

	<p style="text-align: center;"><b>Department of Human Services Online Directives Information System</b></p>	<p style="text-align: center;"><b>Index: Revised: Next Review:</b></p>	<p style="text-align: center;"><b>POL1950 04/05/2019 04/05/2021</b></p>
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**CONFIDENTIALITY OF INVESTIGATIVE INFORMATION**

All information gathered during the course of an internal investigation will be maintained in a strict and confidential manner. No one within the Office of Inspector General (OIG) will divulge information obtained during an investigation to anyone who is not authorized to such access without prior approval from the Inspector General or designee.

The following security measures will be taken with regard to internal investigation documents:

The Inspector General or designee is the custodian of the internal investigation case files, which are maintained in locked cabinets at the State Office.

Reports, case files, and other relevant documents will be maintained in a secured environment within OIG while the investigation is active. No such documents will be maintained and/or stored off-site not under OIG’s purview.

Exhibits will be properly labeled with the exhibit number case number in the bottom right corner. All investigative exhibits mailed to the OIG State Office will be sent in a first class sealed envelope marked “Confidential” and to the attention of the Chief Investigator.

Other physical evidence will be logged onto the **Property / Evidence Control Record** and stored in a secured area within OIG specifically designed to hold evidence.

Any criminal history information obtained during an investigation must be destroyed upon completion of the investigation. At no time is criminal history information to be stored within a case file.