

ADMINISTRATIVE POLICY NO. 18.62

TITLE: ALLEGATIONS OF EMPLOYEE CRIMINAL ACTIVITY
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

APPLIES TO: ALL CLASSIFIED EMPLOYEES WHO ARE NOT SUBJECT TO
A BARGAINING AGREEMENT

LAWS: RCW 42.52

INFORMATION CONTACT: Human Resources Division

EFFECTIVE DATE: July 1, 2005

APPROVED BY: Original signed by Sherer Holter
Director of Human Resources Division

PROCEDURE BACKGROUND & LIMITATIONS:

Chapter 42.52 RCW establishes requirements for the reporting of alleged employee criminal activity.

1. What is the purpose of this policy?

This policy establishes a process within the Department of Social and Health Services (DSHS) for the reporting, appropriate investigation and resolution of allegations of employee criminal activity.

2. What is criminal activity?

For purposes of this policy, criminal activity means misuse of state funds or materials, violation of local, state or federal statute, or a conflict of interest.

3. Who is responsible for reporting alleged criminal activity?

Any DSHS employee who has reason to believe that another employee may have been or is now engaged in potential criminal activity must immediately report the matter to his/her supervisor.

4. What is the supervisor who has received a report of alleged criminal activity required to do?

- A. A supervisor notified of the possible criminal activity of his/her subordinate employee must promptly report the allegation to the appointing authority.
- B. If the employee against whom the allegation has been made is outside of the supervisor's chain of command, the supervisor must immediately report the allegation to the employee's appropriate supervisor who, in turn, must promptly notify the appointing authority.

5. What actions must an appointing authority take to ensure the allegation of criminal activity is resolved?

Upon notification of alleged criminal activity, the appointing authority must:

- A. Review the reported allegation(s).
- B. When appropriate, report the allegation(s) to local law enforcement.
- C. Discuss the allegation(s) with the assigned human resources staff.
- D. Consult with the Director of Human Resources to determine if an allegation is criminal in nature and, if appropriate, submit a request for investigation to the Director of Human Resources.

6. Upon receipt of a request for investigation, what steps will the Director of Human Resources take?

The Director will:

- A. Review and approve or deny the request for investigation.
- B. If approved, determine who will conduct the investigation.
- C. Receive, review and forward the completed investigation report to the appointing authority with a recommendation for action.

7. Can an employee be reassigned pending resolution of the allegations?

The appointing authority may consider reassigning the employee to alternate duties and/or work location pending resolution of the allegations.

8. Who is responsible for determining what actions will be taken upon conclusion of the investigation?

The appointing authority will review the investigation report and the recommendation from the Director of Human Resources and will determine appropriate action in accordance with DSHS policy, Title 357 WAC and/or the provisions of an applicable collective bargaining agreement.