possible misconception on Freda's part. After getting all the information, Freda might find that Martha will be using the supplies in a work-related function. On the other hand, if Freda determines the supplies will not be used for official business, she is required by policy to report her suspicions to her supervisor.

Dallas ISD Policy You Need to Know

Did you know district employees are required to report waste, fraud, and abuse? Policy DH (Local) provides an overview of the reportable offenses and details the employee's duty to report inappropriate conduct.

The policy makes employees responsible for protecting district assets by being alert to the potential for theft of property, theft of services, theft of anything of value, fraud, misappropriation or financial impropriety.

Examples of conduct that should be reported include:

- Misappropriation of activity funds.
- Misappropriation of furniture, fixtures, and equipment.
- Misappropriation of funds by fraudulently reporting information on travel records
- Forgery or altering district checks
- Forgery or altering purchase orders
- Forgery or altering time sheets

If you know or have reason to suspect an occurrence of fraud, misappropriation, financial impropriety, or other covered activity, immediately notify your supervisor. However, if you believe your supervisor may be involved, immediately notify the Office of Professional Responsibility at (972) 925-8850 or report the incident to the Ethics Hotline at 1-800-530-1608. Employees should note, however, that according to policy anyone who knowingly submits a false report is subject to discipline up to and including dismissal.

To read the policy in its entirety, visit the Board Policy page on the district's web site.

Integrity in the Headlines

Amarillo, TX - "An Amarillo teacher leaked a portion of this spring's TAKS writing test to his colleagues because he wanted his school's students to have a better chance at passing, a state investigation has found."

From the Dallas Morning News

Boston, MA - The Massachusetts State Ethics Committee met to discuss a "double dipper" from Lynnfield. The city employee often turned in timecards for working overlapping shifts as a school crossing guard, EMT, police dispatcher and an on-call fire fighter.

From the Boston Herald

Making Ethical Decisions



People make ethical decisions every day. However, at times, a situation presents itself that poses a decision-making dilemma. This section will feature common ethical decision-making models that may prove useful to readers when trying to address an ethical dilemma.

If you don't have the time to sit and think about the answer to an ethical dilemma, one decision-making model to use is the "Hero" test. Ask yourself what your highly ethical hero would do in this situation? Once you have determined what your hero would do, take appropriate action to solve the dilemma.

History and Ethics

American history chronicles both the gallant deeds and the improprieties of ordinary citizens who became public servants. The documented lessons, like others in the historical record, allow us to learn from the actions of others. One of the most infamous public servants in U.S. history was William Marcy "Boss" Tweed.

"Boss" Tweed became an alderman in New York City in 1851. He built his power base in City Hall by appointing and electing friends. Over a five year period, Boss Tweed and his associates plundered the City of New York out of between 30 and 200 million dollars. How? He and his friends padded invoices, paid for unnecessary repairs, and worked with suppliers (who were also friends) to overcharge the city for services and goods.

When the New York Times and Harper's Weekly published articles and cartoons exposing Tweed, a public uproar followed. In an attempt to save his position, he tried to use bribes to stop the negative publicity.

Tweed was tried and convicted of forgery and larceny.

Upcoming Training Dates

August 8th and 9th
New Teacher Fair
Ethics Level I CD delivered



Dallas Independent School District