



FOR YOUR INFORMATION

FYI FYI FYI FYI FYI FYI FYI FYI FYI FYI

Issue 21-16 (REV)

Date: 09/28/21

LOS ANGELES COUNTY DEPARTMENT OF CHILDREN AND FAMILY SERVICES RISK MANAGEMENT DIVISION INTERNAL AFFAIRS

Internal Affairs' role is to:

- Conduct comprehensive fair and objective administrative investigations regarding allegations of employee misconduct that are called into the County's Fraud Hotline, which is maintained by the Auditor Controller's Office of County Investigations (OCI) at 1-800-544-6861, <https://fraud.lacounty.gov/>
- Investigate suspicious or problematic, egregious case practice issues.
- Conduct an analysis of matters pertaining to litigation, which are determined to potentially impact the Departmental goals of child safety, permanency, and organizational excellence.
- Provide consultation to Regional Offices and other Departmental divisions regarding misconduct referrals and/or concerns. Examples of misconduct referred to Internal Affairs for investigation include but are not limited to: abuse of position and/or authority; falsification of timesheets, mileage, and other documentation; and breach of confidentiality.

Investigative Interviews

A key component of the Internal Affairs (IA) administrative investigation is the interview of individuals who have/may have knowledge of the situation being investigated. Internal Affairs records the interviews with the use of a digital audio recorder. However, there may be circumstances when written Declarations or virtual interviews may be necessary (e.g., during a pandemic or the unavailability of interviewee to meet in person).

When Internal Affairs determines which employees need to be interviewed, written notification will be sent to those employees, their Office Head, and Deputy Director. This notification will include the following:

- Instructions for the employee to contact Internal Affairs within three days to schedule the interview.
- Information regarding the employee's right to have a representative present during the interview (in most cases a Union representative), and the right to bring their own audio recording device.
- Information regarding the employee's obligation to cooperate with the administrative investigation (see below).
- Information regarding what the employee can expect during the interview.
- Instructions on how to request a copy of the audio recording, which can be provided at the conclusion of the IA administrative investigation.

The length of an interview cannot be determined in advance; however, any reasonable request for breaks will be accommodated. The digital audio recorder will be stopped during the breaks and resumed at the time the investigative interview is resumed. Internal Affairs will make reasonable accommodations pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

If you have any questions regarding this release, please e-mail your question to:

Policy@dcsf.lacounty.gov

(right click to open footer section and access link)



FOR YOUR INFORMATION

FYI FYI FYI FYI FYI FYI FYI FYI FYI FYI

Issue 21-16 (REV)

Date: 09/28/21

During the investigative interview, it is the employee's responsibility to answer questions and cooperate with the IA administrative investigation. If the IA administrative investigation reveals serious concerns regarding the employee's performance, IA may seek immediate consultation with the Senior Deputy Director, the involved employee's Office Head, Performance Management, and County Counsel.

The investigative report, including the audio recording and any attachments, are maintained in Internal Affairs' database.

Additional Information

- Internal Affairs does not impose discipline. Performance Management, in consultation with an employee's Management, determines what discipline, if any, will be applied. There may be times when Office Heads may request desk duty assignments, which must be approved by the DCFS' Chief Deputy Director.
- Statements provided by employees during Internal Affairs investigative interviews cannot be used against the employees in any subsequent criminal proceedings.

Applicable Policy

Any reference to the roles and responsibilities of employees concerning their cooperation with administrative investigations is based upon the policies/procedures/regulations contained in the following:

- **Los Angeles County Department of Human Resources Policies, Procedures, and Guidelines, Number 910, Employees' Cooperation in the Administrative Investigation Process, dated 10/27/2023**
- **Los Angeles County Board of Supervisors Policy Manual, Number 9.040, Investigations of Possible Criminal Activity Within County Government, effective 9/08/1981**
- **DCFS Human Resource Manual, dated 5/25/2016**
- **Los Angeles County Department of Human Resources Class Specification concerning the duties/functions for each respective item**

If you have any questions or need additional information regarding this document, please contact:

Elizabeth A. Howard, CSA III

(213) 738-2731

Email: InternalAffairs@dcsf.lacounty.gov

If you have any questions regarding this release, please e-mail your question to:

Policy@dcsf.lacounty.gov

(right click to open footer section and access link)