

**Anonymous Letters Policy  
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## **Anonymous Letters Policy**

### **Article I. Purpose and Policy**

1-1. Purpose. Anonymous letters and phone calls are a sensitive issue, however, they must be addressed, though not encouraged. The purpose of this policy is to set in place a system where anonymous information is forwarded to a location best able to verify its reliability and to act on the source or the accusation.

1-2. Policy. It is the policy of the Oneida Tribe of Indians of Wisconsin to discourage the use of anonymous letters and phone calls through protections available to the employee or other persons who wish to come forward with information that would protect Tribal assets, whether those assets be objects or people.

### **Article II. Adoption, Amendment, Repeal**

2-1. This policy is adopted by the Oneida Business Committee under authority delegated by the Oneida General Tribal Council.

2-2. This policy may be amended pursuant to the procedures set out in the Oneida Administrative Procedures Act by the Oneida Business Committee or the Oneida General Tribal Council.

2-3. Should a provision of this policy or the application thereof to any person or circumstances be held as invalid, such invalidity shall not affect other provisions of this policy which are considered to have legal force without the invalid portions.

2-4. All other Oneida laws, policies, regulations, rules, resolutions, motions and all other similar actions which are inconsistent with this policy are hereby repealed unless specifically re-enacted after adoption of this policy.

### **Article III. Definitions**

3-1. This article shall govern the definitions of words as phrases as used herein. All words not defined herein shall be used in their ordinary and everyday sense.

3-2. "Anonymous" means information received which does not contain the name of the author of such information, whether received by inter-tribal mail, post office, or telephone.

3-3. "Chief of the Oneida Police Department" means the Chief of the Oneida Police Department or a designated agent of that person.

3-4. "Employee" as used herein means persons working for the Oneida Tribe of Indians of Wisconsin including a political representative, a board, committee or commission member, or other type of employment, i.e. emergency temporary, consultant or limited term employee.

### **Article IV. Procedures for Handling Anonymous Information**

4-1. Employees receiving anonymous information will forward a summary of such information in a confidential manner to the Chief of the Oneida Police Department.

4-2. Information forwarded will contain information identifying who received the information, the day, date, and time of receipt, and the information received.

4-3. The Chief of the Oneida Police Department will be responsible to maintain files on anonymous information and taking appropriate action on such information in a manner consistent with police investigatory procedures.

4-4. Employees, identified as having submitted anonymous information, will not be allowed to

invoke the employee protection law of the Tribe, but shall maintain their access to the grievance process.

4-5. Employees, identified as having submitted false or malicious statements anonymously, will be subject to Disciplinary Action in accordance with the Oneida Tribe's Personnel Policies and Procedures Manual.

4-6. The Human Resources Department is delegated the responsibility of placing in the Personnel Policies and Procedures Manual a notice of this policy and any other information as needed.

*End.*

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