

| INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES | | |
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| Policy Number: HR-3-9 | Effective Date: September 1, 2023 | Version: 2.0 |
| POLICY TITLE: INTERNAL AFFAIRS AND INVESTIGATIONS | | |
| OVERVIEW: The purpose of this policy is to establish guidelines for the operation of the Internal Affairs Unit of the Department of Child Services (DCS), which governs the reporting, investigating, and processing of allegations of misconduct within DCS. | | |

I. DEFINITIONS

- A. Ethics or Ethics Rules: The Indiana Code of Ethics located at [42 IAC 1-5](#), and any part of the Indiana Code related to ethics.
- B. Evidence: Includes, but is not limited to, audio or video recordings, photographs, notes, and other investigative material.
- C. Policy: Any document produced or adopted by DCS or the State that sets forth standards, expectations, procedures, requirements, or duties of staff.

II. REFERENCES

- A. [DCS Administrative Policies](#)
- B. [DCS Child Welfare Policies](#)
- C. [DCS Code of Conduct](#)
- D. [DCS Drug Endangered Children Protocols](#)
- E. [DCS Title IV-D Policy Manual](#) (Child Support)
- F. [State Personnel Standardized Policies](#)
- G. [42 IAC 1 Indiana Code of Ethics](#)
- H. [IC 4-2-6: Ethics and Conflicts of Interest](#)

III. STATEMENTS OF PURPOSE

- A. The Internal Affairs Unit ensures the integrity of DCS is maintained through a system of internal reviews and objective and impartial investigations.
- B. The Internal Affairs Unit provides a mechanism for the receipt, review, and investigation (when appropriate) of allegations of staff misconduct.
- C. Any staff or citizen may request an internal affairs investigation. Such a request may be submitted to the Internal Affairs Unit through the [Ethics Mailbox](#) or through the [DCS Trustline](#).
- D. The Internal Affairs Unit has the authority to investigate complaints received by any means. The Internal Affairs Unit interviews any staff person and reviews any DCS records or reports relevant to any investigation. Staff shall cooperate with investigations. Failure to cooperate with any investigation may result in disciplinary action, up to and including dismissal.
- E. All Internal Affairs investigations are afforded the highest degree of confidentiality. All documentation and evidence related to any Internal Affairs investigation is to be clearly marked "CONFIDENTIAL" and stored electronically. Investigators, administrators, and all others involved in an investigation will not discuss any aspect of an Internal Affairs investigation with any person not authorized to receive such

information. Violation of this provision may be grounds for disciplinary action, up to and including dismissal.

- F. The reporting party will remain confidential throughout an investigation, although staff may be required to provide statements during the investigation as a witness. As such, allegations or complaints received from anonymous sources are disfavored, and shall only be investigated if, in the judgment of the Internal Affairs Unit, the anonymous report is credible and merits further inquiry.
- G. All staff will report misconduct of other staff, including breaches of ethics rules and state, federal or local laws, to the Internal Affairs Unit if they witness it, have knowledge of it, or have it reported to them. All reports must be made within a reasonable time. Failure to report the misconduct or ethical violations of another staff member may subject the non-reporting staff member to disciplinary action, up to and including dismissal.
- H. DCS will not in any way retaliate against an individual who, in good faith, files a complaint under this policy. Retaliation is a serious violation of this policy and should be reported immediately. Any person found to have engaged in misconduct constituting retaliation against another person for the good faith reporting of misconduct may be disciplined, up to and including dismissal.

IV. PROCEDURE

The DCS Internal Affairs Unit will:

- A. Review and evaluate all complaints made or referred to the unit;
- B. Refer complaints to Law Enforcement and/or the Indiana Office of Inspector General (OIG) in the event the allegation of staff misconduct would constitute a violation of criminal code;
- C. Make the final determination as to whether the allegations are substantiated or unsubstantiated; and
- D. Forward all substantiated reports, evidence, and a recommended course of action to the appropriate agency head and the employee's supervisor.

V. FORMS AND TOOLS

- A. [Ethics Mailbox](#)
- B. [DCS Trustline](#)

APPROVED

Date: 8/21/2023

Aaron Atwell, Chief of Staff
Department of Child Services