

	<p align="center">Department of Human Services Online Directives Information System</p>	<p align="center">Index: Revised: Next Review:</p>	<p align="center">POL1951 04/05/2019 04/05/2021</p>
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INTERNAL INVESTIGATIONS UNIT

The OIG Internal Investigations Unit (IIU) is responsible for addressing allegations of misconduct by employees, contractors or others associated with the Department of Human Services (DHS). The goal of IIU is to: (1) identify such persons who engage in misconduct; (2) improve proficiency and efficiency through a review of policies and procedures identified during an investigation; and (3) protect employees against false allegations.

Policy

It is the policy of IIU to investigate all complaints of alleged employee misconduct, to include anonymous complaints, when possible, to determine the validity of the allegations and take appropriate action.

Authority and Responsibilities

The IIU has the authority and responsibility to engage in the following:

1. Initiate investigations as deemed appropriate by the Commissioner. Such approval must be obtained prior to the commencement of any internal investigation.
2. Ensure that each investigation is handled in a professional, thorough, complete, timely and unbiased manner using all approved techniques and resources made available to the investigative staff.
3. Refer matters that do not fall within the purview of the OIG to appropriate administrative and prosecutorial agencies, such as the Georgia Bureau of Investigation and the Office of Attorney General.
4. Conduct joint investigations with other oversight or law enforcement agencies or assist such agencies, as requested.
5. At the conclusion of the investigation, the Senior Investigator will prepare a written report that will contain the reported allegations, the findings of each allegation, a list of interviewed subjects with their respective testimony, a list of evidence obtained during the investigation, and a list of recommendations detailing a course of action.
6. Engage in prevention activities, including but not limited to: training, education, and review of policies and procedures.

7. Maintain information regarding the cost of each investigation.

The IIU is provided the following powers to accomplish its responsibilities:

1. Open and conduct investigations as deemed appropriate by the Commissioner, as requested by the agency head via the Inspector General. With the approval of the IG, the Chief Investigator has authority for decisions regarding the method and scope of investigations, within the framework of established policies and procedures.
2. Require employees to cooperate and provide assistance, when appropriate, with any type of investigation regarding alleged criminal or administrative misconduct.
3. The right to obtain full and unrestricted access to all offices, employees, records, information, data, reports, plans, projects, matters, contracts, memoranda, correspondence, and any other materials, including electronic data of employees that specifically relate to issues currently under investigation by the OIG.
4. Encourage employees to report to the OIG any information regarding abuse, neglect, exploitation, fraud, waste, corruption, or illegal acts.

Maintenance of Records and Files

The IIU maintains an electronic record of the allegations and outcomes of complaints against DHS employees on a case management database. Hard copies of the original reports and all associated evidence are secured in locked cabinets and maintained in accordance with all applicable DHS records retention schedules.

Confidentiality

The nature and source of internal allegations, the progress of the investigation, and the resulting materials are confidential information. The contents of the internal investigation will be retained in a secured location within the area occupied and controlled by IIU. The information and records of an internal investigation will only be released under the following circumstances:

Upon the approval by the Commissioner or his/her designee.

Upon the request or at the direction of the Attorney General or prosecuting entity.

Upon a court order.

Upon the request and direction of DHS' General Counsel pursuant to an Open Records' request.

A dissemination log will be retained and recorded upon the release of any internal investigation report.