

## **Unit Order #19-0010 INQUIRY & INVESTIGATIONS - DUTY TO COOPERATE**

**Effective Date: September 19, 2019**

### **PURPOSE OF ORDER:**

The purpose of this order is to set forth policies and procedures that are necessary for the Bureau to operate safely, efficiently, and effectively. Following these standards is an essential component in upholding the values and mission of the Department and our Bureau.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to Psychological Services Bureau (PSB).

### **ORDER:**

All PSB staff are ordered to cooperate fully in any Department/Bureau inquiry or investigation. Any employee that withholds evidence, attempts to intimidate or influence others being interviewed, delays the inquiry or investigation, distorts information, knowingly gives false information, or interferes in any way during an inquiry or investigation being conducted by a supervisor/representative of the Department may be in violation of a series of professional codes, Department policies, and procedures.

PSB managers/supervisors shall take appropriate action to address all violations or deficiencies in following this order, including non-disciplinary action. PSB managers/supervisors are responsible for tracking violations or deficiencies and the corrective action taken for each incident.

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