

Idaho Department of Correction 	Policy	Control Number: 227	Version: 2.0	Page Number: 1 of 2
		Title: Administrative Investigations		Adopted: 11-20-1997 Reviewed: 3-6-2008 Next Review: 3-6-2010

This document was approved by Brent Reinke, director of the Idaho Department of Correction, on 3/6/08 (signature on file).

BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

POLICY STATEMENT

It is the policy of the Idaho Board of Correction that the Idaho Department of Correction (IDOC) manage complaints affecting the Department, staff, and its contractors and that managing complaints include reporting procedures, conducting investigations and cultural analysis, and resolution.

It is also the policy of the Board that the administrative investigation process be conducted fairly, objectively, and in a prompt and professional manner.

PURPOSE

The purpose of this policy is to communicate the Board's philosophy regarding the establishment of internal procedures for reporting and investigating departmental concerns, employee issues, or misconduct.

SCOPE

This policy applies to all employees, inmates, offenders, contractors, and subcontractors of the IDOC. This policy also applies to all procedures created under its authority.

This policy is not intended to cover substandard performance or behavior that should be addressed by supervisors or managers through summary action.

This policy is not intended for use by offenders to address offender management concerns, issues, or matters.

RESPONSIBILITY

The IDOC is accountable for the acts and omissions of all its employees.

Confidentiality of information is to be maintained at all levels and phases of preliminary and approved investigations.

The director of the IDOC and the chief investigator, Office of Professional Standards, are responsible for overseeing the development, implementation, and monitoring of standard operating procedures (SOPs) to address the following conditions:

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- Conducting administrative investigations of Department matters and complaints or allegations involving Department employees;
- Evidence handling and storage;
- Report writing and records retention;
- Processing initial complaints;
- Conducting inquiries and formal investigations;
- Maintenance of records and investigative files;
- Requesting leave without pay when necessary; and
- Concluding an investigation to include debriefing and record retention.

REFERENCES

IDAPA 15.04.01.01, *Rules of the Division of Human Resources and Personnel Commission*, Section 190, Disciplinary Actions

IDAPA 15.04.01.01, *Rules of the Division of Human Resources and Personnel Commission*, Section 200, Problem-solving and Due Process Procedures

IDAPA 15.04.01.01, *Rules of the Division of Human Resources and Personnel Commission*, Section 201, Appeal Procedure

IDAPA 15.04.01.01, *Rules of the Division of Human Resources and Personnel Commission*, Section 250.06, Administrative Leave with Pay

Performance-based Standards for Adult Community Residential Services, Fourth Edition, Numbers 4-ACRS-7E-01 and 4-ACRS-7E-07

Standards for Adult Probation and Parole Field Service, Second Edition, Section 2-3032

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