**Standard Operating Procedures
for
REPORTING TO GOVENOR’S LEGAL COUNSEL**

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## BACKGROUND & PURPOSE:The purpose of this document is to provide guidance regarding compliance with *“EXECUTIVE ORDER 01.01.2015.08- Reporting of Misconduct”*, specifically the following directive:

## *“O. All departments and agencies of the State shall immediately refer to the Assistant Attorney General of the Department or Agency or to the Deputy Attorney General with supervisory responsibility for the 3 Attorney General’s Criminal Investigations Division, any instance of possible criminal or unethical conduct by any employee or contractor of this State, for such action as the Office of the Attorney General deems appropriate. All departments and agencies shall also immediately advise the Chief Legal Counsel to the Governor of any such referrals.*

## This office provides reports of employee misconduct to the Governor’s Legal Counsel and will be assuming the role to report incidents of misconduct for the Department of Human Services. It is imperative that all instances either with or without the involvement of this office should be reported to the Assistant Inspector General for Investigations, Terry P. Scates, or designee. If you have any questions, please feel free to contact me.

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