


Idaho Department of Correction 	Policy	Title: Special Investigations Unit		Page: 1 of 2
		Control Number: 150	Version: 1.0	Adopted: 03-02-2015

Henry Atencio, deputy director, approved this document on 03/02/2015.

Open to the public: ☒ Yes ☐ No

Revision History
Revision date (03/02/2015) version 1.0: This is a new policy that creates the Special Investigations Unit.

BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY STATEMENT

It is the policy of the Board of Correction to establish the Special Investigations Unit to conduct administrative and criminal investigations involving allegations of staff misconduct, offenders who have absconded from probation or parole, and inmates who have escaped, to assist in the recapture of offenders and inmates, to conduct pre-employment background checks, gather intelligence and to coordinate facility investigations

PURPOSE

The purpose of this policy is to communicate the Board's philosophy regarding the establishment of internal procedures for investigating employee issues or misconduct, escapes, fugitive recovery, intelligence gathering and pre-employment background checks.

SCOPE

This policy applies to all employees, offenders, volunteers, contractors, and subcontractors of the Idaho Department of Correction (IDOC). This policy also applies to all procedures created under its authority.

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RESPONSIBILITY

The IDOC is accountable for the acts and omissions of all its employees.

Confidentiality of information is to be maintained at all levels and phases of preliminary and approved investigations.

The deputy director of the IDOC and the chief investigator of the Special Investigations Unit are responsible for overseeing the development, implementation, and monitoring of standard operating procedures (SOPs) to address the following conditions:

- Conducting administrative and criminal investigations of allegations involving department matters;
- Conducting criminal and/or administrative investigations that involve offenders who abscond from probation or parole;
- Conducting criminal and/or administrative investigations of escapes/walk-away and general investigations, which affect the safety and security of department facilities, employees and offenders;
- Evidence handling and storage;
- Report writing and records retention;
- Processing initial complaints;
- Maintenance of records and investigative files;
- Requesting leave without pay when necessary; and
- Concluding an investigation to include debriefing and record retention.

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