

**OFFICE OF INVESTIGATIVE SERVICES
POLICY AND PROCEDURE #100**

INTRODUCTION

PURPOSE:

The purpose of the Office of Investigative Services (OIS) Policy and Procedure Manual is to provide each employee with an understanding of the organizational structure, mission, and goals of the Office of Investigative Services. The manual is also intended to provide guidance by defining administrative procedures and responsibilities. Equally important, the manual addresses various aspects of the work process for investigators, support staff and supervisors.

Specifically, the OIS Policy and Procedure Manual has been developed to:

- document policies, procedures, and suggested guidelines to be observed and utilized in the administration and operation of the Office and in the investigation and disposition of cases;
- provide a reference for identifying laws, regulations, and policies that are applicable to the office;
- facilitate the initial training of new OIS staff members;
- provide a uniform process for communicating new and revised policy and procedures to the investigative staff of the OIS; and
- help insure uniform coordination and implementation of revised policy, procedures, and work activities.

When appropriate, the source and location of how to obtain detailed procedures relevant to a specific policy have been referenced to the appropriate authority.

USE AND UPDATING:

Although general procedures may apply to all OIS staff members, the content of this manual is primarily provided for investigative use. Each Investigator in Charge, Senior Investigator, Investigator, and Program Assistant is to become familiar with the organization and content of this manual.

A copy of this manual is to be maintained in each regional OIS office. The Investigator in Charge is responsible for assuring that staff are notified when updates are made to the manual. OIS staff may copy any pages from the manual for use and reference.

The Forms Section provides a single source reference for both OIS and non-OIS forms and letters used by staff in various aspects of work and administrative procedures.