

ADMINISTRATIVE ORDER 3:02
(Revised 11/1/77)

DEPARTMENT OF HUMAN SERVICES

EFFECTIVE DATE: 1 November 1977

DATE ISSUED: 15 October 1977

SUBJECT: Reporting of Violations of the Criminal Statutes

I. General Policies

- A. Departmental employees will cooperate fully with law enforcement authorities having responsibilities in the investigation and prosecution of suspected criminal violations.
- B. Procedures for the reporting and investigating of suspected criminal violations by institutions or agencies shall be approved and coordinated by the Deputy Commissioner so designated by the Commissioner.

II. Responsibility

A. Institutions

1. It will be the responsibility of the Chief Executive Officer of each institution to develop policies for reporting and investigating suspected criminal violations in conjunction with local law enforcement authorities. Such procedures shall include the obligation of the local law enforcement authorities to inform the Chief Executive Officer on the status of investigations which were referred to the authorities by the institution.
2. It shall also be the responsibility of the Chief Executive Officer to develop procedures for reporting and investigating suspected criminal violations to the State Police, where appropriate, such policy to be developed in conjunction with the State Police Liaison Officer assigned to the Commissioner's Office.
3. It will be the responsibility of the Chief Executive

to notify the appropriate Division Director of all suspected major criminal violations reported to law enforcement authorities.

B. Agencies

1. Agency Divisions shall report suspected criminal violations to appropriate law enforcement authorities pursuant to procedures approved by the Deputy Commissioner so designated by the Commissioner.
2. Nothing contained herein shall conflict with specific reporting and investigative responsibilities and procedures that agencies undertake pursuant to specific statute or regulation.



Ann Klein
Commissioner