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The Chief Executive Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

i. Handling of Documentation

It is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation.

## 530 Personal Business

Conducting personal business while on official duty will not be authorized. If it is necessary for the employee to make telephone calls or meet with persons not related to Coalition business, the discussions must be held during meal period. Exceptions will be allowed only in case of emergency.

Approved by the Coalition Board: 6/28/07

Board Approved Revisions: 2/28/08; 5/22/08; 6/26/08, 12/4/08, 3/26/09, 10/22/09, 1/28/10, 12/2/10, 11/16/11, 1/26/12, 9/25/14, 11/19/15, 4/28/16, 5/26/16, 9/15/16