

	<p><b>Maricopa County Juvenile Probation Department</b>  <b>Policy Statement</b>  <b>ADMINISTRATIVE</b></p> <p><i>“Providing access to evidence-based early intervention, supervision, treatment and secure care so youth can learn accountability &amp; responsibility, families are strengthened and community safety is enhanced.”</i></p>	
<p><u>Policy Number:</u> <b>I.B(8)</b></p> <p>Effective: <u>1/14/2011</u></p> <p>Review Date: <u>10/31/2012</u></p> <p>Review Responsibility: General Employee and Personnel</p>	<p><u>Subject:</u></p> <p><b>Investigating Allegations of Misconduct</b></p>	<p><u>Chapter:</u> <b>I</b> Administrative</p> <p><u>Section:</u> <b>B</b> General Employee and Personnel</p> <p><u>OP Manual</u></p>
<p><b>Authority or Related Standards:</b></p> <p><a href="#">A.R.S. § 38-1101</a></p> <p><a href="#">Judicial Merit System Resolution and Rules</a></p>	<p><b>APPROVED:</b></p> <p style="text-align: center;">~S~</p> <p style="text-align: center;"><b>Vincent J. Iaria</b>, Chief Juvenile Probation Officer</p>	

**Policy**

- It is the policy of the Maricopa County Juvenile Probation Department (MCJPD) that:
- Allegations or complaints, including those made anonymously, against the Department or its personnel will be accepted and a preliminary inquiry conducted.
  - All allegations of discrimination, sexual harassment, hostile work environment and violations of the Americans with Disabilities Act and the Fair Labor Standards Act will be referred to Judicial Branch Human Resources.
  - While some anonymous complaints may be frivolous or malicious in nature, the decision to conduct an administrative investigation will depend upon the sufficiency of the information provided, the severity of the allegations, the results of a preliminary inquiry, and other factors as directed by the Chief Juvenile Probation Officer or designee.
  - The goal in investigating complaints or allegations of misconduct is to ensure the integrity of the MCJPD while protecting the rights and interests of employees, their clients, and the public.
  - Supervisors who receive complaints or allegations of misconduct will follow all applicable provisions outlined in the procedures developed in support of this policy.
  - Administrative investigations will be referred through the employee's chain of command to the Chief Juvenile Probation Officer or designee for determination of investigative assistance and responsibility.

- Administrative investigations are routinely staffed with Judicial Branch Human Resources to ensure that investigations are conducted in a fair, impartial and professional manner.
- The Department is not prohibited from applying the procedures developed in support of this policy to all departmental employees.
- The Chief Juvenile Probation Officer is not prohibited from requesting that an outside agency complete an administrative investigation.

### **Rationale**

The MCJPD commits to establishing the responsibilities, requirements, and procedures for conducting fair and impartial investigations of allegations of misconduct. Employees will always be able to locate these provisions in the agency's Policy and Procedure System and grieve any perceptions of the agency's failure to follow them.

### **Persons Affected**

All employees of the MCJPD who are not on probation status as an initial hire.

### **Revision History**

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**Basic Procedures** owned by:

**Administrative**