



*Los Angeles County*  
**BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
<b>9.040</b>	<b>Investigations Of Possible Criminal Activity Within County Government</b>	<b>09/08/81</b>

### **PURPOSE**

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Mandates that the proper authorities be notified of any suspected criminal activity, by a County employee or agency contracting with the County.

### **REFERENCE**

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September 8, 1981 Board Order, Synopsis 89

November 17, 1987 Board Order instructing the CAO, Sheriff, County Counsel and Auditor-Controller to develop a detailed guideline for handling suspected employee theft

December 1992 Auditor-Controller Guidelines for Handling the Investigation and Reporting of Employee Misconduct (Promulgated in December 1987 and revised in December 1992)

September 1, 1998 Auditor-Controller memo to each department and district head, Employee Fraud Hotline Investigations

July 1, 2003 Auditor-Controller memo to each Department and District Head, Fraud Hotline Investigations

### **POLICY**

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The Board of Supervisors has designated the Sheriff, District Attorney and Auditor-Controller as the only County agencies with the authority to conduct criminal investigations. These agencies have agreed that in all instances when it is suspected that a County employee or an agency contracting with the County has committed a criminal activity, the Auditor-Controller's Special Investigations Unit (SIU) is to be notified immediately. The SIU will contact the appropriate law

enforcement agency if it is determined necessary. If applicable, the Auditor-Controller will report the investigation findings to the Board, the concerned department head and the Chief Administrative Officer.

Also, no department is to conduct any internal investigation without first notifying the Auditor-Controller's SIU. This ensures that only one department is investigating allegations of improprieties.